

**केन्द्रीय विद्युत प्राधिकरण**  
**Central Electricity Authority**  
**समन्वय प्रभाग**  
Coordination Division  
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**Subject: Guidelines for marking and providing inputs for replying to Parliament Questions (PQ):**

A meeting was chaired by Chairperson, CEA with all Members of Authority, PCE-I & II, Secretary, CEA and CE(Coordination) on 23.09.2021 to discuss existing guidelines for marking and replying to Parliament Questions (PQ). Based on discussions and consensus following guidelines have been finalized :

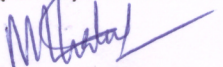
**Revised Guidelines for marking and replying to Parliament Questions (PQ):**

1. Chief Engineer (Coordination) would forward the PQ to **Concerned Member / PCE / Secretary** based on overall context of the PQ and dealing division in the Ministry. If the PQ appears to pertain to more than a single wing, then the PQ would be forwarded to the Member / PCE of such a wing, the nature of work of which is similar to that of the dealing division in the ministry. **Concerned Member / PCE would then allocate the PQ to the appropriate division (Nodal division for the PQ) under intimation to the Coordination Division via email.**
2. Nodal division would seek the part replies from other divisions, compile the replies, put up for approval of concerned Member/PCE. Approval of Chairperson is required for Starred PQ.
3. Normally, no transfer of the PQ would be allowed by the division, to which the PQ is allocated by the Member. However, if required, PQ can be transferred to other division (to act as Nodal division) only by the Member/PCE concerned within one day of receipt of PQ. Special care to be taken in case of starred questions. In no case, PQ to be returned to Coordination division.
4. Any PQ directly received by any division/wing shall be forwarded by division/wing to Coordination Division while marking it to particular division(as Nodal division).
5. Replies to all PQs to be sent to Coordination Division, CEA by Nodal division. Coordination division would send the same to MOP/other Ministry(s).
6. Part replies to PQs marked to other divisions of CEA by nodal division to be sent with the approval of Chief Engineer within a wing. If part reply pertains to other wing it should be sent with the approval of concerned Member subject to para "7" below.
7. If part reply contains existing data available with the division, same may be sent with the approval of Chief Engineer. However, if part reply is based on inputs from other entities, then approval of Member/PCE is required.

In addition to above, procedure to be adopted for replying the PQs is given at Annexure-1.

These guidelines would be effective from next parliament session.

These guidelines supersede guidelines issued vide this division letter No. CEA/CD/PQ/2018/517-577 dated : 24.12.2018.

  
(M. M. Dhakate)  
Chief Engineer

**All Chief Engineers, Economic Advisor, Dy. DG (St), Secretary of CEA**

**No. CEA/CD/PQ/2021- 171-228**

**Date: 15.11.2021**

Copy for information to:

1. Sr. PPS to Chairperson, CEA
2. PPS to Member (Thermal, Hydro, Power Systems, Planning, E&C, GO&D)
3. PPS to PCE-I, PCE-II



**Procedure to be adopted for replying the PQs**

1. All PQs will be sent through email by Coordination division on respective Member's email IDs (.nic or .gov). **The Member would then allocate the PQ to Nodal division.**
2. Reply to PQs would be sent **by Nodal division** to Coordination division through email (cecdcea@nic.in). In the reply email, the subject should clearly mention the aspects viz. Lok /Rajya sabha, PQ date, Diary No, Admitted No. and subject title. Whether the PQ reply is being sent as advance copy or with the approval of Member, should also be clearly indicated in covering letter or email body.
3. Hard copy of the reply to Starred PQ alongwith supplementary to be furnished to Chairperson and concerned Member by the Nodal division. Coordination division may request for additional hard copy if requested by other Member/PCE and same should be provided by the Nodal division.
4. Part replies requested by Nodal division are not to be sent to coordination division. Clear instructions may be given to outside organisations regarding the email address, at which required material for PQ would be forwarded by them. It has been observed that outside organisations send the reply material pertaining to their organization to coordination division (in many cases without a copy to nodal division who requested for the information).
5. Strict timelines to be followed for replying to PQs as indicated in the admitted list.