

Updated Guidelines for uploading the Question, Answer & Annexure in English and Hindi for the 257th Session of Rajya Sabha (as on 05.07.2022)

1. Select the Department under your Ministry to which the Question belongs.
2. The Question's text in English and Hindi will appear on the Screen. Ministries cannot change the text of the Question. However, the text can be copied to be used for preparation of complete Question/Answer.
3. **English Version:** The complete Answer along with the annexure, if any, containing tabular data, etc. should be uploaded as a separate file in English. The files are to be submitted in **.doc/.docx** format.
4. **Hindi Version :** The complete Answer along with the annexure, if any, containing tabular data, etc. should be uploaded as a separate file in Hindi (हिंदी के उत्तर की Word फाइल यूनिकोड फॉन्ट में अपलोड करें). The files are to be submitted in **.doc/.docx** format.
5. The complete question along with answer (including statements, annexures, etc.) should also be uploaded in PDF format as well (both English and Hindi versions).
6. While **uploading PDF files for Hindi and English versions**, only **Text pdf** format are acceptable. Scanned images based pdf files are not accepted for both English & Hindi versions.
7. Without uploading the documents as specified above, in both English and Hindi, one will not be able to submit the Question's reply.
8. 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 corrected file. The same procedure is to be used for uploading of Hindi version.
9. Uploading of both English & Hindi version files is Compulsory. Otherwise, the question (Starred, Unstarred and Short Notice Question) will remain in the 'TO BE UPLOADED' List and shall not be published on the portal.
Note : IT IS MANDATORY TO UPLOAD both **PDF & WORD** files of question/answer/annexure for both English & Hindi versions.

In case of any technical difficulty, the help of the NIC personnel in the Ministry may be taken.