

I/787/2021



F. No. LA/GAD(DRPSC)UTL/2020(03)  
**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**E-mail : gadutladakh@gmail.com**

**UT Secretariat, Ladakh**  
**Dated:06.07.2021**

**Subject:- Study-visit of the Parliamentary Standing Committee on Rural Development to Leh, Ladakh w.e.f 10<sup>th</sup> July 2021 to 12<sup>th</sup> July, 2021.**

**Reference:** OM No 8/1(4) CRD/2020-21 dated 2<sup>nd</sup> July 2021 from Deputy Secretary, Lok Sabha Secretariat.

**Order No: -118-LA(GAD) of 2021**  
**Dated: 06-07-2021**

Rural Development Department Ladakh shall be the Nodal Department for the scheduled visit of the Parliamentary Standing Committee of Rural Development to visit Leh, UT Ladakh, w.e.f 10-07-2021 to 12-07-2021

Sh. Saugat Biswas, IAS, secretary Rural Development Department shall be the overall coordinator for conduct of smooth and hassle-free visit of the Parliamentary Standing Committee and responsible for liaison with the Ministry of Rural Development and Secretariat of the visiting Parliamentary Standing Committee.

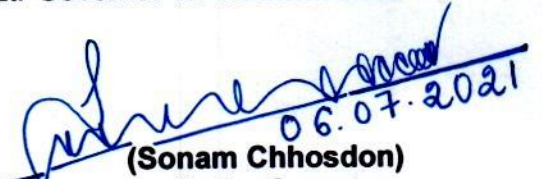
Connected Office Memorandum dated 2<sup>nd</sup> July, 2021 and Annexures from Lok Sabha Secretariat mentioning therein details of the tour program and arrangements thereof to be made by the government organizations is enclosed herewith for required action.

**By order of Lt. Governor, Ladakh.**

**Sd/-**  
**(Ajeet Kumar Sahu) IAS**  
**Commissioner/ Secretary**  
**General Administration Department**

**Copy to: -**

1. All Administrative Secretaries, UT Ladakh.
2. Secretary, Rural Development Department, Ladakh.
3. Deputy Commissioner/CEO, LAHDC, Leh and Kargil.
4. Sh. Nishant Mehra, Deputy Secretary, Lok Sabha Secretariat, New Delhi.
5. District Informatics Officer, NIC Ladakh for uploading on UT Ladakh website.
6. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lt. Governor.
7. Order/e-office file.

  
**(Sonam Chhosdon)**  
**Under Secretary**  
**General Administration Department**  
**06.07.2021**



9

**Office Memorandum regarding Study Visit of the Parliamentary Standing Committee on Rural Development to Leh and Srinagar from 10 to 13 July, 2021**

**From :** standing committee on rural <com.rural@sansad.nic.in> Fri, Jul 02, 2021 06:35 PM  
**Subject :** Office Memorandum regarding Study Visit of the Parliamentary Standing Committee on Rural Development to Leh and Srinagar from 10 to 13 July, 2021 1 attachment  
**To :** Mr Nagendra Nath Sinha <secyrd@nic.in>, Mr Ajay Tirkey <secylr@nic.in>, Mr Sunil Kumar <secy-mopr@nic.in>, Shri Debasish Panda Secretary FS <secy-fs@nic.in>, Ajay Kumar Bhalla <hshso@nic.in>, Advisor to LG <advisor-lg-ladakh@gov.in>, igpladakh@gmail.com, igp-ladakh@police.ladakh.gov.in, Deputy Commissioner Leh <dclh-jk@nic.in>, cs-jandk <cs-jandk@nic.in>, Police Headquarters UT JK PHQ UT JK Jammu and Kashmir <phqjk@jkpolice.gov.in>, Deputy Commissioner Srinagar <dcgr-jk@nic.in>, chairman@sbi.co.in, sbi 01365 <sbi.01365@sbi.co.in>, cmd@jkbmail.com

Dear Sir/Madam,

The undersigned is directed to state that the Parliamentary Standing Committee on Rural Development will undertake Study-Visit to Leh and Srinagar from 10 to 13 July, 2021 in connection with the examination of the various subjects under Central Sector and Centrally Sponsored Schemes being implemented by the Ministry of Rural Development and Ministry of Panchayati Raj and also to examine the role of Banks in the implementation of various schemes of Rural Development.)

