

Dated: 25.11.2019

OFFICE MEMORANDUM

Subject:-**Annual Reports of Ministries for the year 2019-20 - circulation to Members of Parliament during Budget Session, 2020.**

All Ministries are requested to prepare their Annual Reports for the year 2019 – 2020 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 before the Demands for Grants are referred to the concerned Departmentally-related Standing Committees for their consideration.

2. The Annual Report should reflect actual data from 1st January, 2019 to 31st December, 2019 and provide projections or estimates for the period January-March, 2020. 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 31st March, 2020.

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 Territories Administration)	2	2	2
f) State/Union Territory Legislatures	2	2	2

