



TEA BOARD OF INDIA
14, B.T.M SARANI (BRABOURNE ROAD) KOLKATA 700 001
www.teaboard.gov.in

Dated: July 15, 2024

Office Memorandum No. 74/2024

In terms of Circular No. LAFEA-EHMB050/8/2024-EMB (Estate and Heritage management Branch) dated 8th July, 2024 of Parliament of India, New Delhi. the 18th Lok Sabha Monsoon Session of the Lok Sabha will commence from 11:00 A.M. on Monday, the 22nd July, 2024 at New Delhi.

The heads of the different Directorate and Branches and Zonal/Regional offices should be reachable by telephone as well as E-mail & WhatsApp. No tour may be undertaken or station leave availed of during the period by the Head of Directorates and Branches and Zonal/Regional offices without the explicit prior approval of the Competent Authority. If required, Officials whose services are required will have to attend Office on Saturday, Sunday and Holidays.

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(Dr. Rishikesh Rai)
Secretary (I/C)

Distribution:

1	FA& CAO	
2	Executive Director (Coonoor)	
3	Executive Director (Guwahati)	
4	DTD	
5	Law Officer	
6	Controller of Licensing	
7	DTP(I/C)	
8	Director (Research)	
9	Statistician (I/C)	
10	Assistant Secretary (I/C)	
11	Special Officer (New Delhi)	
12	DDTD (Palampur)	
13	DDTD (Siliguri)	
14	IT Cell	With a request to upload in Board's Website
15	Estate Office (I/C)	To be displayed in Board's Notice Board
16	Secy to Deputy Chairman	- For kind information -
17	Guard File	

Ref file no. 13/SECTT/2017/Parliament General Policy File.

LOK SABHA SECRETARIAT

Immediate

FAX: 23010756

(Estate and Heritage Management Branch)

PARLIAMENT HOUSE
NEW DELHI-110001

No. LAFEA-EHMB050/8/2024-EMB

Dated the 08 July, 2024

From

**Neeraj Semwal
Joint Secretary**

To

1. **Shri Naresh Kumar,
Chairperson, NDMC
Palika Kendra, Sansad Marg,
New Delhi.**
2. **Shri P. Bhagat Singh
Chief Engineer (Civil)
PCWZ, CPWD
Parliament Library Building ,
New Delhi.**
3. **Shri Vikas Gupta
Chief Engineer (E)
PEWZ, CPWD
Parliament Library Building
New Delhi.**
4. **Shri Raghvendra Gupta
General Manager (Central)
MTNL, Room No.109, 1st Floor,
Eastern Court, Janpath,
New Delhi.**
5. **Dr. Poonam Chand, Deputy
Director (Hort.)
Room No. A-571,
I.P. Bhawan, New Delhi**

**Subject: Arrangements to be made in the Parliament House Complex in connection with
Second Session of 18th Lok Sabha of the Parliament of India.**

Sir,

I am directed to state that the Second Session of 18th Lok Sabha is scheduled to be commenced from 22 July, 2024 in Lok Sabha Chamber, Parliament House.

2. In view of the above, It is requested that all necessary arrangements in Lok Sabha Chamber Central Hall, Galleries, Library Hall & Members' Reading Rooms, Committee Rooms, Press Rooms, Parliamentary Notice Office, Members' Refreshment rooms, Party Offices and other public places in Parliament House, Samvidhan Sadan, Parliament House Annexe, Extension to Parliament House Annexe and Parliament Library Building are in place and working properly. All these places should also be kept in proper order and particular attention w.r.t all the Civil, Electrical, AC, Sound, Horticulture, hygiene & cleanliness and Telephones related works are made in the Parliament House Complex as per the instructions issued from time to time. Further, Audio, Video and Simultaneous Interpretation Systems of the Lok Sabha Chamber and the Central Hall besides laying/relaying of cables of various Agencies viz. CPWD, Sansad TV be in place and in proper working condition. **A rehearsal of the arrangements made in this connection will be conducted by the Secretary - General, Lok Sabha tentatively on Thursday, 18 July, 2024 at 1100 hours in the Parliament House, New Delhi.**

3. Further, all arrangements in and around the Parliament House Complex coming under NDMC, shall be done by the Civil, Electrical, Horticulture, Sanitization and Enforcement wings of NDMC in coordination with CPWD, Parliament Division.

