

No.28/32/88-IH(7)-2025/ 10384  
Chandigarh Administration  
Department of Personnel

Chandigarh, dated the 30/07/25

To

All the Administrative Secretaries/  
Heads of Departments/ Offices/  
Institutions/ Boards/ Corporations  
Chandigarh Administration

**Subject:- Official dealings between the Administration and Member of Parliament and State Legislatures- Observations of proper procedure**

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Sir/Madam

I am directed to refer to this department's letter No. 28/32/88-IH(7)-2025/3696 dated 18.03.2025 on the subject noted above whereby the consolidated guidelines on official dealings between the administration and Member of Parliament and State Legislatures issued by the Govt. of India, Department of Personnel & Training, New Delhi vide O.M. No. 11013/14/2022-Estt.A-III dated 13.09.2022 were circulated to all the departments for strict compliance. It was further conveyed that in terms of Para 4 of the O.M. ibid, a reply should be issued under the signature of Secretary only. Each communication received from the Member of Parliament will be acknowledged within 15 days by the Secretary, followed by a reply within next 15 days of acknowledgment sent.

2. The Competent Authority has observed that the instructions/ guidelines referred above are not being complied with. Accordingly, the above instructions/ guidelines are hereby re-iterated and it is again requested that basic principles in the above referred guidelines be followed by all the officials concerned both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

3. The contents of this communication may kindly be brought to the notice of all officers/officials working under your control for strict compliance.

Yours faithfully

AKM  
29/07/25

Additional Secretary Personnel  
Chandigarh Administration

Dated: 30/07/25

Endst. No. 28/32/88-IH(7)-2025/ 10385

A copy is forwarded to the:-

- (i) Principal Secretary to the Administrator, Union Territory, Chandigarh
- (ii) Special Secretary to the Administrator, Union Territory, Chandigarh
- (iii) ADC to the Administrator, Union Territory, Chandigarh
- (iv) PA to the Chief Secretary, Union Territory, Chandigarh for information of the Officer.

AKM  
29/07/25

Additional Secretary Personnel  
Chandigarh Administration

Dated: 30/07/25

Endst. No. 28/32/88-IH(7)-2025/ 10386

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh with the request to upload the above instructions on the official website of Chandigarh Administration.

AKM  
29/07/25

Additional Secretary Personnel  
Chandigarh Administration