

GENERAL ELECTIONS
LOK SABHA, 2019
MOST URGENT

OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA
South "H" Block, Secretariat, Hyderabad.

Memo.No. 2366/Elecs.D /2019-61

Dated: 16-05-2019.

Sub:- ELECTIONS - General Elections to the House of People (Lok Sabha) 2019 D.O.Letter from Secretary-General, Lok Sabha to be handed over to newly elected Member of 17th Lok Sabha - Regarding.

Ref:- From the Director, Lok Sabha Secretariat, Lr.No.038/8/2019/MS, dated 10 May, 2019.

A copy of the letter cited along with D.O. letter of Secretary-General, Lok Sabha to newly elected members of 17th Lok Sabha is sent herewith to all the Returning Officers of the Parliamentary Constituencies with a request to mention date and name of the Member (in capital letters) on the letter while handing it over personally to the elected Member along with the Certificate of Election. Also download the booklets (Part I and II) from Lok Sabha Website: <http://www.loksabha.nic.in> and take a print out thereof for handing over the same along with the DO letter to the elected members to fill up and furnish certain forms to complete formalities on their arrival in Delhi.

2. The Returning Officers are also requested to intimate the name, address and mobile no. of the elected Member to the Lok Sabha Secretariat on email ID – msbranch-iss@sansad.nic.in or on fax no.011-23010398 to enable them to contact the elected member to ascertain the details of her/his arrival in Delhi.

DR. RAJAT KUMAR,
CHIEF ELECTORAL OFFICER,
E.O. & PRINCIPAL SECRETARY TO GOVT.

To

All the Returning Officers of the Parliamentary Constituencies. (we)

Copy to all D.E.Os. for information & necessary action. (we)

Mr. Sudhakar, SLA (Placing on CEO's website) (we)

// FORWARDED: BY ORDER//

(Signature)
SECTION OFFICER

LOK SABHA SECRETARIAT

TOP PRIORITY/
TIME BOUND

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No. 038/8/2019/MS

10 May, 2019

From

Lovekesh Kumar Sharma
Director

To

~~Shri~~ Dr. Rajat Kumar, IAS
Chief Electoral Officer
Telangana.

Subject: D.O. Letter from Secretary-General, Lok Sabha to be handed over to newly elected Member of 17th Lok Sabha.

Sir,

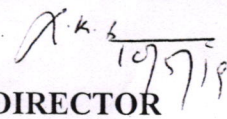
I am directed to forward herewith a D.O. letter (Hindi and English versions) from Secretary-General, Lok Sabha to newly elected member of 17th Lok Sabha which may kindly be faxed/e-mailed/by special messenger to the Returning Officer of each of the Parliamentary Constituency under your jurisdiction. Efforts are being made to send a copy of this D.O. letter to all the Returning Officers by this Secretariat.

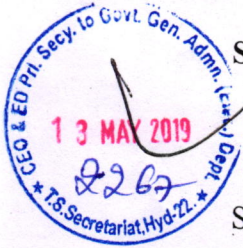
2. The Returning Officers may be requested to mention date and name of the Member (in capital letters) on the letter while handing it over personally to the elected Member along with the Certificate of Election.

3. Further, it may be stated that elected members are required to fill up and furnish certain forms to complete formalities on their arrival in Delhi. For this purpose, two booklets (Part-I and II) have been uploaded on Lok Sabha Website : <http://www.loksabha.nic.in>. The Returning Officers may be requested to download the booklets (Part-I and II) and take a print out thereof for handing over the same to the elected member alongwith the D.O. letter of Secretary-General, Lok Sabha.

4. At the same time, the Returning Officer may also be requested to intimate the name, address and mobile no. of the elected Member to this Secretariat on email ID - msbranch-lss@sansad.nic.in or on fax no. 011-23010398 to enable this Secretariat to contact the elected member to ascertain the details of her/his arrival in Delhi

Yours faithfully,


DIRECTOR



SD/ASD S
16/5
RKS

स्नेहलता श्रीवास्तव
SNEHLATA SHRIVASTAVA



महासचिव, लोक सभा
SECRETARY-GENERAL
LOK SABHA

May, 2019

Honourable Member,

I congratulate you on your election to the 17th Lok Sabha. All my colleagues join me in welcoming you in Delhi and assure you the best of our services as Hon'ble Member of the 17th Lok Sabha.

2. We have made arrangements to greet you on your arrival in Delhi at IGI Airport (Terminals I, II and III), Railway Stations at Delhi, New Delhi, Nizammudin and Anand Vihar. In case the member wishes to travel to Parliament House on arrival transport will be arranged. **In this regard, I shall be very grateful to you if you could kindly send us your arrival particulars (on any of the telephone numbers given in para 8 below) as soon as your travel details are finalised after announcement of election result to enable us to keep the arrangements ready so as to avoid any inconvenience to you in this regard.**

3. ***In order to facilitate you on your arrival, guideposts have been set up at IGI Airport (Terminals I, II and III) and the above-said Railway Stations at Delhi. These guideposts will function on 23.05.2019 (0600 P.M. to 11.00 P.M.) and from 24.05.2019 to 28.05.2019 ((05.00 A.M. to 11.00 P.M. (in two shifts)).*** Therefore, on your arrival, you may please contact the officers/staff of Lok Sabha Secretariat deployed at guidepost(s) at Airport/Railway Station(s) for further assistance.

