



GOVERNMENT OF MIZORAM
RURAL DEVELOPMENT DEPARTMENT

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OFFICE MEMORANDUM

Dated Aizawl, the 7th May, 2018

No. A. 11011/19/2017-RD(Estt.) : It has been brought to the notice of the Government that instances have occurred in which Members of Parliament/Members of State Legislatures have not been accorded by Government officers, the consideration and regard which their position in the public life of the State requires. It is therefore considered necessary to reiterate and spell out in detail the principles and practices that should govern the relations between the representatives of the people and the Government Servants.

All officers and staff under Rural Development Department are therefore informed to strictly adhere to this Office Memorandum in their official dealings with MPs/MLAs.

1. The Government servant should show courtesy and consideration to Members of Parliament and of State Legislatures and;
2. While they should consider carefully or listen patiently to what the MP/MLA may have to say, the Government Servant should always act according to their own best judgement.
3. Any deviation from an appointment made with a Member must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.
4. An officer should be meticulously correct and courteous and rise to receive and see off a Member visiting him.
5. Members of Parliament/State Legislatures of the area should be invited to public function organized by a Govt. Offices as far as possible. Proper and comfortable seating arrangements at public functions should be made for Members who are listed above officers of the rank of Secretaries to Government of India in the Warrant of Precedence.
6. Where any meeting convened by the Government is to be attended by Members of Parliament/State Legislatures, special care should be taken to see the notice is given to them in good and should be ensured :-
 - a) that intimations regarding public meetings/functions be sent through speedier communication devices to the Members, so that they are received by them well in time, and;

- b) that receipt of intimation by the Member is confirmed by the officer/official concerned.
7. Letters from Members of Parliament and of State Legislatures must be promptly acknowledged and reply sent at an appropriate level expeditiously.
 8. Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. In doubtful/confidential cases, instruction from higher authority should be taken.
 9. Reference from the Committees of Parliament must be attended to promptly. A senior officer at the level of Joint Secretary or equivalent should be charged with the responsibility for ensuring this.
 10. The officers should not ignore telephonic messages left for them by the MP/MLA in their absence and should try to contact the Members of Parliament/State Legislature concerned at the earliest.
 11. The Government servant should not approach a Member of Parliament or of a State Legislature for furtherance of his individual case.

Sd/- LALHMINGTHANGA

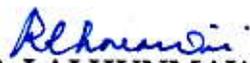
Commr. & Secy. to the Govt. of Mizoram
Rural Development Department

Memo No. A. 11011/19/2017-RD(Estt.)

: Dated Aizawl, the 7th May, 2018

Copy to:-

1. P.S. to Hon'ble Minister, Rural Development Department.
2. Sr. P.P.S. to Commr. & Secy., Rural Development Department.
3. Director, Rural Development Department for information and necessary action.
4. Director, SIRD&PR, Mizoram.
5. All Project Directors, DRDA, Mizoram.
6. Project Director, SLMC&IAC, Mizoram
7. Director, SAU, Mizoram.
8. All officers in the Secretariat and Directorate, R.D. Department.
9. All BDOs, Rural Development Department, Govt. of Mizoram.
10. Computer Analyst for uploading it in the Department's Website.
11. File No. C. 17011/7/2015-RD(Estt.) :
12. Guard File.


(R. LALHUNMAWII)

Under Secy. to the Govt. of Mizoram
Rural Development Department