

**REPORT ON THE  
PREPARATION FOR THE  
17<sup>TH</sup> LOK SABHA**



**PARLIAMENT OF INDIA**

**LOK SABHA SECRETARIAT  
NEW DELHI**



## MESSAGE

Dear Colleagues,

For last three months the Lok Sabha Secretariat was ceaselessly working towards fructifying the onerous task of constitution of the Seventeenth Lok Sabha and matters incidental, thereto. It is indeed a matter of great satisfaction that the same has been accomplished in a highly professional manner.

Friends, this has been made possible by the grit and determination of the Officers and Staff of the Secretariat who slogged day in and day out within the Office as also at various other locations in challenging conditions. The achievements are more praiseworthy as the Secretariat has several firsts to its credit this time. For the first time a major part of this massive exercise was accomplished in an IT enabled environment. Additionally, a dedicated team of nodal officers constantly remained in touch with the Returning Officers and the newly elected members as facilitators and enablers. The members being issued a Permanent Identity Card on their very first interaction at the time of their registration was another significant first. The first time convergence of otherwise cumbersome documentation and the single desk clearance at the time of registration also ensured that the registration process was hassle free. All these measures received a lot of appreciation and praise from the newly elected members.

I take this opportunity to express my sincere thanks to you all for making this daunting task possible in a most innovative, seamless, and efficient way.

Friends, I am confident that with this first step being successfully accomplished the Secretariat, as always, will continue to render exemplary services to the House and earn laurels from all quarters.

Thank you once again.

Secretary-General

21 June 2019

All Colleagues in Lok Sabha Secretariat



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## REPORT OF THE CONSTITUTION OF 17TH LOK SABHA

The 17th Lok Sabha was constituted on 25 May 2019. Many arrangements were made for the newly elected members of this Lok Sabha and for smooth conduct of business of the first Session, due to which the work was completed smoothly.

II. A total of 8 meetings were held by the Secretary General from 3rd February 2019 to May 2019 for implementation and review of work. The proceedings of the main meetings with Additional and Joint Secretaries are annexed at **(Appendix-I)**. The main objectives of the meetings were the completion of work related to the 16<sup>th</sup> Lok Sabha, the preparations for the constitution of the 17<sup>th</sup> Lok Sabha, optimum use of technology, prevention of duplication of forms, ID cards, instruction manuals etc., reduction in the number of printing papers and the arrangements to be made for facilitating the newly elected members.

III. Following is the description of the main works-

1. For the first time, all the newly elected MPs and their spouses were issued permanent identity cards of the Parliament with security features. This was done by Parliament Security in place of the erstwhile temporary ID cards issued by the Parliament Notice Office.
2. For the convenience of MPs, a Master Data Form **(Appendix-II)** was created which was an integrated form replacing several earlier forms. Parts 1 and 2 were kept in it. In Part 1, mandatory information was sought for registration and Part 2 of the form was to be filled up and submitted later on.
3. Many instructions / manuals / leaflets / books were given as soft copies.
4. In place of CGHS Card with group photograph of family members, separate CGHS cards of all MPs and their family members were issued by the Welfare Branch of the Parliament.
5. The new MPs were given leather bags containing 5 books (i) Constitution of India, (ii) Rules of Procedure and Conduct of Business, (iii) Directions by the Speaker, (iv) Handbook for Members, (v) Abstract Series. Remaining books such as (vi) Disqualification of Members on ground of Defection, (vii) the Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made there under (viii) Pamphlet on facilities to Members and Ex-Members of Parliament (ix) Brochure on Medical facilities, (x) Accommodation circular. (xi) Information pamphlet on various facilities to Members (xii) A soft copy of 'Members' Facilities At A Glance' was given in pen drives. Also, a set of writing pens was placed in each of the bags.

6. In order to save time, an important change was made for the first time in the process of taking oath / affirmation by newly elected members. Signature Register kept on left side of the Table of the House was shifted to the right side of Secretary General near the mike used by the newly elected members. Its full details are provided in Bulletin Part-II, Para no. 4, issued on 3rd June 2019.

7. This time, arrangements were made to handover an envelope containing Secretary General's letter and Master Data Form by the Returning Officer to the winning candidate at the time of his granting a Certificate of Election.

8. The Master Data form was also made available to the MPs online so that they would have the convenience of filling it themselves and would have to spend less time on formalities on their arrival in the Parliament. Arrangements were made to keep this form scanned at the time of registration.

9. Arrangements of registration were done in Room 62 of Parliament House in such a way that the work of MPs should be completed on a single table. They would not have to move from one table counter to another. The seating plan is at **(Appendix-III)**.

10. In Room 53 of the Parliament House, arrangements were made for the family and relatives of the MPs, but it was also seen that the family members were present along with the MPs in Room 62.

11. Manuals, handbooks, instructions were updated and printed. Full details of printing work are available at **(Appendix-IV)**.

12. This time no accommodation was provided to newly elected MPs in Five Star Hotels, as in the past. Instead of that, the newly constructed Western Court was arranged for transit accommodation in coordination with the Guest Houses of the States. This resulted in a saving of large amount.

13. A team of 56 nodal officers was formed who kept in constant contact with the Members of Parliament from the time of their election till their first arrival in Parliament, and assisted them in completing their formalities.

14. Reception counters were set up at the airport and 4 railway stations (New Delhi, Old Delhi, Nizamuddin and Anand Vihar) which were closed after the maximum number of members arrived in the Parliament.

15. Arrangements were also made to get feedback from Members of Parliament for the arrangements which are available at **(Appendix-V)**.

16. A press conference was held on 22<sup>nd</sup> May 2019 detailing the arrangements. Copy of press release is at **(Appendix-VI)**.

17. LSTV arranged for the television coverage of newly elected members.
18. For the first time, the No-Dues Certificates were given to the MPs of 16th Lok Sabha using a software.
19. A brief introduction booklet (Who's Who) consisting of concise bio-profiles of MPs was made available during the first Session, after obtaining some information from the website of the Election Commission for preparing it. Detailed Who's Who book will be brought out subsequently.
20. PRIDE, formerly known as BPST, organized the first orientation program for MPs. The MPs were also addressed by Hon'ble Shri Rajnath Singh, Minister of Defence, Hon'ble Shri Amit Shah, Minister of Home Affairs, Hon'ble Shri Nitin Gadkari, Minister of Road Transport and Highways Hon'ble Shri Adhir Ranjan Chowdhury, Leader of the largest Opposition Party. In this sequence, further programs were held which were addressed by hon'ble distinguished Members of Parliament.
21. E-mail IDs of all MPs were created and Members' Portal was launched.
22. At the conclusion of 16th Lok Sabha, works like sending the files of the committee branches for record-keeping, ending the access of the former Chairpersons of Committees and their assistants to E-Office, settlement of bills related to travel and medical expenses of the MPs of 16th Lok Sabha, completion of translation of about 51,000 pages of debates of the 16th Lok Sabha, polishing of the Central Hall furniture, repairing of floor of the Reading Room and maintenance etc., were done.
23. For arrangements relating to broadcasting by Lok Sabha TV, works like technical maintenance of cameras of LSTV, change in old tape technology and installation of necessary machines and equipment were undertaken with the help of Doordarshan Technical Wing, which saved an expenditure on putting in place a new system which would have cost about 17 crores. Proceedings of the Lok Sabha could be aired smoothly during the first session.
24. Even after the above arrangement, the following two tasks can be undertaken in the future-
  - (A) Arrangements can be made for the signature by the MP after the oath, by placing the podium with the Mic. This will save the time in occupying the chair and signing in the register.
  - (B) After taking oath, Members sign in the register kept there on the table and the staff write their name and fill other columns later on. In order to maintain the legibility of handwriting and saving time, stickers bearing the names may be prepared in advance and pasted in the register.

**Sub: Seventeenth Lok Sabha – Preparatory Work.**

Based on preparatory work undertaken for and in connection with the constitution of Sixteenth Lok Sabha and the inputs received from ASs/JSs during the meeting taken by the Secretary-General on 15<sup>th</sup> instant, a Statement showing preparatory work to be done for the Seventeenth Lok Sabha has been prepared and is attached for ready reference.

2. The Branches mentioned in the Statement may be requested to kindly go through the information pertaining to the work being undertaken/to be undertaken for the purpose as reflected in the Statement and indicate the status of each item of work as on **28 February, 2019**. They may also kindly be asked to see whether the task(s)/work(s) mentioned in the Statement reflect the complete picture of their mandate for the constitution of the Seventeenth Lok Sabha. Any task(s)/work(s), which has/have not been reflected in the Statement may please be brought to the notice of the undersigned immediately alongwith its/their status as on **28 February,2019**.

3. Furthermore, the Branches who are also involved in the preparatory work for the Seventeenth Lok Sabha but have not been reflected in the Statement may also kindly be asked to send information regarding task(s)/work(s) being handled by them to the undersigned in this connection as per the columns reflected in the enclosed Statement by **28 February,2019**.

4. Information complete in all respects may please be sent to the undersigned **latest by 28 February, 2019** for being placed before Secretary- General.

5. This may please be accorded **TOP PRIORITY**.

**P.C.KOUL**

**JS(PC)**

**File No.JS(PC)/Coord/1/2019**

**24.02.2019**

**To**

**All ASs/JSs**

**Sub: Seventeenth Lok Sabha – Record of Discussion of the meeting held on 13 March 2019.**

The fourth meeting for and in connection with the preparatory work pertaining to constitution of 17<sup>th</sup> Lok Sabha was held at 1100 hours on 13 March 2019. Secretary-General chaired the meeting. The following were in attendance:

1. Shri Abhijit Kumar - AS(AB)
2. Shri Ashish Joshi - CE(LSTV)
3. Shri Ganapati Bhat - AS(G)
4. Smt. Kalpana Sharma - AS(KS)
5. Shri P.C. Koul - JS(PC)
6. Smt. Abha Singh Yaduvanshi - JS(AS)
7. Shri Shiv Kumar - JS(SK)
8. Shri Ravindra Garimella - JS(L)
9. Shri N.C. Gupta - JS(NC)
10. Ms. Rimjhim Prasad - JS(RP)
11. Dr.PreetiSrivastava - JS(PS)
12. ShriV.K.Tripathi - JS(VT)
13. Smt. Prabha Saxena - JS(P)
14. Shri Sandeep Mittal - JS(S)
15. Shri B.Srinivasa Prabhu - JS(BS)
16. Shri R.C. Tiwari - JS(RC)
17. Dr. Dilip Kumar Singh - JS(DK)
18. Ms.Kavita Prasad - JS(KP) &FA
19. Shri T.G. Chandrasekhar - JS(TG)
20. Smt. Anita Panda - JS(AP)
21. Dr. R.N. Das - JS(RN)



2. At the outset, the Secretary-General on her behalf and on behalf of all those present placed on record sincere appreciation of the services rendered by Smt. Sudesh Luthra who superannuated as Additional Secretary, Lok Sabha Secretariat on 28 February 2019. Smt. Luthra served this premier Institution for 38 years and stood out for her sincerity of purpose, hard work and dedication. The Secretary-General wished Smt. Luthra good health, peace and prosperity for future. It was also decided that a Resolution to this effect may be conveyed to Smt. Luthra and henceforth this may be formalized as a practice in the context of officers superannuating in Senior Management Grades (JS and above). SG, thereafter, congratulated Smt. Kalpana Sharma on being promoted as Additional Secretary. SG also extended her best wishes to Shri B. Srinivasa Prabhu and Dr. R.N. Das on their promotion as Joint Secretaries.

3. The formal agenda of the meeting commenced with the discussion on the tasks assigned to Committee Branch – I (CB-I). As per the extant practice two sets of Rules and Directions viz. A-5 Edition and another Pocket Book Edition of Rules and Directions are given to the Members of the newly constituted Lok Sabha, it was felt that since several publications and documents are proposed to be given to the newly elected Members of the 17<sup>th</sup> Lok Sabha as soft copies in a pen drive, the pocket size Edition of Rules and Directions could be done away. Only A-5 Edition of these two publications may be kept in the bag/briefcase to be given to the newly elected Members of the 17<sup>th</sup> Lok Sabha. In this context JS(RP) suggested that the Pen drive could be presented to the Members in an exquisite packaging or box. It was also felt that subject to feasibility the art-paper being used for printing A-5 Edition of Rules and Directions be replaced with a thinner paper to make them light weight and handy. As regards the Manuals of Rules, Directions and Constitution, JS (TG) informed that updation and printing of these manuals which were internal publications would be completed expeditiously.

4. With regards to the tasks assigned to Committee Coordination Branch (CCB), JS(PS) stated that publications due had been printed and those pertaining to the ongoing terms of the DRSCs will be attended to once their term was over. As regards updation and printing of the publications for internal circulation to DRSC Branches viz. Introductory Guide and Brochure on DRSCs, JS(PS) informed that since both had similar context, one of them could be discontinued. In this context JS(AS) was of the view that there was substantial difference in the contents of the two publications hence a decision need to be taken after a thorough review.

5. The provisioning for computer reimbursement claims by Members of new Lok Sabha along with imparting training to the new Members and their PAs, etc. was thereafter discussed in the meeting. In this regards JS(AS) assured that sufficient

provision had been made in the Budget for the purpose. As regards training of MPs and their PAs it was informed that this training is usually a component of the BPST Orientation Programme for the newly elected MPs and PAs conducted after the constitution of the Lok Sabha.

6. As regards creation of e-mail IDs of the new Members along with passwords it was decided that in the case of MPs who had been re-elected we may continue with their old email IDs. For the first time elected Members preparations be kept in hand to generate their e-mail IDs and also secure passwords when the Master Data Base Proforma was being filled up by the Members in Room No. 62,PH.

7. Since the Secretariat is now working on e-Office with FMS it was felt that apart from facilitating the dignitaries of the 17<sup>th</sup> Lok Sabha and the Chairpersons of the Committees serviced by the Lok Sabha Secretariat action need to be taken with regards to the file records and documents of the dignitaries and Chairpersons of the 16<sup>th</sup> Lok Sabha in an appropriate manner. JS(AS) promised to do the needful in the matter. SG directed that this matter would be discussed with JS(AS) separately. At this point of time JS(AS) also wanted to know about capacity of the Pen drive to be distributed to the Members so that Hardware Unit could make the procurement accordingly. It was decided that a decision may be taken in the coming days once the quantum of the content to be distributed to the Members in soft copy version was decided.

8. SG desired to know from JS (AP) about the status of updation of Lok Sabha Hindi Homepage as also the Hindi Editions of the various publications of the Secretariat. JS(AB) responded that these tasks would be taken up in the interregnum preceding the constitution of the 17<sup>th</sup> Lok Sabha. JS(AP) also requested all those present in the meeting that all publications required to be translated ought to be shared with E&T Service in Unicode Text Font. SG desired that the status of both the matters including the pendency be put up along with deadlines by which it could be achieved.

9. The procurement of briefcases and pens for the Members of the 17<sup>th</sup> Lok Sabha was then discussed. It was felt that since several options were available in bags nowadays some decent items may be considered for giving away the publications of the Lok Sabha Secretariat to the newly elected Members. JS(SK) was also asked about the preparations afoot in General Procurement Branch and General Stores Branch for various items required by the Dignitaries and Chairpersons of Parliamentary Committees at the commencement of the 17<sup>th</sup> Lok Sabha. JS(SK) informed that stock was being taken of all the stationery and other items required for the various dignitaries and

Committee Chairpersons and necessary replenishments will be done well before the constitution of the 17<sup>th</sup> Lok Sabha.

10. The various aspects of preparatory work pertaining to Legislative Wing were taken up for discussion, thereafter. It was decided that:

- Legislative Wing may work out in tandem with PSS for the convergence of the temporary and permanent passes to be issued to the newly elected members of 17<sup>th</sup> Lok Sabha so as to ensure that permanent Identity Card is issued to the Members of the 17<sup>th</sup> Lok Sabha in Room No. 62, PH, itself.
- As far as possible integration of various forms required to be filled up by the newly elected Members be attempted so that the Member is not required to move from desk to desk for filling the various forms and proformas and to complete other documentation required from newly elected Members of the 17<sup>th</sup> Lok Sabha.
- The final integrated document may be given to the members in the form of a brochure/booklet. It should also be made available to the members in soft copy version to facilitate advance completion.
- Depending upon the integration of various forms, proformas and documentation the quantum and nature of deployment in Room No. 62, PH may be worked out accordingly.

11. It was decided that integration of the two publications brought out by O&M Section and Parliamentary Affairs Wing and the fliers brought out by MSA Branch regarding various facilities available to the Members of Lok Sabha be attempted. It was further decided that JS(PC) may coordinate in the matter.

12. As regards issue of No Dues Certificate (NDC) it was emphasized that NDC through hard copies may be discouraged and migration to the *App* developed for the purpose be expedited. In this context JS(KP) & FA also emphasized that since settlement of Committees bills was not encouraging this should also be factored in so that the issue of NDC was not hindered. On this point JS(PS) was of the view that there was also a need to revisit the guidelines issued by Hon'ble Speaker, Lok Sabha in the context of the State visits of the Parliamentary Committees. It was decided that this matter could be taken up separately. JS(KP) and FA also informed that 20<sup>th</sup> March

being the surrender date for allocated funds, the financial branches would be receiving bills for settlements upto 18 March only.

13. The role of Lok Sabha Television Channel at the time of constitution of the new Lok Sabha was also discussed. It was decided that some new ideas and formats may be worked out with regards to obtaining initial bytes from the newly elected Members.

14. As regards duties and responsibilities of MS and MSA Branches reference was made to a separate meeting taken by SG with JS(L), JS(RP) and JS(PC). It was decided that matters where Legislative Wing, MS and MSA Branches were required to work in tandem will be taken up separately by SG with the concerned Joint Secretaries.

15. The various new initiatives taken for making the Parliament Library more user friendly for new Members and for increasing footfalls were taken note of. It was felt that the situation needed further improvement. In this context AS(KS) submitted that Parliament Library was on a totally different plane compared to other libraries as apart from physical accession, the access to the Library was also through the route of references. More than 25 thousand references have been attended to by the Parliament Library in the 16<sup>th</sup> Lok Sabha till date. Moreover to increase the footfalls, the Parliament Library had also been opened for the Legislators from the State Legislatures.

