



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



क्षेत्रीय कार्यालय, बिहार/Regional Office, Bihar
पंचदीप भवन, जवाहर लाल नेहरू मार्ग, पटना-800001
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फ़ारांक: 42-Z-16/11-प्रशासन

दिनांक: 09-02-2026

परिपत्र/Circular

विषय : संसद के बजट सत्र 2026 के दौरान बैठकों का कैलेंडर एवं संसदीय प्रश्नों के उत्तर देने हेतु दिशानिर्देश के संबंध में

Subject: Calendar of sittings during Budget Session 2026 and guidelines for replies to Parliamentary Questions-Reg.

उपर्युक्त विषयक मुख्यालय, योजना एवं विकास शाखा द्वारा दिनांक 29.01.2026 को जारी पत्र संलग्न है, जिसमें संसद के बजट सत्र 2026 (28 जनवरी 2026 से 02 अप्रैल 2026) के दौरान लोकसभा एवं राज्यसभा की बैठकों का कैलेंडर तथा संसदीय प्रश्नों के उत्तर देने हेतु दिशानिर्देश प्रेषित किए गए हैं।

With reference to the e letter issued by Headquarters, Planning & Development Branch dated 29.01.2026 is enclosed, wherein the calendar of sittings of Lok Sabha and Rajya Sabha during the Budget Session 2026 (28 January 2026 to 02 April 2026) along with guidelines for replies to Parliamentary Questions has been communicated.

इस संबंध में क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, पटना तथा इसके अधीनस्थ सभी कार्यालयों के अधिकारियों को निर्देशित किया जाता है कि संलग्न पत्र में दिए गए निर्देशों का अक्षरशः अनुपालन सुनिश्चित करें। साथ ही इस विषय में पूर्व में निर्गत सभी परिपत्रों का भी पालन किया जाए।

In this connection, all officers working in the Regional Office, Employees' State Insurance Corporation, Patna and its subordinate offices are hereby directed to ensure strict compliance with the instructions contained in the enclosed letter. Compliance with all earlier circulars issued on this subject must also be ensured.

यह परिपत्र क्षेत्रीय निदेशक महोदय के अनुमोदन से निर्गत किया जाता है।

This circular is issued with the approval of the Regional Director.

Digitally signed by
Ashish Ranjan Kumar
सहायक निदेशक (प्रशासन)
Date: 09-02-2026
14:48:10
Assistant Director Admin

प्रतिलिपि/ Copy To,

- सभी शाखा अधिकारी, क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, पटना को सूचनार्थ एवं आवश्यक अग्रेतर कार्यवाही हेतु प्रेषित है।
- सभी शाखा प्रबंधक, शाखा कार्यालय/औषधालय सह शाखा कार्यालय, कर्मचारी राज्य बीमा निगम, बिहार को सूचनार्थ एवं आवश्यक अग्रेतर कार्यवाही हेतु प्रेषित है।
- क्षेत्रीय निदेशक के निजी सहायक को सूचनार्थ प्रेषित है।

4. आई.टी. मैनेजर, क्षेत्रीय कार्यालय, कमेचारो राज्य बोमा निगम, पटना को इस निवेश के साथ के इस पारेपत्र को क्षेत्रीय कार्यालय की वेबसाइट पर अपलोड करें।
5. नोटिस बोर्ड।



कर्मचारी राज्य बीमा निगम
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EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय
Headquarters
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संसदीय मामला
बजट-सत्र

28 जनवरी, 2026 से 2 अप्रैल, 2026 तक

संख्या: A-48011/2/2022- P&D

दिनांक: 29-01-2026

सेवा में,

क्षेत्रीय निदेशक/निदेशक/संयुक्त निदेशक/उप निदेशक (प्रभारी)
कर्मचारी राज्य बीमा निगम, क्षेत्रीय कार्यालय/उप-क्षेत्रीय कार्यालय/विभागीय कार्यालय।

विषय: 18वीं लोकसभा के सातवें सत्र और राज्यसभा के 270वें सत्र, 2026 (बजट सत्र, 2026) के लिए बैठकों (28 जनवरी, 2026 से 02 अप्रैल, 2026) के दौरान प्रश्नों के उत्तर देने के लिए दिनों के आबंटन के संबंध में।
Calendar of sitting for Seventh Session of 18th Lok Sabha and 270th Session of Rajya Sabha, 2026 (Budget Session, 2026) (28th January, 2026 to 02nd April, 2026)-Reg.

महोदय,

उपर्युक्त विषय पर सूचित है कि संसद के बजट सत्र-2026 के दौरान संसदीय प्रश्नों के उत्तर देने के लिए निम्नलिखित दिन एवं तिथियाँ श्रम एवं रोजगार मंत्रालय के लिए आवंटित कि गई हैं:-

In reference to the subject cited above it is to inform that the following provisional days and dates are allotted for answering question during Budget Session 2026 of the Parliament.