In this regard, please find attached herewith Office Memorandum dated 02 July, 2021 regarding Study Visit.  
Please acknowledge the receipt.

Regards,

Deputy Secretary  
Standing Committee on Rural Development  
Room No. 510, Block-B  
Parliament House Annexe (Extension)  
New Delhi-110001  
Ph: 011-23035684



MOST IMMEDIATE

**LOK SABHA SECRETARIAT**

**(PARLIAMENTARY STANDING COMMITTEE ON RURAL DEVELOPMENT)**

Phone : 011-23035684/21410367  
Fax No. : 011-23012840  
E-mail : [com.rural@nic.in](mailto:com.rural@nic.in)

Room No. 510, Fifth Floor, Block-B,  
Parliament House Annexe (Extension),  
New Delhi - 110 001.

No. 8/1(4)-CRD/2020-21

02 July, 2021

**OFFICE MEMORANDUM**

**Subject: Study-Visit of the Parliamentary Standing Committee on Rural Development to Leh and Srinagar from 10 to 13 July, 2021.**

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The undersigned is directed to state that the Parliamentary Standing Committee on Rural Development will undertake Study-Visit to **Leh and Srinagar From 10 to 13 July, 2021** in connection with the examination of the various subjects under Central Sector and Centrally Sponsored Schemes being implemented by the Ministry of Rural Development and Ministry of Panchayati Raj and also to examine the role of Banks in the implementation of various schemes of rural development, as per Tour Programme at Annexure-I.

2. The names of Members of the Committee and Officers of the Secretariat who would be joining the Study-Visit will be intimated in due course. In the meantime, arrangements for board, lodging and transport for about 18 Members and 5 Officers of the Committee may be made. The composition of the Committee is enclosed at Annexure-II.



3. The nodal Ministry viz. the Ministry of Rural Development, in coordination and consultation with Ministry of Panchayati Raj and the concerned Banks are requested to make necessary arrangements for the Study-Visit of the Committee as under:-
- (i) The details of the administrative arrangements to be made by each nodal Department at each place of visit in consultation and coordination with other Departments/Organizations concerned have been enumerated in Annexure-III.
  - (ii) Necessary arrangements including board, lodging, transport, etc. at the places of visit are required to be made by the respective Banks in coordination with the concerned nodal Ministry/Department of the State Government as per guidelines indicated at Annexure-IV
4. It may be specifically brought to the notice that as per Lok Sabha Secretariat's I.O. No. 1364, dated 21 August, 2020, the expenditure on boarding, lodging, transport, etc. for the Members and Officials accompanying the Parliamentary Committees will be borne by Host Organisation /Government body concerned.
5. The nodal Ministry/Departments/Banks shall ensure the presence of Head of the Organisation and other senior officers with whom interaction is to take place at the place (s) of visit. **In this regard, the nodal Ministry/Departments/Banks are requested to issue necessary instructions to the concerned authorities at the place (s) of visits/ discussions.**
6. The Ministry/Departments/Banks concerned are further requested to nominate Liaison Officers at New Delhi as well as at Leh and Srinagar who would coordinate the arrangements with this Secretariat for the visit of the Committee.
7. **Names, designations and telephone Nos. (Mobile, Landline and Fax Nos. both of the office and the residence) of the Liaison Officers so nominated may kindly be intimated to this Secretariat latest by 05 July, 2021 for information of the members of the Committee. The authorities concerned at these places may kindly be asked to communicate the arrangements made for the stay, visits, discussions, etc. of the Committee to this Secretariat immediately. The Liaison Officers of the nodal Ministry/Departments/Banks at Leh and Srinagar will be the Chief Liaison Officers at that place and would coordinate with other Departments/ Organisations/ Banks for the arrangements for the tour at that place/station as per tour programme given in Annexure-I.**



8. In this connection, the guidelines to be followed by the chief liaison officers at the places of visit are given at Annexure-IV and may be followed by the chief liaison officers at each station to make the stay of the Committee comfortable and convenient and ensure that all arrangements take place well in time.

