

PARLIAMENTARY MATTER

MOST URGENT

No. H.11021/03/2024-Parliament

Government of India

Ministry of Fisheries, Animal Husbandry and Dairying

Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi

Dated the 13-11-2024

OFFICE MEMORANDUM

**Subject: Instructions regarding handling of Parliament Questions.**

Third Session-Eighteenth Lok Sabha and Two Hundred and Sixty Sixth Session Rajya Sabha of Parliament, 2024 is scheduled from 25th November, 2024 to 20<sup>th</sup> December, 2024. In order to ensure smooth handling of Parliament Questions/Matters during the session all Divisions are hereby instructed to follow, without failure, the following guidelines :-

- i. Upon receipt of a Provisional Notice, the same will be forwarded as E-receipt to the **Concerned Divisional Head** by Director (Parl). Due care is taken while marking the provisionally admitted notices to the Divisions, however, in case of any discrepancy, the notice may be transferred to the concerned Ministry or concerned Division within the Ministry directly in accordance with the **Manual of Parliamentary Procedures(Para.3.3)** under intimation to Parliament Section. Under no circumstances the notice shall be returned to the Parliament Section. Further, no change shall be entertained once notices are admitted.
- ii. Reply for the Parliament Questions should be drafted in such a manner that it does not become an assurance. It is the duty of every Division/Section to ensure that the final/corrected replies to the admitted/printed Parliament Question (both starred and un-starred) after approval by the Hon'ble Minister(FAHD) are received by the Parliament Section by 15.00 hours and 17.00 hours respectively on the working day preceding the date on which the questions are listed for answer so as to enable the parliament section to upload PDF version(English/Hindi) of the reply in the Lok Sabha/Rajya Sabha portals and deliver the printed version of the replies to Parliament Question in the Lok Sabha/Rajya Sabha Secretariat.
- iii. Therefore, all Divisions are requested to immediately attend to the Parliament Questions once marked to them by Parliament Section without any delay on **TOP PRIORITY BASIS** and submit the files to concerned Hon'ble Ministers well in time so as to ensure

that the files reach the Parliament Section after the approval of the concerned Minister as per the following time schedule:-

Lok Sabha	By 5.00 PM on the Friday preceding the date on which the questions are listed for answer.
Rajya Sabha	By 5.00 PM on the Monday preceding the date on which the questions are listed for answer.

- iv. All Divisional Heads are, therefore, instructed to ensure that the officials dealing with a particular Parliament Question are present in the office-including on weekends and Gazetted Holidays, if necessary, till files after approval by the Hon'ble Minister(FAHD) and necessary corrections/amendments if any are carried out as per direction, note for pad and supplementary furnished and the same files containing final and approved version of the Parliament Questions are finally handed over to Parliament Section.
- v. While drafting replies to the Parliament Questions, due care and diligence is required to be ensured for furnishing point/para-wise replies as per the format of the Parliament Question. Utmost care should be taken regarding spelling, abbreviations and their full form, totalling of data in the replies, etc. Further, tables containing data related to the Parliament Questions should invariably be in MS Word format and not to be reproduced from MS Excel format as such format are generally not editable easily. For Hindi/English both replies, the data/information may not be pasted from images/scanned documents and it should be typed in the given format and font. The index of the note for pad should be given on the cover page in bold for immediate reference.
- vi. The Division concerned with Part (a) of the Question shall handle the Question and if necessary seek the required information from other concerned divisions of this Department/other Departments/Ministries for preparing a consolidated reply to the Question.
- vii. If the main thrust of part (a) of the Question or the entire Question is on seeking some statistical data or information based on statistical data, the Question shall be handled by Animal Husbandry Statistics (AHS) Division.
- viii. In certain cases, Lok Sabha/Rajya Sabha Secretariat sends copies of notices of question for furnishing the factual information in respect of notices of question so as to decide the admissibility of the question. The factual information on such notices of questions is to be furnished by the concerned division, to whom it has been marked, directly to Lok Sabha/Rajya Sabha Secretariat immediately. This may, sometimes,

avoid admission of the question as the facts are communicated directly by the Lok Sabha/Rajya Sabha Secretariat to the Member concerned.

