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**Urgent /  
Parliament Matter**

**No. F. 19/1/2016-Leg.I  
Government of India  
Ministry of Parliamentary Affairs**

90, Parliament House,  
New Delhi

1<sup>st</sup> December, 2016

**OFFICE MEMORANDUM**

**Subject:- Annual Reports of the Ministries/Departments for the year 2016-17 –  
circulation to the Members of Parliament during Budget Session, 2017.**

All Ministries are requested to prepare their Annual Reports for the year 2016-17 in both Hindi and English versions in terms of the Official Language Act, 1963. These are required to be made available to Members of Parliament simultaneously when the Demands for Grants are referred to the concerned Departmentally-related Standing Committees for their consideration.

2. The Annual Report should reflect actual data as on 31<sup>st</sup> December, 2016 and provide projections or estimates for the period January-March, 2017. On no account, supply of the Annual Reports to the Lok Sabha/Rajya Sabha Secretariats, Press Information Bureau etc. as indicated in para-3 below should be delayed under the impression that these Reports should contain the actual data as on 31<sup>st</sup> March, 2017.

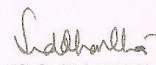
3. The number of copies of Annual Reports and Outcome Budgets required by the two Secretariats of Parliament, the Press Information Bureau etc. are as indicated below:-

	English Version	Hindi Version		Bilingual or Hindi and English versions bound together in one volume
a) Lok Sabha Secretariat	70	70	OR	70
b) Rajya Sabha Secretariat	150	50		200
c) Press Information Bureau	50	50		50
d) Ministry of Parliamentary Affairs	5	5		5
e) State Governments (Including Union Territory)	2	2		2
f) State/Union Territory Legislatures	2	2		2
g) Deputy Director Acquisition Section, Parliament Library	5	5		5

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4. In addition to the above, some copies of the Annual Reports will also have to be made available to the departmentally related Parliamentary Standing Committees. The exact number of copies of these publications required for the Standing Committees may kindly be ascertained from the respective Committee Branches of the Lok Sabha/Rajya Sabha Secretariats and the requisite number of copies may be made available to them directly.

5. All Ministries/Departments are requested to kindly ensure strict compliance of the above instructions.

  
(S.S. PATRA)

Under Secretary to the Government of India  
Tele No. 2303 4274

All Ministries/Departments,  
Government of India,  
(Parliament Sections),  
New Delhi.