16. As regards procurement of souvenir items, it was decided that a meeting of the designated Committee for identification of appropriate souvenir items may be convened immediately and further necessary action may be taken in the light of their recommendations, expeditiously.

17. As regards preparation of CGHS cards, AS (AB) informed that Welfare Branch is already seized of the matter and preparations were in full swing.

Before the meeting concluded Secretary-General directed that for the various house-keeping tasks including weeding-out and recording of old files, culling out entries for Precedent Register, Select Documents, Manuals of Rules, Directions, Constitution of the Branches, etc. time bound schedules may be laid down by all Additional Secretaries and Joint Secretaries in respect of Branches under their charge and the same be accomplished well before the commencement of the 17<sup>th</sup> Lok Sabha.



**Sub: Seventeenth Lok Sabha – Record of Discussion of the meeting held on 2 April 2019.**

The fifth meeting for and in connection with the preparatory work pertaining to constitution of 17<sup>th</sup> Lok Sabha was held at 1100 hours on 2 April 2019. Secretary-General chaired the meeting. The following were in attendance:

- Shri Abhijit Kumar - AS(AB)
- Shri Ashish Joshi - CE, LSTV
- Shri Ganapati Bhat - AS(G)
- Smt. Kalpana Sharma - AS(KS)
- Shri P.C. Koul - JS(PC)
- Smt. Abha Singh Yaduvanshi - JS(AS)
- Shri Shiv Kumar - JS(SK)
- Shri N.C. Gupta - JS(NC)
- Ms.Rimjhim Prasad - JS(RP)
- Dr. Preeti Srivastava - JS(PS)
- Shri V.K. Tripathi - JS(VT)
- Smt. Prabha Saxena - JS(P)
- Shri Sandeep Mittal - JS(S)
- Shri B.Srinivasa Prabhu - JS(BS)
- Shri R.C.Tiwari - JS(RC)
- Dr. Dilip Kumar Singh - JS(DK)
- Ms. Kavita Prasad - JS(KP) &FA
- Shri T.G. Chandrasekhar - JS(TG)
- Smt. Anita Panda - JS(AP)
- Dr. R.N. Das - JS(RN)
- Shri Ashok Singh Sajwan - Director [representing JS(L)]

2. The meeting commenced with the Secretary-General welcoming the officers to the meeting. SG informed the officers that the planning part of the preparatory work of Seventeenth Lok Sabha was more or less over and we were now entering the implementation phase.

3. The follow-up action pursuant to the meeting held on 13 March, 2019 was discussed, thereafter. It was decided that the references made in the context of superannuated officers of the level of JS and above will be communicated to them in the form of a resolution. Welfare Branch shall be the nodal branch for the purpose. The Welfare Branch shall also be apprising SG about the promotions in the grades of JS and above in the future meetings of ASs/JSs.

4. The updation of manuals of Rules, Directions and the Constitution was taken up for discussion. JS(TG) submitted that these manuals had not been updated since 2007 and updating them is a time consuming exercise. Furthermore, he was of the view that being internal publications, they are not required by the Members of the Seventeenth Lok Sabha. Therefore, updation could be taken up subsequently. He, accordingly, requested that the updation of these manuals be delinked from the tasks assigned to CB-I in the context of constitution of the Seventeenth Lok Sabha. It was decided that although the manuals were for internal use they needed to be updated immediately so that the dignitaries of the Seventeenth Lok Sabha and the Officers of the Secretariat particularly those on the Table are kept abreast with the latest cases pertaining to rules, directions and the Constitution.

5. JS(AS) informed that for creation of e-mail IDs of the new Members along with passwords arrangements are being put in place through NIC to instantly generate them and hand them over to the Member while her/his registration formalities were underway in Room No. 62, PH. With regards to the advance communication of Master Data Base Proforma to the Members it was felt that once the notification of the Seventeenth Lok Sabha was issued by the Election Commission of India the e-mail IDs reflected in the affidavits of the elected Members could be utilized for the purpose.

6. SG enquired about the formalities to be completed with regards to the e-Office and FMS in the context of the dignitaries and the Chairpersons of the Committees of the Sixteenth Lok Sabha. JS (AS) informed that archiving of the records of Sixteenth Lok Sabha would be initiated in the first week of May 2019. It was decided that since the formalities to be completed with regards to the dignitaries and the Chairpersons of the Committees of the Sixteenth Lok Sabha were a distinct matter, the plan of action for them was required to be worked out separately on priority.

7. Hitherto the following 15 documents were being given away to the newly elected Members of Lok Sabha at the time of their registration in Room No. 62,PH:

I.	Constitution of India
II.	Rules of Procedure and Conduct of Business
III.	Directions by the Speaker
IV.	Practice and Procedure – Kaul and Shakhdar
V.	Handbook for Members
VI.	Abstract Series
VII.	Information Folders
VIII.	Disqualification of Members on ground of Defection
IX.	The Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder
X.	Pamphlet for Facilities to members/Ex-members of Parliament
XI.	Brochure on medical facilities
XII.	Accommodation circular
XIII.	Information pamphlet on various facilities to members, etc.
XIV.	Information Guide for Members
XV.	Facilities to Members — At a Glance

8. After some deliberations it was decided that the publications at Sl. Nos. 1 to 6 may be given away to the newly elected Members of the Seventeenth Lok Sabha as hardcopies. The Publication at Sl.No. 7 may be discontinued. Instead, wherever required the Abstract Series brought out by Table Office may be given away *in lieu*. Table Office may accordingly work out the requirement of Abstract Series. Likewise, it was decided to discontinue the publication at Sl. No. 15 as the Information Guide for members brought out by O&M Section and some publications of MS/MSA and Welfare branches also contained similar information.

9. As regards the remaining items viz. Sl. Nos. 8 to 14 it was decided that soft copies thereof may be given away in a pen drive of suitable storage capacity along with the hardcopies to the newly elected Members. It was, further, decided that all concerned Branches may take up further necessary action with regard to utilization of the existing stock of these documents/procurement/printing, etc. on priority basis.

10. The pendency of the translation work and updation of Lok Sabha Hindi Homepage was discussed. SG informed that there was significant pendency and about 51000 pages were to be translated but it was heartening to note that several officers in the Secretariat had volunteered to contribute in the liquidation of the pendency. It was hoped that with the combined efforts of the officers of E&T Service and the officers of other services who had voluntarily agreed to contribute to the cause, the pendency in translation would be taken care of before the constitution of the Seventeenth Lok Sabha. It was also decided that the status of Lok Sabha Hindi Homepage needed to be immediately assessed and put up for further directions.

11. As regards procurement of bags/pens for the members of the Seventeenth Lok Sabha, JS (SK) informed that several items had been identified and the samples would be available by 15 April 2019.

12. With a view to facilitate the newly elected members and to avoid repetitive work it was decided that the system of issuing Temporary Identity Card at the time of registration and a Permanent Identity Card later on be dispensed with. It was decided that a Permanent Identity Card will be issued to the Members at the time of their registration in Room No. 62, PH, itself. All matters for and in connection with the issue of Permanent Identity Card to the Members will be handled by JS(S) in coordination with JS(L).

13. As regards the possible integration of various forms required to be filled up by the newly elected Members, the draft Master Database Proforma and the suggestions received thereupon from various Branches were discussed. It was felt that some of these suggestions could be integrated in the Master Database Proforma to make it more inclusive. As regards the reflection of gender in the Proforma, it was decided that the views of JS(L), who was not attending the meeting, may also be obtained before taking a final view in the matter. *[JS (L) was, subsequently, consulted in the matter by*



*JS (PC). He was of the view that as in the past there was no need to reflect gender in the Master Database].*

14. In the context of the Master Database Proforma, JS(S) was of the opinion that since the words entered in the boxes indicated in the Proforma were sometimes illegible, it would be ideal if some colour background is introduced while printing the boxes to make whatever is written fully legible.

15. At this point of time, AS (KS) pointed out that Who's Who Cell came out with two publications viz. (i) A Concise Bio Profile of Members and (ii) Who's Who in every Lok Sabha. The former publication was brought out within a month or so of the constitution of the new Lok Sabha. Two forms were required to be filled up for the purpose of collecting information for these two publications for which a desk of LARRDIS was operative in Room No. 62, PH in the past. The desk would pass on the filled up forms to Who's Who Cell stationed in PLB on an hourly basis. The Who's Who Cell collated the information in these forms for processing it in the requisite manner in the two publications. There had been instances where clarifications had to be sought from the newly elected members about some information or some portions which were not legible. It was explained to her that the process being more technology oriented this time some rationalization in the processes was being done. However, Who's Who Cell was free to adhere to its past practices. It was further explained that it was being endeavoured that the newly elected Member would be required to complete the Master Database Proforma at one desk and in one go. The Proforma would be immediately scanned and put on the Central Repository being created for the purpose on a password protected site on Intranet. All Branches dealing with the constitution of the Seventeenth Lok Sabha in one way or the other could then draw their requirements of data from the Master Database Proforma uploaded in the Central Repository. With a view to ensure that softcopies of the handwritten Master Database Proforma are available on the Central Repository, arrangements were being put in place for the scanned copies of the Master Database Proforma being typed and put in the Central Repository.

16. The Legislative Wing was entrusted with the responsibility of getting the scanned and soft copies of the Master Database Proforma uploaded in the Central Repository in coordination with the Computer Management Branch. SG also directed that once the integrated document acquired final shape it should be brought out in the form of a brochure and arrangement should be made to make it available to the Members in soft copy version also so as to facilitate advance completion.

17. SG also directed that the deployment in Room No. 62, PH may also be worked out expeditiously keeping in view the human resource requirements in the light of the Master Database Proforma. At this point JS (RP) stated that she had projected requirement of some additional staff which was meant not for Room No. 62, PH but for augmenting the staff strength of MSA Branch and was therefore urgently required. SG directed that the staff sought by JS (RP) for MSA Branch may be provided to her on temporary basis.

18. On the matter of integration of the two publications brought out by O&M Section and Parliamentary Affairs Wing and the fliers brought out by MSA Branch on the various facilities available to the Members of Lok Sabha, it was decided that the O&M Section publication may be brought out while the one brought out by Parliamentary Affairs Wing be discontinued. As regards the fliers brought out by MSA Branch it was decided that since they contain specific information on issues of significance for Members they may also be continued.

19. SG then desired to know about the initiatives, if any, LSTV was contemplating this time in the context of the programmes to be brought out by them on the occasion of the constitution of the Seventeenth Lok Sabha. CE, LSTV informed that as in the past bytes will be taken from the newly elected Members in the background of appropriate standees at the identified spots. SG desired that LSTV may also think about having walk the talk format. They may also identify new venues showcasing Parliament House appropriately for taking the bytes. They may also visualize some new format for this first interaction of the newly elected Members to make it a memorable one.

20. The introduction of new souvenir items was then discussed. It was informed by JS(P) that the Committee for Souvenir Items for Lok Sabha had met on 15 March 2019 and made several recommendations in this regard. The Sales and Records Branch was taking further necessary action in the light of the recommendations of the Committees and a final proposal would be placed before the Secretary-General shortly. The Secretary-General directed that the new items to be put on sale in the Souvenir Shop ought to be reflective of the Institution and in this context appropriate replicas/models of the Parliament House, etc. could be considered amongst other items. SG also wondered whether the Preamble of the Constitution of India etched on an appropriate base and with a suitable frame could be designed in varying sizes so that it could be used as decoration piece on table tops and mantle pieces, etc.

21. The matters relating to Parliament Library were discussed. Thereafter, SG observed that with the advent of technology there has been a universal drop in the footfalls in the libraries the world over. However, we should strive to maximize the use of Library resources through online access audio book and other such means. AS (KS) submitted that she wanted to make a short presentation before the Secretary-General on this aspect for which a separate meeting would be required. SG concurred with the request of AS(KS).

22. The status of No Dues Certificate was enquired from JS(RP). She informed that MSA Branch had decided to issue No Dues Certificate with 1<sup>st</sup> and 15<sup>th</sup> of a particular month as the cut off. However with the Members' insistence on up to date No Dues the same could not be adhered. In spite of this added pressure efforts were being made to issue No Dues as per the requirements of the Members/former Members.

23. SG desired to know about the Orientation Programme being organised by BPST for the newly elected Members of Lok Sabha and their PAs. AS(KS) informed that the Orientation Programme is organized after the constitution of Lok Sabha. It is a two to three days event. For this purpose BPST was already on the job. The scripts and other materials to be circulated to the Members were being updated and BPST would revert with a draft Programme in due course. JS(PS) suggested in this regard that a lecture on the Office of Profit may be considered for inclusion in the Orientation Programme. SG directed that the suggestion may be considered.

24. SG further directed that the existing film on Electorate Voting System needs to be re-shot as it was outdated and did not contain any references to the extant system. SG further directed that the Waiting Room for the spouses and accompanying persons of the newly elected members should have appropriate arrangements befitting the occasion.

25. JS(RN) then raised the issue of a room for Who's Who cell in PLB. It was decided that with the software communication route being adopted for communicating information this time Who's Who Cell may reassess their requirement of a room for storage of documents, etc.

**The Meeting then concluded.**

**Sub: Seventeenth Lok Sabha – Record of Discussion of the meeting held on 2 April 2019.**

Attention is invited to the above Record of Discussion (RoD). The following Amendment in Para 9 of the RoD may kindly be taken note of:

***For:* As regards the remaining items viz. Sl. Nos. 8 to 14 it was decided that soft copies thereof may be given away in a pendrive of suitable storage capacity along with the hardcopies to the newly elected Members.**

***Read:* As regards the remaining items viz. Sl. Nos. 8 to 14 it was decided that soft copies thereof may be given away in a pen drive of suitable storage capacity along with the hardcopies of six publications mentioned above to the newly elected Members.**

2. Inconvenience caused is regretted.

JS (PC)  
15.04.2019



**Sub: Preparatory Work of the Seventeenth Lok Sabha – Record of Discussion of the meeting held on 4 June 2019.**

Secretary-General took a meeting on the above cited Subject today at 1500 hours in her Chamber. The following were present:

1. Smt. Kalpana Sharma-AS(KS)
2. Shri P.C. Koul-JS(PC)
3. Smt. Abha Singh Yaduvanshi-JS(AS)
4. Ms. Rimjhim Prasad-JS(RP)
5. Shri Sandeep Mittal-JS(S)

2. The discussion mainly centered on the continuation of registration and related services for the newly elected Members of the Seventeenth Lok Sabha. After some deliberations, it was decided that registration arrangements may continue in Room No. 62, PH on all working days till 14th instant. Depending upon the number of Members left to be registered, the arrangements may recommence on 16 June 2019 after a review on 14th evening.

3. It was further decided that PPR, PSS, PNO, MS and MSA Branches will man their respective desks/counters in Room No. 62, PH with minimum deployment. If need be the work of the publications and bag issuing counter be taken over by the Registration Counter as the number of Members nowcoming for registration is quite low. The verification of certificate may also be handled by the Registration Desk. It was also felt that in case the agreement with the Vendor hired by CPIC posed some restrictions regarding further deployment of Vendor's professional the PSS Officers trained for the purpose may operate the CPIC Desk.

**The meeting then concluded.**

तत्काल  
IMMEDIATE

भाग  
PART

1

सत्रहवीं लोक सभा  
सदस्य पंजीकरण प्रपत्र

SEVENTEENTH LOK SABHA  
MEMBERS REGISTRATION FORM



लोक सभा सचिवालय  
नई दिल्ली  
Lok Sabha Secretariat  
New Delhi  
2019

में \*हिन्दी/अंग्रेजी/ .....

में \*शपथ लेना/प्रतिज्ञान करना चाहता हूँ।

.....  
(हस्ताक्षर)

सदस्य का नाम .....

राज्य .....

निर्वाचन-क्षेत्र .....

दिनांक .....

पहचान पत्र संख्या .....

---

\*जो लागू न हो उसे काट दें।

---

I wish to take \*OATH/AFFIRMATION in

\*Hindi / English / .....

.....  
(Signature)

Name of Member .....

State .....

Constituency .....

Date .....

I.C. No. ....

---

\* Strikeout whichever is inapplicable.

**प्रारूप – 3**  
(देखिए नियम 4)

1. सदस्य का नाम (स्पष्ट अक्षरों में) :
2. पिता / पति का नाम :
3. स्थायी पता :
4. दिल्ली का पता :
5. निर्वाचन / नामनिर्देशन की तारीख :
6. जिस दल से सम्बद्ध है :
  - (1) निर्वाचन / नामनिर्देशन की :
  - (2) इस प्ररूप पर हस्ताक्षर करने की तारीख :

**घोषणा**

मैं ..... यह घोषणा करता हूं कि उपरोक्त जानकारी सत्य और सही है ।

ऊपर दी गई जानकारी में कोई परिवर्तन होने पर, मैं अध्यक्ष महोदय को तत्काल सूचित करने का वचन देता हूं ।

तारीख .....

.....  
सदस्य के हस्ताक्षर / अंगूठे का निशान

**FORM III**  
[See Rule 4 ]

1. Name of the Member :  
(in block letters)
  
2. Father's/husband's name :
  
3. Permanent Address :
  
  
4. Delhi Address :
  
  
5. Date of election/nomination :
  
  
6. Party affiliation –
  - (i) As on date of election/nomination :
  - (ii) As on date of signing this form :

**DECLARATION**

I, ..... hereby declare that the information given above is true and correct.

In the event of any change in the information above, I undertake to intimate the Speaker immediately.

Date .....

.....  
Signature/thumb impression of Member

लोक सभा सचिवालय  
नमूना हस्ताक्षर  
सदस्य, लोक सभा  
( सत्रहवीं लोक सभा )

श्री/श्रीमती/कु. ...., संसद सदस्य  
(स्पष्ट अक्षरों में नाम)

केवल कार्यालय प्रयोग हेतु

अनुप्रमाणित

अनुभाग अधिकारी  
लोक सभा सचिवालय

हस्ताक्षर .....