9. It may be noted that as per rules, the Members/Officers of the Committee are entitled to reach the place of assembly, i.e. at Leh, two days in advance from the date of assembly i.e. from 08 July, 2021 and also to stay two days after the dispersal of the Committee at Srinagar i.e. upto 15 July, 2021. The authorities concerned at different stations as specified in Annexure V are, therefore, requested to make the arrangements for board, lodging and transport for the Members and the Officers of the Committee at these places accordingly.

10. It is requested that arrangements made for board, lodging, transport etc. for the members and officers accompanying the Committee during the Study-Visit may kindly be intimated latest by 6 July, 2021 to:-

Nishant Mehra,  
Deputy Secretary,  
Standing Committee on Rural Development,  
Lok Sabha Secretariat,  
Room No. 510, Fifth Floor, Block-B (EPHA),  
New Delhi - 110001.  
Email: [com.rural@sansad.nic.in](mailto:com.rural@sansad.nic.in)  
Tel. No. : 21410367/23035684

11. The List of Points which would form the basis of discussion with various Ministries/Departments/Banks are being sent separately. The organizations concerned are requested to keep ready copies of the Annual Reports/Briefs/ Replies to the List of Points (20 in English and 15 in Hindi) of the Departments/ Banks listed for discussion, for circulation among the members and the accompanying officers immediately on their arrival at the respective stations. The Brief/Replies should be stitched neatly, duly paginated and furnished appropriately. In the meantime, 5 copies each of the Annual Reports/Brief/Replies for each visit and discussion may be furnished by the concerned Departments/Banks to this Secretariat latest by 06 July, 2021.



12. It may be noted from the tour programme that the Committee will be holding discussions with the representatives of the various implementing agencies both at the District and UT level officials in the UT of Ladakh and UT of Jammu & Kashmir. The Ministries of Rural Development, Panchayati Raj and Banks are, therefore, requested to issue instructions to implementing agencies concerned that these discussions shall be of confidential nature and that it shall not be permissible, for the participants in the discussions or any one who may have access to its proceedings to communicate, directly or indirectly, to the Press or any unauthorized person, any information regarding its proceedings.

13. It is requested that (i) the Principal Secretary, UT Administration of Ladakh, CMD, State Bank of India on 10.07.2021 at Leh and (ii) the Chief Secretary, Government of Jammu & Kashmir, CMD, J&K Bank on 13.07.2021 at Srinagar may make it convenient to be present during the aforesaid discussions as per the Tour programme. The Head of the concerned Departments/Chief Executives of the UT Administration/Project Authorities and Banks concerned may make it convenient to be present during the field visits and the discussions to be held during the Study-Visit by the Committee.

14. The Committee does not require presence of officials from the Central Ministries/Departments during the field visits and the discussions thereon. However, a Nodal Officer (Director level officer) may be deputed to coordinate with the study visit of the Committee and to ensure that the visit of the committee goes on well.

15. It may also be ensured that all the Covid related protocols/ guidelines issues by the Government of India are adhered to all the times during discussion and visit of the Committee. Only the essential officials may be allowed to attend the meeting/ discussion and accompany during the field visit of the Committee.

16. A copy of detailed minute to minute tour programme may please be chalked out by the Ministry of Rural Development in consultation with all concerned and send to this Secretariat for the approval of Hon'ble Chairperson latest by 06 July, 2021.



17. Copies of the instructions issued to the authorities concerned with regard to the visit of the Committee may kindly be forwarded to this Secretariat for information latest by 05 July, 2021.

