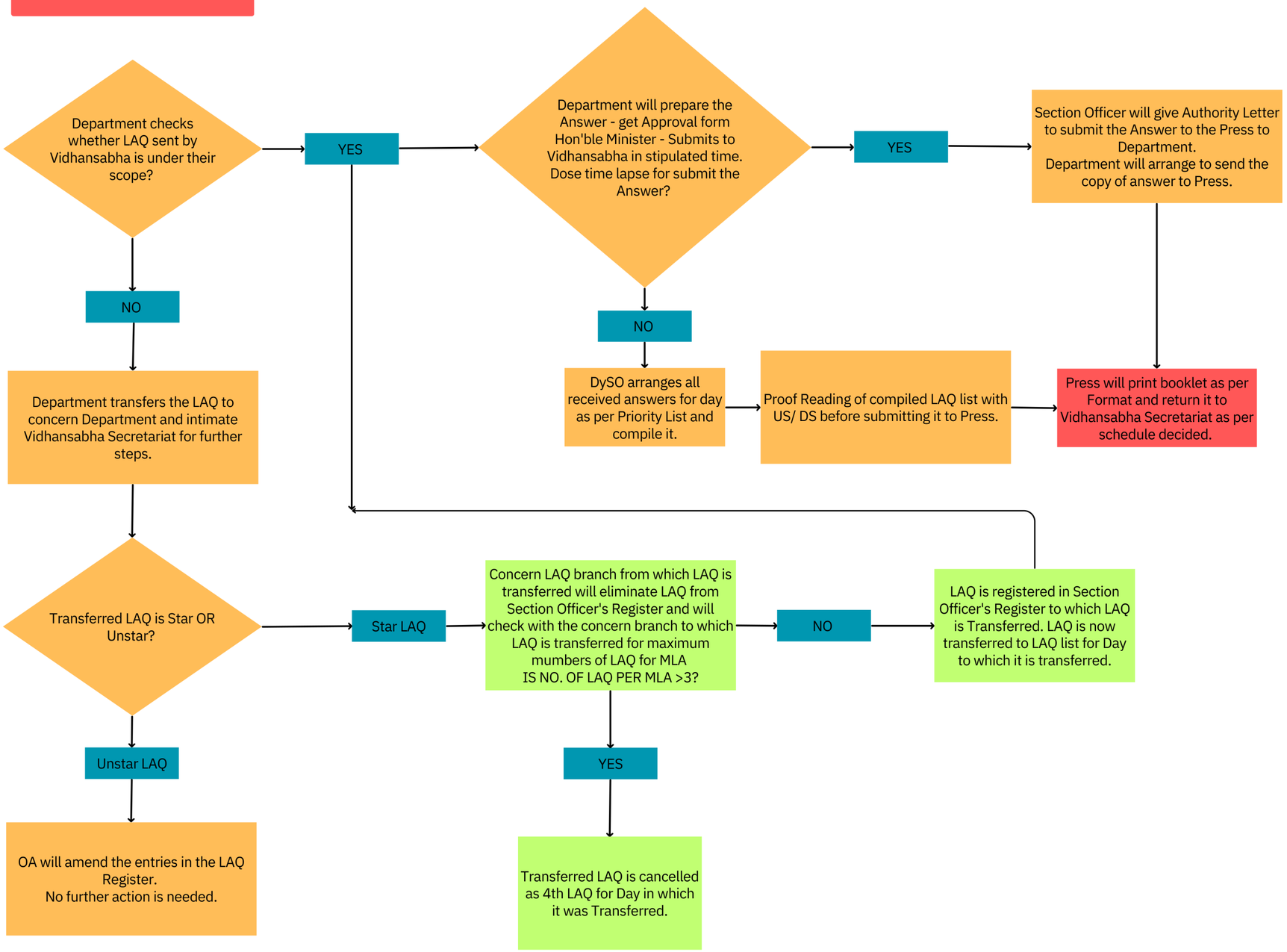
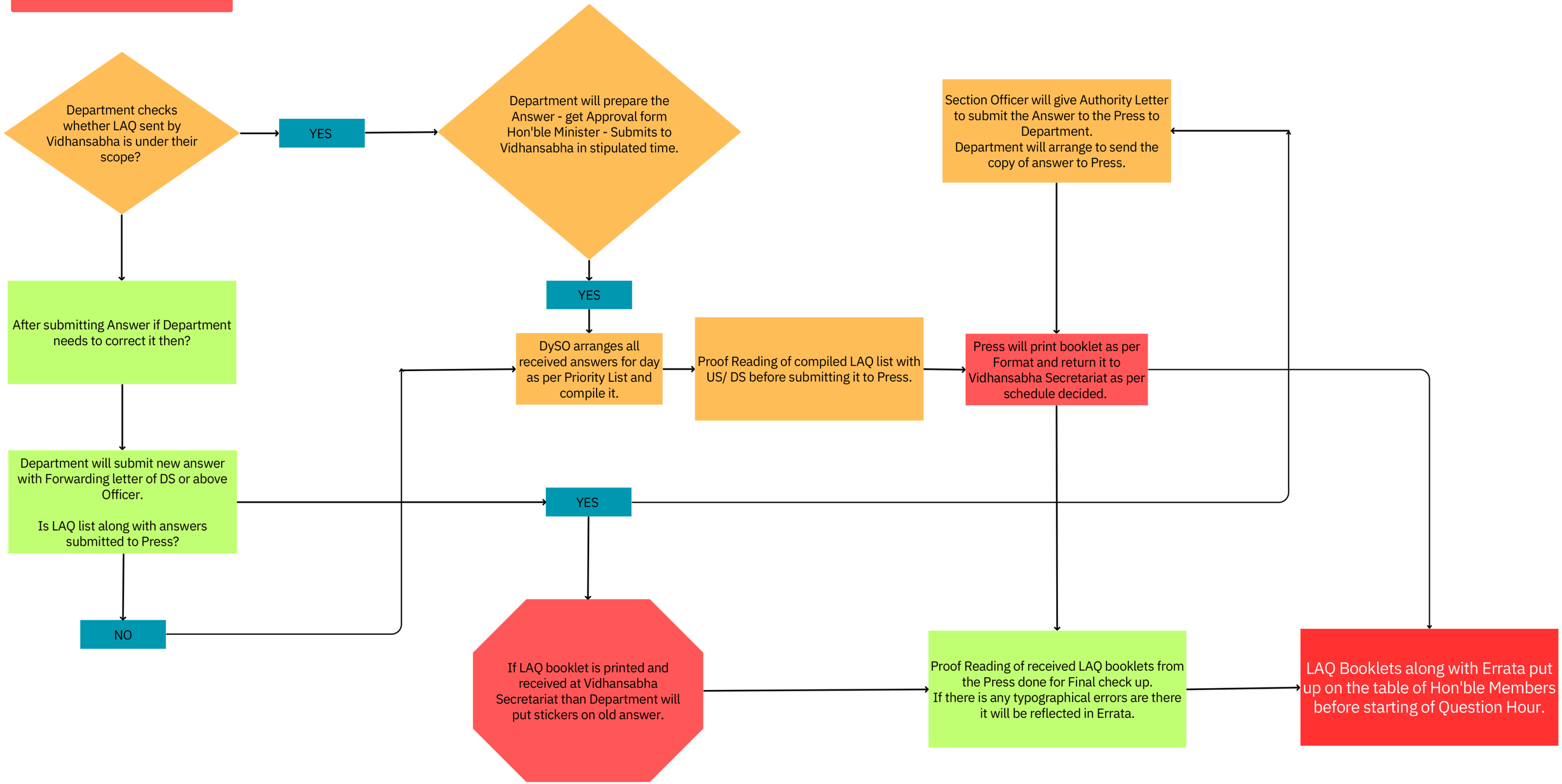
DEPARTMENT


