

CHAPTER VI

PARLIAMENT LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE (LARRDIS)

72. Objectives of the Service.—The primary objective of the Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS) is to cater to the multifarious information needs of members of both the Houses of Parliament and provide, *inter alia*, research and reference material on legislative and other important issues coming up for discussion before the two Houses— the Lok Sabha and the Rajya Sabha. To achieve this objective, the Service consists of professional and non-professional staff and is divided into seven Divisions: (i) Library Division; (ii) Reference Division; (iii) Research and Information Division; (iv) Press and Public Relations Wing (PPR); (v) Parliament Museum and Archives Division; (vi) Parliamentary Research and Training Institute for Democracies (PRIDE); and (vii) Computer (Hardware & Software) Management Branch (Software Unit).

73. Research and Information Division.— This division has following units:—

- (i) Economic and Financial Affairs Wing;
- (ii) Educational and Scientific Affairs Wing;
- (iii) Journal of Parliamentary Information (JPI) Section;
- (iv) Legal and Constitutional Affairs Wing;
- (v) Parliamentary Affairs Wing;
- (vi) Political Affairs Wing;
- (vii) Practice and Procedure Unit;
- (viii) Social Affairs Wing; and
- (ix) Who's Who Cell & *Ad hoc* Publications.

The functions of the Research and Information Division are broadly to assess in advance the information requirements of members by anticipating and identifying subjects of current parliamentary interest, including legislative measures on which Parliament is likely to undertake discussions and which are likely to generate demands from members for detailed information and data.

The Division endeavours to keep Members of Parliament informed on a continuous basis about the current developments,

both national and international and brings out, both in English and Hindi, Brochures, Information Bulletins, Background Notes, etc., which carry objective information. All these publications are based on authentic published sources and continuous efforts are made to keep them up-to-date.

Apart from this, the Research and Information Division prepares a large number of Briefs, Statements, Resolutions, etc., for the Indian Parliamentary Delegations going to other countries on good-will visits or for participating in International Parliamentary Conferences/Seminars/Workshops held worldwide under the auspices of the Inter-Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), the Association of SAARC Speakers and Parliamentarians and the Commonwealth Speakers and Presiding Officers Conference. Factual notes on countries to be visited by the Indian Delegations or on countries wherefrom various Delegations come to India are also prepared.

Periodicals

The Research and Information Division brings out the following periodicals regularly:—

The Journal of Parliamentary Information (Quarterly): The Journal serves as an authentic recorder of developments in practice and procedure and parliamentary events and activities in Indian and foreign Legislatures. It also carries articles on constitutional and parliamentary subjects from Members of Parliament and other experts in the field.

Soft copy of the Journal can be accessed on Lok Sabha Website.

Other priced publications, including books brought out by LARRDIS, may be purchased by Members of Parliament at a special discount of 50 per cent of the sale price of the publication.

74. Members' Reference Facility—

The facilities provided by the Members Reference Service broadly encompass the following:—

- (i) Supply of on-the-spot Reference material to Members from published documents and other sources;
- (ii) Collection of latest information, factual data, statistics, etc. in response to Members Reference requirements;

- (iii) Preparation of Legislative Notes on important Bills introduced/Ordinances promulgated, Reference Notes on contemporary topics, Information Folders, Background Notes, etc. by anticipating reference needs of Members; and
- (iv) Updation and revision of *ad hoc* publications issued by the Service from time to time such as (a) Parliament of India: A Study (brought out at the end of term of each Lok Sabha), (b) President's Rule in States and Union Territories, (c) Presidential Ordinances, and (d) Union Council of Ministers.

The requisite information is culled out from authentic sources viz. official reports, websites and publications of Government, Parliamentary records, journals, press clippings, etc.

Members requiring Reference material on specific subjects/issues can send their Reference requests Online on the Members' Portal and also receive the desired information in their inbox of the Portal.

However, Members also have the option of sending written requisitions to the Members Reference Service in the prescribed form, available at the Members Reference Desk located at G-77, Parliament House of India and Members' Reading Room Parliament Library Building. Such requests may clearly specify the points on which Reference information is desired and the date/time by which it needs to be furnished. Members may also telephonically convey their Reference requirements. The Reference requirements of Members are met in English and Hindi languages, depending on their choice.

Electronic versions of Legislative Notes and Reference Notes are also sent to the Members through the Members' Portal. For convenience of the Members, digital copies of these Notes are also uploaded on the Lok Sabha website and on the Intranet for easy online access.

Members Reference Service also organises Briefing Sessions for Members of Parliament on important legislative business before the House.