क्र.सं	विषय	लोकसभा/Lok Sabha	राज्यसभा/Rajya Sabha
1.	QUESTION DAYS	02.02.2026 (Monday) 09.02.2026 (Monday) 09.03.2026 (Monday) 16.03.2026 (Monday) 23.03.2026 (Monday) 30.03.2026 (Monday)	29.01.2026 (Thursday) 05.02.2026 (Thursday) 12.02.2026 (Thursday) 12.03.2026 (Thursday) 09.03.2026 (Thursday) 02.04.2026 (Thursday)
2.	PRIVATE MEMBERS' BILLS	06.02.2026 (Friday) 13.03.2026 (Friday) 27.03.2026 (Friday)	06.02.2026 (Friday) 13.03.2026 (Friday) 27.03.2026 (Friday)
3.	PRIVATE MEMBERS' RESOLUTIONS	13.02.2026 (Friday) 20.03.2026 (Friday) 02.04.2026 (Thursday)	13.02.2026 (Friday) 20.03.2026 (Friday) 02.04.2026 (Thursday)
4.	President's Address	28 th January, 2026 at 11AM in the Lok Sabha	

		of the President's Address)
5.	Presentation of Union Budget on 01.02.2026(Sunday)	@ Lok Sabha at 11AM. Hence, no other Business would be transacted.
6.	TIME OF SITTING	From 11 A.M. to 1 P.M. and 2 P.M. to 6 P.M.

मुख्यालय और क्षेत्रीय कार्यालय के सभी संबंधित अधिकारियों से अनुरोध है कि वे संसदीय प्रश्नों के उत्तर के लिए मुख्यालय के दिशानिर्देशों के अनुसार लोकसभा और राज्यसभा से प्राप्त संसदीय प्रश्नों के उत्तर सर्वोच्च प्राथमिकता देते हुए (हिंदी और अंग्रेजी भाषा में) संबंधित अधिकारी को समय पर प्रस्तुत करना सुनिश्चित करें।

All concerned officers at the headquarters and regional offices are requested to ensure that replies to parliamentary questions received from the Lok Sabha and Rajya Sabha are given the highest priority and submitted to the concerned officer in a timely manner (in both Hindi and English languages), in accordance with the guidelines issued by the headquarters for answering parliamentary questions.

यह पत्र महानिदेशक के अनुमोदन से जारी किया जाता है।

भवदीय,

Digitally signed by

Bhairab Satyawali

Date: 29-01-2026

(भैरब सत्यवली)

09:15:41

सह. निदेशक, (यो.एवं.वि.)

प्रतिलिपि प्रेषित :-

1. मुख्यालय के सभी प्रभागीय प्रमुखों व सभी अधिकारियों/शाखाओं को सूचनार्थ प्रेषित।
2. वेबसाइट सामग्री प्रबंधन, मुख्यालय कि वेबसाइट पर अपलोड करने हेतु प्रेषित।



No. A-48011/2/2022-P&D

Dated- 10.11.2025

CIRCULAR

Sub: Guidelines for reply to Parliament Questions during Winter Session - 2025.

It is stated that the Parliament Questions are to be replied in a time-bound manner. Past experience suggests that the desired time-lines have not been followed or the quality of the replies were not up to the mark in several cases. Further, while framing the replies, previous replies on the same or similar question approved by the Ministry were not considered for many questions.

Since any deficient or contradictory reply could have very serious ramifications, the following guidelines for ensuring timely and proper replies to the parliament questions are reiterated for the information and guidance of the Divisional Heads:

1. Parliament Question files shall be cleared on priority by each division responsible for the reply on day to day basis.
2. Reply which pertain to a single division should be forwarded to the P&D branch after due approval of the Director General and it should be clearly mentioned in the reply to avoid multiple submissions to the DG. Replies to the questions while require input from multiple divisions may be submitted to the P&D Branch with the approval of the divisional head concerned. Approval of the DG for the composite answers will be taken by the P&D branch before submission to the Ministry.
3. While preparing the replies, answers to the parliament questions on same or similar issues given on earlier occasions should be referred to and it should be ensured that as far as possible the replies are given on similar lines and it should be factually correct in all respects.
4. Submission of reply to P&D Branch shall be by the end of the day, in case the parliament question is received in forenoon by the replying division and by noon of next day if the parliament question is received in afternoon.
5. Decision of P&D Branch with respect to allotting parliament questions to concerned divisions is taken on the basis of the allocation of the work to the concerned division, still if it is felt that a portion of reply pertains to another division, the division receiving the question should forwarded to the division concerned under intimation to P&D branch immediately. The Nodal Officer nominated by the divisional heads may also discuss the issue with the JD/DD (P&D) for any clarification in this respect.

6. PDF copy of the replies along with all pages of annexure should be duly signed.
7. Reply in Word doc format to <dir-pnd@esic.in> is to be submitted on email in the standard format (Times New Roman -12). All annexures should be duly typed in editable Word or Excel format. No PDF/JPG shall be accepted. If reference of any circular is being made, it should also be duly enclosed.
8. Each division shall nominate a Nodal Officer for replies to Parliament Questions, who shall be accountable for replies to P&D Branch.
9. In the case of Starred Question, the matter for supplementary containing all answers to questions likely to be orally asked in the Parliament along with data and information is to be provided.
10. All the divisions should also remain alert about private member resolutions/bills, issues arising in the zero hours/special mention under Rule 377 etc. if any and ensure timely reply for them.
11. The updated position regarding the ready-reckoner may please be supplied to the P&D division urgently for onward transmission to the Ministry.

This issues with the approval of Director General.



10/11/2025
(Deepak Joshi)
Insurance Commissioner (P&D)

To

- i) PPS to the DG for information please.
- ii) All Divisional Heads, ESIC Hqrs, New Delhi.