Department checks whether LAQ sent by Vidhansabha is under their scope?
YES
NO
Department will prepare the Answer - get Approval form Hon'ble Minister - Submits to Vidhansabha in stipulated time. Dose time lapse for submit the Answer?
YES
Section Officer will give Authority Letter to submit the Answer to the Press to Department.
Department will arrange to send the copy of answer to Press.
NO
DySO arranges all received answers for day as per Priority List and compile it.
Proof Reading of compiled LAQ list with US/ DS before submitting it to Press.
Press will print booklet as per Format and return it to Vidhansabha Secretariat as per schedule decided.
Department transfers the LAQ to concern Department and intimate Vidhansabha Secretariat for further steps.
Transferred LAQ is Star OR Unstar?
Star LAQ
Concern LAQ branch from which LAQ is transferred will eliminate LAQ from Section Officer's Register and will check with the concern branch to which LAQ is transferred for maximum mumbers of LAQ for MLA
IS NO. OF LAQ PER MLA >3?
NO
LAQ is registered in Section Officer's Register to which LAQ is Transferred. LAQ is now transferred to LAQ list for Day to which it is transferred.
YES
Transferred LAQ is cancelled as 4th LAQ for Day in which it was Transferred.
Unstar LAQ
OA will amend the entries in the LAQ Register.
No further action is needed.

DEPARTMENT


Department checks whether LAQ sent by Vidhansabha is under their scope?
YES
Department will prepare the Answer - get Approval form Hon'ble Minister - Submits to Vidhansabha in stipulated time.
Section Officer will give Authority Letter to submit the Answer to the Press to Department.
Department will arrange to send the copy of answer to Press.
After submitting Answer if Department needs to correct it then?
YES
DySO arranges all received answers for day as per Priority List and compile it.
Proof Reading of compiled LAQ list with US/ DS before submitting it to Press.
Press will print booklet as per Format and return it to Vidhansabha Secretariat as per schedule decided.
Department will submit new answer with Forwarding letter of DS or above Officer.
Is LAQ list along with answers submitted to Press?
YES
NO
If LAQ booklet is printed and received at Vidhansabha Secretariat than Department will put stickers on old answer.
Proof Reading of received LAQ booklets from the Press done for Final check up.
If there is any typographical errors are there it will be reflected in Errata.
LAQ Booklets along with Errata put up on the table of Hon'ble Members before starting of Question Hour.