



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, Nizamuddin 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 yo'ir 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,

Sd -

(Snehlata Shrivastava)

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