



कर्मचारीभविष्यनिधिसंगठन  
Employees' Provident Fund Organisation

श्रमएवंरोजगारमंत्रालय, भारतसरकार  
Ministry of Labour and Employment, Government of India  
मुख्यकार्यालय/Head Office

भविष्यनिधिभवन, 14, भीकाजीकामाप्लेस, नईदिल्ली -११००६६  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi -110066

File No :PQ/95/2020/Calendarofsittingsandallotmentofdays

Dated: 22.01.2024

To,

All Addl. CPFC-HQs  
All Addl. CPFCs  
All Regional P.F. Commissioners-Is  
All ZO's

**Sub: Calendar of sitting and allotment of days for answering questions during the Fifteenth Session - Seventeenth Lok Sabha and Two Hundred and Sixty Third Session of Rajya Sabha, 2024 {Interim Budget Session, 2024} –Reg.**

Madam/Sir,

It is informed that the 15<sup>th</sup> Session - Seventeenth Lok Sabha and 263<sup>rd</sup> Session of Rajya Sabha, 2024 {Interim Budget Session, 2024} is commencing from 31<sup>st</sup> January, 2024 (Wednesday) and will continue till 09<sup>th</sup> February, 2024 (Friday).

2. The following dates have been allotted for Parliament Questions related to Ministry of Labour & Employment: -

Particulars	Lok Sabha	Rajya Sabha
	<u>Monday</u>	<u>Thursday</u>
Dates allotted for Parliament Questions related to MoL&E	05.02.2024	08.02.2024

3. Instructions for providing answers to Parliament Questions circulated vide UO No.PQ/92/2020 dated 07.07.2023 is attached herewith for information and strict adherence please.

4. It is requested that the required information/material for framing replies to Parliament Questions be sent through e-mail at [rc.pgcell@epfndia.gov.in](mailto:rc.pgcell@epfndia.gov.in) within prescribed time limit in order to avoid any delay. Further, it is also advised that the official web-site of EPFO may also please be visited on a daily basis for any other additional information in the matter.

5. It has been experienced in the past that Parliament Questions are sometimes received at a very short notice. It is therefore, requested that all concerned may ensure that officers/staff posted under them remain available during the above mentioned period.

Yours faithfully,

(Pramod Singh)

Regional P.F. Commissioner-I (PQ)

Copy to:

1. RPFC-I (NDC) –with a request to upload the same on EPFO's official website.
2. All Sections in Head Office.



श्रम एवं रोजगार मंत्रालय, भारत सरकार

10 7 JUL 2023

EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

PQ Cell

**Subject: Instructions for providing answers to Parliament Questions-reg.**

A communication has been received from MoLE dated 04th July 2023 (Copy enclosed) communicating that the **Monsoon Session, 2023 of Parliament** is commencing from 20<sup>th</sup> July, 2023 and will continue till 11<sup>th</sup> August, 2023.

It has been noticed in the past that the answers to Parliament Questions are to be provided in a very short time frame as the final list of questions are uploaded on the respective websites of Lok Sabha and Rajya Sabha only couple of days before the question is to be replied. The effective time available for EPFO for the purpose is even lesser than a day as the replies are to be sent to the Ministry of Labour & Employment for facilitating compilation of replies and for briefing the Minister, if required. The Ministry of Labour & Employment had earlier directed that replies to Parliament Questions should be submitted to the Ministry of Labour & Employment **not beyond 48 hours** from the receipt of the Parliament Questions. **It is therefore requested that the PQs may be attended at the earliest on its receipts.**

As the utmost care is to be given while replying to Parliament Questions, the following instructions are reiterated for strict compliance:-

- i. **All ACCs/ACC-HQs** of the concerned Division will be the Nodal Officer of the concerned Parliamentary Question.
- ii. Replies should be precise and brief. Specific answers only to the queries raised should be given. No other details should form part of the answer.
- iii. If a reply to the same or similar question has been given earlier (same session or previous sessions of Parliament) a copy of the same should be taken from office records or the website of the respective house of Parliament : Lok Sabha or Rajya Sabha) and placed in the file for perusal.
- iv. All the replies to the Parliament Questions must be sent only after the approval of the Central P.F. Commissioner and must be in the prescribed format only. Divisions must send the final replies/answers, duly approved by CPFC, in UO Note/letter or other format through e-mail for further onward submission.

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- v. The replies are to be compulsorily sent in Hindi and English **(with pdf and word document)**. Reply to Parliament Question and supplementary questions and answers received in PQ Cell without Hindi version shall be deemed as incomplete replies and not accepted.
- vi. If the answer to a specific question involves multiple Divisions, then PQ Cell shall determine which Divisional Head shall co-ordinate compilation of the answer. The Divisional Head so specified shall collect requisite inputs from all other Divisions and present a single consolidated reply for approval of CPFC.
- vii. Once the reply is approved by the Central PF Commissioner, it should be sent through e-mail only. (hard copy should not be sent) and furnished to PQ Cell, EPFO Head Office (email id: rc.pqcell@epfindia.gov.in) by the time and date specified for the purpose.
- viii. The Divisional Heads shall be responsible for briefing the Hon'ble Union Cabinet Minister for Labour & Employment, Hon'ble Minister of State for Labour & Employment & CPFC for the Starred Parliament Questions pertaining to their Divisions.



(R.K. Singh)

Addl. CPFC (HQ), PQ

**All Divisional Heads & All Addl. CPFCs**

Uo No. PQ/92/2020

Date : 10 7 JUL 2023