

# Drafting a reply

- What to keep in mind?
  - The format
  - The structure
  - The language

# The Format

- Use A-4 size paper
- Leave left margin of 1 ½ inches margin (4 cm)
- Clean & legible statements / annexure
- Send text of question & answer in electronic format on e-Mail
- Answer questions part-wise

# The Structure (draft)

- Use parallel columns (half-margin) while submitting draft reply
  - Left side for questions & right side for replies
- Use up & down format for fair answers
  - Upper portion for question & lower portion for replies
- Priority of Starred question to be indicated at top right hand corner

# The Structure (Fair)

PRIORITY NO. 6

GOVERNMENT OF INDIA

MINISTRY OF POWER

**LOK SABHA**

**STARRED QUESTION NO. 321**

TO BE ANSWERED ON 20-07-2017

**OUTSTANDING DUES OF NTPC ON SEBs**

# The Structure(Fair)...

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1871. SHRI SHIV RAJ SINGH CHUHAN  
SHRI SURAJ SINGH

Will the Minster of **POWER**

Be pleased to state:

(a)

(b)

(c)

# The Structure(Fair)...

## ANSWER

THE MINISTER OF EXTERNAL AFFAIRS  
(SHRI SALMAN KHURSHID)

(a)

(b)

[if reply takes more than 15 seconds to read,  
merely state “ A statement is being placed  
on the Table of the House”]

# The Language

- Don't use phrases that could be taken as an assurance, unless giving assurance is the intention
- Abbreviations: Give the expanded version when used for the first time [Minimum Needs Programme (MNP)]

# Other points to be kept in mind

- Reply refers to information available in a document, place a copy in Parliament Library
- O.I.H (Original in Hindi) (Dagger mark)
- If original question in Hindi, Hindi version of the reply is the authentic & English, translation



# Other points to be kept in mind...

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- If a question is in the Printed List, it has to be answered, even though the reply may be that it would not be in public interest to give the information asked for

# Note for Supplementary

- Needed in case of Starred & Short Notice Question
- To intelligently anticipate material required to answer questions that could be asked
- Follow departmental instructions
- Index

# Note for Supplementary...

- Details of the Member asking question
  - Name
  - Party
  - Constituency
- Thrust of the question
- Basis for the reply
- The context
- The present status (action taken)

# Note for Supplementary...

- The problems or issues on which action still to be taken
- Reasons for the delay, if any, resource constraint, completion target date, etc
- Avoid phrases that could be treated as ‘assurance’
- Details of Annexures