

**LOK SABHA SECRETARIAT**  
**COMPUTER (HARDWARE & SOFTWARE)**  
**MANAGEMENT BRANCH (SOFTWARE UNIT)**

**PARLIAMENT LIBRARY BUILDING**  
**NEW DELHI-110 001**

**No: 33686**

**Dated: 22.05.2023**

**CIRCULAR**

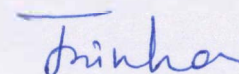
**Subject: Launch of new version of Intranet**

An automated interface for use of employees in Lok Sabha Secretariat has been provided in the form of Lok Sabha intranet to facilitate the employees to access information and updates on various activities, all circulars/office orders/memoranda. This has led to sharp reduction in consumption of papers.

2. As some cyber vulnerabilities were highlighted by the CERT-IN in the present version of Intranet, a new version with enhanced safety and features has been developed by NIC. The employees will have to login onto the new version. The domain name of intranet remains unchanged. New version of Intranet will be available w.e.f 23.05.2023.

3. A detailed user manual explaining the procedure to be followed to login into the new intranet is attached in Annexure.

All employees may kindly see for necessary action.



**(Jyochanmayi Sinha)**  
**Director (SW)**

*[File No. LAFEAS-SW020(13)/33/2023-SW]*

**To,**

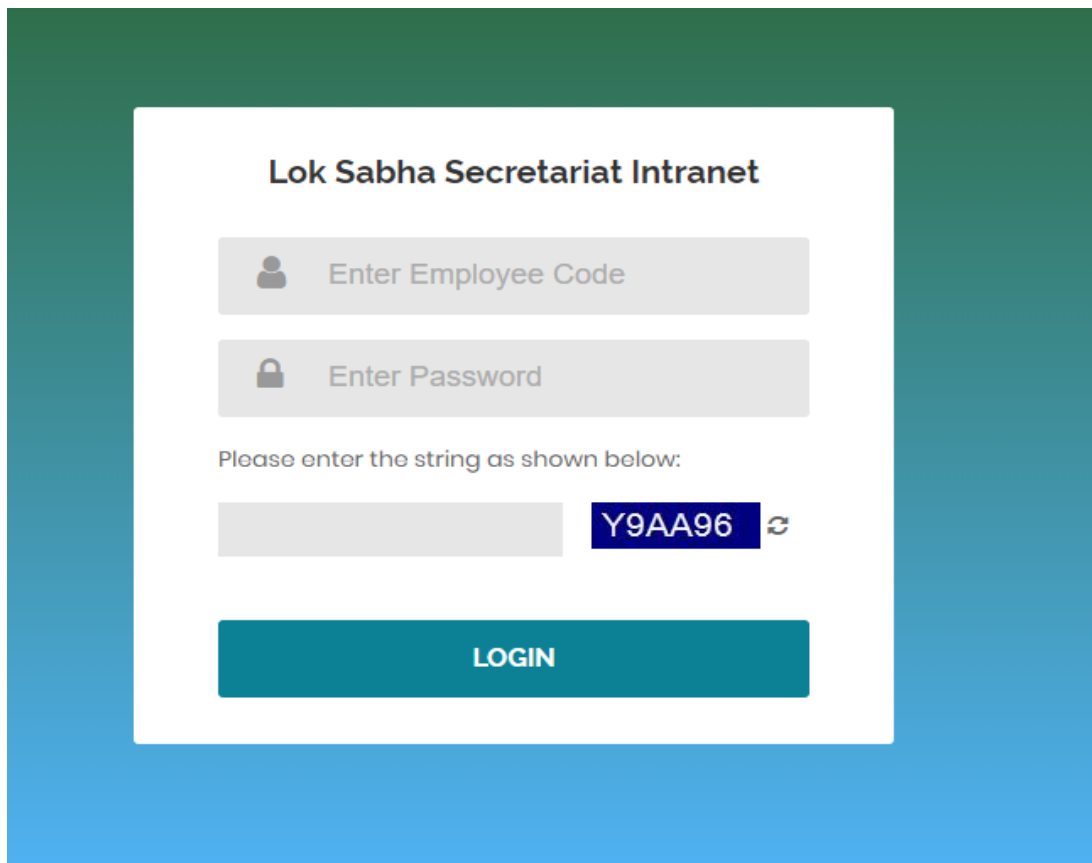
**All Officers/Branches**

# **USER MANUAL FOR INTRANET DASHBOARD**

**General Information :** The purpose of developing this software is to display the latest circular and other information. For security purposes, we enforce users to change the password only for the first time.

### **Screen Description :**

- 1.) **Login** : User login by their existing user id and password. After successful login user is directed to the Mobile/email verification and password change page.




**Lok Sabha Secretariat Intranet**

Enter Employee Code

Enter Password

Please enter the string as shown below:

Y9AA96 

**LOGIN**

### **2. Mobile/email verification and Change Password :**

- On this page user's registered mobile number and email id are displayed.
- The user has to click on the get OTP button to get the OTP on email id as well as mobile no.
- After getting OTP new form (verification of OTP) will be open. Where one can verify their mobile no and email id by entering the correct OTP.
- If an email id is not registered, the user must enter his email ID. At the time of email verification, this id will be registered in our database.
- If a mobile number is not registered then the user has to contact the admin to register the mobile no.

- After successful verification of mobile and email a new form will be open for password change.
- Change your password with the given required condition and click on change password.
- After a successful password change you will be redirected to the dashboard page.

Lok Sabha Secretariat INTRANET Admin  
Administrator

### 2nd Screen (Change Password)

[Please update your password only for the first time. On successful password change You will be redirected to Dashboard page.]

