

Email

Regional Director

[All AC-cum-RDs/Directors/JD Incharges] Guidelines for Parliament Questions and Calendar of sittings for 05th Session of Eighteenth Lok Sabha and 268th Session of Rajya Sabha, 2025 {Monsoon Session, 2025} - regarding.

From : Dy. Director, P and D Branch <dir-pnd@esic.nic.in>

Fri, Jul 11, 2025 10:07 AM

Subject : [All AC-cum-RDs/Directors/JD Incharges] Guidelines for Parliament Questions and Calendar of sittings for 05th Session of Eighteenth Lok Sabha and 268th Session of Rajya Sabha, 2025 {Monsoon Session, 2025} - regarding.

3 attachments

To : IC PMD <ic-pmd@esic.nic.in>, ic-revenue@esic.nic.in, Insurance Commissioner Personnel and Administration Headquarters <ic-pna@esic.nic.in>, Insurance Commissioner ICT Hqrs <ic-ict@esic.nic.in>, Insurance Commissioner NTA <ic-nta@esic.nic.in>, Medical Commissioner Medical Education <mcme-hq@esic.nic.in>, Medical Commissioner Medical Administration <mc-medadmin@esic.nic.in>, Medical Commissioner Procurement <mc-procurement@esic.nic.in>, Medical Commissioner Medical Services <med-comm@esic.nic.in>, DMC SST HQ <dmc-sst.hq@esic.nic.in>, Dy Medical Commissioner ICT <dmc-ict.hq@esic.nic.in>, DMC MS II <dmc-ms2.hq@esic.nic.in>, DMC RC <dmc-rc@esic.nic.in>, Dr.Pawan Kumar <dmc-ism@esic.nic.in>, DMC, Medical Education, New Delhi <dmc-dl@esic.nic.in>, dmc-delhi.esic <dmc-delhi@esic.nic.in>, DMC Procurement <dmc-procurement.hq@esic.nic.in>, Chief Engineer <chief-engr@esic.nic.in>, Additional Commissioner Finance <ac-fin@esic.nic.in>, Addl Commissioner Revenue <ac-revenue@esic.nic.in>, Actuarial Branch HQ <actuarial-hq@esic.nic.in>, Additional Commissioner Vigilance <ac-vig@esic.nic.in>, ESI Medical Services HQ <med1-hq@esic.nic.in>, Medical Branch II ESIC HQ <med2-hq@esic.nic.in>, JD Admin E II <jd-admin2@esic.nic.in>, Joint Director Recruitment <jd-rectt@esic.nic.in>, MEDICAL BR.VI HEADQUARTERS <med6-hq@esic.nic.in>, Additional Commissioner Benefit <ac-benefit@esic.nic.in>, Benefit Branch Headquarters Delhi <benefit-hq@esic.nic.in>, fa-7 <fa-7@esic.nic.in>, Medical Branch II ESIC HQ <med2-

Urgent
31/7/25
11/7
Gmt 31/7/25
11/7
AD (A)

PARLIAMENT OF INDIA

RAJYA SABHA

**Chart showing the dates of answering question and the last date
of receiving notices of questions pertaining to various Ministries/Departments**
Two Hundred and Sixty Eighth Session: July–Aug, 2025

