OFFICE OF THE COMMISSIONER OF POLICE : DELHI

No. 41/2011

CIRCULAR

1. It is observed that timely action is not being taken as per rules on the complaints and references from Hon'ble Members of Parliament.

2. Guidelines laid down in the Central Secretariat Manual of Official Procedure (CSMOP) for handling communications received from Members of Parliament are not being adhered to by the Units and replies are getting delayed. The guidelines stipulate that any communication from a Member of Parliament should be attended to promptly and **acknowledged within 15 days followed by a reply within the next 15 days. In cases where delay is anticipated, an interim reply should be given indicating the possible date for a final reply.** This is to ensure that prompt attention is given to the communications received from Members of Parliament.

3. Therefore, all units and Jt. CPs must ensure that an acknowledgement is immediately sent to the Hon'ble M.P. by the first office which receives the reference.

4. If it seems that it would not be possible to send a comprehensive reply within the stipulated 15 days, the Unit head shall immediately inform the concerned Joint C.P., who shall send an interim reply to the Hon'ble M.P. seeking more time.

5. Thereafter, it would be the responsibility of Unit head to ensure that a comprehensive reply is prepared and sent post haste to the concerned Joint C.P. or other senior officer concerned for replying to the Hon'ble Member of Parliament.

6. All units will maintain a register regarding letters/references received from Members of Parliament in the enclosed format.

Contd....2/-

7. These instructions may be complied with expeditiously by all Units and monthly diary of all M.P. references may be compiled in the office of respective Jt.CP and sent to Jt.CP/PHQ for further compilation by C&T/PHQ. This compiled diary of references received and disposed of, shall be sent to my office by 7th of every month.

11/8/11

(B. K. GUPTA)
COMMISSIONER OF POLICE,
DELHI.

No.4051-4150/Record Branch/PHQ dated Delhi, the 13/8/2011.

Copy forwarded for information and necessary action to the:-

1. All Spl.CsP. /New Delhi.
2. All Jt. CsP/Delhi/New Delhi.
3. All Addl. CsP/New Delhi including Principal/PTC.
4. DCsP all Distt./Unit including FRRO Delhi/New Delhi.
5. SO to C.P. /Delhi.
6. L.A. & F.A. to C.P./ Delhi.
7. All ACsP/PHQ including I.T. Centre.
8. Reader to C.P./ Delhi.
9. Central Library/PHQ with 5 spare copy.

DISPOSAL OF REFERENCES RECEIVED FROM MEMBERS OF PARLIAMENT

SL. NO.	NAME & ADDRESS OF MEMBER OF PARLIAMENT	SUBJECT	OFFICE DY.NO.	SENT TO WHOM WITH DY. NO., DATE & REMARKS	ACTION TAKEN REPORT SENT TO M.P. VIDE DY.NO. & DATE (If not reasons thereof)