



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

**Prof. Rajnish Jain**  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
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**OFFICE MEMORANDUM**

In view of the ongoing Parliament Session, all the Bureau Heads and Staff must ensure immediate, relevant and correct replies to all Parliament Questions. This is a serious issue and it has to be addressed with gravity, alacrity and discipline. The following are to be observed by all concerned in letter and spirit.

1. Replies to all Parliament Questions besides to be given **top priority**, are to be to the point and factually correct, leaving no scope for ambiguity and circumlocution, substantiated with proofs and evidence.
2. Information on specific issues is sought in all Parliament Questions and the replies should furnish the specific information only. Elaboration, ambiguity and irrelevance should be avoided.
3. All bureaus must reply through E-mail on **parliament.ugc@gmail.com** immediately on the same day as soon as the Parliament Questions are given by the Parliament Section. Before leaving office, the concerned bureaux may confirm with US (Parliament) whether the replies have been approved by the competent authority to avoid such delay.
4. Bureau Heads and concerned staff must ensure their presence in the office. If required, they may stay late and also work on holidays in view of urgency of replies to Parliament Questions. Tour programmes, visits or leave should be postponed till the Parliament is in Session.

(Rajnish Jain)

- All Bureau Heads
- All Regional Offices
- 35, Ferozeshah Road, UGC
- NET Office, UGC
- NAD Office, UGC