- ix. There is a standing practice to send one hard copy of the draft reply, along with its soft copy, to the Parliament Section and Hindi Section in advance immediately after the same are approved by the Divisional Heads in respect of Unstarred Questions and by Secretary in respect of Starred Questions. It has been noticed that in certain cases in spite of repeated telephonic reminders the hard and soft copies of the replies are not provided to the Parliament Section. It may be ensured that both the hard and the soft copies of the draft replies as approved by Divisional Heads or Secretary as the case may be sent in advance to Hindi Section and Parliament Section. The soft copies may be sent to the Parliament Section at the e-mail id: [parlahd@nic.in](mailto:parlahd@nic.in) and the Hindi Section at the e-mail id: [ad-ol557@dahd.nic.in](mailto:ad-ol557@dahd.nic.in).
- x. Following channel of submission should be followed while submitting Files containing reply of Starred and Unstarred Question – File containing draft replies of Starred and Unstarred Question will be cleared at the level of Hon'ble Minister, DAHD. However, all such File (i.e. both Starred and Unstarred) will be routed through Hon'ble MoS. It has also been seen in certain cases that all the officers concerned with the questions had left office without waiting for the ultimate approval of the reply by the concerned Hon'ble Minister. In one such cases, the reply available on the file was found to be incomplete, without the required annexure and the Parliament Section was desperately making telephone calls to ask them to come back and attend to the deficiency. At times, the Hon'ble Ministers make certain amendments in the replies or give directions to include some additional information in the reply which can be carried out by the concerned Division only. Therefore, the availability of at least one responsible officer in the concerned Division to take care of approval of the files from the Hon'ble Minister must be ensured.
- xi. Briefing meetings on Lok Sabha Starred Questions listed for Tuesday are generally held on Friday and Monday prior to the question day. Similarly briefing meetings for Rajya Sabha starred Questions listed for Wednesday are generally held on Monday and Tuesday prior to the question day. To ensure timely submission of 'Note for supplementary' to the Hon'ble Ministers and senior officers, twenty-five copies of English version (including 10 copies flagged) and 15 copies of Hindi version (including 10 copies flagged) of the 'Note for Supplementary' in respect of all Starred Questions are to be delivered to Parliament Section well in advance, i.e., before 10 AM on Friday and Monday in respect of Lok Sabha and Rajya Sabha questions, respectively. However, it

is seen that many-a-time the Divisions do not submit the 'Note for Supplementary' even till the time of start of briefing meeting resulting in undue inconvenience to the Hon'ble Ministers. Quite often, only the English version of 'Note for supplementary' is circulated by them. All Divisional heads are, therefore, requested to ensure timely submission of 'Note for Supplementary', appropriately flagged for Hon'ble Ministers, both in Hindi & English, for all Starred Questions in the list. The reply documents should be properly numbered, flagged, and must have an index page at the front. **A sample reply document in this regard, has been enclosed for ready reference.**

- xii. Draft replies in respect of Starred Questions may be submitted to Hon'ble Minister for Fisheries, Animal Husbandry and Dairying in Hindi also for approval.
- xiii. Request for official gallery passes for Starred Questions may be sent to Parliament Section in a consolidated list by the forenoon of the previous day to the date of the question by the personal staff of the Divisional Heads. Lok Sabha/Rajya Sabha Secretariat issues only two passes for a Starred Question as the capacity of the official galleries is very limited. It is also informed that passes are issued by the Lok Sabha/Rajya Sabha Secretariat only after 10.00 AM on the day of the question. It may also be ensured that the concerned officers are present in the official gallery of Lok Sabha/Rajya Sabha whenever Starred Questions or any other discussions/debates are held in Parliament.
- xiv. Rajya Sabha Secretariat has recently taken up the issue of erroneous totaling of the figures in annexures attached to some of the answers to Parliament Questions. All Divisions are, therefore, requested to ensure accuracy of the figures and total of the figures in the annexures attached to the answers to the Parliament Questions.
- xv. No Division/section should leave before submitting required number of hard copies (both English and Hindi) to Parliament Section. It is responsibility of concerned Division/section to handover hard copies of Parliament replies from photo-copier room to Parliament Section. It is the responsibility of the concerned Division/section to fully check and ensure that submitted reply to Parliament Question is the final corrected version. Parliament Section is not responsible for any mistakes whether factual or typographical in replies to Parliament Questions.
- xvi. Reply for the Question of both the Houses of Parliament i.e. Lok Sabha and Rajya Sabha should be prepared in accordance with the Guidelines. **A latest copy of the Office Memorandum dated 08.11.2024 issued by Rajya Sabha Secretariat in this regard is enclosed.**