4. With a view to have arrangements for the upkeep of Parliament House Complex as per Standard Operating Procedure, the concerned Superintending Engineers and Executive Engineers along with officers of Estate and Heritage Management Branch must inspect various places in Parliament House, Samvidhan Sadan, Parliament House Annexe, Extension to Parliament House Annexe, Parliament Library Building including Vijay Chowk near Parliament House, regularly during the Session period and

ensure that all arrangements with regard to hygiene and cleanliness are of the highest standard. It may also be ensured that concerned officers of CPWD, NDMC and Horticulture Wing shall daily check all arrangements/installations connected with the functioning of the House well before its sitting and submit the report to the undersigned daily for being placed before the Secretary-General, Lok Sabha.

5. Besides the above arrangements, the following vital works/arrangements may also be taken up on priority and completed well in advance before the commencement of the forthcoming Session of Parliament :-

- (i) Audio, Video and Simultaneous Interpretation systems of the Lok Sabha Chamber should be in place in proper working condition.
- (ii) It may be ensured that the water dispensers to be installed during the session period are functioning properly.
- (iii) The condition of all toilets in Parliament House Complex should be improved and there should be high standard of cleanliness in all the toilets. The chemicals and liquid soap used in the toilets should be of good quality.
- (iv) All areas in Parliament House Complex should be beautified with flowering plants of different varieties. The areas/places which are frequently visited by the VIPs and dignitaries may also be identified and their beauty should be enhanced by placing appropriate flowering plants. The plants should be replaced at a regular interval.
- (v) Obsolete/broken/unused furniture/electrical/electronic items etc. should be removed from corridors, courtyards, passages and staircases in Samvidhan Sadan and it should be ensured that the same are not placed there.
- (vi) All the doors/windows/jalis of Common areas should be checked and polished properly.
- (vii) Repair/repainting of walls wherever necessary in Parliament House and Samvidhan sadan.
- (viii) Repair/replacement of broken glasses of doors/windows/jalis in Parliament House Complex.
- (ix) Ensure high standards of cleanliness and hygiene in the entire Parliament House Complex. It may also be ensured that there is no water logging in and around Parliament House Complex during session period.
- (x) The Mobile toilets may be placed properly near to North Utility and South Utility Buildings.
- (xi) Mobile charging units placed in Members Lounges may be checked and ensured that these are working properly.

6. You are, accordingly, requested to ensure that necessary works/arrangements in connection with smooth conduct of the Second Session of 18th Lok Sabha as mentioned above, be completed well in advance at the earliest under confirmation to this Secretariat.

This issue with the approval of the Competent Authority.

Yours faithfully,


JOINT SECRETARY
Tel. No.23082516/17

No. LAFEA-EHMB050/8/2024-EMB

Dated the 08 July, 2024

Copy forwarded for information and necessary action, to :-

1. Director General (Works), CPWD, Nirman Bhavan, New Delhi.
2. Commissioner of Police, Delhi.
3. **Secretary, NDMC, Palika Kendra, Sansad Marg, New Delhi** – (with the request to ensure that all the civil, electrical, horticulture and sanitization arrangements in and around P.H. Complex and pruning of trees and maintenance of lawns around P.H. Complex should be made well before the commencement of the Session).