18. The receipt of this communication may kindly be acknowledged.



(NISHANT MEHRA)  
DEPUTY SECRETARY  
Ph: 011-23035384/5684

Encl.: As above

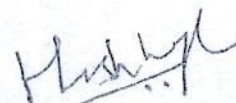
To

- 1) The Ministry of Rural Development,  
(Department of Rural Development),  
(Shri Nagendra Nath Sinha, Secretary),  
Government of India,  
Room No. 199-D, First Floor,  
Krishi Bhawan, New Delhi-110 001.  
Email: [secyrd@nic.in](mailto:secyrd@nic.in)
- 2) The Ministry of Rural Development,  
(Department of Land Resources),  
(Shri Ajay Tirkey, Secretary),  
Government of India,  
Room No. 12G, 'G' Wing, NBO,  
Nirman Bhawan, New Delhi-110 001.  
[secylr@nic.in](mailto:secylr@nic.in)
- 3) The Ministry of Panchayati Raj,  
(Shri Sunil Kumar, Secretary),  
Government of India, Room No. 7, 'A' Wing,  
Krishi Bhawan, New Delhi-110 001.  
Email: [secy-mopr@nic.in](mailto:secy-mopr@nic.in)
- 4) The Ministry of Finance  
(Department of Financial Services),  
(Shri Debashish Panda, Secretary),  
Jeevan Deep Building, Sansad Marg, New Delhi, 110001,  
Email: [secy-fs@nic.in](mailto:secy-fs@nic.in)

No. 8/1(4)-CRD/2020-21

01 July, 2021

Copy together with a copy of the Tour Programme **Annexure-I** and composition of the Committee **Annexure-II** forwarded to the Ministry of Home Affairs (Shri Ajay Kumar Bhalla, Secretary) Government of India, New Delhi with the request that necessary instructions may be issued to concerned authorities at the specified stations as per **Annexure-I** to provide adequate security to the Members of the Study Group of the Standing Committee on Rural Development and Officers of the Lok Sabha Secretariat accompanying them during the Study Visit. A copy of the instructions issued may kindly be forwarded to this Secretariat also.



(NISHANT MEHRA)  
DEPUTY SECRETARY  
Ph: 011-23035384/5684

To

The Ministry of Home Affairs  
(Shri Ajay Kumar Bhalla, Home Secretary),  
Government of India,  
Room No. 113, North Block,  
New Delhi – 110 001  
Email: [hshso@nic.in](mailto:hshso@nic.in)

Encl.: As above



No. 8/1(4)-CRD/2020-21

01 July, 2021

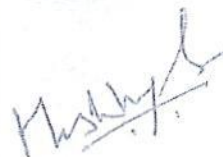
Copy forwarded for making necessary arrangements during the visit of  
Parliamentary Committee:-

UT OF LADAKH

1. The Chief Secretary and Advisor to Hon'ble Lt. Governor,  
(Shri Umang Narula)  
Civil Secretariat, Leh, Ladakh 194101  
Ph: 01982-257560  
Email: advisor-lg-ladakh@gov.in
2. Inspector-General of Police, UT of Ladakh  
(Shri S.S. Khandare)  
Police Headquarter, Leh, Ladakh 194101,  
Ph: 01982-260888  
Email: igpladakh@gmail.com, igp-ladakh@police.ladkah.gov.in
3. Deputy Commissioner / CEO LAHDC, Leh  
(Shri . Shrikant Balasaheb Suse)  
O/o Deputy Commissioner, Near Polo ground, Leh  
Ph: 01982-252010, Fax: 01982-252106  
Email:dcleh-jk@nic.in

UT OF JAMMU & KASHMIR

1. The Chief Secretary,  
(Shri Arun Kumar Mehta)  
R. No. 2/7, 2nd, Floor Main Building,  
Civil Secretariat, Jammu - 180001  
Ph: 0194-2506033, Fax: 0194-2506133  
Email: cs-jandk@nic.in phqjk@jkpolice.gov.in
2. Director General of Police,  
(Shri Dilbag Singh)  
Police Headquarter Airport Road, Peer Bagh  
Srinagar, Jammu and Kashmir-190014,  
Ph: 0194-2443011, Fax: 0194-2443010  
Email: phqjk@jkpolice.gov.in
4. Deputy Commissioner, Srinagar  
(Shri Mohammad Aijaz)  
Amar Niwas Complex, DC office 2nd Floor Tankipora,  
Srinagar - 190001  
Phone : 0194-2452182, Fax : 0194-2472580  
Email : dcsgr-jk@nic.in