xvii. All Divisions are also adhere to the standard formats as per Annexure I and Annexure II vide OM dated 08.11.2024 issued by Rajya Sabha Secretariat while submitting Statement by Minister in the Rajya Sabha. (Copy enclosed).

2. All Divisional Heads are requested to ensure that the above instructions are strictly adhered to.

3. This issues with the approval of Secretary, DAHD.

*S. Majhi*  
(Sarbeswar Majhi)  
Director (Parl.)

To

All Divisional Heads in the Department of Animal Husbandry and Dairying

Copy to:-

All Directors/Deputy Secretaries/Joint Commissioners/ Dy. Commissioners/ Asst. Commissioners in DAHD

Copy for information to:

- (i) PS to Hon'ble Minister (FAHD)
- (ii) PS to Hon'ble MOSs (FAHD)
- (iii) PPS to Secretary (AHD)

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भारतीय संसद  
PARLIAMENT OF INDIA  
राज्य सभा सचिवालय  
RAJYA SABHA SECRETARIAT

संसद भवन/संसदीय सौध,  
नई दिल्ली-110001  
वेबसाईट : <http://rajyasabha hindi.nic.in>

Parliament House/Annexe,  
New Delhi-110001.  
Website : <http://rajyasabha.nic.in>

No. LAFEAS-QB11012/2/2024-QBranch-RSS

Dated the 08<sup>th</sup> November, 2024

OFFICE MEMORANDUM

**Subject: Procedure for handling questions during the 266<sup>th</sup> Session of Rajya Sabha.**

The undersigned is directed to state that the 266<sup>th</sup> Session of Rajya Sabha is scheduled to commence from 25<sup>th</sup> November, 2024. In this context, attention of the Ministries/Departments of Government of India is invited to the following aspects of handling of questions at their end during the Session, such as:-

- (i) Response to Notices of Starred / Unstarred Questions sent for seeking factual information should be furnished positively by the Ministry **within two days of receipt of such notices.**
- (ii) Response to Provisionally Admitted Questions (PAQs) should be furnished promptly so as to enable this Secretariat to take into consideration all the relevant inputs while finalizing the lists of Questions.
- (iii) Supply of Answers to Questions- the Ministries/Departments are required to supply 40 legible copies in English and Hindi of Answers to Starred and Short Notice Questions (in separate sets of 20 for Distribution Branch and 20 for Question Branch) and 30 legible copies in English and Hindi of Answers to Unstarred Questions (in separate sets of 15 for Distribution Branch and 15 for Question Branch).
- (iv) While framing replies, the salutation to be used **must be gender neutral in nature. Use of Sir/Madam should be avoided.**
- (v) The Ministries/Departments must ensure that the font size used for the answers must be same – **Times New Roman in size 12 (English Version) and Unicode font (Hindi Version).**

2. The details regarding the above points have been placed in **Annexure** along with the model format of answers to be supplied by the Ministries/Departments and format for correcting statement by Minister.

Contd....2/-

**Transfer of Questions:**

3. As per Rules, the Member addresses the Questions to a specific Ministry, however, in case the subject matter of the Question does not pertain to the Ministry/ Department addressed by the Member, the Ministry may urgently take up the matter with the concerned Ministry/Department to which the matter pertains for transfer thereof and its acceptance by that Ministry/Department, under intimation to this Secretariat.

4. It may be noted that unless the transfer of the Question is accepted by the Ministry/ Department to which it is proposed to be transferred, the Question will remain in the name of the Ministry/ Department to which it is originally addressed by the Member and no transfer will be effected after a Question is admitted and published on the website.

*Sd/-*

(RAJENDRA TIWARI)

Director

Tel.: 23035434

E-mails: [rajendrap.tiwari@sansad.nic.in](mailto:rajendrap.tiwari@sansad.nic.in)

[rsqns@sansad.nic.in](mailto:rsqns@sansad.nic.in)

To

All the Secretaries, Ministries / Departments of Government of India, New Delhi.