4. Besides above, Accommodation Desk is also being set up in Room No. 62, First Floor, Parliament House (Telephone No. 011-23034620, Fax No. 011-23016807) which will be functioning round the clock from 23.05.2019 to 28.05.2019 for allotment of transit accommodation.

5. **While visiting to the Parliament House, Committee Room No. 62, kindly bring with you (i) the Certificate of Election (in original) alongwith two copies thereof to the 17th Lok Sabha issued to you by the Returning Officer.**

6. On your arrival at Parliament House, you are requested to proceed to Committee Room No. 62, located at First Floor of the Parliament House where the following arrangements have been made:-

- (i) Allotment of temporary/transit accommodation (Single room/unit)
- (ii) Issue of permanent Identity Card(s) **(please bring passport size photograph(s) of self and your spouse (if required) in Dark Green Background;**
- (iii) Taking photographs for Railway Passes, Who' who, etc;
- (iv) Supply of Parliamentary publications and other material, if any, for your use;
- (v) Filling up of forms about the style of your name, your specimen signatures, choice of language for taking oath, etc; and
- (vi) Filling up of the performa for inclusion of your Bio-Data in "Who's who'.

7. Two booklets (Part-I and II) containing various forms are being handed over to you by the Returning Officer. The forms contained in Part-I may kindly be filled up and furnished at the time of your visit to Room No. 62, Parliament House for immediate requirement. It will be appreciated if the forms contained in Booklet Part- II are also filled up and furnished subsequently for ease of completing all formalities.

8. For further information or assistance, you may contact:-

(i) Parliamentary Notice Office (PNO), Room No. 23, Ground Floor, Parliament House [(Telephone No. 23034610); (10:00 Hrs. to 18:00 Hrs)]

Shri C. Babu Rao, Deputy Secretary (Mobile no. 9350513798)

OR

(ii) Table Office, Room No. Room No. 22, Ground Floor, Parliament House [(Telephone Nos. 23034656, 23034664, 23034624); (10:00 Hrs. to 18:00 Hrs)]

Shri Dhiraj Kumar, Director (Mobile No. 8178512446)
Shri Amit Mathur, Deputy Secretary (Mobile No. 9873663441)

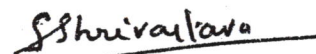
OR

(iii) Members' Services (MS) Branch, Room No. 402, Fourth Floor, Parliament House Annexe [(Telephone Nos. 23034402, 23034452); Fax No. 23010398] (10:00 hrs. to 18:00 Hrs)]

Shri R.C. Wadhwa, Deputy Secretary (Mobile Nos. 9868231959/9013886470)
Shri D. K. Arora, Deputy Secretary (Mobile No. 9868976674)].

With kind regards and best wishes,

Yours sincerely,



(Snehlata Shrivastava)

Shri/Smt./Ms. _____
Hon'ble Member
17th Lok Sabha.



मई, 2019

माननीय सदस्य,

मैं, 17वीं लोक सभा के लिए निर्वाचित होने पर आपको बधाई देती हूँ। मैं और मेरे सभी सहयोगी दिल्ली में आपका स्वागत करते हैं और 17वीं लोक सभा के माननीय सदस्य के रूप में आपको अपनी उत्कृष्ट सेवाएं प्रदान करने का आश्वासन देते हैं।

2. हमने दिल्ली में आपके आगमन पर इन्दिरा गांधी अंतर्राष्ट्रीय हवाई अड्डे (टर्मिनल एक, दो और तीन) पर और दिल्ली, नई दिल्ली, निज़ामुद्दीन और आनंद विहार रेलवे स्टेशनों पर आपकी अगवानी हेतु व्यवस्था की है। यदि दिल्ली में आगमन के पश्चात कोई सदस्य संसद भवन जाना चाहे तो उनके लिए परिवहन की व्यवस्था की जाएगी। इस संबंध में, आप यदि चुनाव परिणाम की घोषणा होने के पश्चात अपनी यात्रा के कार्यक्रम को अंतिम रूप दिये जाने पर अपने आगमन संबंधी ब्यौरा हमें यथाशीघ्र भेज दें (नीचे पैरा 8 में दिये गए किसी भी टेलीफोन नंबर पर) तो मैं आपकी अत्यंत आभारी रहूँगी। इससे हमें पूरी व्यवस्था करने में मदद मिलेगी ताकि इस संबंध में आपको कोई असुविधा न हो।