राज्य .....

निर्वाचन क्षेत्र संख्या .....

डिवीजन संख्या .....

लोक सभा सचिवालय  
नमूना हस्ताक्षर  
सदस्य, लोक सभा  
( सत्रहवीं लोक सभा )

श्री/श्रीमती/कु. ...., संसद सदस्य  
(स्पष्ट अक्षरों में नाम)

केवल कार्यालय प्रयोग हेतु

अनुप्रमाणित

अनुभाग अधिकारी  
लोक सभा सचिवालय

हस्ताक्षर .....

राज्य .....

निर्वाचन क्षेत्र संख्या .....

डिवीजन संख्या .....

लोक सभा सचिवालय  
नमूना हस्ताक्षर  
सदस्य, लोक सभा  
( सत्रहवीं लोक सभा )

श्री/श्रीमती/कु. ...., संसद सदस्य  
(स्पष्ट अक्षरों में नाम)

केवल कार्यालय प्रयोग हेतु

अनुप्रमाणित

अनुभाग अधिकारी  
लोक सभा सचिवालय

हस्ताक्षर .....

राज्य .....

निर्वाचन क्षेत्र संख्या .....

डिवीजन संख्या .....



**LOK SABHA SECRETARIAT  
SPECIMEN SIGNATURE**  
MEMBER, LOK SABHA  
*(17th Lok Sabha)*

Shri/Smt./Km....., M.P.  
*(Name in block letters)*

<i>For Office use only</i>  Attested  <p style="text-align: center;">Executive Officer, LOK SABHA SECRETARIAT</p>	Signature .....
	State .....
	Constituency No. ....
	Division No. ....

---

**LOK SABHA SECRETARIAT  
SPECIMEN SIGNATURE**  
MEMBER, LOK SABHA  
*(17th Lok Sabha)*

Shri/Smt./Km....., M.P.  
*(Name in block letters)*

<i>For Office use only</i>  Attested  <p style="text-align: center;">Executive Officer, LOK SABHA SECRETARIAT</p>	Signature .....
	State .....
	Constituency No. ....
	Division No. ....

---

**LOK SABHA SECRETARIAT  
SPECIMEN SIGNATURE**  
MEMBER, LOK SABHA  
*(17th Lok Sabha)*

Shri/Smt./Km....., M.P.  
*(Name in block letters)*

<i>For Office use only</i>  Attested  <p style="text-align: center;">Executive Officer, LOK SABHA SECRETARIAT</p>	Signature .....
	State .....
	Constituency No. ....
	Division No. ....

---

लोक सभा सचिवालय  
नाम निर्देशन प्रारूप  
(दो प्रतिया भरी जायेंगी)  
(सत्रहवीं लोक सभा)

मैं.....संसद सदस्य, लोक सभा, इसके द्वारा निम्नलिखित व्यक्ति/व्यक्तियों को नामनिर्देशित करता हूँ जो मेरे परिवार का सदस्य है/के सदस्य हैं और उस/उन्हें लोक सभा सचिवालय द्वारा मुझे शोध्य तथा असंवत्त वेतन, अतिरिक्त सुविधा भत्ता, यात्रा, दैनिक भत्ता, चिकित्सा प्रतिपूति दावें और कोई अन्य भत्ते तथा दावे मेरी मृत्यु होने की दशा में, प्राप्त करने का अधिकार प्रदत्त करता हूँ:-

मूल नामनिर्देशिती			आनुकल्पिक नामनिर्देशिती		
नामनिर्देशिती का नाम व पता	सदस्य से संबंध	आयु	नामनिर्देशिती का नाम व पता	सदस्य से संबंध	आयु

तारीख.....

स्थान.....

हस्ताक्षर के साक्षी

1. ....

नाम .....

पता .....

(सदस्य के हस्ताक्षर)

2. ....

नाम.....

नाम.....

पहचान पत्र संख्या .....

टिप्पणी: सदस्य को सलाह दी जाती है कि वह उसके नामनिर्देशित के हित में होगा कि नामनिर्देशन पत्र और संबंधित सूचनाओं और अभिस्वीकृतियों की प्रतियां सुरक्षित अभिरक्षा में रखी जायें ताकि सदस्य की मृत्यु हो जाने की दशा में ये हिताधिकारियों को प्राप्त हो सकें।

**LOK SABHA SECRETARIAT**  
**NOMINATION FORM**  
*(To be filled in duplicate)*  
**(17th Lok Sabha)**

I, ..... , Member of Lok Sabha hereby nominate the person(s) mentioned below who is/are member(s) of my family and confer on him/them the right to receive Salary/Additional Facilities Allowance/ Travelling/Daily Allowance/Medical Reimbursement Claims and any other allowances and claims whatsoever which becomes due to me from the Lok Sabha Secretariat and remain unpaid to me in event of my death.

<b>Original Nominee</b>			<b>Alternative Nominee</b>		
<i>Name and address of nominee</i>	<i>Relationship with member</i>	<i>Age</i>	<i>Name and address of nominee</i>	<i>Relationship with member</i>	<i>Age</i>

Dated this ..... day of ..... 20  
at .....

**Witness to Signature**

1. ....  
Name .....  
Address .....  
.....

\_\_\_\_\_  
*(Signature of Member)*

2. ....  
Name .....  
Address .....  
.....

Name .....  
IC No. ....

~~Note: The member is advised that it would be in the interest of his nominee if copies of the nominations and the related notices and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.~~

लोक सभा सचिवालय  
घोषणा

(सत्रहवीं लोक सभा)

संसद सदस्य, यात्रा और दैनिक भत्ता नियम, 1957 के नियम 8 के अन्तर्गत

1. मेरे राज्य का नाम : .....
2. मेरे निर्वाचन क्षेत्र का नाम : .....
3. मेरे सामान्य निवास स्थान का नाम : .....
- (क) गांव : .....
- (ख) डाकखाना : .....
- (ग) नगर : .....
- (घ) जिला : .....
4. मेरे सामान्य निवास स्थान के निकटतम रेलवे स्टेशन का नाम : .....
5. मेरे सामान्य निवास स्थान से निकटतम रेलवे स्टेशन तक दूरी (किलोमीटरों में) : .....
6. मेरे सामान्य निवास स्थान से निकटतम हवाई अड्डे का नाम : .....
7. मेरे सामान्य निवास स्थान से निकटतम हवाई अड्डे तक दूरी (किलोमीटरों में) : .....
8. निकटतम रेलवे स्टेशन से निकटतम हवाई अड्डे तक दूरी (किलोमीटरों में) : .....
9. निकटतम समुद्र पट्टन : .....

सदस्य का नाम .....

स्पष्ट अक्षरों में नाम .....

दिनांक .....

निर्वाचन क्षेत्र संख्या .....

**LOK SABHA SECRETARIAT**

**DECLARATION**

**(17th Lok Sabha)**

*Under Rule 8 of the Members of Parliament (Travelling and Daily Allowances) Rules, 1957.*

As required under Rule 8 of the Members of Parliament (Travelling and Daily Allowances) Rules, 1957 (enclosed), I declare that my usual place of residence and the distance from that place to the nearest Railway Station/Airport/Sea-port is as under and the payment of my travelling allowance may be regulated accordingly:—

1. Name of my State : .....
2. Name of my Constituency : .....
3. Name of my usual place of Residence : .....
- (a) Village : .....
- (b) Post Office : .....
- (c) Town : .....
- (d) District : .....
4. The name of the nearest Railway Station from my usual place of residence is : .....
5. Distance (in kms.) from my usual place of residence to the nearest Railway Station is : .....
6. The name of the nearest Airport from my usual place of Residence is : .....
7. Distance (in kms.) from my usual place of Residence to the nearest Airport is : .....
8. Distance (in kms.) from nearest Railway station to the nearest Airport is : .....
9. Nearest Sea-port : .....

Signature of the Member .....

Name in Capitals .....

Dated .....

Constituency No. ....

## लोक सभा सदस्यों को अस्थायी आवास के आवंटन हेतु आवेदन-पत्र

सेवा में,

महासचिव  
लोक सभा, नई दिल्ली ।

महोदय,

मैं ..... (संसदीय निर्वाचन क्षेत्र) ..... राज्य से निर्वाचित हुआ हूँ ।  
कृपया मेरे लिए स्थायी आवास मिलने तक नई दिल्ली में अस्थायी आवास उपलब्ध कराने का प्रबंध करें । मुझे अभी तक कोई नियमित/अस्थायी आवास आवंटित नहीं किया गया है ।

मैं स्थायी आवास के लिए आवंटन पत्र जारी होने के 8 दिनों के भीतर अस्थायी रूप से आवंटित आवास का खाली कर दूंगा अन्यथा मैं अस्थायी रूप से आवंटित आवास के किराए के भुगतान के लिए व्यक्तिगत रूप से जिम्मेदार होऊंगा ।

भवदीय,

हस्ताक्षर .....  
नाम .....  
निर्वाचन क्षेत्र .....  
राज्य .....  
पहचान पत्र सं. ....  
संपर्क सं. ....

---

### भाग-ख

#### केवल सचिवालय के उपयोग हेतु

पी.एफ.सं.

दिनांक:

निम्नलिखित के अंतर्गत आवंटन किया गया:

दिनांक:

स्यूट सं. .... राज्य अतिथि गृह ..... वेस्टर्न कोर्ट  
होस्टल/एनेक्सी/वीपी हाउस

उप सचिव  
एम.एस. शाखा  
टेलीफोन सं 23034402/4452

---

### भाग-ग

#### 'वितरण शाखा' हेतु

संसद सदस्य का अस्थायी पता .....  
संसद सदस्य का नाम .....  
निर्वाचन क्षेत्र ..... राज्य .....  
स्यूट सं. .... राज्य अतिथि गृह .....  
वेस्टर्न कोर्ट होस्टल/एनेक्सी/वीपी हाउस

उप सचिव  
एम.एस. शाखा  
टेलीफोन सं 23034402/4452



**APPLICATION FOR ALLOTMENT OF (TRANSIT) ACCOMMODATION  
TO MEMBER OF LOK SABHA**

TO

**The Secretary-General,  
Lok Sabha,  
New Delhi.**

**Subject: Allotment of (Transit) accommodation to Members of Lok Sabha.**

Sir,

I have been elected from ..... (Constituency) ..... (State).  
Please arrange to provide me (Transit) accommodation in New Delhi pending allotment of permanent accommodation. I have not been allotted any regular/(Transit) accommodation, so far.

I shall vacate the (Transit) allotted accommodation within 8 days of issue of Allotment letter for permanent accommodation **otherwise I shall personally be responsible for payment of rent of (Transit) allotted accommodation.**

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Constituency \_\_\_\_\_

State \_\_\_\_\_

Identity Card No. \_\_\_\_\_

Contact No. \_\_\_\_\_

---

**PART -B**

*For Secretariat use only*

PF No. \_\_\_\_\_

Date .....

Allotment made as under : w.e.f. \_\_\_\_\_

Suite No. \_\_\_\_\_ State Guest

House/Western Court Hostel/Annexe/VP House

DEPUTY SECRETARY

M.S. BRANCH

Tel. No. 23034402/4452

---

**PART-C**

*For 'D' Branch*

(Transit) address of Member \_\_\_\_\_

Name of the MP \_\_\_\_\_

Constituency \_\_\_\_\_ State \_\_\_\_\_

Suite No. \_\_\_\_\_ State Guest House/

Western Court Hostel/Annexe/VP House

DEPUTY SECRETARY

M.S. BRANCH

Tel. No. 23034402/4452

(दो प्रतियां में भरा जाए)

आवास और टेलीफोन सुविधा (संसद सदस्य) नियम, 1956 (यथा संशोधित) के अंतर्गत  
संसद सदस्य के लिए प्रथम मोबाइल फोन कनेक्शन हेतु आवेदन-पत्र

दिनांक .....

प्रेषक ....., संसद सदस्य (लोक सभा)  
(नाम स्पष्ट अक्षरों में)

सेवा में,

उप सचिव  
सदस्य सेवा शाखा  
लोक सभा सचिवालय,  
नई दिल्ली-110001

महोदय/महोदया,

कृपया संसद सदस्य के रूप में मेरे उपयोग के लिए दिल्ली में नेशनल रोमिंग सुविधा से युक्त एक मोबाइल फोन कनेक्शन (एमटीएनएल) प्रदान करने की व्यवस्था करें।

अथवा

एमटीएनएल, दिल्ली से लिए गए मेरे मौजूदा मोबाइल नम्बर ....., जो कि मेरे नाम पर है, को संसद सदस्य के रूप में मेरे द्वारा दिल्ली में प्रयोग किए जाने के लिए निजी कनेक्शन से नेशनल रोमिंग की सुविधा युक्त संसद सदस्य कनेक्शन में परिवर्तित करें।

2. मैं आवास और टेलीफोन सुविधा (संसद सदस्य) नियम, 1956 (यथा संशोधित) के अंतर्गत उपरोक्त फोन/फोनों के संबंध में दूरसंचार, एमटीएनएल तथा बीएसएनएल को देय राशि से अतिरिक्त के सभी देय का पूर्ण भुगतान करने का वचन देता/देती हूँ।

भवदीय,

संसद सदस्य .....

पहचान पत्र संख्या .....

निर्वाचन क्षेत्र .....

। रिक्विजिशन प्रोफार्मा संपर्क अधिकारी (एमटीएनएल) कमरा संख्या 520, संसदीय सौध, नई दिल्ली से प्राप्त किया जा सकता है।

(TO BE FILLED IN DUPLICATE)

**APPLICATION FOR FIRST MOBILE PHONE CONNECTION FOR A MEMBER OF  
PARLIAMENT UNDER THE HOUSING AND TELEPHONE FACILITIES  
(MEMBERS OF PARLIAMENT) RULES, 1956 (AS AMENDED)**

Dated: .....

From:

\_\_\_\_\_, M.P.  
(Name in Block Letters)

To

The Deputy Secretary,  
M.S. Branch,  
Lok Sabha Secretariat,  
New Delhi.

Sir/Madam,

Kindly arrange to provide me one mobile phone connection (MTNL)<sup>1</sup> in Delhi with national roaming facility for my use as a Member of Parliament.

OR

My existing mobile number \_\_\_\_\_ taken from MTNL, Delhi which is in my name may be converted from private to MP connection with national roaming facility, for my use in Delhi as a Member of Parliament.

2. I undertake to pay in full all the Telecommunications, MTNL and BSNL dues, in excess of those payable under The Housing and Telephone Facilities (Members of Parliament) Rules, 1956 (as amended), in respect of the above phone(s).

Yours faithfully,

Member of Parliament \_\_\_\_\_

I.C. No. \_\_\_\_\_

Constituency \_\_\_\_\_

<sup>1</sup> Requisition proforma may be obtained from LO (MTNL) Room No. 520, Parliament HouseAnnexe, New Delhi.

(दो प्रतियां में भरा जाए)

आवास और टेलीफोन सुविधा (संसद सदस्य) नियम, 1956 (यथा संशोधित) के अंतर्गत  
संसद सदस्य के लिए द्वितीय मोबाइल फोन कनेक्शन हेतु आवेदन-पत्र

दिनांक .....

प्रेषक ....., संसद सदस्य (लाक सभा)  
(नाम स्पष्ट अक्षरों में)

सेवा में,

उप सचिव  
सदस्य सेवा शाखा  
लोक सभा सचिवालय,  
नई दिल्ली-110001

महोदय/महोदया,

कृपया एमटीएनएल के मेरे मौजूदा एमटीएनएल दिल्ली डॉल्फिन मोबाइल कनेक्शन संख्या .....  
के अतिरिक्त मुझे:

**विकल्प-एक**

दिल्ली/नई दिल्ली में एमटीएनएल दिल्ली डॉल्फिन का नेशनल रोमिंग की सुविधा युक्त दूसरा मोबाइल प्रदान करें।

अथवा

**विकल्प-दो**

मेरे निर्वाचन क्षेत्र ..... जिला .....  
राज्य ..... के लिए संसद सदस्य के रूप में मेरे द्वारा प्रयोग किए जाने के लिए  
नेशनल रोमिंग की सुविधा युक्त बीएसएनएल का दूसरा मोबाइल फोन कनेक्शन प्रदान करें।

अथवा

**विकल्प-तीन**

..... नंबर वाले एमटीएनएल/बीएसएनएल के मेरे मौजूदा  
पोस्टपेड कनेक्शन (जो कि मेरे नाम पर है), को संसद सदस्य कोटा में परिवर्तित करें तथा उस पर नेशनल रोमिंग प्रदान  
करें।

2. मैं आवास और टेलीफोन सुविधा (संसद सदस्य) नियम, 1956 (यथा संशोधित) के अंतर्गत उपरोक्त फोन के  
संबंध में दूरसंचार, एमटीएनएल तथा बीएसएनएल को देय राशि से अतिरिक्त के सभी देय का पूर्ण भुगतान करने का वचन  
देता/देती हूँ।

भवदीय,

संसद सदस्य .....

पहचान पत्र संख्या .....

निर्वाचन क्षेत्र .....

(TO BE FILLED IN DUPLICATE)

**APPLICATION FOR SECOND MOBILE PHONE CONNECTION FOR A MEMBER OF  
PARLIAMENT UNDER THE HOUSING AND TELEPHONE FACILITIES  
(MEMBERS OF PARLIAMENT), 1956 (AS AMENDED)**

Dated: .....

From:

\_\_\_\_\_, M.P.  
(Name in Block Letters)

To

The Deputy Secretary,  
M.S. Branch,  
Lok Sabha Secretariat,  
New Delhi.

Sir/Madam,

In addition to my existing MTNL Delhi Dolphin Mobile Connection  
Number \_\_\_\_\_ of MTNL, kindly arrange to:

**Option-I**

Provide me the 2nd Mobile of MTNL Delhi Dolphin with National roaming facility  
in Delhi/New Delhi.

OR

**Option-II**

Provide me the 2nd Mobile Phone Connection of BSNL for my constituency  
namely \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ with National roaming facility for my  
use as a Member of Parliament.