**Copy for information and necessary action to:**

1. Parliament Sections of all the Ministries/Departments of Government of India, New Delhi.
2. Nodal Officers (for uploading questions and answers) of all the Ministries/ Departments of Government of India, New Delhi.

*N. Shyamkishwor Singh*

(N. Shyamkishwor Singh)

Under Secretary

Tel: 23035280

Handling of Questions and Answers by Ministries/Departments

**1. Response to Notices of Starred / Unstarred Questions Sent for Seeking Factual Information**

- A copy of notice of Question, as given by the Member, is sent to the Ministry/Department **electronically** for furnishing the **factual information** so as to decide the admissibility of the Question.
- The Ministry /Department must furnish the factual information in respect of such a notice of Question positively **within two days**, with particular reference to points like whether the Question relates to their Ministry /Department, it seeks secret information, etc.

**2. Response to Provisionally Admitted Questions (PAQs)**

- Provisionally Admitted Questions (PAQs) are sent to the Ministries/ Departments through E-mail to enable them to furnish to this Secretariat, the inputs in cases where they are of the view that the Question does not merit admission in their name and to initiate action for preparing the reply.
- The Ministries/Departments are requested to respond to PAQs promptly so as to enable the Secretariat to take into consideration all the relevant inputs while finalizing the lists of Questions.

**3. Circulation of PAQs and Printed Lists of Questions**

- Circulation/sending of PAQs in hard copy format has been discontinued. Now, PAQs are sent in electronic form only by e-mails. All the Ministries/ Departments are, accordingly, requested to make necessary arrangements at their end to receive PAQs in electronic form only and take further necessary action thereon immediately.
- **The circulation of printed lists of Questions has also been discontinued.** However, the final lists of question will be available on Rajya Sabha website for perusal.

**4. Supply of Answers to Questions**

- The Ministries/Departments of Government of India are required to supply **40 legible copies in English and Hindi of Answers to Starred and Short Notice Questions** (in separate sets of 20 for Distribution Branch and 20 for Question Branch) and **30 legible copies in English and Hindi of Answers to Unstarred Questions** (in separate sets of 15 for Distribution Branch and 15 for Question Branch) for being laid on the Table of the House during the Session. The English and Hindi versions of the Answers may be furnished on the obverse and reverse side of the paper or be stitched together.
- **The Ministries/Departments must ensure that all the Answers are timely dispatched so that they are received in this Secretariat by 5.00 p.m. on the previous working day of the day of Answer.**
- It has been observed that sometimes copies of Answers supplied by some of the



Ministries/Departments are neither clear nor legible. In view of this, it is requested that-

- **While framing replies, the salutation to be used must be gender neutral in nature. Use of Sir/Madam should be avoided.**
  - Text of Question should be copied from the PQA-RS portal.
  - Answers may be prepared using electronic typewriters, inkjet or laser printers only.
  - Copies may be prepared preferably by photocopying rather than cyclostyling or resography.
  - Underlining should be strictly avoided and italics or bold fonts may be used instead of underlining, if necessary.
  - In so far as the English version of the Answer is concerned, Times New Roman font of size 12 may be used.
  - In the case of the Hindi version of the Answer, Unicode Font(Hindi version) is to be used.
  - In the English version of the Answer, the portfolio or the name of the Minister should not be shown in Hindi.
  - When the Answer contains tables, grid lines may be shown to clearly identify the rows and columns.
  - Tables should be prepared separately in Hindi and English. The practice of producing the English as well as Hindi text on the same table by multiple photocopying has often been seen to produce faint and even unreadable copies. Therefore, it should be avoided.
  - The words – ‘RAJYA SABHA’ ‘STARRED (or UNSTARRED) QUESTION’ ‘ANSWER’, ‘STATEMENT’ and the HEADING should be in capitals and bold. Name(s) of the questioners and name and designation of the Minister, etc. may be in capital, but not in bold.
  - The end of the answer/statement should be clearly indicated by a line of stars, i.e. ‘\*\*\*\*\*’
  - Model formats of Answers (Starred and Unstarred Questions) are attached.
- Each part of the Question shall be answered separately and clearly. **It has been observed that the Ministries/Departments often do not answer each part of the Question separately and clearly.** In this connection, attention is invited to the following direction of the Hon'ble Chairman, Rajya Sabha issued during the course of examination of a case of breach of privilege arising out of the answer to a Parliament Question:-

