

GOVERNMENT OF PUDUCHERRY
CO-OPERATIVE DEPARTMENT

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No.7498/RCS/Estt/E3/2022

Puducherry, dt. 08.08.2022

CIRCULAR

Sub: Co-op. Dept. – Estt – Puducherry Legislative Assembly
Session 2022 - Instructions – Reg.

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The Budget Session of the Legislative Assembly is commencing from 10.08.2022. The officers and the staff are cast upon with special duties and responsibilities during the Budget Session.

2. During the Budget Session of the Legislative Assembly, there would be discussion on the Budget Grant and questions. Adequate materials for replying to the point effectively needs to be furnished well in time to the Secretary to Government / Minister concerned. Efforts should also be made to anticipate issues, which are likely to come up for discussion and to keep the material ready in advance for the use of Secretary to Government / Minister.

3. Replies to all Assembly Question needs to be prepared and furnished well in time and in any case replies should be furnished to the Assembly Secretariat at least 48 hours before the question hour on the date on which particular question is posted to be replied on the Floor of the House. In case of necessity for postponement, the request for postponement should also be made at least 48 hours before the question hour. Replies must be framed and prepared after fully understanding the nature and scope of the question and anticipating the supplementaries. Answers should be precise and to the point. The notes for supplementaries should give all relevant background and connected details. Needless to say, the approval of the Administrative Secretary and the Minister concerned should be obtained before the replies are sent to the Legislative Assembly.

4. Therefore, the Officers and Staff shall be present in the office during the Budget Session of the Assembly. They shall not leave the office without proper permission of the Section Heads. The Section Heads shall ensure that the staff remains present in the office. The Section Heads shall not grant leave to the staff during the Assembly Session in progress except for genuine reasons and exceptional cases.



(S. YESVANTHAIYAH)

13/14 REGISTRAR OF CO-OP. SOCIETIES

To

- 1). The Dairy Development Officer, Cooperative Department, Puducherry
- 2). The Superintendent, (Establishment / Accounts).
- 3). The DRCS (Planning / Audit / Credit / Housing / Consumers / Handlooms / Legal)
- 4). PS to RCS / PA to JRCS / Web Editor