(NISHANT MEHRA)  
DEPUTY SECRETARY

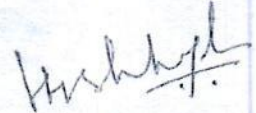


No. 8/1(4)-CRD/2020-21

01 July, 2021

Copy also forwarded for making necessary arrangements during the visit of Parliamentary Committee:-

- 1) The Chairman,  
State Bank of India,  
(Shri Dinesh Kumar Khara)  
State Bank of India Bhawan, Madam Cama Road,  
Nariman Point, Mumbai – 400 021  
Ph: 022-22022799  
Email: [chairman@sbi.co.in](mailto:chairman@sbi.co.in)
- 2) The Convenor  
(MRS. TSERING WANGMO), SLBC State Bank of India  
Branch Office, Leh  
Email: [sbi.01365@sbi.co.in](mailto:sbi.01365@sbi.co.in)  
Ph: 9419003725, 9622228004
- 3) Mr. Rajesh Kumar Chhibber  
Chairman & MD  
Convenor J&K UTLBC  
The Jammu & Kashmir Bank Ltd.  
Corporate Headquarters  
M.A Road, Srinagar, J&K  
Phone: 0194-2481900, Fax: 0194-2481902  
Email: [cmd@jkbmail.com](mailto:cmd@jkbmail.com)

Encl.: As above  
(NISHANT MEHRA)  
DEPUTY SECRETARY



ANNEXURE -I**DRAFT TOUR \*PROGRAMME OF STANDING COMMITTEE ON RURAL DEVELOPMENT  
(2020-21) TO LEH & SRINAGAR FROM 10 TO 13 JULY, 2021****ASSEMBLY AT LEH**

DATE/DAY	TIME	PROGRAMME
<u>10.07.2021</u> <u>Saturday</u>	1000 hrs.	Informal Meeting with the District Level officers of Rural Development and Panchayati Raj followed by Field visit in Leh District
	1500 hrs	Discussion with Officials of the different departments of the UT Administration of Ladakh regarding implementation of various programmes and schemes of the Ministry of Rural Development and Ministry of Panchayati Raj and SBI SLBC Convenor in UT of Leh and Lead Bank in Leh District etc. at Leh.
<b>(NIGHT HALT AT LEH)</b>		
11.07.2021 Sunday		Holiday
12.07.2021 Monday	0630 hrs	Departure to Srinagar by Private Airlines
	1100 hrs onwards	Informal Meeting with the District Level officers of Rural Development and Panchayati Raj followed by field visit in Srinagar and Neighboring Districts.
<b>(NIGHT HALT AT SRINAGAR)</b>		
13.07.2021 Tuesday	1000 hrs	Discussion with Officials of the different departments of the UT Administration of Jammu and Kashmir regarding implementation of various programmes and schemes of the Ministry of Rural Development and Ministry of Panchayati Raj, National Bank for Agriculture and Rural Development (NABARD), and The Jammu & Kashmir Bank Ltd., SLBC Convenor in UT of J&K and Lead Bank in Srinagar District etc. at Srinagar.
<b>DISPERSAL</b>		



**ANNEXURE - II****COMPOSITION OF THE STANDING COMMITTEE ON RURAL DEVELOPMENT  
(2020-2021)****Shri Prataprao Jadhav -- Chairperson****MEMBERS***Lok Sabha*

2. Shri Sisir Kumar Adhikari
3. Shri C. N. Annadurai
4. Shri A.K.P Chinraj
5. Shri Rajveer Diler
6. Shri Vijay Kumar Dubey
7. Shri Sukhbir Singh Jaunapuria
8. Dr. Mohammad Jawed
9. Prof. Rita Bahuguna Joshi
10. Shri Nalin Kumar Kateel
11. Shri Narendra Kumar
12. Shri Janardan Mishra
13. Shri B.Y. Raghavendra
14. Shri Talari Rangaiah
15. Smt. Gitaben Vajesingbhai Rathva
16. Smt. Mala Rajya Laxmi Shah
17. Shri Vivek Narayan Shejwalkar
18. Shri Brijbhushan Sharan Singh
19. Shri K. Sudhakaran
20. Dr. Alok Kumar Suman
21. Shri Shyam Singh Yadav