OR

**Option-III**

Convert my existing Post paid connection of MTNL/BSNL bearing  
Number \_\_\_\_\_ (which is working in my name only) to  
MP quota and provide National roaming.

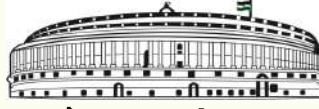
2. I undertake to pay in full all the Telecommunications, MTNL and BSNL dues, in  
excess of those payable under the Housing and Telephone Facilities (Members of  
Parliament) Rules, 1956 (as amended), in respect of phone(s).

Yours faithfully,

Member of Parliament \_\_\_\_\_

I.C. No. \_\_\_\_\_

Constituency \_\_\_\_\_



लोक सभा सचिवालय  
एकीकृत प्रवेश नियंत्रण  
संसद सदस्य विषयक विवरण

पहचान पत्र संख्या:	<input type="text"/>	सदस्य:	<input type="checkbox"/> लो.स. <input type="checkbox"/> रा.स.
नाम:	<input type="text"/>		
लिंग:	<input type="checkbox"/> पुरुष: <input type="checkbox"/> महिला:	जन्म की तारीख:	<input type="text"/>
		रक्त समूह:	<input type="text"/>
पहचान चिह्न:	<input type="text"/>		
निर्वाचन क्षेत्र/राज्य का नाम: (लोक सभा सांसदों के लिए)/ (राज्य सभा सांसदों के लिए)	<input type="text"/>		
दल का नाम:	<input type="text"/>		
आई.सी. संख्या:	<input type="text"/>		
स्थानीय पता:	<input type="text"/>		
	<input type="text"/>		
पिन कोड:	<input type="text"/>		
स्थानीय दूरभाष:	मोबाइल:	<input type="text"/>	
ई-मेल :	<input type="text"/>		
कार्यालय दूरभाष:	फैक्स:	<input type="text"/>	
स्थायी पता:	<input type="text"/>		
	<input type="text"/>		
पिन कोड:	स्थायी दूरभाष:	<input type="text"/>	
पति/पत्नी का नाम	<input type="text"/>		
दिनांक: .....	हस्ताक्षर:	<input type="text"/>	

- नोट: 1. सदस्यगण अपनी पत्नी/पति संबंधी जानकारी अलग प्रपत्र में दें।  
2. वाहन और चालक संबंधी जानकारी कृपया अलग-अलग प्रपत्रों में दें।

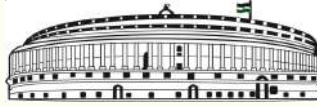
कार्यालय प्रयोग हेतु

वैधता अवधि: दिनांक	<input type="text"/>	से	<input type="text"/>	तक
वैधता समय:	<input type="text"/>	बजे से	<input type="text"/>	बजे तक
जारी किये जाने की तारीख:	<input type="text"/>	विवरण प्रविष्टिकर्ता:	<input type="text"/>	

पावती

प्राप्त किया	<input type="text"/>	आर.एफ. टैग संख्या:	<input type="text"/>
पहचान पत्र संख्या:	<input type="text"/>		
दिनांक: .....		हस्ताक्षर:	<input type="text"/>





**LOK SABHA SECRETARIAT  
INTEGRATED ACCESS CONTROL  
DATA FOR MEMBER OF PARLIAMENT**

I Card No.:  Member In:  LS  RS

Name:

Sex:  Male  Female: Date of Birth:  Blood Group:

I.D. Mark:

Constituency/State Name:   
*(For MP LS) (For MP RS)*

Party Name:

IC No.:

Local Address:

Pin Code:

Local Phone:  Mobile No.:

E-mail ID:

Office Phone:  Fax No.:

Permanent Address:

Pin Code:  Perm. Phone No.:

Name of Spouse:

Date: \_\_\_\_\_ Signature:

**Note:** 1. Member needs to give his/her spouse information on a separate form.  
2. Vehicle & Driver particulars are to be given on separate forms.

----- *For Office Use only* -----

Valid from Date :  Valid to Date :

Valid from Time :  Valid to Time :

Issue Date :  Data Entered by :

----- *Receipt* -----

Received  
I. Card with No.:  RF Tag with No.:

Date: \_\_\_\_\_ Signature

## सत्रहवीं लोक सभा

17वीं लोक सभा के सदस्यों के ई-मेल आई.डी. बनाने हेतु प्रपत्र

1. सदस्य का नाम: .....
2. राज्य/निर्वाचन क्षेत्र का नाम: .....
3. दलीय सम्बद्धता: .....
4. जन्म तिथि: .....
5. (क) क्या पिछली लोक सभा(ओं) के सदस्य रहे हैं ..... हाँ/नहीं .....
- (ख) यदि हाँ, तो उनका विवरण .....
6. क्या पूर्व में सदस्य के पास संसद का ई-मेल है .....
7. आपके द्वारा चयनित कोई ई-मेल आई.डी., यदि कोई हो: .....

## SEVENTEENTH LOK SABHA

Form for creation of 'e' mail of Members of Seventeenth Lok Sabha

1. Name of the Member: \_\_\_\_\_
2. State/Constituency Name: \_\_\_\_\_
3. Political Party Affiliation: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_
5. [a] Whether Member of previous Lok Sabha(s) \_\_\_\_\_ Yes/No \_\_\_\_\_  
[b] If yes, previous Lok sabha details \_\_\_\_\_
6. Whether the Member has the Sansad e-mail ID \_\_\_\_\_ Yes/No \_\_\_\_\_
7. Preferred e-mail ID, if any: \_\_\_\_\_

तत्काल  
IMMEDIATE

भाग  
PART

2

सत्रहवीं लोक सभा  
सदस्य पंजीकरण प्रपत्र

SEVENTEENTH LOK SABHA  
MEMBERS REGISTRATION FORM



लोक सभा सचिवालय  
नई दिल्ली  
Lok Sabha Secretariat  
New Delhi  
2019

**लोक सभा सचिवालय**  
**LOK SABHA SECRETARIAT**  
**सत्रहवीं लोक सभा का विस्तृत सदस्य परिचय-पत्र**  
**MASTER DATA FOR XVII LOK SABHA**

1. नाम: श्री श्रीमती डा. प्रो. कुमारी अन्य (कृपया निर्दिष्ट करें)
- |  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
- (अन्तिम नाम) (प्रथम नाम) (मध्य नाम)
- Name: Shri Smt. Dr. Prof. Km. Others (Pl. specify)
- |  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
- (Last name) (First name) (Middle name)
2. निर्वाचन क्षेत्र, निर्वाचन क्षेत्र संख्या और राज्य  
 Constituency, Constituency No. and State
- |  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
3. दलीय सम्बद्धता  
 Party Affiliation
- |  |
|--|
|  |
|--|
4. पिता का नाम  
 Father's Name
- |      |  |  |
|------|--|--|
| श्री |  |  |
| SHRI |  |  |
5. माता का नाम  
 Mother's Name
- |         |  |  |
|---------|--|--|
| श्रीमती |  |  |
| SMT.    |  |  |
6. जन्म की तारीख  
 Place of Birth
- |  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
- (तिथि/Date) (महीना/Month) (वर्ष/Year)
7. जन्म स्थान  
 Place of Birth
- |  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
- (स्थान/Place) (जिला/District) (राज्य/State)
8. लिंग  
 Gender
- |               |                 |                             |
|---------------|-----------------|-----------------------------|
| पुरुष<br>Male | महिला<br>Female | थर्ड जेन्डर<br>Third Gender |
|---------------|-----------------|-----------------------------|
9. रक्त समूह  
 Blood Group
- |  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|
10. आधार कार्ड नं.  
 (वैकल्पिक)  
 Aadhaar Card No.  
 (optional)
- |  |
|--|
|  |
|--|
11. स्थायी खाता संख्या  
 (पैन)  
 Permanent  
 Account Number  
 (PAN)
- |  |
|--|
|  |
|--|







18. सोशल मीडिया अकाउंट  
Social Media Account

a: \_\_\_\_\_

b: \_\_\_\_\_

19. स्वतंत्रता संग्राम में भागीदारी  
Participation in Freedom Struggle

हां  
Yes

नहीं  
No

20. विधायी अनुभव  
Legislative Experience

(क) क्या लोक सभा के लिए पहली बार चुने गये हैं?

हां  
Yes

नहीं  
No

(a) Whether elected to the Lok Sabha  
for the First time?

(ख) लोक सभा का पिछला अनुभव

(b) Previous Lok Sabha Experience

पहली 1st 1952-1957	दूसरी 2nd 1957-1962	तीसरी 3rd 1962-1967	चौथी 4th 1967-1970	पांचवीं 5th 1971-1977	छठी 6th 1977-1979	सातवीं 7th 1980-1984
आठवीं 8th 1984-1989	नौवीं 9th 1989-1991	दसवीं 10th 1991-1996	ग्यारहवीं 11th 1996-1997	बारहवीं 12th 1998-1999	तेरहवीं 13th 1999-2004	
चौदहवीं 14th 2004-2009	पन्द्रहवीं 15th 2009-2014	सोलहवीं 16th 2014-2019				

(ग) राज्य सभा

(c) Rajya Sabha

वर्ष/Year

से/to

वर्ष/Year



(घ) विधान सभा सदस्य

(d) MLA

वर्ष/Year

से/to

वर्ष/Year

राज्य/State




(ङ.) विधान परिषद् सदस्य

(e) MLC

वर्ष/Year

से/to

वर्ष/Year

राज्य/State




21. जिन पदों पर कार्य किया  
Positions Held

केन्द्र/राज्य स्तर पर जिन सार्वजनिक पदों पर रहे, उनका विवरण (सूची अनुबन्ध-II में संलग्न है)  
Details of Public Offices held at Central/State levels (List enclosed at Annexure-II)

पद/Post	वर्ष/Year	से/to	वर्ष/Year

22. प्रकाशित पुस्तक, यदि कोई हो, तो उसका विवरण (कृपया संकलनाधीन अथवा मुद्रणाधीन पुस्तकों को न दर्शायें)  
Books Published, if any (Please do not indicate books under compilation or under print)

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23. साहित्य, कला और विज्ञान के क्षेत्र में उपलब्धियां (पचास शब्दों से अधिक में नहीं)  
Literary, Artistic and Scientific Accomplishments (Not more than fifty words)

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24. सामाजिक और सांस्कृतिक कार्यक्रम (सत्तर शब्दों से अधिक में नहीं)  
**Social and Cultural Activities** (Not more than seventy words)

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25. विशेष अभिरुचि  
**Special Interests**

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26. आमोद-प्रमोद और मनोरंजन  
**Favourite Pastime and Recreation**

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27. खेलकूद और क्लब (बीस शब्दों से अधिक में नहीं)  
**Sports and Clubs** (Not more than twenty words)

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28. विदेश यात्रा (अन्य अवसरों पर संसदीय शिफ्टमंडल के सदस्य के रूप में की गयी यात्रा सहित)

**Countries Visited** (Including as Member of Parliamentary Delegation and on other occasions)

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29. अन्य कोई आवश्यक जानकारी, जो ऊपर नहीं दी गई हो (सौ शब्दों से अधिक में नहीं)

**Any other essential information, not included above** (Not more than hundred words)

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30. संसदीय पत्रों में उपयोग किये जाने वाले नाम की शैली (अर्थात्, प्रश्न, कार्य-सूची, वाद-विवाद इत्यादि)

**Style of Name to be used in Parliamentary Papers** (e.g. Questions, Lists of Business, Debates, etc.)

In English/अंग्रेजी में \_\_\_\_\_

In Hindi/हिन्दी में \_\_\_\_\_

31. स्वचालित मतदान प्रणाली हेतु नाम पट्टिका में प्रयुक्त) नाम की शैली (14 शब्दों से अधिक में नहीं)

**Style of Name to be used in the plate for Automatic voting system** (to be limited to 14 Letters)

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32. संसदीय पत्रों हेतु भाषा का विकल्प ( हिन्दी या अंग्रेजी )

Choice of language for Parliamentary Papers (Hindi or English)

33. लोक सभा वाद-विवाद/सारांश प्राप्त करने हेतु भाषा का विकल्प ( हिन्दी या अंग्रेजी )

Choice of language for obtaining Lok Sabha Debates/synopsis (Hindi or English)

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(Please see attached sheet)

(कृपया संलग्न पत्र देखें)

\*जो लागू न हो उसे काट दें !

Strike out whichever is inapplicable

सदस्य के हस्ताक्षर  
Signature of the Member

सदस्य का नाम

Name of the Member .....

पहचान पत्र संख्या

I.C. No. ....

दिनांक

Date .....

व्यवसायों की सूची  
LIST OF PROFESSIONS

1.	अधिवक्ता	Advocate
2.	कृषक	Agriculturist
3.	वास्तुकार	Architect
4.	कलाकार	Artist
5.	भवन निर्माता	Builder
6.	व्यवसाय	Business
7.	सनदी लेखाकार	Chartered Accountant
8.	सिविल सेवक	Civil Servant
9.	कंप्यूटर वैज्ञानिक	Computer Scientist
10.	परामर्शदाता	Consultant
11.	रक्षा सेवाएं	Defence Services
12.	राजनयिक	Diplomat
13.	अर्थशास्त्री	Economist
14.	शिक्षाविद्	Educationist
15.	इंजीनियर	Engineer
16.	कृषक	Farmer
17.	फिल्म कलाकार	Film Artist
18.	बागवानी विशेषज्ञ	Horticulturist
19.	उद्योगपति	Industrialist
20.	औद्योगिक श्रमिक	Industrial Worker
21.	पत्रकार	Journalist
22.	न्यायाधीश	Judge
23.	चिकित्सक	Medical Practitioner
24.	संगीतकार	Musician
25.	पायलट	Pilot
26.	कवि	Poet
27.	निर्माता	Producer
28.	प्राध्यापक	Professor
29.	प्रकाशक	Publisher
30.	धर्म प्रचारक	Religious Missionary
31.	वैज्ञानिक	Scientist
32.	सामाजिक कार्यकर्ता	Social Worker
33.	खिलाडी	Sportsperson
34.	शिक्षक	Teacher
35.	प्रौद्योगिकीविद्	Technologist
36.	मजदूर संघ नेता	Trade Unionist
37.	व्यापारी	Trader
38.	पशु चिकित्सक	Veterinarian
39.	लेखक	Writer
40.	अन्य	Others

केन्द्र/राज्य स्तरों पर पदों की सूची  
LIST OF POSITIONS AT CENTRAL/STATE LEVELS

1.	प्रधान मंत्री	Prime Minister
2.	उप-प्रधान मंत्री	Deputy Prime Minister
3.	अध्यक्ष, लोक सभा	Speaker, Lok Sabha
4.	सदस्य, राज्य विधानमंडलों में सभापति-तालिका	Member, Panel of Chairpersons in State Legislature
5.	उप सभापति, राज्य सभा	Deputy Chairperson, Rajya Sabha
6.	उपाध्यक्ष, लोक सभा	Deputy Speaker, Lok Sabha
7.	राज्यपाल	Governor
8.	सभापति, राज्य विधान परिषद्	Chairperson, State Legislative Council
9.	उप सभापति, राज्य विधान परिषद्	Deputy Chairperson, State Legislative Council
10.	राज्य विधानमंडल में सचेतक (मुख्य/उप)	Whip (Chief/Deputy) in State Legislature
11.	राज्य विधान सभा/परिषद् में विपक्ष के नेता	Leader of Opposition in State Legislative Assembly/Council
12.	मुख्य मंत्री	Chief Minister
13.	उप-मुख्य मंत्री	Deputy Chief Minister
14.	राज्य सरकार में मंत्री (कैबिनेट/राज्य/उपमंत्री)	Minister in State Government (Cabinet/State/Deputy Minister)
15.	अध्यक्ष, राज्य विधान सभा	Speaker, State Legislative Assembly
16.	उपाध्यक्ष, राज्य विधान सभा	Deputy Speaker, State Legislative Assembly
17.	राज्य विधान सभा/परिषद् में समिति, सभापति/सदस्य	Committee, Chairperson/Member in State Assembly/Council
18.	सदन के नेता, लोक सभा/राज्य सभा	Leader of House, Lok Sabha/Rajya Sabha
19.	लोक सभा/राज्य सभा में विपक्ष के नेता	Leader of Opposition in Lok Sabha/Rajya Sabha
20.	संसद में सचेतक (मुख्य/उप)	Whip (Chief/Deputy) in Parliament
21.	सदस्य, संसद में सभापति तालिका	Member, Panel of Chairpersons in Parliament
22.	नगर परिषद्/जिला परिषद्/पंचायक समिति के सभापति/अध्यक्ष	Chairperson/President of Metropolitan Council/ Zila Parishad/Panchayat Samiti
23.	सदन के नेता, राज्य विधान सभा	Leader of House, State Legislative Assembly
24.	केन्द्रीय मंत्री (कैबिनेट/राज्य/उपमंत्री)	Union Minister (Cabinet/State/Deputy Minister)
25.	लोक सभा/राज्य सभा में समिति, सभापति/सदस्य	Committee, Chairperson/Member in Lok Sabha/Rajya Sabha
26.	अन्य पद	Other position held

**इलेक्ट्रॉनिक पद्धति के माध्यम से भुगतान प्राप्त करने हेतु बैंक संबंधी ब्यौरा  
(साफ अक्षरों में भरा जाए)**

आईसी नं.

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1. खाताधारक का नाम


2. पूरा पता  
(पिन कोड सहित)

										पि	न								

3. दूरभाष सं.  
(एसटीडी कोड सहित)

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4. मोबाइल नं.