*“Answers to all questions given in the Rajya Sabha shall be specific and complete and each part of the question or each item of information asked for therein shall be answered separately.*

*If, on his attention being drawn to an answer, the Chairman is satisfied that it does not fulfil this condition, he may direct the Minister to give a specific and complete answer to each part of the question.”*

- In case, the copies of Answers supplied are desired to be replaced or some corrections are to be carried out in those copies, necessary intimation in writing to that effect and revised copies of Answers should be sent so as to reach the Question Branch, Rajya Sabha Secretariat (Room Nos. 229 and 235), Parliament House Annexe, (Telephone Nos. 23034235, 23034229, 23034236, 23034233 and 23034266) not later than **8.00 p.m.** on the previous day on which the Questions are due for answer.
- Whenever the reply to a Starred Question is lengthy (exceeds 5 or 6 lines) or contains statistical information, it should invariably be laid on the Table of the House in the form of a statement to the answer to that question.

- The assurances are generally not given in reply to a Starred Question. The Ministries/Departments are, therefore, advised to refrain from furnishing assurances in reply to a Starred Question. Where the Ministry feels that reply to a Starred Question shall result in assurance only, this may be brought to the notice of Joint Secretary/Director-in-Charge of this Secretariat immediately on receipt of the PAQ.

## 5. Correcting Statement by Ministers:

- When a Minister desires to correct any inaccuracy in the information furnished in respect of Starred/Unstarred/Short Notice/Supplementary Question, he/she is required to make/lay a statement correcting the answer in the House. All the Ministries/Departments are requested to adhere to the standard format given below while sending the request for correcting answers to such Questions.

### FORMAT

**STATEMENT TO BE MADE/LAID\* BY THE MINISTER OF .....  
CORRECTING THE ANSWER TO PART/(S) ..... OF THE  
STARRED/UNSTARRED QUESTION ..... GIVEN IN THE RAJYA  
SABHA ON THE ..... REGARDING.....**

I rise to correct the part/(s) ..... of the answer to Starred/Unstarred Question ..... given in the Rajya Sabha on the ..... regarding "....." as follows:

Part/(s) of the Question answered	For	Read
	(Previous reply)	(Corrected Reply)

The inconvenience caused is regretted.

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\*MADE: For Starred Question

LAID: For Unstarred Question

**MODEL FORMAT (STARRED QUESTION)**

GOVERNMENT OF INDIA  
MINISTRY OF COAL

RAJYA SABHA  
STARRED QUESTION NO. 160  
ANSWERED ON 01.08.2022

**COAL PRODUCTION AND MAINTENANCE OF POST EXCAVATED AREAS IN  
MEGHALAYA**

\*160. SHRI RAKESH SINHA:

Will the Minister of COAL be pleased to state:

- (a) the total estimated stock of coal in Meghalaya;
- (b) the actual annual production;
- (c) the amount of production by the private sector and the public sector, sector-wise;
- (d) whether post excavated areas is making dysfunctional impact on ecology as it is not properly taken care of despite it being mandatory requirement;
- (e) if so, whether Government will take steps to ensure maintenance of postexcavated areas;
- (f) whether due to illegal coal mining, the excavated area remains without care; and
- (g) whether Government has done social auditing of such areas?

**ANSWER**

MINISTER OF PARLIAMENTARY AFFAIRS, COAL AND MINES  
(SHRI PRALHAD JOSHI)

(a) to (g): A statement is laid on the Table of the House.

**STATEMENT REFERRED TO IN REPLY TO PARTS (A) TO (G) IN RESPECT OF RAJYA SABHA STARRED QUESTION NO. 160 FOR REPLY ON 01.08.2022 REGARDING COAL PRODUCTION AND MAINTENANCE OF POST EXCAVATED AREAS IN MEGHALAYA ASKED BY SHRI RAKESH SINHA.**

(a): The estimated coal resources in Meghalaya, as per Coal Inventory of India published by Geology Survey of India (GSI) as on 01.04.2021 is 576.48 MT.