75. Library Facility.—

Parliament Library is located in the Parliament Library Building (in 'A' Block on Ground Floor). With its present holding of about

1.9 million volumes of printed books, Reports, Acts & Bills, Governmental Publications, U.N. Reports, Debates, Gazettes and other documents including Periodicals, Newspapers and Publications brought out by the Lok Sabha Secretariat. Parliament Library is one of the finest and richest repositories in the country. Total 88 newspapers (Indian, Foreign and Regional languages) and 365 periodicals in Hindi, English and other Indian languages are received regularly in Parliament Library. The Library caters to the information needs of the Members of Parliament and other users primarily by way of issuing books, reports, debates and other documents, attending to on-the-spot references and preparing select bibliographies on various subjects and personalities.

The principal functions of the Library Division are acquisition, processing, administration, preservation and issue/return of books, periodicals, reports and other published material received from various sources.

Library management functions such as acquisition, processing and issue and return of books have been automated by using indigenously developed software “e-Granthalaya”, which is integrated library application Web enabled software. The Library database can be accessed on Internet as well as on Intranet by members of Parliament and other users through Digital Sansad Homepage *i.e.* sansad.in/ls → Knowledge Centre → Parliament Library → Catalogue Search.

Online access of Library catalogue provides information about author, title, subject and keywords-based searches in order to save the time of the members and other readers to have the requisite information. The Processing Unit brings out a monthly publication, 'Parliament Library Bulletin' containing bibliographical details of new additions to Parliament Library holdings during the month. This can also be accessed through Digital Sansad Homepage *i.e.* sansad.in/ls → Knowledge Centre → e- resource → Books → New Additions.

e-Resources of Library

In order to strengthen and enrich the e-resources, the Parliament Library has subscribed to the collection of following e-books, e-journals, e-databases:—

(a) Magzter, a cross-platform digital news stand made available to Members of Parliament through their respective e-mails is an online platform for newspapers and magazines which can also be

accessed at the four Smart Reading Zones at Circulation Counter & Reading Room at Parliament Library Building, Reading Hall at Samvidhan Sadan & Library at Parliament House of India.

(b) JSTOR- an electronic archives of leading journals, e-books etc. is also subscribed which provides the access to more than 12 million journal articles, books, images, and primary sources in 75 disciplines.

Provision of Braille facility

The Library Committee provides Digital Access Information System for visually challenged/print disabled users. Parliament Library provides the facility through the aid of the related software/hardware such as Kibo Inclusion Kit (Kibo XS device and Kibo Desk software). INDO- NVDA screen reading software, URead standalone text reading machine, Dolphin screen magnifier, Orbit 40 Braille display and EVO E11 Daisy Player.

Specialised Collections of Library

(a) Rare and Art Books

The Parliament Library possesses a rich collection of over a thousand rare books on Politics, Law, History, Art, Painting, Sculpture and Architecture. A book titled 'The History of the Late Revolution of the Empire of the Great Mogol' by Mons. F. Bernier, published in 1671 is one of the oldest books available in the Library.

(b) Original Calligraphed Constitution of India

Another important rare document in the possession of Parliament Library is the ORIGINAL CALLIGRAPHED CONSTITUTION OF INDIA (in Hindi and English). This document is of great value as it contains the signatures of the founding fathers of the Constitution. Original Calligraphed Constitution of India (Hindi and English) are preserved in two Nitrogen gas-filled glass receptacles provided by the National Physical Laboratory, New Delhi in collaboration with the Getty Conservation Institute, USA. The receptacles are kept in a designated Strong Room in Parliament Library since 1994.

(c) Literature on Indian Languages

The Parliament Library has a collection of nearly 1,66,000 books (as on 31 December 2023) in various Indian

languages such as, (i) Assamese; (ii) Bengali; (iii) Bodo; (iv) Dogri; (v) Gujarati; (vi) Hindi (vii) Kannada; (viii) Kashmiri; (ix) Konkani; (x) Maithili; (xi) Malayalam; (xii) Manipuri; (xiii) Marathi; (xiv) Nepali; (xv) Odia; (xvi) Punjabi; (xvii) Sanskrit; (xviii) Santhali; (xix) Sindhi; (xx) Tamil; (xxi) Telugu; and (xxii) Urdu.

Stacking Arrangement

- (a) Books in Hindi, English and other Indian languages are stacked in Basement-I whereas all the reports of Central/ State Governments including U.N. and foreign reports have been stacked in Basement-II, of the Library Building.
- (b) Display of Newspapers and Periodicals—Latest newspapers and periodicals are displayed in the Library Halls of Parliament Library Building, Samvidhan Sadan and Parliament House of India.

Issue and return of Publications

The issue and return of books from the library is regulated by Library Rules, copies of which printed in English, Hindi and regional languages can be obtained on request from the Library.

There is a centralized circulation service from where all the Library documents are issued and received back. This service operates from Circulation Counter, 'A' block, Ground Floor (G-045), PLB. The readers are expected to return the books promptly so that others may also use them.

A monthly publication titled 'Parliament Library Bulletin' is brought out to inform the members about the latest books and reports added to the Parliament Library every month.