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5. ई-मेल


6. बैंक का नाम


7. बैंक शाखा का नाम


8. बैंक शाखा का पता

										पि	न								

9. पूरा खाता संख्या

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10. बैंक शाखा का  
आईएफएस कोड

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11. शाखा का 9 अंक  
वाला एमआईसीआर  
कोड

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



(एक) मैं एतद्द्वारा घोषणा करता हूँ कि दी गई उपर्युक्त जानकारी सही और पूर्ण है। यदि अपूर्ण या गलत जानकारी के कारण लेन-देन में देर होती है या लेन-देन नहीं हो पता है तो मैं संवितरण प्राधिकारी को इसके लिए जवाबदेह नहीं ठहराऊंगा।

(दो) मैं एतद्द्वारा मेरे सभी भुगतान को सीधे मेरे बैंक खाते में करने के लिए लोक सभा सचिवालय को प्राधिकृत करता हूँ।

( संसद सदस्य के हस्ताक्षर )

नोट: कृपया निरस्त किया हुआ एक चेक ( चेक संख्या काटने के पश्चात् ) संलग्न करें।

3. सदस्यों के वैयक्तिक स्टाफ के संबंध में भी इसी प्रकार के बैंक ब्यूरे अपेक्षित हैं।

कृपया सदस्य इसमें सहयोग दें।

**BANK DETAILS FOR RECEIVING PAYMENTS THROUGH ELECTRONIC MODE**  
**(To be filled up in CAPITAL LETTERS)**

<b>IC No.</b>	
---------------	--

1. NAME OF ACCOUNT HOLDER														

2. COMPLETE ADDRESS WITH PIN CODE														
							P	I	N					

3. TELEPHONE NO. (WITH STD CODE)														
----------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. MOBILE NO.														
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. E-MAIL														

6. BANK NAME														

7. BANK BRANCH NAME														

8. BANK BRANCH ADDRESS														
							P	I	N					

9. COMPLETE ACCOUNT NUMBER														
----------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

10. IFS CODE OF BANK BRANCH														
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11. 9-DIGIT MICR CODE OF BRANCH														
---------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- (I) I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the disbursing authority responsible.
- (II) I hereby authorize the Lok Sabha Secretariat to remit my all payments directly into my bank account.

**(SIGNATURE OF MEMBER OF PARLIAMENT)**

**Note: Please attach one copy of cancelled cheque leaf. The cheque number may also be scored out.**

3. Similar bank details are also required in respect of the personal staff engaged by Members.

Kind cooperation of Members is solicited.

प्रेषिती:

अवर सचिव ( एम.एस.ए. )  
लोक सभा सचिवालय  
405, संसदीय सौधा, नई दिल्ली-110001

महोदय/महोदया,

मैंने सचिवालयी सहायता प्रदान करने के लिए निम्नलिखित व्यक्ति(यों) को नियुक्त किया है। उसका/उनका विवरण नीचे दिया गया है:-

1. सचिवालयी सहायता प्राप्त करने के लिए रखे गए व्यक्ति(यों) की संख्या :
2. नियुक्त किए गए व्यक्ति(यों) का/के नाम :  
(क) ..... (ख) .....  
(ग) ..... (घ) .....
3. आयु :  
(क) ..... (ख) .....  
(ग) ..... (घ) .....
4. शैक्षिक योग्यता :  
(क) ..... (ख) .....  
(ग) ..... (घ) .....
5. स्थायी पता :  
(क) ..... (ख) .....  
(ग) ..... (घ) .....
6. क्या पहले से रोजगार प्राप्त है? यदि हां, तो तत्संबंधी ब्यौरा क्या है :  
(क) ..... (ख) .....  
(ग) ..... (घ) .....
7. प्रति व्यक्ति प्रतिमाह दी जाने वाली राशि :  
(क) ..... (ख) .....  
(ग) ..... (घ) .....
8. समयावधि जिसके लिए व्यक्ति(यों) के नियुक्त किये जाने की संभावना है :  
(क) ..... (ख) .....  
(ग) ..... (घ) .....
9. \*भारतीय स्टेट बैंक खाता संख्या/आईएफएस कोड/बी.एस.आर. कोड नं. :  
(क) ..... (ख) .....  
(ग) ..... (घ) .....

यह प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... को कम्प्यूटर की जानकारी है।

भवदीय,

.....  
(सदस्य का नाम)

पहचान पत्र संख्या .....

Member of Parliament  
Lok Sabha

Dated: .....

To

Under Secretary (MSA)  
Lok Sabha Secretariat  
405, Parliament House Annexe  
New Delhi-110001

Sir/Madam,

I have engaged the following person(s) to extend secretarial assistance to me. His/her/their particulars are given below:

1. The numbers of person(s) engaged for Secretarial Assistance:
2. Name(s) of person(s) engaged:  
(i) ..... (ii) .....  
(iii) ..... (iv) .....
3. Age:  
(i) ..... (ii) .....  
(iii) ..... (iv) .....
4. Educational Qualification:  
(i) ..... (ii) .....  
(iii) ..... (iv) .....
5. Permanent Address(s):  
(i) ..... (ii) .....  
(iii) ..... (iv) .....
6. Whether already employed? If so, the details thereof:  
(i) ..... (ii) .....  
(iii) ..... (iv) .....
7. The amount to be given to each person per month:  
(i) ..... (ii) .....  
(iii) ..... (iv) .....
8. The period for which the person(s) is/are likely to engaged:  
(i) ..... (ii) .....  
(iii) ..... (iv) .....
9. \*SBI Account No.(s)/IFS Code/BSR Code:  
(i) ..... (ii) .....  
(iii) ..... (iv) .....

It is certified that Shri/Smt./Km. ....  
is computer literate.

Yours faithfully,

\_\_\_\_\_  
(Name of the Member)  
IC No. ....

\*Only in State Bank of India, Parliament House Annexe, New Delhi.

**माननीय संसद सदस्यों के वाहनों हेतु फास्टैग्स जारी करने के लिए प्रारूप**  
(दो फास्टैग्स, 1 नई दिल्ली और 1 निर्वाचन क्षेत्र के लिए जारी किए जाने का प्रस्ताव)

1.	माननीय संसद सदस्य (लोक सभा/राज्य सभा) का नाम	
	पहचान पत्र संख्या	
2.	निर्वाचन क्षेत्र का नाम	
3.	निर्वाचन राज्य	
4.	वर्तमान कार्यकाल के समाप्त होने की तिथि	
5.	माननीय संसद सदस्यों के व्यक्तिगत वाहनों का विवरण	
(क)	वाहन सं. ...., नई दिल्ली	
	(केवल कार/जीप/वैन)	(आरसी की प्रतिलिपि संलग्न करें)
(ख)	वाहन सं. ...., निर्वाचन क्षेत्र	
	(केवल कार/जीप/वैन)	(आरसी की प्रतिलिपि संलग्न करें)
6.	वर्तमान पता	
	फोन नं.	
7.	स्थायी पता	
	फोन नं.	

(माननीय संसद सदस्य के हस्ताक्षर)

दिनांक:

स्थान:

उपरोक्त वर्णित विवरणों को माननीय संसद सदस्यों के निजी वाहनों के लिए फास्टैग्स जारी करने हेतु प्रमाणित किया जाता है ।

(लोक सभा/राज्य सभा सचिवालय का मुहर सहित हस्ताक्षर)

**Format for issuance of FASTags to Hon'ble MPs vehicles**  
(2 FASTags, 1 for New Delhi and 1 for constituency, proposed to be issued)

1.	Name of (LS/RS) Hon'ble MP	
	IC Number	
2.	Constituency Name	
3.	Constituency State	
4.	Present Tenure end date	
5.	Details of personal vehicles of Hon'ble MP	
(i)	Vehicle No. at New Delhi	
	(only Car/Jeep/Van	(enclose copy of RC)
(ii)	Vehicle No. at Constituency	
	(only Car/Jeep/Van)	(enclose copy of RC)
6.	Present Address	
	Tel. Nos.:	
7.	Permanent Address	
	Tel. Nos.:	

(Signature of Hon'ble MP)

Date:  
Place:

The above mentioned details are certified for issuance of FASTags to Hon'ble MPs personal vehicles.

(Signature with seal of Lok Sabha/Rajya Sabha Secretariat)

लोक सभा

संसद भवन एस्टेट में प्रवेश हेतु "संसद सदस्य" कार लेबल के लिए  
आवेदन-पत्र

नई दिल्ली,

दिनांक .....

कृपया मुझे वर्ष 20 ..... के लिये संसद भवन एस्टेट में मेरी कार के प्रवेश हेतु एक "संसद सदस्य" कार लेबल प्रदान करें। कार मेरे नाम से पंजीकृत है।

मेरी कार की पंजीकरण संख्या ..... है।

(सदस्य के हस्ताक्षर)

नाम .....

पहचान पत्र संख्या .....

राज्य .....

लोक सभा सचिवालय



**LOK SABHA**

—

**APPLICATION FORM FOR 'MP' CAR LABEL FOR ENTRY  
INTO PARLIAMENT HOUSE ESTATE**

NEW DELHI,

Dated .....

Please issue one 'MP' Car Label for my car for entry into Parliament House Estate for the year 20\_\_\_\_. The car is registered in my name.

The Registration Number of the car is \_\_\_\_\_

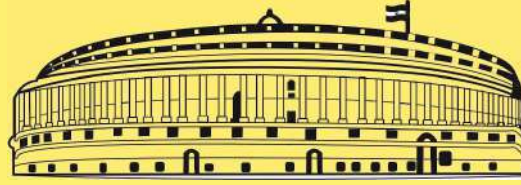
*(Signature of Member)*

Name \_\_\_\_\_

Identity Card No. \_\_\_\_\_

State \_\_\_\_\_

**Lok Sabha Secretariat**



लोक सभा सचिवालय  
एकीकृत प्रवेश नियंत्रण  
संसद सदस्य वाहन विवरण

वाहन कार्ड संख्या :

वाहन संख्या :  विनिर्माता कंपनी :

मॉडल का नाम :

पार्किंग लेबल संख्या :  वाहन का रंग :

इंजन संख्या :  चेसी संख्या :

वाहन मालिक पहचान पत्र संख्या :  सदस्य:  लो.स.  रा.स.

नाम:

वाहन चालक(1) पहचान पत्र संख्या :

नाम :

वाहन चालक(2) पहचान पत्र संख्या :

नाम

दिनांक : ..... हस्ताक्षर :

नोट: वाहन चालक संबंधी विवरण अलग-अलग प्रपत्र में भरें।

----- कार्यालय प्रयोग हेतु -----

वैधता अवधि: दिनांक  से  तक

वैधता समय:  बजे से  बजे तक

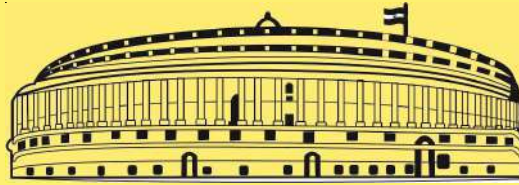
जारी किये जाने की तारीख:  विवरण प्रविष्टिकर्ता:

----- पावती -----

प्राप्त किया

पहचान पत्र संख्या:  आर.एफ. टैग संख्या:

दिनांक: ..... हस्ताक्षर:



**LOK SABHA SECRETARIAT**

**INTEGRATED ACCESS CONTROL**

**DATA FOR VEHICLES (MEMBER)**

Vehicle Card No. :

Vehicle Number :  Vehicle Make :

Model Name :

Parking Label Number :  Vehicle Colour :

Engine Number :  Chassis Number :

Owner ID Card No. :  Member In:  LS  RS

Name:

Driver (1) ID Card No. :

Name :

Driver (2) ID Card No. :

Name :

Date : \_\_\_\_\_

Signature :

**Note:** Driver's particulars are to be given on separate forms.

----- *For Office Use only* -----

Valid from Date :  Valid to Date :

Valid from Time :  Valid to Time :

Issue Date :  Data Entered by :

----- *Received* -----

I. Card with No.:  RF Tag with No.:

Date: \_\_\_\_\_ Signature

## लोक सभा सचिवालय

(केन्द्रीकृत पास निर्गम प्रकोष्ठ)

### सदस्य के निजी सहायक/निजी सचिव के लिए सामान्य प्रवेश-पत्र का फार्म

1. सदस्य का नाम .....
2. पहचान पत्र संख्या ..... (लोक सभा)
3. निजी सहायक अथवा निजी सचिव का पूरा नाम .....
4. पिता का पूरा नाम .....
5. आयु .....
6. अर्हतायें .....
7. व्यवसाय का ब्यौरा .....
8. पूरा स्थायी पता तथा राज्य .....
- .....
9. दिल्ली का पूरा पता एवं दूरभाष नं. ....
- .....
10. अवधि जिसके लिए प्रवेश-पत्र अपेक्षित है .....
11. निजी सहायक अथवा निजी सचिव के हस्ताक्षर का नमूना .....

उपर्युक्त व्यक्ति को मैं निजी तौर से जानता हूँ और उन्हें मैंने संसदीय कार्य में अपनी सहायता के लिए वास्तव में अपना निजी सचिव/सहायक नियुक्त किया है। मैं उनकी पूरी जिम्मेदारी लेता हूँ और यह प्रमाणित करता हूँ कि वह संसद के परिसर में रहते हुए मुझे मेरे संसदीय कार्यों में सहायता करने के अतिरिक्त कोई अन्य कार्य नहीं करेंगे/करेंगी।

.....  
(सदस्य के हस्ताक्षर)

तिथि .....

पहचान पत्र संख्या .....

**LOK SABHA SECRETARIAT  
(Centralised Pass Issue Cell)**

FORM FOR GENERAL PASS FOR P.A./P.S. OF A MEMBER

1. Name of the Member .....
2. I/C No. .... (LOK SABHA)
3. Name of P.A. or P.S. in full .....
4. Father's name in full .....
5. Age .....
6. Qualifications .....
7. Details of occupation .....
8. Full permanent address and State .....
- .....
9. Full Delhi address & Tel. No. ....
- .....
10. Period upto which pass is required .....
11. Specimen signature of P.A. or P.S. ....

The above named person is known to me personally and he/she is my PS/PA actually employed by me for assisting me in my Parliamentary work. **I take full responsibility for him/her and certify that while in the precincts of Parliament he/she will not be engaged in any work other than assisting me in my Parliamentary duties.**

\_\_\_\_\_  
(Signature of the Member)

Dated the .....

Identity Card No. ....

## केंद्रीयकृत पास निर्गम प्रकोष्ठ

राज्य सभा/लोक सभा के सदस्यों/पूर्व सदस्यों के वाहन चालकों के लिए प्रवेश हेतु आवेदन

दिनांक .....

सेवा में

महासचिव,  
राज्य सभा/लोक सभा ।

महोदय,

मेरे वाहन चालक को संसद भवन परिसर में प्रवेश हेतु वाहन चालक पास (केवल बाहर के लिए) जारी करने/उसका नवीकरण करने की कृपा करें। वाहन चालक का ब्यौरा निम्नानुसार है:-

1. पूरा नाम (मोटे अक्षरों में) .....
2. आधार संख्या .....
3. पिता का नाम (पूरा) .....
4. जन्म-तिथि .....
5. पहचान का चिह्न .....
6. लिंग .....
7. रक्त-समूह .....
8. स्थानीय पता (पूरा पता) .....  
थाना ..... जिला ..... राज्य ..... पिन कोड .....
9. स्थायी पता (पूरा पता) थाना ..... जिला .....  
राज्य ..... पिन कोड .....
10. दूरभाष : लैंडलाइन ..... मोबाइल .....
11. वाहन चालक के हस्ताक्षर .....
12. वाहन सं. .... मेक: ..... रंग .....
13. पार्किंग लेबल संख्या .....  
(सूचना कार्यालय, राज्य सभा/सीपीआईसी, लोक सभा द्वारा जारी)

मैं उपरोक्त नाम के व्यक्ति ..... को व्यक्तिगत रूप से जानता/जानती हूँ और वह मेरे वाहन चालक के तौर पर कार्य कर रहा/रही है। मैं संसद भवन परिसर में उसके आचरण की पूरी जिम्मेदारी लेता/लेती हूँ।

भवदीय,

वाहन चालक का फोटो  
संसद सदस्य द्वारा  
अनुप्रमाणित

हस्ताक्षर .....

नाम .....

संसद सदस्य/पूर्व संसद सदस्य, लोक सभा/राज्य सभा

विभाजन संख्या/आईसी सं. ....

मोबाइल सं. ....

**CENTRALISED PASS ISSUE CELL**

**Application for Entry Pass for driver of MPs/Ex-MPs, RS/LS**

Dated the.....

To

THE SECRETARY GENERAL  
RAJYA SABHA/LOK SABHA.

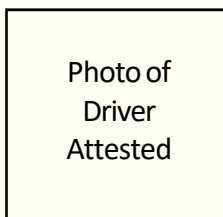
Sir,

Please issue/renew a driver Pass (outside only) for entry to the Parliament House complex in favour of my driver. His/Her particulars are given below:-

1. Name in full (in Block Letters) \_\_\_\_\_
2. Aadhaar No. \_\_\_\_\_
3. Fathers Name (in full) \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Identification Mark \_\_\_\_\_
6. Sex \_\_\_\_\_ 7. Blood Group \_\_\_\_\_
8. Local Address (in full) \_\_\_\_\_  
P.S. \_\_\_\_\_ Distt. \_\_\_\_\_ State \_\_\_\_\_ Pin code \_\_\_\_\_
9. Permanent Address (in full) \_\_\_\_\_  
P.S. \_\_\_\_\_ Distt. \_\_\_\_\_ State \_\_\_\_\_ Pin code \_\_\_\_\_
10. Telephone: Landline \_\_\_\_\_ Mobile \_\_\_\_\_
11. Signature of Driver \_\_\_\_\_
12. Vehicle No. \_\_\_\_\_ Make \_\_\_\_\_ Colour \_\_\_\_\_
13. Parking Label No. (Issued from Notice Office, RS/CPIC,LS) \_\_\_\_\_

The above named person \_\_\_\_\_ is known to me personally and he/she is working as my driver. I take full responsibility for his/her conduct in Parliament House complex.