3. दिल्ली में आगमन पर आपकी सुविधा के लिए इन्दिरा गांधी अंतर्राष्ट्रीय हवाई अड्डे (टर्मिनल एक, दो और तीन) और दिल्ली के उपर्युक्त रेलवे स्टेशनों पर मार्गदर्शन केंद्र(गाइडपोस्ट) स्थापित किए गए हैं। ये मार्गदर्शन केंद्र (गाइडपोस्ट) 23.05.2019 को अपराह्न 06.00 बजे से अपराह्न 11.00 बजे तक और 24.5.2019 से 28.5.2019 तक (पूर्वाह्न 05.00 बजे से अपराह्न 11.00 बजे तक दो पारियों में) कार्यरत रहेंगे। अतः दिल्ली पहुँचने के पश्चात आप आगे सहायता हेतु हवाई अड्डे/रेलवे स्टेशनों पर स्थापित गाइडपोस्ट(टों) पर तैनात लोक सभा सचिवालय के अधिकारियों/कर्मचारियों से संपर्क कर सकते हैं।

4. उपर्युक्त के अतिरिक्त एक आवास डेस्क संसद भवन के प्रथम तल स्थित कमरा संख्या 62, (दूरभाष संख्या 011-23034620, फ़ैक्स संख्या 011-23016807) में भी स्थापित किया जा रहा है जो अस्थायी आवास के आबंटन के लिए 23.05.2019 से 28.05.2019 तक चौबीस घंटे कार्यरत रहेगा।

5. कृपया संसद भवन में समिति कक्ष संख्या 62 में आते समय निर्वाचन अधिकारी द्वारा सत्रहवीं लोक सभा के लिए आपको जारी निर्वाचन प्रमाणपत्र(मूल प्रति) और उसकी दो प्रतिलिपियाँ साथ लेकर आयेँ.

6. आपसे अनुरोध है कि संसद भवन में आगमन के बाद भवन के प्रथम तल स्थित समिति कक्ष संख्या 62 में जाएँ जहाँ निम्नलिखित व्यवस्थाएं की गयी हैं :

(i) अस्थायी/ ट्रांजिट आवास का आबंटन (एकल कमरा/इकाई);

(ii) स्थायी पहचान पत्र जारी किया जाना (कृपया अपनी और अपने पति/पत्नी(यदि वांछित हो) की गहरे हरे रंग की पृष्ठभूमि पर खींची गयी पासपोर्ट आकार की फोटो साथ लेकर आयेँ);

(iii) रेल पास, सदस्य परिचय इत्यादि के लिए फोटो खींचे जाने की व्यवस्था ;

(iv) आपके उपयोग के लिए संसदीय प्रकाशनों और अन्य सामग्री उपलब्ध कराया जाना;

(v) नाम लिखने की शैली, नमूना हस्ताक्षर, शपथ लेने के लिए भाषा का चयन आदि के बारे में प्रपत्र भरना ; और

(vi) सदस्य परिचय में आपके जीवन वृत्त में शामिल किये जाने वाले तथ्यों के सम्बन्ध में प्रपत्र भरना ।

7. निर्वाचन अधिकारी आपको दो पुस्तिकाएं (भाग एक और भाग दो) देंगे जिसमें कई प्रपत्र होंगे। जब आप संसद भवन के कक्ष संख्या 62 में आयेंगे तो अनिवार्य रूप से भाग एक में दिए गए प्रपत्रों को भरकर दें । यदि आप पुस्तिका भाग दो में दिए गए प्रपत्रों को भी भर कर दे सकें तो आगे की सभी औपचारिकताएं पूरी की जा सकेंगी ।

8. अन्य जानकारी और सहायता के लिए संपर्क करें :-

एक. संसदीय सूचना कार्यालय (पीएनओ), कमरा सं. 23, भू - तल, संसद भवन, [(दूरभाष सं. - 23034610); (10.00 बजे से 18.00 बजे तक)]

श्री सी. बाबूराव, उप सचिव (मोबाइल सं. - 9350513798)

अथवा

दो. पटल कार्यालय, कमरा सं. 22, भू - तल, संसद भवन, [(दूरभाष सं. - 23034656, 23034664, 23034624); (10.00 बजे से 18.00 बजे तक)]

श्री धीरज कुमार, निदेशक (मोबाइल सं. - 8178512446)

श्री अमित माथुर, उप सचिव (मोबाइल सं. - 9873663441)

अथवा

तीन. सदस्य सेवा (एमएस) शाखा, कमरा सं. 402, चौथा तल, संसदीय सौध [(दूरभाष सं. - 23034402, 23034452); (फ़ैक्स सं. - 23010398) (10.00 बजे से 18.00 बजे तक)]

श्री आर.सी.वाघवा, उप सचिव (मोबाइल सं.-9868231959/9013886470)

श्री डी.के.अरोरा, उप सचिव (मोबाइल सं.- 9868976674)

शुभकामनाओं सहित

सादर,

भवदीया

स्नेहलता श्रीवास्तव

(स्नेहलता श्रीवास्तव)

श्री/श्रीमती/सुश्री

माननीय सदस्य

सत्रहवीं लोकसभा