| Group | Ministries/Departments | Date of Sitting | Last date of receiving notices/ date of ballot (Up to 3:00 PM) |
|-------|---|--|--|
| I | Civil Aviation; Coal; Defence; Housing and Urban Affairs; Jal Shakti; Micro, Small and Medium Enterprises; Mines; Minority Affairs; Parliamentary Affairs; Petroleum and Natural Gas; Planning; Power; Statistics and Programme Implementation. | 21 st July, 2025 28 th July, 2025 4 th August, 2025 11 th August, 2025 18 th August, 2025 | 4 th July, 2025 11 th July, 2025 18 th July, 2025 25 th July, 2025 01 st August, 2025 |
| II | AYUSH; Chemical and Fertilizers; Consumer Affairs, Food and Public Distribution; Corporate Affairs; Finance; Health and Family Welfare; New and Renewable Energy; Ports, Shipping and Waterways. | 22 nd July, 2025 29 th July, 2025 5 th August, 2025 12 th August, 2025 19 th August, 2025 | 4 th July, 2025 11 th July, 2025 18 th July, 2025 25 th July, 2025 01 st August, 2025 |
| III | Cooperation; Education; Fisheries, Animal Husbandry and Dairying; Home Affairs; Road Transport and Highways; Panchayati Raj; Skill Development and Entrepreneurship; Social Justice and Empowerment; Tribal Affairs; Women and Child Development. | 23 rd July, 2025 30 th July, 2025 6 th August, 2025 20 th August, 2025 | 7 th July, 2025 14 th July, 2025 21 st July, 2025 4 th August, 2025 |
| IV | Prime Minister; Atomic Energy; Communications; Culture; Development of North Eastern Region; Earth Sciences; Environment, Forest & Climate Change; External Affairs; Law and Justice; Labour & Employment; Personnel, Public Grievances and Pensions; Science and Technology; Space; Tourism; Youth Affairs and Sports. | 24 th July, 2025 31 st July, 2025 7 th August, 2025 21 st August, 2025 | 8 th July, 2025 15 th July, 2025 22 nd July, 2025 5 th August, 2025 |
| V | Agriculture and Farmers Welfare; Commerce and Industry; Electronics and Information Technology; Food Processing Industries; Heavy Industries; Information and Broadcasting; Railways; Rural Development; Steel; Textiles. | 25 th July, 2025 01 st August, 2025 8 th August, 2025 | 9 th July, 2025 16 th July, 2025 23 rd July, 2025 |

To,

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09-07-2025
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Chunnu
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- 9/7/25
1. PS /OSD/Addl.PS to Hon'ble Minister (L&E)/Minister of State (L&E).
 2. OSD to Secretary (L&E)/Sr. PPS to DG(S)/PPS to SLEA/PPS to AS&FA.
 3. All JSs/EA(SD)/DDG(E).
 4. CPFC/DGESIC/CLC(C).
 5. All Attached & Subordinate offices/Autonomous/Statutory Bodies under the Ministry of Labour & Employment.
 6. All Officers/Sections/Desks/Units in the Ministry of Labour and Employment (including Jaisalmer House) with the request to ensure not to sanction long leave to their officials to avoid inconvenience during the Parliament Session.
 7. PU (DGE) with 10 spare copies.
 8. In-Charge, CR Section - with a request for keeping Room No. 05(Parliament Unit) open on every Saturday & Sunday during the forthcoming Monsoon Session of Parliament, 2025 in connection with the Parliamentary work.
 9. Adm.II Section - with request for keeping ready/ in order Duplicating Papers, Stapler Pins & Duplicating Machines.
 10. JD(OL)/AD(OL)/Anuwad Anubhag- for information & necessary action.
 11. Additional Director General (Media & Communication), Room No. 207, National Media Centre, Raisina Road, New Delhi.
 12. Commandant (In-charge), CISF, Shram Shakti Bhawan, Rafi Marg, New Delhi - for information/ facilitation accordingly.

9/7/25



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय / Headquarters
पंचदीप भवन, सी आई जी मार्ग, नई दिल्ली - 110 002
Panchdeep Bhawan, CIG Marg, New Delhi - 110 002
Telephone - 011 2323373, E-mail: dir-pnd@esic.nic.in
Website: www.esic.nic.in

No. A-48011/2/2022-P&D

Dated- 10.07.2025

CIRCULAR

Sub: Guidelines for replies to Parliament Questions during Monsoon Session -2025 - reg.

Parliament Questions are to be replied in a time-bound manner. The past experience suggests that the desired time-lines have not been followed or the quality of replies were also not up to the mark. Further the while framing the replies the previous replies on the same or similar question approved by the Ministry were not considered.

