

## Guidelines

### Uploading the Question Answers & Annexures in English & Hindi (As on 15/07/2015)

1. Question's Text is to be pasted in the Question Text area and it should contain only the **Main Question** (starting from Question part (a)).
2. The header such as **Ministry Name, Department Name, Question Title, Question No., Question Type, Member Name** etc. is not to be pasted in the **Question Text box**.
3. The Answer Part Should start from **The MINISTER OF.....**
4. After each Question Part, one blank line may please be inserted.
5. After each Answer Part/para, one blank line may please be inserted.
6. Pl. check the **VIEW / PRINT** option available in order to view the Question/Answer submitted before final submission and correct the mistake, if any.
7. In the question's answer portion, if it is required to insert a small table then enclose the table by HTML tag **<pre> </pre>**  
Alternatively, one can use convert Table to Text feature of Word and then copy paste the answer text in the Answer Text box.
8. **The Complete Question Answer along with the annexure (if any) containing tabular data etc, should be uploaded as a separate file (in English). The allowed formats are (.pdf only). Without uploading of Question Answer + annexure (if any) in English, you will not be able to submit thereply.**
9. **The Complete Question Answer along with the annexure (if any) containing tabular data etc, should be uploaded as a separate file (in Hindi) also. The allowed formats are (.pdf only)**
10. In case one wishes to view the file(s) uploaded, one has to click on view button before finally submitting the reply by clicking on submit button. One can change the uploaded file either by deleting the earlier file by clicking on Delete Button and then upload the correct file. The same procedure is to be used for uploading of Hindi version of the question and answer + annexure(if any) file.
11. **While uploading PDF files, only Text pdf format are acceptable. Scanned images are not accepted in the Question, Answer & annexure in English and Hindi Version.**
  - (a). Do not use PDF convertor for converting word document to a pdf document as it is a time taking process.
  - (b). A pdf file can be converted from word file directly, click on save as - and then click on pdf.
12. **Uploading of Hindi Version File is Compulsory otherwise the question (Starred and Un-Starred) will remain in the "TO BE UPLOADED" List and shall not be published on the website.**  
**USE HINDI UNICODE FONT FOR HINDI WORD FILE OF QUESTIONS / ANSWERS.**

**In case of any technical difficulty, please take the help of the NIC personnel in your Ministry.**