**1**

XXXX XX48 02

aalok.kumar21@supportgov.in

**2**

600168 Verify Mobile

511053 Verify Email

**3**

Get OTP

New Password \*

[Password should be at least 8 characters, at least 1 Uppercase Alphabet, 1 Lowercase Alphabet, 1 Number and 1 Special Character]

Confirm Password \*

Change Password

### 3) Dashboard :

- After changing the password user will be redirected to the dashboard page where the user can see the information related to Circular, Employee Retirements, and Work Anniversary information.
- There is also a calendar that shows the holiday list.

The President of India Prime Minister Speaker Lok Sabha Rajya Sabha Ministries Secretary General

## Notice Board

Search

This Week Notification Memorandum Others ▾

- Appointment of Shri Raghvendra Singh as Second Personal Assistant on the personal staff of Hon'ble Speaker, Lok Sabha (Shri Om Birla) [15-05-2023 14:14:36]
- Posting/Transfer [12-05-2023 14:45:51]
- Yoga workshops by MDNIY for executives, senior officers and their spouses as one of the activities of celebration of IDY-2023 [12-05-2023 15:26:19]
- Posting/transfer [12-05-2023 16:36:56]
- Resolving of difficulties faced by retired/ retiring officials regarding payment of their post-retirement benefits/ dues. [12-05-2023 16:42:36]
- Revised schedule of SG's meeting with Branches regarding updation of the publication "Practice and Procedure of Parliament" [11-05-2023 12:53:14]
- Temporary Deployment in P&AO(1) [11-05-2023 14:08:44]
- Temporary deployment in P&AO(2) [11-05-2023 14:09:26]
- Posting/Transfer [11-05-2023 14:39:58]
- Division of work amongst Officers-LAFEAS [11-05-2023 17:59:14]

## Vacancy in other Department(GOI)

- Rajya Sabha Secretariat proposes to fill up the following posts on deputation/ foreign service basis from amongst the officials working in the Central or the State/ Union Territory Government or the Secretariat of the Legislature of a State/ Union Territory or Constitutional Bodies or Autonomous Bodies or Statutory Organisations or Central/ State Regulatory Authorities or PSUs

## Quick Links

TA/DA Claim Form	Employee Services	PARGAMAN
Submission of APAR/IPR	LSS Pool Accommodation	SUCHET

## Calendar

Show Holiday

May 2023

today &lt; &gt;

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5 Buddha Pu	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## Useful Links

SG's Desk

- |  |   |
|--|---|
| Establishment List   | Employee Details  |
| Revision/ Update of "Practice and Procedure of Parliament" by Kaul and Shaktiher                           | Parliament of India- The Sixteenth Lok Sabha (2014-2019)  |
| Division of work amongst officers  | Organization Chart <ul style="list-style-type: none"> <li>JS and Above</li> <li>Other Officers</li> </ul>                 |
| LAFEAS [Other Services]  | Parliamentary Pay Committee Reports   |
| Rules Applicable to Employees of the Secretariat   | General Provident Fund Statement for the Financial Year 2020-2021   |
| Instructional Orders   | Manual on Office Procedure<br>English   Hindi   |
| Telephone Directory  | Email Address of Branches   |
| Calendar (2023)/(2022)   | List of Holidays (2022) / (2021)  |
| Recruitment Conditions of Service Orders   | Compassionate Fund Regulation Rules, 2001   |
| List of Private Hospitals Empanelled Under CGHS Delhi  | Staff Benefit Fund Rules  |
| Message of Hon'ble Speaker Lok Sabha   | Watch Live the Foundation Stone Laying of the New Parliament Building on 10 December 2020                                 |
| Periodicals and Newspapers in Parliament Library   | New Additions of Books and Reports to the Parliament Library  |
| Online Newspapers Since 01.09.2020   | Press Clipping Service (LARRDIS)  |
| List of Publications   | Rules of Staff Library  |
| Outreach & Familiarisation Programme for Panchayati Raj Institutions                                       | PRIDE Coffee Table Book titled PRIDE- Congruency, Cohesion and Continuity   |
| Unparliamentary Expressions (2021) (2020) / (2019) / (2018)  | Online Workshop on Prevention of Breast, Ovarian and Cervical Cancer.   |
| Capacity Building Programmes (PRIDE - Erstwhile BPST)  | PRIDE Newsletter "Gaurav" Third Edition   |
| Creation of e-mail IDs on Sansad Server Form(Excel Sheet)  | NICNET Application Form   |
| Creation of eOffice account/eoffice masterdata and eLeave workflow Form 1/ Form 2/ Form 3 e-Leave Template | Download Form-16  |
| Software for Booking of Committee Rooms & Dining Halls-LSS   | Economy in Use of Paper   |
| Annual Inspection of Branches  | Online Bill Tracking System (B&P)   |
| Online Bill Tracking System (MSA)  | eOffice Login (Open in Firefox Browser only)  |
| Manual for working in e-Office   |   |
| Uploading of Questions - Status Query  | Member's Participation in Question Hour   |
| Party Position   | Council of Ministers  |
| Parliament Library - A Centennial Journey-Coffee Table Book  |   |
| Members Contact  | Information Guide, 2019 for Members of Lok Sabha  |
| Annual Administrative Reports  | Useful Links  |
| Grievance Redressal Committee  | Computer Complaint Redressal Services<br>Hardware Complaint<br>Internet Complaint<br>eOffice/LSAR/SPARROW/PFMS Complaints |

## Work Anniversary

Retirements This month



Umrao Singh  
O/o JS(DR)  
17 years



Sanjay Verma  
General Duty, PH  
26 years

Note: Please update your photo in Employee Service in Quick Link Section