4. Chief Engineers (NDZ) - I, CPWD, Room No. 216-A, Nirman Bhawan, New Delhi & Chief Engineer(NDZ) - V, CPWD, Vidyut Bhawan, 2nd Floor, Shanker Market, New Delhi- (with the request to ensure that arrangements of drinking water, toilets and electricity in parking areas situated behind the Rail Bhawan remains functional during the Session)
5. Chief Engineer(C), NDMC, Palika Kendra, New Delhi - (with the request to face lift the entire area near Parliament House Estate. It is also requested to form two dedicated teams equipped with required gadgets in coordination with CPWD for extensive sanitation drive of Lok Sabha Chamber and, Central Hall, Galleries and adjoining areas on daily basis during forthcoming Session of Parliament. Further, public areas may also be sanitized at regular interval during the session period before commencement of the session. Regular supply of water with full pressure to Parliament House, Samvidhan Sadan, Parliament House Annexe, Extension to Parliament House Annexe and Parliament Library Building may also be ensured. It is also requested that necessary upkeep/repairs/road markings etc. may be undertaken well before the commencement of the Parliament Session).
6. Chief Engineer (E), NDMC - for ensuring un-interrupted power supply.
7. Chief Fire Officer (HQ)- Delhi Fire Services, Connaught Place, New Delhi- (with the request to ensure that all the fire fighting equipments installed in P.H. Complex are working properly in consultation/coordination with Electrical Wing of CPWD, Parliament House Complex)
8. Health Officer, NDMC, Palika Kendra, New Delhi - (with the request to issue necessary instructions to the concerned staff to ensure that the surroundings of the Parliament House Estate are kept clean. Arrangements may also be made for regular lifting of waste/ garbage from Parliament House Annexe, Bunglow No. 23, Mahadev Road and Bungalow No. 36, Gurudwara Rakabganj Road by waste/ garbage collecting vans) in coordination with CPWD. It may also be ensured that the Parliament House Estate and its vicinity remain free from stray dogs, cats and monkeys in coordination with Parliament Security Service).
9. Superintending Engineer (Civil), PCWC, CPWD, Parliament Library Building (S.E. (Civil)) is also requested to ensure that the pest control treatment is given at regular intervals besides taking steps to ensure that premises are free from cats, rats, bees, flies etc. The cleanliness of water base and the water of the fountains in Parliament House Complex may also be ensured).
10. Director, Horticulture, (NDR) CPWD, C-117, 1st Floor, 'C' Wing, I.P. Bhavan, New Delhi.
11. Director, Horticulture, NDMC, Room No. 1301, Palika Kendra, Sansad Marg, New Delhi. (to upgrade horticulture work around PH Complex in coordination with CPWD (Horticulture).
12. Liaison Officer (NDMC) Room No. 314, Parliament House Annexe - (with the request to ensure proper upkeep, high standard of cleanliness and maintenance of outer areas of PHC and exercise constant vigil/regular inspection of the said areas by the NDMC officials).
13. Director, Delhi Fire Service, Headquarter, Connaught Place, New Delhi.
14. Executive Engineer (C), PHCWD, CPWD, 36, GRG Road, New Delhi.
15. Executive Engineer (C), PCCWD, CPWD, Parliament Library Building, New Delhi.
16. Executive Engineer (C), CVPD-I, Parliament House, New Delhi
17. Executive Engineer (E.) PHEWD, CPWD, Parliament House, New Delhi.
18. Executive Engineer(E), CVPED, Parliament House, New Delhi
19. Executive Engineer (E), PLEWD, CPWD, Parliament Library Building.
18. Executive Engineer (E), PAWED, CPWD, Parliament House Annexe.
19. Dy. Director (Hort), Division-II, CPWD, Room No. A-510, 5th Floor, IP Bhavan, New Delhi.
20. Automatic Vote Recording Unit, CPWD, Parliament House.
21. Assistant Director (Hort.), CPWD, Parliament House.
22. Fire Officer, North Block, New Delhi.
23. DGM (Telex), Room No.475, Kidwai Bhawan, New Delhi.
24. Divisional Engineer, (Telephones), MTNL, Parliament House Annexe.
25. Liaison Officer (Telephones), Room No. 520, Parliament House Annexe
26. SDO (Telephones), Sena Bhavan Telephone Exchange, Sena Bhavan, New Delhi.
27. Medical Officer In-charge, First-Aid Post, Parliament House.
28. Medical Officer In-charge, Medical Centre, Parliament House Annexe.
29. General Manager, ITDC - PHCU, Parliament House, New Delhi.
30. Officer In-charge, Coffee Board, Parliament House.
31. Officer In-charge, Tea Board, Parliament House.
32. In-charge, Railways Booking Office, Parliament House.
33. In-charge, Balmer & Lawrie, R. No 45-18, South Utility Building.
34. Manager, State Bank of India, Parliament House.

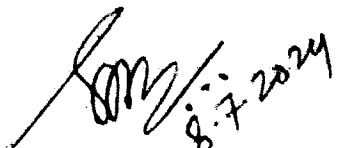

JOINT SECRETARY
Tel. No.23082516/17

Dated the 08 July, 2024

No. LAFEA-EHMB050/8/2024-EMB

Copy also forwarded for information to:-

1. OSD to HS
2. O/o Secretary General, Lok Sabha
3. O/o Additional Secretaries
4. O/o Joint Secretaries/OSD, LSS
5. O/o DIG, CISF (Parliament House Security)
6. Director (EC & EHM)
7. Director (S), PH
8. Director (Table Office)
9. Director (Table Office – B)
10. Director (Reporting)
11. Director (Interpretation)
12. Reporters' Branch
13. Interpreters' Branch
14. Joint Director (S)-I
15. Joint Director (S) II (Lobby)
16. Joint Director (S) III
17. Deputy Commandant, CISF. Room No. – 06, Old 'D' Branch (2 Copies)
18. Deputy Commandant (Fire Fighting), CISF, Room No.-03, old 'D' Branch
19. Sr. Commandant, CISF, Room No. – 106 'A', Samvidhan Sadan
20. Table Office
21. Table Office (B)
22. PNO
23. PPR Section
24. MS Branch
25. MSA Branch
26. Computer Hardware and Software Management Branch (Hardware Unit), PLB.
27. Rajya Sabha Secretariat (Lobby Office), Room No. S 25-B, 2ND Floor, PH.


8.7.2024
DEPUTY SECRETARY
Tel. No.23034403