***Rajya Sabha***

22. Shri Shamsheer Singh Dullo
23. Shri Iranna Kadadi
24. Dr. Wanweiroy Kharlukhi
25. Shri Sujeet Kumar
26. Shri Dineshchandra Jemalbhai Anavadiya
27. Shri Naranbhai J. Rathwa
28. Shri Ram Shakal
29. Shri Ajay Pratap Singh



**ANNEXURE-III****ADMINISTRATIVE ARRANGEMENTS TO BE MADE BY THE GOVERNMENT/  
ORGANISATIONS CONCERNED FOR STAY, CONTROL ROOM ETC.**

The Lok Sabha/Rajya Sabha Secretariat will intimate the respective Ministries/State Governments/Organisations/PSUs about the programme of the Committee's visit, as per practice currently in vogue. The organisation(s) concerned will make necessary arrangements for the visit as per the directions of the Lok Sabha/Rajya Sabha Secretariat, including those for board, lodging and transport. In case where more than one organisation is to be visited at one place, the Lok Sabha/Rajya Sabha Secretariat will write specifically as to which of the Ministries/organisations will be the nodal organisation to coordinate with the other organisations for making necessary arrangements for the visit.

**(a) Stay Arrangements:**

Arrangements regarding accommodation for the Committee (reference to Committee would include Sub-Committee/Study Group) and the officers shall be made in one Government Guest House (Reference to Government Guest Houses includes Guest House of PSU/MLA Hostel/Circuit House, etc.). It should be ensured that all the necessary facilities are provided and that the place of stay is clean and the room tidy and no inconvenience is caused to members.

Where Government Guest House is not available or it is not possible to accommodate the entire Committee along with the officers in one Government Guest House, arrangements may be made for the stay of the Committee and the officers in a Government owned Hotel.

Where a Government owned Hotel is not available, arrangements may be made for the stay of the Committee and the officers in a good Hotel befitting the status of a Parliamentary Committee. Arrangements for the Committee, shall be dignified, but shall not be ostentatious and should not leave room for adverse criticism from the media and the public. However, if stay arrangement is made in private Hotels, the Ministry is requested to certify reasonableness of the tariff in writing to this Secretariat.

Arrangements may be made as under:-

- (i) Stay arrangements for members and officers/staff accompanying the Committee may be made at one place.
- (ii) For the Chairman of the Committee or the Convenor of the Committee/sub-Committee/Study Group, an ordinary suite (i.e., suitable accommodation with facilities for organising meetings, etc. for 5 or 6 persons at a time, besides a living room) may be provided, wherever available.
- (iii) For each member/officer, separate standard room may be provided.
- (iv) In case a member is accompanied by his/her spouse or a companion, he/she may, on request, be provided a double occupancy room. However, the difference in charges between the standard room and the double occupancy room, if any,



and other expenditures on boarding, etc., for the companion will be paid by the member.

**(b) Control Room:**

A room at the place of stay of the Committee, that is, Guest House/Government owned hotel/hotel, etc. may be booked for operating as a Control Room where two or three senior officers of the organisation may be put on duty to provide assistance to the Committee. The Control Room may be provided with telephone, fax machine and computer. The Control Room will be manned by officials of the organisation concerned round the clock.

**(c) Telephone Facilities:**

Members and officers are not to be provided with STD/ISD facilities. In case a member or officer uses this facility, he/she shall pay for it. No reimbursement shall be admissible for any expenditure incurred on this account. However, to meet functional requirements a telephone with S.T.D. facility will be provided in the rooms of Chairman/Convenor and the senior most officer accompanying the Committee.

**(d) Laundry Service:**

Laundry service, if any, availed by Members and Officers will be at their own cost and payment. No reimbursement shall be admissible for any expenditure incurred on this service.

**(e) Transport Facilities:**

- (i) Members and officers are to be provided with transport facility during their stay at the place of visit. Transport shall also be provided to receive the members/officers on arrival as also to see them off at the Airport/Railway Station.
- (ii) One car is sufficient for two members/officers. An additional car to meet any exigency may also be arranged.
- (iii) Considering the extreme climatic conditions in various parts of the country, AC cars may be arranged wherever necessary.
- (iv) In case a member is with his/her spouse and he/she wants a separate car, the member concerned will have to bear the entire expenditure incurred on using the car exclusively.
- (v) Wherever considered appropriate, an AC coach, instead of a car each for two members/officers, may be engaged and utilised for transport requirements of the Committee members and officers.
- (vi) For making arrangements for the reception and departure of the Committee, a separate van to carry the luggage of members/officers may be arranged.