Since any deficient or contradictory reply has a very serious ramifications, the following guidelines for ensuring timely replies to the Parliament Questions are reiterated for the strict compliance:

1. Parliament Question files shall be cleared on priority by each Division responsible for the reply.
2. Reply should be duly approved by the Director General and it should be specifically mentioned in the reply submitted to the P&D Branch.
3. Reply which pertains to a single division should be forwarded to the P&D Branch after due approval of the Director General and it should be clearly mentioned in the reply. Answers to the questions which require the input from the multiple branches may be submitted to the P&D Branch with the approval of the Divisional Head concerned. Approval of the DG for the composite answers will be taken by the P&D Branch before submission to the Ministry.
4. While preparing the reply, the answers to the Parliament questions on same or similar issues given on earlier occasions may be referred and it should be ensured that as far as possible the replies should be given on similar lines.
5. Submission of reply to P&D Branch shall be by the end of the day, in case the Parliament Question is received in forenoon by the replying Division and by noon of next day if the Parliament Question is received in afternoon.
6. Decision of P&D Branch with respect to marking of Parliament Question to the concerned Division is taken on the basis of the allocation of the work to the concerned division, still if it is felt that a portion of reply pertains to another



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पंचदीप श्रवण, सी आई जी मार्ग, नई दिल्ली - 110 002
Panchdeep Sharan, CIG Marg, New Delhi - 110 002
Telephone - 011 23232373, E-mail: dir-pnd@esic.nic.in
Website: www.esic.nic.in

संसदीय मामला
मौनसून-सत्र

जुलाई, 2025 से अगस्त, 2025 तक

संख्या: A-48011/2/2022 P&D

दिनांक: 10-07-2025

सेवा में,

क्षेत्रीय निदेशक/निदेशक/संयुक्त निदेशक/उप निदेशक (प्रभारी)
कर्मचारी राज्य बीमा निगम, क्षेत्रीय कार्यालय/उप-क्षेत्रीय कार्यालय/विभागीय कार्यालय।

विषय: मौनसून सत्र 2025-18वीं लोकसभा के (5th) सत्र एवं राज्य सभा के 268 वें सत्र के दौरान प्रश्नों के उत्तर देने के लिए दिनों के आबंटन के संबंध में। Calendar of sitting for 5th Session of 18th Lok Sabha and 268th Session of Rajya Sabha Monsoon Session, 2025 (July - August 2025) Reg.

महोदय,

उपर्युक्त विषय पर सूचित है कि संसद के मौनसून सत्र - 2025 के दौरान जुलाई-अगस्त, 2025 में संसदीय प्रश्नों के उत्तर देने के लिए निम्नलिखित दिन एवं तिथियाँ श्रम एवं रोजगार मंत्रालय के लिए आबंटित की गई हैं:-

In reference to the subject cited above it is to inform that the following provisional days and dates are allotted for answering question during Monsoon Session 2025 of the parliament from July-August-2025.

| क्र.सं/विषय | लोकसभा/Lok Sabha | राज्यसभा/Rajya Sabha |
|------------------|---|--|
| 1. Question Days | (Monday) 21,28.07.2025 04,11,18.08.2025 | (Thursday) 24,31.07.2025 07,21.08.2025 |

मुख्यालय और क्षेत्रीय कार्यालय के सभी संबंधित अधिकारियों से अनुरोध है कि वे संसदीय प्रश्नों के उत्तर के लिए मुख्यालय के दिशानिर्देशों के अनुसार लोकसभा और राज्यसभा से प्राप्त संसदीय प्रश्नों के उत्तर हिंदी और अंग्रेजी भाषा में संबंधित अधिकारी को समय पर प्रस्तुत करना सुनिश्चित करें।

All concerned officers of Headquarters and Regional Offices are requested to ensure submission of reply of Parliament questions received from Lok Sabha and Rajya Sabha to this branch in Hindi and English language as per guidelines of Headquarters for reply to parliament Questions within 24 Hrs.

It is advised that priority may be given to the answer of parliamentary Questions and the reply should invariably reach in the given time limit.