



Sales Service in Parliament Complex



Lok Sabha Secretariat
New Delhi

Sales Service in Parliament Complex

The Sales Counter of the Lok Sabha Secretariat is located in the Reception Office of Parliament House. It caters to the needs of Members, Government Departments/Ministries and the general public in respect of parliamentary publications. Parliamentary publications mean publications brought out by the Lok Sabha Secretariat and include Lok Sabha Debates (cyclostyled and printed), 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, Demarcation of Responsibilities in Government of India, publications on Parliamentary procedures, etc. Sale is ordinarily conducted across the Sales Counter.

Sale across the Sales Counter

Sale across the Sales Counter to customers (Government or private individuals) is conducted between 10 A.M. and 3 P.M. strictly on cash payment and cash receipts are issued.

Sale of Publications through M.O./Postal Order and 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 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 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 indenter.

Transactions with Customers in Foreign Countries

Requests for the supply of parliamentary publications and papers from customers in foreign countries are complied with on receipt of a D.D. in favour of D.D.O., Lok Sabha Secretariat, Parliament House Annexe, New Delhi, for the amount covering the price of the publications as well as the postal charges likely to be incurred for the despatch. Payment is also accepted in Indian Currency.

Sale against Deposit Accounts

Customers (Government or private individuals) who desire to be on the regular mailing list for any Parliamentary publications, viz., Bills as introduced in Lok Sabha and as passed by both Houses of Parliament for which President's assent is obtained by the Lok Sabha Secretariat, Joint and Select Committee Reports on Bills, Reports of Estimates Committee, Public Accounts Committee and Committee on Public Undertakings, Reports of other Parliamentary Committees, Synopsis of Lok Sabha Debates (Proceedings other than Questions and Answers) are required to deposit a certain sum of money (Rs. 2000/- only) in advance as per their requirement. With this amount, a Deposit Account is opened in the name of the party and publications are sent by Registered Post, as and when received for sale; the cost of the publications and postage incurred thereon are debited against their Deposit Account. Publications are also supplied by ordinary book-post, if the customers so desire, at their risk. The Deposit Account is required to be replenished when it is near exhaustion.

Supply of Periodicals

There are presently 7 periodicals on various parliamentary subjects, which are issued yearly/half yearly/quarterly during a calendar year, viz. *The Journal of Parliamentary Information* (Quarterly); *Digest of Central Acts* (Quarterly); *Digest of Legislative and Constitutional Cases* (Quarterly); *Sansadiya Patrika* (Hindi Quarterly); and *Kendriya Adhinyamsar* (Hindi Quarterly); and *Privileges Digest* (Annual) and *Sansadiya Manjusha* (Half Yearly). The annual subscription for parliamentary periodicals covering a calendar

year is accepted upto 31st March. Periodicals are sent to subscribers by Speed-post and postal charges are borne by the buyer. After 31st March, annual subscription is not accepted and copies of the periodicals are sold on *ad hoc* basis, provided they are available in stock.

Sale of Souvenirs brought out by the Lok Sabha Secretariat

Souvenir items available at the Sales Counter, Parliament House, Reception Office, may be obtained on cash payment. The Souvenirs are not sent by post as these 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 after the Budget is presented in the Lok Sabha. Advance booking for the sale of Budget sets is undertaken a week in advance.

Sale by Authorised Agents

For the convenience of customers, booksellers of repute have been appointed 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 can be had from the Sales Section, Parliament House Annexe, New Delhi, on specific request free of cost.

LOK SABHA SECRETARIAT
NEW DELHI

MAY, 2014

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**Cover Photo: An inside view of the Reception Office of Parliament House*