



SALES SERVICE IN PARLIAMENT COMPLEX



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The Sales Counters of the Lok Sabha Secretariat are located in the Reception Office of Parliament House, Sales and Records Branch, Parliament House Annexe and Parliament Museum, Parliament Library Building. These Counters cater to the needs of Members, Government Departments/ Ministries and to the general public in respect of parliamentary publications, souvenirs and demi-official stationery. Parliamentary publications mean publications brought out by the Lok Sabha Secretariat and include Lok Sabha Debates, List of Business, Lists of Questions for Oral and Written Answers, Bulletins Part I & II, Synopsis of Lok Sabha Debates, (*i.e.* Lok Sabha proceedings other than questions and answers), Reports of Parliamentary Committees, Bills as introduced in Lok Sabha and as well as passed by both the Houses, Rules of Procedure and Conduct of Business in Lok Sabha, Directions by the Speaker, Handbook for Members, Constituent Assembly Debates (5 bound volumes in English and 10 bound volumes in Hindi), Who's Who, Glossary of Idioms, Unparliamentary Expressions, etc.

Sale across Sales Counters

Sale across the Sales Counters is conducted between 10 A.M. and 3 P.M. on working days through cash payment or Point of Sales (PoS) facility.

Sale of Publications on Advance Payment

Requests from customers, other than Government Departments/Ministries, received from outstation for the supply of parliamentary publications are complied with on receipt of their cost and postage charges in advance. The actual amount required to be remitted to the Secretariat towards the cost and postage is communicated to the customers on receipt of their requests. The amount is to be remitted to the Drawing and Disbursing Officer (D.D.O.), Lok Sabha Secretariat, Parliament House Annexe, New Delhi, by money order or bank draft. In all cases, the postal charges are to be borne by the customer.

Supply of Periodicals

There are presently two periodicals on various parliamentary subjects, namely, the Journal of Parliamentary Information (Quarterly) and Sansadiya Manjusha (Half Yearly). These periodicals are available for subscription.

Sale of Souvenirs brought out by the Lok Sabha Secretariat

About 80 souvenir items *viz.*, wall clocks, key chains, tea sets, brass wall plates, coaster sets, paper weight, flower vase, ladies purse, gents' wallet, etc. are available for sale at various Counters. The Souvenirs are not sent by post as they tend to get damaged in transit.

Members' D.O. Stationery

Sale of Members' demi-official stationery is ordinarily conducted against cash payments at the Publications Counter. Alternately, Members can have their D.O. Stationery on credit basis and the amount is deducted from their salaries.

Sale of Budget Papers

The Budget sets are sold at the Sales Counter at Parliament House Reception after the Budget is presented in the Lok Sabha. Advance booking for their sale of Budget sets is undertaken a week in advance.

Sale by Authorised Agents

For the convenience of customers, booksellers of repute are appointed as agents in various States for the sale of parliamentary publications. Sale of parliamentary publications is also done through the Publications Division of the Ministry of Information and Broadcasting.

Handout of Parliamentary Publications

A handout of parliamentary publications and Souvenirs is available with the Sales and Records Branch, Parliament House Annexe, New Delhi.

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