**(f) Arrangements for Board:**

- (i) **Breakfast:** Generally, breakfast is included in the hotel tariff. Members and officers may be advised to avail the facilities at the earmarked restaurant/dining hall. If breakfast is not included in the tariff, arrangements for breakfast may be made on the pattern of arrangements to be made for lunches/dinners.



- (ii) **Lunches/Dinners:** In case where official lunches/dinners are not there, arrangements for Buffet lunch/dinner for the members/officers may be made by the nodal organisation in one of the restaurants/dining halls.
- (iii) **Tea/Coffee:** Members/officers may have tea/coffee and snacks through the room service.
- (iv) **Miscellaneous:** Serving of liquor to members and officers or making any demand for it is strictly prohibited. Organisations concerned are also not to serve liquor at official dinners/lunches, etc.
- (v) In cases where long road journeys are involved, necessary arrangements for refreshments may be made in consultation with the accompanying officials of the Committee.

**(g) Arrangements for informal sittings during Study-Visits:**

- (i) In case of visit of the Committee to any plant/office of the organisation concerned, informal sittings of the Committee may be organised, wherever necessary, at the place of visit by the organisation concerned.
- (ii) In case it is necessary to hold informal sittings at the place of stay of the Committee, that is, in the guest house/Government owned hotel/hotel, etc. Suitable Conference Hall may be booked.

**(h) Medical requirements:**

- (i) In case the organisations concerned have medical facilities, i.e., hospitals/dispensaries/doctors, they may be asked to meet emergent medical requirements, if any, of members of the Committee and accompanying officers/staff.
- (ii) In cases where the organisations do not have medical facilities, they may arrange such facilities through a medical panel, where such a panel exists. Expenditure incurred on such arrangements will be met by the Lok Sabha/Rajya Sabha Secretariat as per admissible CGHS rates or any other hospital in case of emergency and excess expenditure, if any, may be regularized after taking approval of the Ministry of Health & Family Welfare as per existing rules.

Gifts: No organization shall give any gifts to the members of the Committee and accompanying officers. No gifts are to be accepted by the members and accompanying officers of the Committee.



GUIDELINES FOR LIAISON OFFICERS AT PLACES OF STAY

1. On arrival of the Committee at the place of stay, the Main Liaison Officer should immediately contact the Secretary to the Delegation from the Lok Sabha Secretariat and brief him about all the arrangements made regarding board, lodging, transport, visits and interactions / discussions at the places of visits of the Committee.
2. One Liaison Officer to be attached with each Member/Officer/car/AC coach, if any, always with minute-to-minute programme. If there is any change in the programme, the Liaison Officer should keep the member(s) informed from time to time.
3. At each station, the minute-to-minute detailed tour programme of the Committee indicating departure time, arrival time at the place of visit, venue of meeting / discussion, lunch, dinner timings and programme chalked out for sight seeing, if any, or any other engagement should be prepared in advance and included in the folder containing material, pen, pad etc. to be handed over to the Members / Officers on arrival.
4. A chart with Name of Member/officer, Room No., Car No., Name of Escort Officer, telephone Nos. of the important Officers and a copy of minute-to-minute programme should be kept in each Room.
5. Liaison Officer's duties are:-
  - (a) To be with members/officer at all places starting from arrival at Airport/Railway Station till departure at Airport/Railway Station and to help in handling the luggage.
  - (b) To escort the members/officer from their respective hotel rooms.
  - (c) to take them to their respective cars/AC coach.
  - (d) to accompany the members/officer at all places of visit but not to enter the rooms meant for interaction / discussion.
  - (e) Should have knowledge about places to be visited Airport, Railway Station and about the route.
  - (f) One Liaison Officer acquainted with Airlines and Railway Ticketing may be attached with the Secretariat to assist the Committee.
6. Liaison Officer should know English/Hindi.
7. Car of Secretary to delegation should be immediately after the car of Chairperson.
8. Accommodation may be so arranged that the Members and Officers of the Committee are lodged in the same premises and preferably on the same floor.
9. Each Car should have label "Parliamentary Committee on Rural Development and Sl. No. 1, 2, 3, etc", on wind screen (Front & Rear). Sl.Nos. should be big enough to be readable from at least 20 feet distance. Chairman's Car will bear Sl.No. 1 and Secretary to delegation's car will bear Sl.No.2 and other Nos. will follow.
10. Arrangements for Medical Facilities for the Group should be made available.