Yours Sincerely,



Signature \_\_\_\_\_

Name \_\_\_\_\_

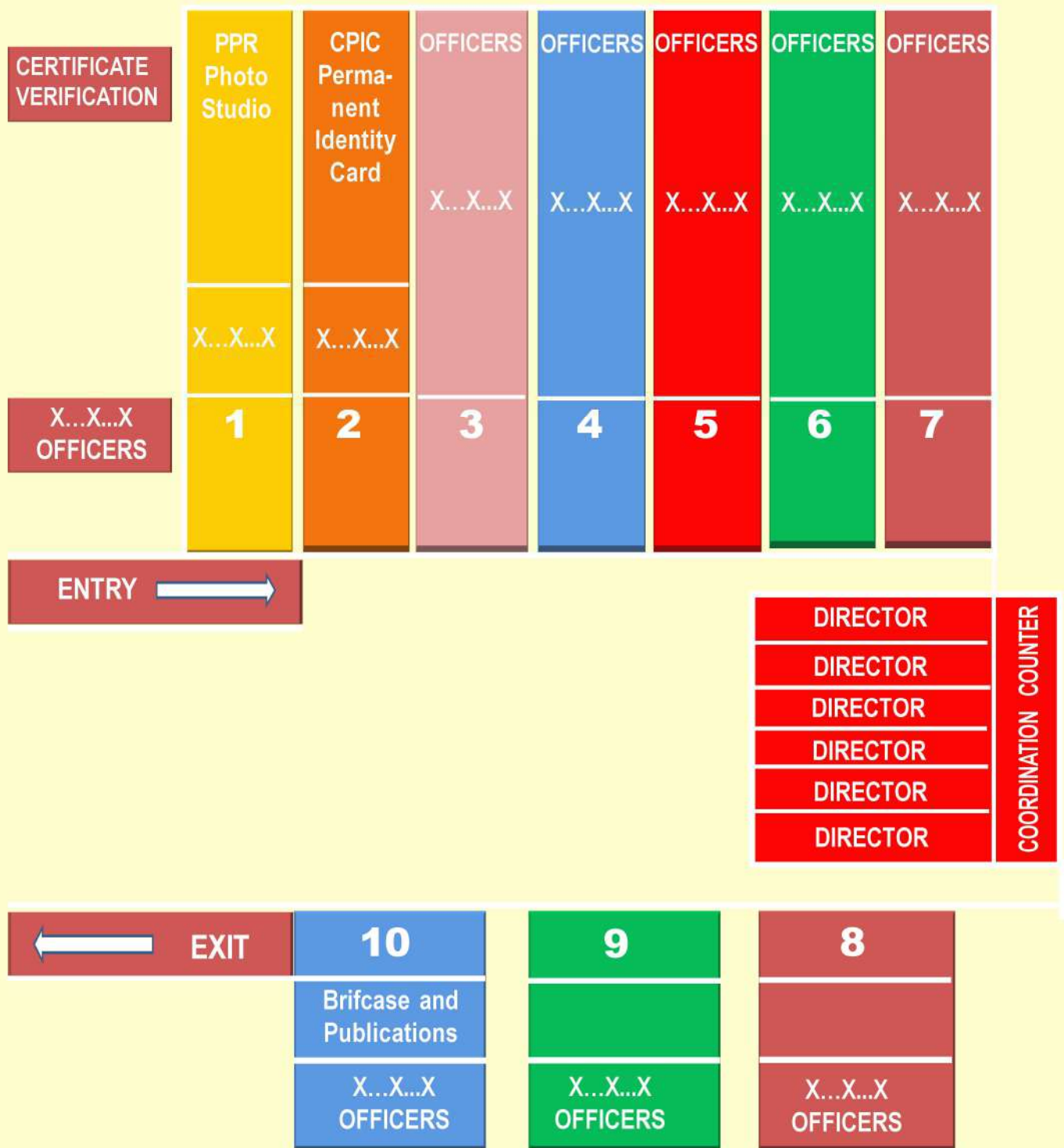
*MP/Ex-MP, LS/RS*

Division No./ IC No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**FINAL SEATING PLAN FOR OFFICIALS AND NEWLY ELECTED MEMBERS  
IN ROOM NO. 62PH**

**TABLE/COUNTER ARRANGEMENTS (TO BE MADE) IN COMMITTEE ROOM NO. 62  
FOR RECEPTION OF NEWLY ELECTED MEMBERS OF 17TH LOK SABHA.**





**APPENDIX-IV**

**LIST OF PRINTED JOBS  
EXECUTED DURING THE FORMATION  
OF  
17TH LOK SABHA**


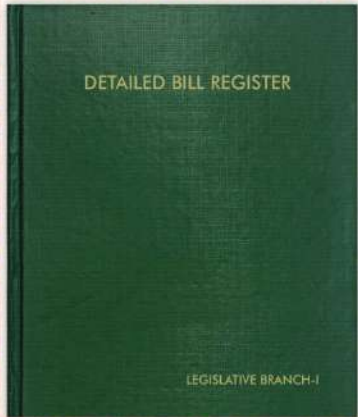


**PRINTING AND PUBLICATIONS SERVICE  
LOK SABHA SECRETARIAT**



# 17th LOK SABHA

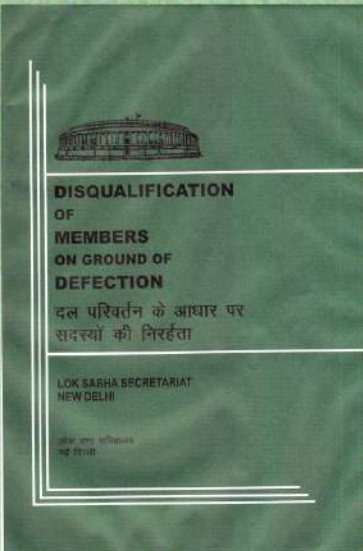
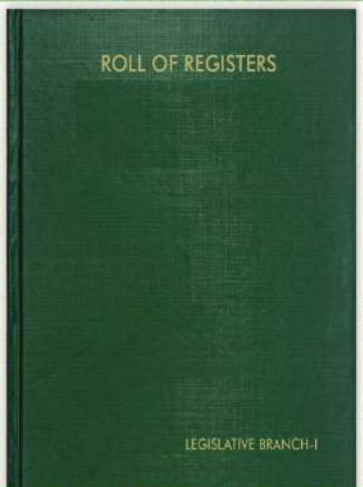
## JOBS EXECUTED AT GOVERNMENT OF INDIA PRESS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
1.	<p>Index Card for Members to obtain CGHS Card (Welfare Branch)</p> 	600	02	1200	
2.	<p>Detailed Bill Register One for LB-I, Two for LB-II</p> 	175 1000	02 02	350 2000	3,550



## 17th LOK SABHA

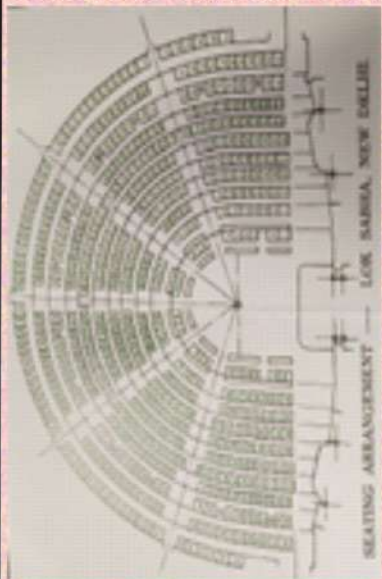
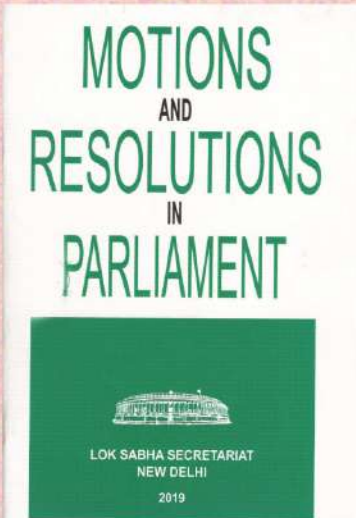
## JOBS EXECUTED AT GOVERNMENT OF INDIA PRESS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
3.	Disqualification of Members on Ground of Defection - (Diglot) Table Office (B) 	1000	42	42,000	
4	Roll of Registers for Members of 17th Lok Sabha LB-I Branch 	153	04	612	42,612



## 17th LOK SABHA


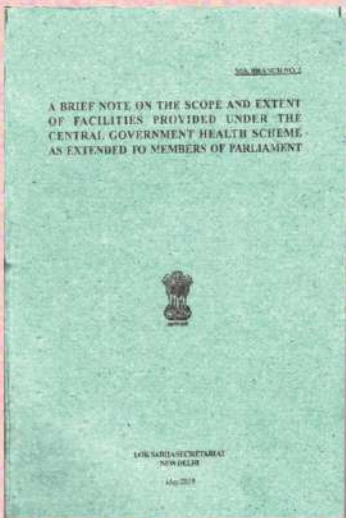
## JOBS EXECUTED AT GOVERNMENT OF INDIA PRESS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
5.	Chart regarding Sitting Arrangement of Lok Sabha (Table Office) 	200	01	200	
6.	Motions and Resolutions English Version (LB-I Branch) 	1000	58	58,000	58,200



## 17th LOK SABHA

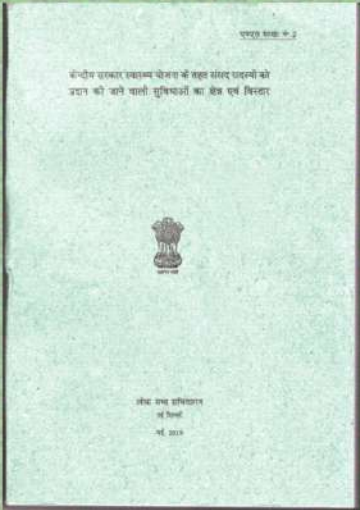
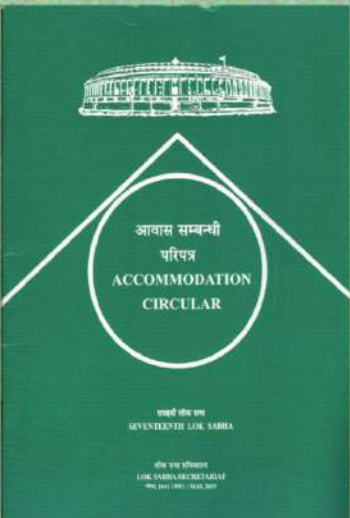
## JOBS EXECUTED AT GOVERNMENT OF INDIA PRESS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
7.	Motions and Resolutions Hindi Version (LB-I Branch)	500	58	29,000	
					
8.	Brief Note on scope and extent of facilities provided under CGHS (MS Branch) (EV)	1000	574	5,74,000	
					
				6,03,000	



## 17th LOK SABHA

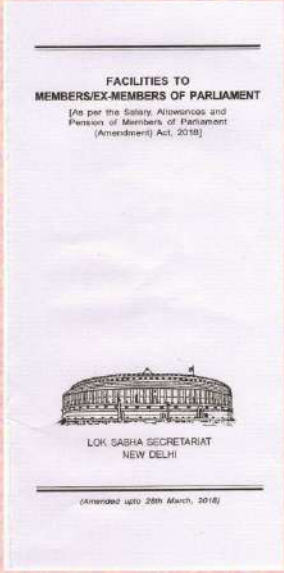
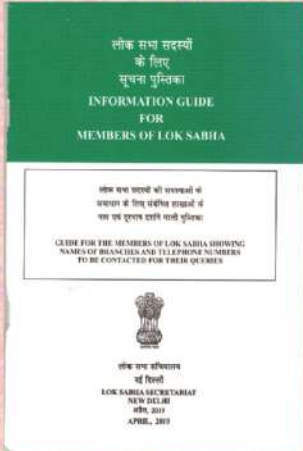
## JOBS EXECUTED AT GOVERNMENT OF INDIA PRESS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
9.	Brief Note on scope and extent of facilities provided under CGHS (MS Branch) (HV) 	600	690	4,14,000	
10.	Accommodation Circular (diglot) MS Branch 	1000	74	74,000	4,88,000



## 17th LOK SABHA

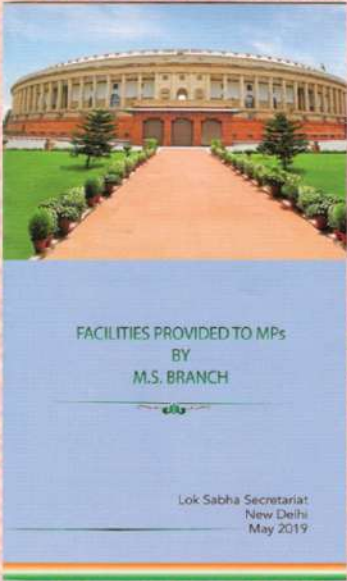
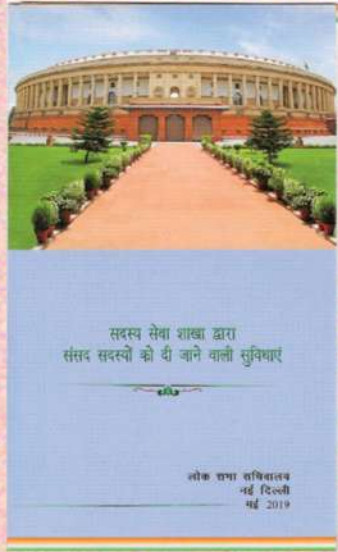
## JOBS EXECUTED AT GOVERNMENT OF INDIA PRESS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
11.	The Salary Allowances and Pensions only of MPs Act, 1954 and Rules made thereunder  	Soft copy	71	NIL	
12.	Information Guide for MPs of Lok Sabha (diglot)  	655	78	51,090	
				Total :	51,090
				Grand Total	12,46,452



# 17th LOK SABHA



## JOB'S OUTSOURCED THROUGH EMPANELLED PRINTERS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
1.	<p>MPs Facilities Folders (MS Branch) English Version</p> 	1,000	6	6,000	
2.	<p>Hindi Version</p> 	500	6	3,000	
				9,000	



# 17th LOK SABHA

## JOBS OUTSOURCED THROUGH EMPANELLED PRINTERS

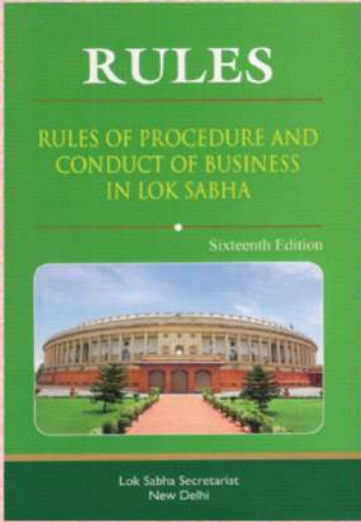
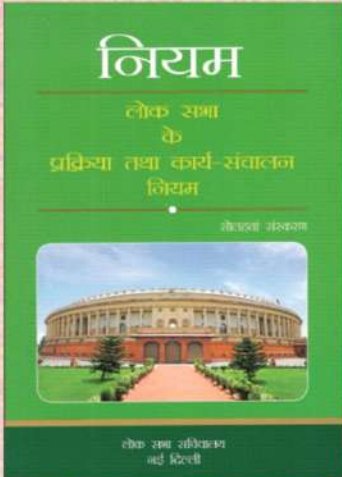
Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
3.	Cover Page of Members' Registration Form (Diglot) PART-I 	2,000	2	4,000	
4.	Registration Form (Diglot) PART-II 	2,000	2	4,000	
				8,000	

**PRINTING AND PUBLICATIONS SERVICE**



## 17th LOK SABHA

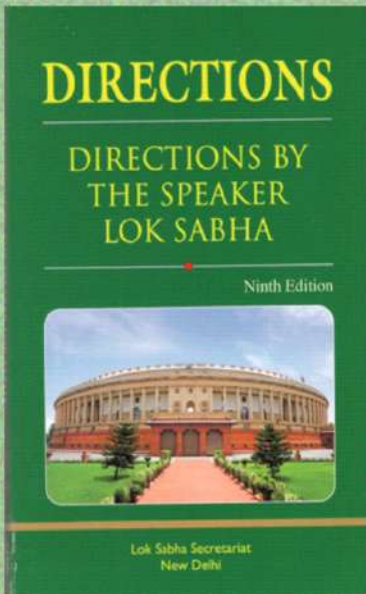
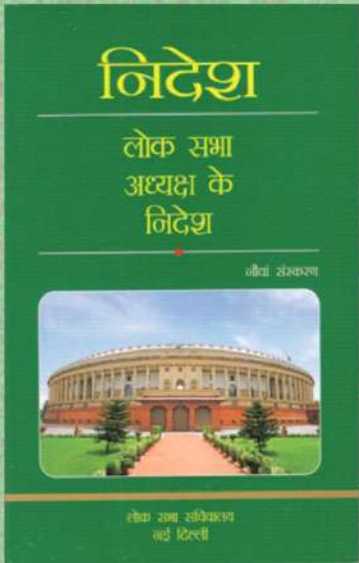
## JOBS OUTSOURCED THROUGH EMPANELLED PRINTERS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
5.	Rules of Procedure and Conduct of Business in Lok Sabha A/5 size (EV) (CB-I Branch)	2,500	268	6,70,000	
					
6	Rules of Procedure and Conduct of Business in Lok Sabha A/5 size (HV) (CB-I Branch)	2,000	266	5,32,000	
				12,02,000	



## 17th LOK SABHA

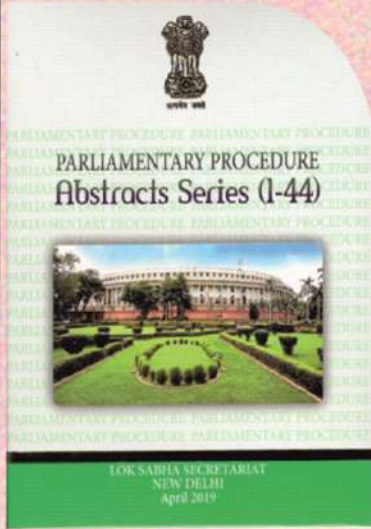

## JOBS OUTSOURCED THROUGH EMPANELLED PRINTERS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
7.	Directions by Speaker, Lok Sabha (English Version) CB-I 	2,500	120	3,00,000	
8.	(Hindi Version) 	2,000	122	2,44,000	
				5,44,000	