(b) & (c): As per information received from Coal Controller Organization (CCO), no coal production has been reported during last 4 years from the State of Meghalaya.

(d): The Hon'ble National Green Tribunal, in its order dated 09.06.2014, has noticed that there has been serious air, water and environmental pollution being caused by the illegal, unregulated and indiscriminate rat-hole mining being carried on in various parts of the State of Meghalaya.

(e): In order to preserve the ecology of Meghalaya, Hon'ble Supreme Court in its judgment dated 3.7.2019, has made the following decisions:

1. The provisions of The Mines Act, 1952 are mandatorily to be followed before working a mine. The regulations namely Coal Mines Regulations, 2017 also contains several regulatory provisions which need to be followed while working a mine by a mining lease holder.
2. The enforcement of Mines Act, 1952 and the Regulations, 2017 have to be ensured by the State in the public interest.
3. As per statutory regime brought in force by notification dated 15.01.2016 issued under Environment (Protection) Act, 1986, environmental clearance is required for a project of coal for mining of any extent of area. While implementing statutory regime for carrying mining operations in the Hills Districts of the State of Meghalaya, the State of Meghalaya has to ensure compliance of not only MMDR Act, 1957 but Mines Act, 1952 as well as Environment (Protection) Act, 1986.
4. In Hill Districts of State of Meghalaya for carrying coal mining operations in privately owned/community owned land, it is not the State Government which shall grant the mining lease under Chapter V of Rules, 1960, but it is the private owner/community owner of the land, who is also the owner of the mineral, who shall grant lease for mining of coal as per provisions of Chapter V of Rules, 1960 after obtaining previous approval of the Central Government through the State Government.

(f): The State Government has been implementing an action plan prepared by the Committee constituted by the Hon'ble National Green Tribunal and approved by the Hon'ble NGT, to close down the openings of mines which were created before the ban imposed by Hon'ble NGT in 2014 and is putting in place the safety measures around mine openings where there is still mineable coal reserves which can be utilized in future in accordance with law.

(g): Central Government has not done any social auditing in the state of Meghalaya.<sup>1</sup>

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- (i) The words - "RAJYA SABHA" "STARRED" (or) "UNSTARRED QUESTION" "ANSWER" "STATEMENT" and the HEADING are in capitals, bold and without gaps in- between successive letters. Name(s) of the questioners and name and designation of the Minister etc. may be in capitals, but not in bold.
  - (ii) When the answer contains tables, grid lines are shown to clearly identify the rows and columns.
  - (iii) The end of the answer/statement is clearly indicated by a line of stars i.e.\*\*\*\*\*

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## MODEL FORMAT (UNSTARRED QUESTION)

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  
RAJYA SABHA  
UNSTARRED QUESTION NO-40  
ANSWERED ON- DD/MM/YEAR

### TATKAL MONEY ORDER YOJANA

40. SHRIMATI KUM KUM RAI

Will the Minister of COMMUNICATION AND INFORMATION TECHNOLOGY be pleased to state :-

- (a) whether Government have started/considering to start Tatkal Money Order Yojana through the Department of Post;
- (b) if so, the details thereof; and
- (c) if not, the reasons therefor?

### ANSWER

THE MINISTER OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

(SHRI DAYANIDHI MARAN)

- (a) Yes.
- (b) The Department of Posts has introduced in January, 2006, the Instant Money Order (iMO) as a pilot in 24 post office locations. The iMO is a web based domestic money transfer service between iMO post offices.
- (c) In view of (a) above, the question does not arise.

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- (i) The words - "RAJYA SABHA" 'STARRED' (or) 'UNSTARRED QUESTION' 'ANSWER' 'STATEMENT' and the HEADING are in capitals, bold and without gaps in- between successive letters. Name(s) of the questioners and name and designation of the Minister etc. may be in capitals, but not in bold.
  - (ii) When the answer contains tables, grid lines are shown to clearly identify the rows and columns.
  - (iii) The end of the answer/statement is clearly indicated by a line of stars i.e. \*\*\*\*\*