**ANNEXURE-V**

**ARRANGEMENTS TO BE MADE BY THE MINISTRY OF RURAL DEVELOPMENT AND  
BANKS FOR THE STUDY-VISIT OF THE PARLIAMENTARY STANDING COMMITTEE ON  
RURAL DEVELOPMENT TO LEH AND SRINAGAR**

Date	Places	Nodal Organization	Arrangements to be made
1	2	3	4
*10.07.2021 to 12.07.2021	LEH	State Bank of India, Lead Bank and SLBC Convenor in coordination with Ministry of Rural Development	<p>(i) To receive Members/Officers of the Committee on their arrival at <b>Airport</b>. (Exact date and time of arrival of each Member/Officer will be intimated later)</p> <p>(ii) To make arrangements for board, lodging and transport of the study team at Leh.</p> <p>(iii) To make arrangements for field visits and discussions as per programme given in <b>Annexure-I</b>. A detailed programme and brief on the organisations to be visited may also be prepared and supplied to each Member and Officer of the Committee immediately after their arrival.</p> <p>(iv) Each car provided to the Members and Officers of the Committee should be serially numbered.</p> <p>(iii) To see off and make all arrangements for departure of the members and officers of the Committee from Leh to Srinagar.</p>
12.07.2021  To *13.07.2021	SRINAGAR	J&k Bank, Lead Bank and SLBC Convenor in coordination with Ministry of Rural Development	<p>(i) To receive Members/Officers of the Committee on their arrival at <b>Srinagar</b>.</p> <p>(ii) To make arrangements for board, lodging and transport of the study team at Srinagar.</p> <p>(iii) To make arrangements for field visits and discussions as per programme given in <b>Annexure-I</b>. A detailed programme and brief on the organisations to be visited may also be prepared and supplied to each Member and Officer of the Committee immediately after their arrival.</p> <p>(iv) Each car provided to the Members and Officers of the Committee should be serially numbered.</p> <p>(v) To see off and make all arrangements for departure of the members and officers of the Committee from Srinagar Airport.</p>

**Note:** The State Government may please ensure that all concerned State Government Officers are strictly advised to properly follow the protocol norms at the time of arrival/departure of the Committee Members and also during field visits of the Committee; and

\* Arrangements may be kept ready two days in advance of the commencement of the Study-Visit and two days after the dispersal of the Committee according to the arrival/ departure programme of the Members/Officers.



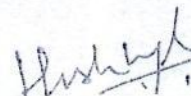
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01 July, 2021

Copy forwarded for information and necessary action to:

- 1) Joint DEPUTY SECRETARY (PSS) to Chairperson, Standing Committee on Rural Development (Room No. 120, PHA -Extension Building)
- 2) P.S. to JS (DR), Room No.018, Ground Floor, PHA
- 3) P.S. to DEPUTY SECRETARY (RD & CCB), Room No. 401, Fourth Floor, PHA
- 4) Pay and Accounts Officer, Lok Sabha.
- 5) Pay and Accounts Officer, Rajya Sabha.
- 6) Concurrent Audit Party, PHA.
- 7) MSA, B&P and PA(MG) Branches, Lok Sabha Secretariat.
- 8) MSA Branch, Rajya Sabha Secretariat.
- 9) Standing Committee on Rural Development Branch, Room No. 510, Block-B, Parliament House Annexe Extension Building (40 spare copies).

Encl.: As above



(NISHANT MEHRA)  
DEPUTY SECRETARY