## 17th LOK SABHA

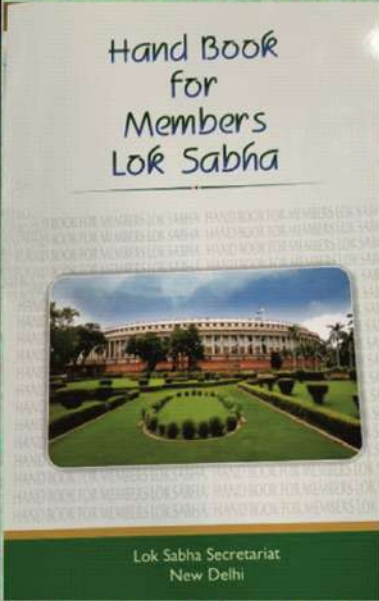

## JOBS OUTSOURCED THROUGH EMPANELLED PRINTERS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
9.	Abstracts Series- 44 Flyers in Box English Version- Table Office  	800	546	4,36,800	
10.	Hindi Version  	500	724	3,62,000	
			Total :	7,98,800	



## 17th LOK SABHA

## JOBS OUTSOURCED THROUGH EMPANELLED PRINTERS

Sl. No.	Name of the Job	Total No. of copies	No. of pages	Total imp. 17th LS	Total Amount
11	Handbook for Members (EV) T.O. 	600	246	1,47,600	
12.	Handbook for Members (HV) 	350	272	95,200	
				2,42,800	
				Total Pvt. 28,04,600	
				Total GOI 12,46,452	
				Grand Total: 40,51,052	




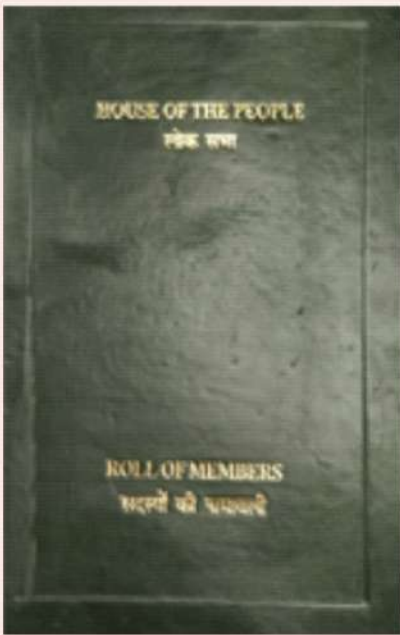
## 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total
1.	<b>TABLE OFFICE</b>		50,000
	<b>MEMBERS REGISTRATION FORM -I</b>		
	Oath/Affirmation Form	Green photocopier paper A/4 size 80 G.S.M. and White Photocopier paper 80 G.S.M. Total : 50,000	
	Specimen Signature Form		
	Nomination Form,		
	Declaration Form,		
	Allotment of (Transit) Accommodation Form,		
	Application for First Mobile Phone Connection Form,		
	Application for Second Mobile Connection Form,		
	Integrated Access Control		
	Creation of e-mail Forms		
	(25 pages x2000 copies)		
	<b>Members Registration Form Part- II</b>	Yellow photocopies paper A/4 size 80 G.S.M., Green photocopier paper 80 Gsm and White Photocopier Paper 80 GSM	52,000
	Master data for XVII Lok Sabha		
	(Yellow Paper)		
	Bank details for receiving payments		
	Secretarial Assistance		
	Issuance of FASTags, MP Car Label (Green Paper)		
	Integrated Access Control (Yellow),		
	Form for General Pass for PA/PS		
	Application for Entry pass for Diriver of MP/Ex MP		
	(26 pages x 2000 copies)		
	For image of cover page please See Page No. 8 Sl. No. 3 and 4		
		Total :	1,02,000

## 17th LOK SABHA

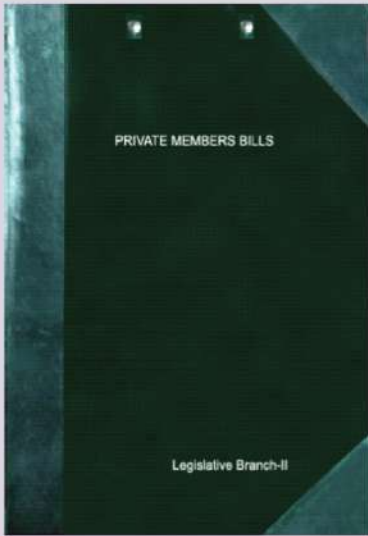
## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total
2.	<b>Table Office (B)</b> <b>Boxes of Oath/Affirmation Cards</b> 	Blue Binding Cloth with blue cover paper	32
3.	<b>Roll of Member</b> 	Full leather binding with Gold leaf printing on cover of Register	01
Total :			33



## 17th LOK SABHA

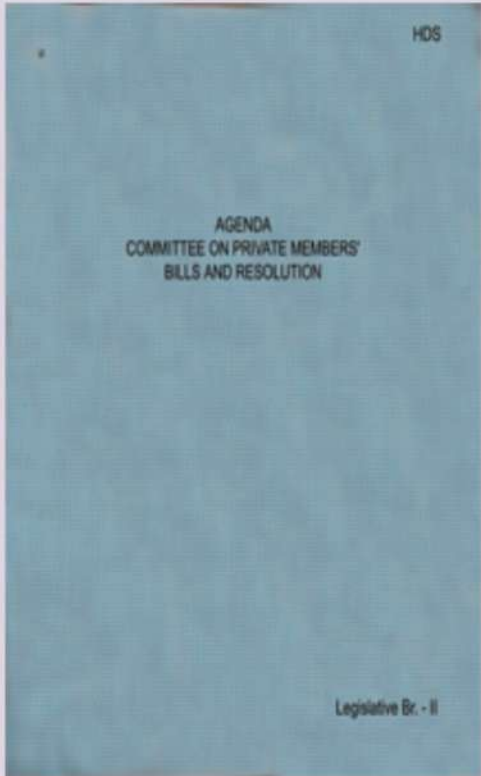
## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total
4.	<b>LEGISLATIVE BRANCH-II FOLDERS</b>		32
	Signature Folders - 2	40 Oz Hard Board, Dark Green Rexine Spine and corners - (Dark Green Leather) Ring Clip and Grip Clip inner side of folder	
	Private Members' Bills Folders for HS - 2		
	Private Members' Bills Folders for HDS - 2		
	Private Members' Bills Folders for SG - 2		
	Private Members' Bills Folders for Secretary - 2		
	Private Members' Bills Folders for Addl. Sec. - 2		
	Private Members' Bills Folders for JS(L) - 2		
	Private Members' Bills Folders for Director (L) - 2		
	Private Members' Bills Folders for Addly. Director (L) - 2		
	Private Members' Bills Folders for US - 2		
	Private Members' Bills Folders for Marshal - 2		
	Private Members' Bills Folders for Reporter - 2		
	Private Members' Bills Folders - 8		
			
		Total :	32



## 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total
5.	LEGISLATIVE BRANCH-I Full Cloth File Covers - (Light Blue)		500
6.	LEGISLATIVE BRANCH-II		
	Private Members' Resolutions Blue Folders for HS	Blue Binding Cloth	4
	Private Members' Resolutions Blue Folders for HDS	White Pulp Board	4
	Private Members' Resolutions Blue Folders for SG	and blue cover paper	4
	Private Members' Resolutions Blue Folders for Secretary		4
	Pvt. Members' Resolutions Blue Folders for Addl. Secy.		4
	Private Members' Resolutions Blue Folders for JS (L)		4
	Private Members' Resolutions Blue Folders for Dir. (L)		4
			
		Total :	528



## 17th LOK SABHA

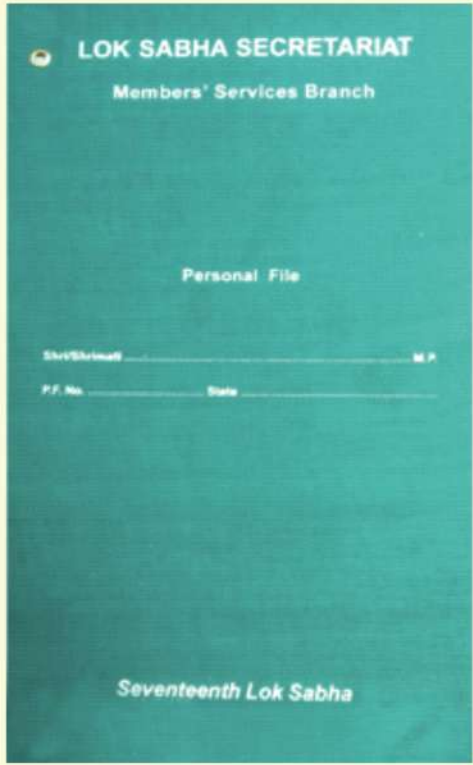
## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total
6.	<b>LEGISLATIVE BRANCH-II (contd...)</b>		
	Private Members' Bills Blue Folders for A D (L)	Blue Binding Cloth	4
	Private Members' Bills Blue Folders for US	White Pulp Board	4
	Private Members' Bills Blue Folders for Reporter	and blue cover paper	4
	Private Members' Bills Blue Folders		30
	Private Members' Resolutions Blue Folders for AD(L)		4
	Private Members' Resolutions Blue Folders for US		4
	Private Members' Resolutions Blue Folders for Marshal		4
	Private Members' Resolutions Blue Folders for Reporter		4
	Private Members' Resolutions Blue Folders		30
	Committee on Private Members' Bills and Resolutions Blue Folders for HS		4
	Committee on Private Members' Bills and Resolutions Blue Folders for HDS		4
	Committee on Private Members' Bills and Resolutions Blue Folders for Secretary General		4
	Committee on Private Members' Bills and Resolutions Blue Folders for Secretary		4
	Committee on Private Members' Bills and Resolutions Blue Folders for Additional Secretary		4
	Committee on Private Members' Bills and Resolutions Blue Folders for Joint Secretary (L)		4
	Committee on Pvt. Members' Bills and Resolutions Blue Folders for Director (L)		4
	Committee on Private Members' Bills and Resolutions Blue Folders for Additional Director (L)		4
	Committee on Private Members' Bills and Resolutions Blue Folders for Under Secretary		4
		<b>Total :</b>	<b>124</b>



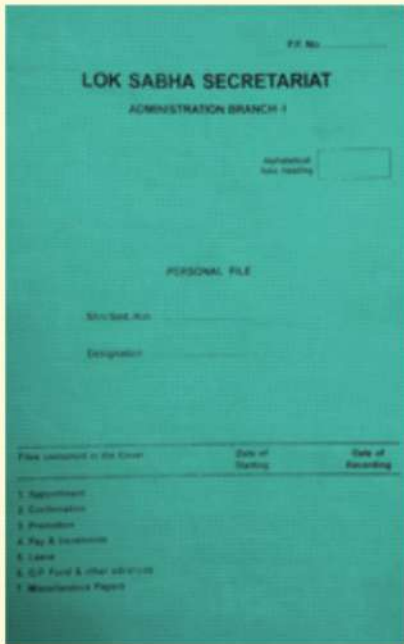
## 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total
6.	<b>LEGISLATIVE BRANCH-II (contd...)</b>		
	Committee on Private Members' Bills and Resolutions Blue Folders for Marshal - 4	Blue Binding Cloth White Pulp Board	4
	Committee on Private Members' Bills and Resolutions Blue Folders for Reporter- 4	and blue cover paper	4
	Committee on Private Members' Bills and Resolutions Blue Folders- 30		30
7.	<b>MS BRANCH MPs Personal File Covers - (Green)</b>		
		Green Binding Cloth White Pulp Board and blue cover paper	800
		<b>Total :</b>	<b>838</b>

## 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total
8.	<b>COMPUTER (HW &amp; SW) MGT. BRANCH</b>	Light Green Binding Cloth White Pulp Board and blue cover Paper	600
	File Covers on Proforma Invoice submitted under the scheme of Financial Entitlement		
9.	<b>ADMINISTRATION BRANCH - I</b>	Light Green Binding Cloth White Pulp Board and blue cover Paper	1000
	Personal File Covers - 1000		
	Personal File of HS/HDS/LoP/Chairpersons of Parliamentary Committees/ Other Dignitaries		100
			
10.	<b>DISTRIBUTION BRANCH</b> Full Cloth File Covers S.G.s Folders for 17th Lok Sabha		100
		<b>Total :</b>	<b>1,800</b>



## 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total imp.
11.	<b>MS BRANCH (REGISTERS) 32 Nos.</b>	White Photocopier	9,600
	Transit Accommodation Register	Paper 80 GSM and	
	Allotment of Accommodation Register	Hard Board- 40 Oz	
	Allotment and Accommodation Register (Area-wise)	Dark Green - Rexine	
	Inter Pool Transfer Register	Gold Leaf Printing on	
	Allotment of Guest Accommodation Register	Cover of Register	
	Allotment of Staff Quarters Register		
	Allotment of Motor Garage Register		
	Installation of MPs Telephone Connection		
	Estimates for Civil and Electrical work in MPs		
	Residences Register		
	Issue of Diplomatic Passport to MPs Register		
	Issue of Visa Notes to MPs Register		
	Request from MPs for Issue of Fastags Register		
	Members' Attendance Register		
	Issue of Airport Entry Pass to PA/PS of MPs Register		
12.	<b>PARLIAMENTARY NOTICE OFFICE (02 Registers)</b>		800
	Issue Register of Members' Spouse Identity Card		
	Issue Register of Members' Identity Cards		
13.	<b>COMPUTER (HW &amp; SW) MGT. BRANCH (02 Registers)</b>		1200
	Register- Scheme of Financial Entitlement of Members		
	of Computer Equipment		
14.	<b>ADMINISTRATION BRANCH-I (02 Registers)</b>		1,000
	Establishment List of Personal Staff		
15.	<b>CPI CELL (02 Registers)</b>		1,200
	'P' Lable to MPs, Issue register of PA/PS Pass and		
	Speciemen Signature Register		
		<b>Total :</b>	<b>13,800</b>




# 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total imp
16.	<b>MSA BRANCH (794 REGISTERS)</b>		1,69,400
	Salary Register - 35	Hard Board- 40 Oz	
	PA Salary Register - 50	Dark Green - Rexine	
	Conveyance Advance Register 2	Gold Leaf Printing on	
	Ex-MPs Register - 4	Cover of Register	
	Ex-MPs Family Pension Register - 4		
	Receipt and Cheque Register - 2		
	Exchange Order Register - 2		
	Committee Tour Register - 4		
	HS Salary and DA register - 2		
	HDS Salary and DA Register - 2		
	LoP Salary and DA Register - 2		
	TA Bill Register-HS - 2		
	TA Bill Register HDS - 2		
	TA Bill Register LoP - 2		
	Office Expenses Bill Payment Register - 2		
	Register Showing Payments NDMC - 1		
	Register Showing Payments MTNL/BSNL - 2		
	Centralised Receipt Register 10		
	RTI Register -10		

## 17th LOK SABHA



## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total imp.
17.	MSA BRANCH (REGISTERS) contd...	Hard Board- 40 Oz	1,69,400
	TA/DA Registers 650	Green Binding Cloth with white ink Printing	
			
	Register of IPD Going Abroad - 2		
	Register for Payment of Non-official Witness - 2		
18.	PA (MG) BRANCH - 105 Registers		42,414
	TA/DA Audit Register of MPs - 75		
	PA's Salary Register - 25		
	Audit Register - NDMC - 1		
	Audit Register - MTNL - 1		
	Audit Register - Petrol - 1		
	Committee Tour Register - 1		
	Computer for MPs Register - 1		
19.	MSA BRANCH		
	Detailed Bill Registers 05		2,000
	Page-10= 14,000+ 11=1,69,400+12=44,414	Grand : Total :	2,13,814



## 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total imp
20.	<b>GENERAL PROCUREMENT BRANCH</b>		
	<b>GENERAL D.O. STATIONERY FOR SALE TO MPs</b>	S.S. Printing Paper 80 G.S.M. (White) 1/8 of 23"x36" paper	
	Large 1300 pads (50 sheets each)		65,000
	Medium 1500 pads (50 sheets each)	80 G.S.M. Super Sun 50,000 Shine Printing paper or Maplitho Paper	75,000
	Small pads 2500 pads (50 sheets each)		1,25,000
	Envelopes 2000 packets (25 envelopes each)		50,000
	 संसद सदस्य (लोक सभा)		
			
		Grand : Total :	3,15,000



## 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total imp.
21.	<b>MS BRANCH ( 20 DIFFERENT TYPES FORMS)</b>	Green photocopier paper A/4 size 80 G.S.M. and White Photocopier paper 80 G.S.M. Total : 50,000	23,500
	Application for Telephone at Delhi – 15 pads		
	Application for Telephone at Usual Place – 15 pads		
	Installation of Third Telephone – 15 pads		
	Broadband/Internet Facilities – 15 pads		
	Installation of FTTH – 15 pads		
	Installation of Additional Broadband -15 pads		
	Value Added Services on 3G IPAD – 15 pads		
	First Mobile Connection – 15 pads		
	Second Mobile Connection – 15 pads		
	Issue of Diplomatic Passport – 10 pads		
	Visa Note – 10 pads		
	Allotment of Residence/Accommodation – 10 pads		
	Authority Slip – 10 pads		
	Motor Garage – 10 pads		
	Staff Quarters – 10 pads		
	ACs/Refrigerators/Coolers – 10 pads		
	Allotment of Transit Accommodation – 10 pads		
	Authority Slips – 20 pads		
22.	<b>MSA BRANCH ( 08 DIFFERENT TYPES FORMS)</b>		
	Nomination Forms – 05 pads		
	Specimen Signature Forms – 05 pads		
	TA/DA claim Forms – 20 pads		
	Exchange Order Forms – 20 pads		
	Bank Account Detail Forms (EV+HV) –10 pads		
	PA Engagement Forms – 05 pads		
	Journey Report Forms – 20 pad		
	Dissolution/Completion Forms - 10 pads		
	Medical Forms – 500 x 6 pages =3,000 Pension Forms – 1000x 8 pages = 8,000 Family Pension Forms – 500 x 16 pages =8,000		
		19,000 (Side Stitch)	
		<b>Total :</b>	<b>47,250</b>



## 17th LOK SABHA

## INHOUSE PRINTING/BINDING JOBS

Sl. No.	Name of Job	Specification	Total imp
23.	<b>PARLIAMENTARY NOTICE OFFICE (MISC. WORK)</b>		1,200
	Members' Railway Journey Form – 08	A/4 copier paper	
	Spouse Railway Journey Form – 08	Pink, Yellow and	
	Persons to accompany the Members Form – 08	Blue paper	
	Members' Steamer Journey Form – 08		
	Spouse Steamer Journey Form – 08		
	Persons Accompanying Member Form - 08		
24.	<b>MSA BRANCH</b>		
	Pamphlet-Facilities to Members (English) – 2000		4,000
	Pamphlet-Facilities to Members (Hindi) – 2000		
25.	<b>MS BRANCH</b>		
	SG's D.O. Letter (EV) – 700		1,400
	SG's D.O. Letter (HV) – 700		
		Total :	5,600
	<b>IMPRESSIONS</b>		
	1. GOVT. OF INDIA PRESS : 12,46,452		
	2. EMPANELLED PRINTERS : 28,04,600		
	Total : 40,51,052		
	3. INHOUSE PRINTING/ BINDING WORK : 7,00,819		
	GRAND TOTAL : 47,51,871		

## 17th LOK SABHA

16.	Constitution of India							
	A-5 size (EV)	1000	504	5,04000	950	449	-	Procured (not printed, as proof not cleared)
	A-5 size (HV)	500	550	275000	600	536	-	
	A-6 size (EV)	1000	504	504000	950	449	-	
A-6 size (HV)	500	550	275000	600	536	-		
17.	Abstracts Series – 44 books sets (EV) – A/6	1500	540	810000	800	546	436800	-373200=-93.3 Reams
	(HV) – A/6	400	612	244800	500	724	362000	+177200=+29.3 Reams
18.	Handbook for Members (EV) – A/5	1500	250	375000	600	246	147600	-227400=-113.7 Reams
	(HV) – A/5	400	254	101600	350	272	95200	-6400=-3.2 Reams
19.	PPR/Information Folders - Discontinued (EV) – A/5	5000	262	1310000	-	-	-	-655 Reams
	(HV) – A/5	2000	262	524000	-	-	-	-262 Reams
20.	CGHS Cards	600	4	2400	-	-	-	-1.2 Ream
21.	Information Guide for MPs of Lok Sabha (diglot) – A/5	1200	76	91200	655	78	51090	-40110=-20.05 Reams
Grand Total :				85,54,172			-4051052	-45,03,120 Impressions

## Summary :

- (1) Total Reams of paper saved due to decrease/discontinuation of no. of copies of jobs = 1558.98 Reams
- (2) Excess paper used due to increase in no. of copies = 635.26 Reams
- Total paper saving (in A-4 size Reams) = 923.72\* Reams

Comparative status of expenditure on printing will be clear on the receipt of the bills.

- \* Excluding the in-house jobs executed in Rotaprint for which details of paper consumption in 16th Lok Sabha not readily available.



## 17th LOK SABHA

## COMPARATIVE STATEMENT OF WORK DONE FOR THE FORMATION OF 17TH L.S. VIS-A-VIS 16TH L.S.

Sl. No.	Name of the job	Status in 16th LS			Status in 17th L.S.			Difference  Total pages (Reams in A-4 size = 500 Sheets)
		Total copies	No. of pages	Total printed pages	Total copies	No. of pages	Total printed pages	
1.	MPs facilities Folder (EV) – A/5 (HV) – A/5	1000	7	7000	1000	6	6000	-1000=-2 Reams -4000=-8 Reams
		1000	7	7000	500	6	3000	
2.	Index Card for Members to obtain CGHS Card	600	2	1200	600	2	1200	-
3.	Detailed Bill Register One for LB-I Two for LB-II	220	2	440	175	2	350	-90 sheet -(0.18 Reams) +1480 (2.96 Reams)
		260	2	520	1000	2	2000	
4.	Disqualification of Members on Ground of Defection - (Diglot) – A/5	2000	45	90000	1000	42	42000	-28000=-24 Reams
5.	Cover Page of Members' Registration Form - A/4	-	-	-	2000	2	4000	+4000=+8 Reams +4000=+8 Reams
		-	-	-	2000	2	4000	
6.	Roll of Registers for Members of 17th Lok Sabha	153	4	612	153	4	612	-
7.	Rules of Procedure and Conduct of Business in Lok Sabha Size A/5 - (EV) Size A/6 - (EV)	3000	286	858000	2500	268	670000	-188000=-94 Reams -286000=-71.5 Reams
		1000	286	286000	Discontinued	-	-	
8.	Rules of Procedure and Conduct of Business in Lok Sabha Size A/5 - (HV) Size A/6 - (HV)	1000	258	258000	2000	266	532000	+274000=+137 Reams -77400=-19.35 Reams
		300	258	77400	Discontinued	-	-	
9.	Directions by Speaker, Lok Sabha Size A/5 - (EV) Size A/6 - (EV)	3000	120	360000	2500	120	300000	-60000=-30 Reams -120000 = -30 Reams
		1000	120	120000	Discontinued	-	-	
10.	Directions by Speaker, Lok Sabha Size A/5 - (HV) Size A/6 - (HV)	1000	120	120000	2000	122	244000	+124000=+62 Reams -36000=-9 Reams
		300	120	36000	Discontinued	-	-	
11.	Chart regarding Sitting Arrangement of Lok Sabha	200	1	200	200	1	200	-
12.	Motions and Resolutions in Parliament (EV) – A/5 (HV) – A/5	1000	60	60000	1000	58	58000	-2000=-1 Ream -3000=-1.5 Ream
		500	52	26000	500	58	29000	
13.	Brief Note on scope and extent of facilities provided under CGHS to MPs (EV) – A/5 (HV) – A/5	750	288	216000	1000	574	574000	+358000=+179 Reams +414000=+207 Reams
		Nil	Nil	-	600	690	414000	
14.	Accommodation Circular (diglot)-A/4	1200	60	72000	1000	74	74000	+2000=+2Reams
15.	The Salary Allowances and Pensions of MPs Act, 1954 and Rules made thereunder-A/4	2000	60	120000	Soft copy only	-	-	-120000=-120 Reams



# 17th LOK SABHA

## FORMATION OF 17th LOK SABHA: INPUTS OF PRINTING BRANCH

### PREPARATORY ACTION AND PLANNING:

- E-tendering for empanelment of private printers was initiated and process completed well in time. Rate contract for carrying out almost all types of minor and prestigious jobs expected to be requisitioned was in place well before the list of documents for Members of 17th Lok Sabha was finalised.
- As requisitions/manuscripts from the concerned Branches was not forthcoming, an illustrative list of outsourced and in-house jobs carried out for 16th Lok Sabha, was posted on the intranet on 25th Feb. 2019 for all concerned to review the same and send the requisitions with due modifications to Printing Branch.
- Circulars issued at frequent intervals to sensitize the Branches about the following:
  - Manuscripts should be carefully examined and finalized before sending for Printing, so as to avoid substantial changes after preparation of proof.
  - All requisitions for printing are sent with number of copies determined with the approval of the SG.
  - As colour printing facility is not available in house, such jobs should be requisitioned well in advance to facilitate outsourcing.
  - Proofs sent to the Branches to be scrutinized and returned to Printing Branch promptly so that printing is not held up on this account.
  - These steps were helpful in getting positive responses from most of the Branches and reducing the number of printed copies substantially.

### DIFFICULTIES EXPERIENCED:

- Intimation about the list of documents for printing/soft copies was received towards the end of April, 2019. The list contained 5 publications for printing and 7 for soft copies. However, subsequently, the publications earmarked for soft copies also were requisitioned for printing. Thus, an exceptionally large volume of printing work had to be handled in a very short span of time and sufficient time (as per the tender conditions) could not be provided to the Printers. It took lot of persuasion by the Branch to get all these works done before 23rd May, 2019.



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## 17th LOK SABHA

- Despite repeated requests and follow up, some requisitions/ proofs were still badly delayed (e.g. Constitution of India, Abstract Series, Hand Book) and in some substantial changes were carried out after preparation of proof (Hand Book–Hindi version), causing further delay in final printing.

For printing and binding of the Member Registration Forms (Part-1&2) including colour covers for these parts (which had to be outsourced), Printing Branch was allowed only two days. With vigorous follow up with the private printers and incessant working in Rotaprint, somehow this could be delivered in time for dispatch to all Returning Officers.

### SUGGESTIONS

- As the dates for dissolution/formation of Lok Sabha are known, the list of documents for printing may be finalized at least 5-6 months in advance. Specifications of the publications may be decided simultaneously and intimated to Printing Branch so that tenders, wherever required, may be floated and processed.
- 2 months time frame may be prescribed for necessary updation/revision in the publications, which may be strictly adhered to.
- The finalized manuscripts may be sent to Printing Branch 3 months before the final printed copies are required as most of the publications should be printed ideally after seeing 3-4 proofs.
- A Coordination Unit may specifically be set up for keeping a track of all the deadlines and reviewing the progress at frequent intervals.

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## REMARKS BY MPS DURING REGISTRATION PROCESS

S. No.	Name of the MP	IC No.	Remarks by the MP
1.	Smt. Keshari Devi Patel	454	मेरी हार्दिक शुभकामनायें हैं। यहां आने पर अच्छा लगा बहुत मदद मिली और कार्य में कठिनाई नहीं आई। धन्यवाद
2.	Shri Som Parkash	311	Good Arrangement. I appreciate it.
3.	Smt. Kirron Kher	532	Very good
4.	Shri Pradan Baruah	041	Good
5.	Smt. Satabdi Roy	530	Very good.
6.	Smt. Chinta Anuradha	007	All the Parliament staff involved in guiding me were very efficient and helpful.
7.	Shri Kalyan Banerjee	515	Arrangement is good. I am happy. Nice behaviour of everyone.
8.	Shri Rahul Kaswan	322	Very cooperative
9.	Shri Kanumuru Raghu Rama Krishna Raju	009	Very cooperative and cordial
10.	Smt. Mala Roy	511	Very good.
11.	Shri Prasun Banerjee	513	This is excellent work. God bless you.
12.	Smt. Sangeeta Azad	471	Arrangement is very good. Everyone is very cooperative.
13.	Shri Bhola Singh	417	Arrangement of service and behavior of staff is very good.
14.	Shri Dileshwar Kamait	49	Arrangement was very good. System was also very nice
15.	Choudhary Mehboob Ali Kaiser	66	The arrangements were good and smooth. Thanks to all.
16.	Kumar. Agatha K. Sangma	283	The arrangements were good but can be improved upon by having more desks, etc. It took very long. If there are more desks then the process could be quicker.
17.	Shri Abhishek Banerjee	509	The arrangements were very well organized. Friendly people with very smooth and swift way of functioning. My best wishes to them.
18.			Quite systematic & the staff are polite and helpful
19.	Dr. Kakoli Ghosh Dastidar	505	Excellent organizational skill exhibited by officers. In a very well synchronized manner everything was completed
20.	Shri Chirag Kumar Paswan	81	Very polite and helpful staff members. Wonderful experience.
21.	Smt. Aparupa Poddar (Afrin Ali)	517	Well organized
22.	Shri Bhanu Pratap Singh Verma	448	Very good
23.	Ms. Mimi Chakraborty	510	First time experience. Well organized but need to be a bit faster as in the entire process.

S. No.	Name of the MP	IC No.	Remarks by the MP
24.	Smt. Sarmistha Sethi	293	Very cooperative and friendly. Well organised
25.	Shri Bhartruhari Mahtab	299	Very well organized. Well done
26.	Shri Hanuman Beniwal	333	रूम न. 62 में जो व्यवस्थाएँ की हैं यहां के कर्मचारियों व अधिकारियों का व्यवहार बहुत अच्छा है। धन्यवाद
27.	Shri Kailash Choudhary	336	लोक सभा के 62 न. में सभी अधिकारियों और कर्मचारियों का व्यवहार बहुत ही शानदार रहा। इस हेतु समस्त स्टाफ का बहुत बहुत आभार
28.			Very polite and friendly staff. Informative content.
29.	Shri Faggan Singh Kulaste	216	लोक सभा सचिवालय के कर्मचारियों द्वारा बहुत सराहनीय कार्य किए जा रहे हैं। धन्यवाद
30.	Kiren Rijju	26	I'm very impressed with the massive arrangements made to welcome the elected MPs for registrations. The process for such large registration of members is not easy but the efficient staffs did it smoothly. Thank you all for the services rendered.
31.	Shri Rajendra Agrawal	413	अत्यन्त व्यवस्थित प्रक्रिया का अनुपालन किया गया है। विभागीय अधिकारियों/कर्मचारियों की तत्परता सराहनीय है। भरे गए प्रपत्र छोटे तथा संख्या में कम किये जा सकते हैं।
32.	Shri Asaduddin Owaisi	393	As usual very efficient, staff very courteous, and in a short time all the formalities have been completed. My best wishes to the entire Parliament Staff.
33.	Shri N. K. Premachandran	200	Service of Lok Sabha Secretariat is always wonderful. I need not reiterate again. Dedicated service in providing all procedural formalities in structured manner.
34.			यहाँ की व्यवस्था बहुत ही अच्छी और सराहनीय है।
35.	Kunwar Pushpendra Singh Chandel	450	उत्तम व्यवहार एवं अच्छी व्यवस्था है।
36.	Smt. Sonia Gandhi	439	This is a very innovative system and I greatly appreciate the work of the staff.
37.	Shri Rahul Gandhi	186	Thank you for a smooth registration.
38.	Shri Babul Supriyo	528	Prompt, smart, fast and furious. With a smile as the icing on the cake.
39.			Fantastic arrangements. Congratulations.

**OPENING REMARKS OF SECRETARY-GENERAL REGARDING ARRANGEMENTS FOR NEWLY ELECTED MEMBERS OF SEVENTEENTH LOK SABHA**

22 May 2019

1430 hrs. Room No. 53, PH

**Friends,**

1. I welcome you to this Briefing Session regarding the arrangements that the Lok Sabha Secretariat has put in place to welcome the newly elected Members of Seventeenth Lok Sabha and complete the initial formalities required from them. I am sure we all are anxiously waiting for the results to be declared tomorrow. As in the past when the results come, the Election Commission take a couple of days to constitute the Lok Sabha. *Albeit*, the VVPAT angle this time may necessitate some more time. The Members would start arriving in Delhi immediately thereafter. We have, therefore, decided to make necessary arrangements functional from the afternoon of 23<sup>rd</sup> May, itself. I would now very briefly touch upon the arrangements put in place by the Secretariat.

2. A peculiar feature of the arrangements this time is that we have made extensive efforts to utilize technology with a view to reach the newly elected Members and ensure that they are not at all inconvenienced. The Returning Officers as usual have been sounded regarding the arrangement put in place for the newly elected members. However, some element of advance planning has also been introduced this time as the documentation to be completed by the newly elected Members on their arrival in Parliament House has also been sent to the Returning Officers with the instructions that it may be handed over to the winning candidate at the time of completing formalities at their end. Additionally the documents have also been uploaded on the Lok Sabha Website so that the Members can access them instantly. This advance notice is going to enable the Members to get acquainted with the formalities and paper-work even before they arrive in Delhi.

3. As a part of this outreach strategy a team of 56 nodal officers have been appointed. Each has been assigned ten constituencies. Their job is to get in touch with the newly elected Members as soon as the results are declared and guide them about the various requirements and formalities. They will also ascertain the arrival details of the members assigned to them and pass on to the concerned officers/branches in the Secretariat for better planning and coordination.

4. Coming to the arrangements made locally. Guide posts on 24X7 basis have been set up at all the three domestic terminals at IGI Airport. Four railway stations where maximum traffic of newly elected Members is expected *viz.* New Delhi, Old Delhi, Hazrat Nizamuddin and Anand Vihar also have Guide Posts to render necessary assistance. These Guide Posts are basically Reception Centers where the Members will be made comfortable and then guided to Parliament House for completing the necessary formalities.

5. In the previous Lok Sabhas, the Member and her/his spouse would be issued a temporary pass initially. The Permanent Identity Card would be issued later. As another systemic improvement, this time we are issuing them Permanent Security featured Identity Card on their reporting in Room No. 62, Parliament House.

6. With a view to further reduce the paper-work and to make the registration formalities of the Members seamless, the Secretariat has dispensed with the multi- desks approach of the past. This time all formalities and paper-work relating to the registration, salary and allowances, nominations, transit accommodation and a host of other matters would be got completed at a single desk. This would not only obviate the need of the Member moving from desk to desk but also save a substantial amount of time. As in the past all the formalities and paper-work will be required to be completed by the newly elected Members in Room No. 62 which is on the first floor of the Parliament House. You will be conducted there once this briefing is over so that you can have the first hand feel of the arrangements.

7. Apart from streamlining and simplifying the registration formalities we have in our quest for making the Parliament a paperless one made some changes in regard to the publications which are given to the newly elected Members in each Lok Sabha. While revised and updated volumes of Constitution, Rules, Directions and some other publications are being given to them in hard copies several other are being given to them this time in a pen drive as soft copies for their convenience.

8. Friends, as you are aware a major concern of the newly elected Members as soon as they arrive in Delhi is accommodation. I am happy to inform you that this time we have done away with system of transit accommodation in Hotels. We are accommodating the newly elected members in our own accommodation in Western Court and its newly built Annexe and various State Bhavans.

9. While the registration services in Parliament House will be available from 10 a.m. to 6 p.m. w.e.f 24 to 28 May, 2019, the accommodation services will be available 24X7. Medical Posts will also function on a 24X7 basis in Parliament House and Western Court.

10. Friends, Lok Sabha TV and Doordarshan will be flashing information regarding the arrangements for the benefit of the newly elected Members. I am sure that you all will also contribute towards this cause.

**Thank you!**