Reading Room Facilities

The Reading Room for Members is located in the Central core of the Parliament Library Building and faces the internal courtyard. This Hall is two-storey high, with a capacity of 60 seats each on the Ground Floor and the First Floor. Members can have their seats reserved and books, documents, etc. which they need are provided on the seat and also kept reserved, if desired. Latest newspapers and periodicals, magazines and various publications brought out by the Lok Sabha and Rajya Sabha Secretariats are displayed in the Library Hall of Parliament Library Building, Samvidhan Sadan and Parliament House of India.

For those members who desire to study in Parliament Library Building, reading facilities with internet are provided in reading hall number G-045 and also G-061 in PLB. Members may also reserve books to facilitate reference. A Members Lounge has been setup in the Parliament Library for holding discussions at Room No. G-052, PLB.

Display of Books

New Books added to the Library are on display for a period of one week in the Library. During this period, the books are not issued.

However, members can get these books reserved, by filling in a prescribed form available at the counter, for issue on the expiry of the period of display.

Parliament Digital Library

The Parliament Digital Library (PDL) has total collection that includes documents covering a period of nearly 167 years comprising of approximately 50 lakh digital pages of digitized Debate proceedings, Parliament Questions, Parliament Committee Reports, Bulletins, Resume of Lok Sabha and publications of Lok Sabha.

76. Library Committee. — The Library Committee is a Joint Committee of the two houses constituted every year by the Speaker to advice on matters concerning the Parliament Library. The Committee consists of six Members from the Lok Sabha nominated by the Speaker and three Members from the Rajya Sabha nominated by the Chairman of the Rajya Sabha. The Chairperson of the Committee is appointed by the Speaker from amongst the Members of the Committee; provided that the Deputy Speaker, in case is a Member of the Committee, shall be appointed as Chairperson of the Committee. Casual vacancies in the Committee are filled by nomination by the Speaker in respect of the members from Lok Sabha, and by the Chairman of Rajya Sabha in respect of the members from Rajya Sabha. Library Committee keeps a watch on the quality and quantum of all acquisitions and gives comments and suggestions to further improve the functioning of the Library and its ancillary services. The term of the Committee is one year.

The functions of the Committee are: (i) to consider and advise on such matters concerning the library as may be referred to it by the Speaker from time to time; (ii) to consider suggestions for

the improvement of the library; and (iii) to assist members of the Parliament in fully utilizing the services provided by the Library.

The Committee in a way acts as a liaison between the members of Parliament and the Library. Minutes of the sittings are bound and kept for further reference.

77. Press Clipping & Documentation. —The Press Clipping Service is fully computerized where pdf files are prepared for selected news items from the newspapers available online/offline, along with classification number, name and date of the newspaper. These pdf files are uploaded on a specially designed database, along with the rendering of title; sub-title; name of newspaper; date of publishing, author, classification number with relevant key words. These clippings can be retrieved through classification number, subject, keywords, newspapers and date-wise from the computers connected in the Local Area Network in Parliament House Complex and Printouts of these news clippings can be taken out from the Lok Sabha intranet under “Press Clipping Service (LARRDIS)”. The service namely "Articles written by Members of Parliament" was also introduced in November 2023 and these articles may be accessed through the link placed on the Lok Sabha Intranet, <https://lsintranet.sansad.in/newsnic3/memberarticle.aspx>.

The news Clippings belonging to pre January 2016 era are maintained chronologically in subject folders and stacked in proper sequence, according to a specially devised classification scheme based on the Dewey Decimal Classification Scheme. These folders are not issued out and are consulted in the Reading Rooms of Parliament Library and the Press Clippings Section.

Ordinarily, Press clippings are retained for five years. However, important clippings of lasting value and interest and those having a bearing on constitutional, parliamentary and legal subjects are retained permanently.

Documentation

The Documentation Service of Parliament Library is primarily responsible for indexing of articles published in periodicals/journals received in the Parliament Library that may be of interest to the Members of Parliament. The indexed entries of selected articles contain bibliographical details such as name of the author, title, name, date and year of publication, suitable annotation and subject headings as per the specially devised scheme of classification. The indexed entries of articles for a fortnight are fed into the

e-Granthalaya software and published in the form of a publication. The bibliographic details of selected articles were earlier published with the title 'Documentation fortnightly' (January 1975 to December 1988). However, from January 1989 onwards, it is being published entitled 'Parliamentary Documentation'. From August 2008, the Service also brings out a publication in Hindi titled 'Sansadiya Pralekhan' so as to cater to the information needs of all users who intend to take bibliographic details of articles appearing in Hindi periodicals/journals being received in the Parliament Library.

The electronic versions of 'Parliamentary Documentation' and 'Sansadiya Pralekhan' are being sent to Members of Parliament and officers of the Lok Sabha and the Rajya Sabha Secretariats at their e-mail addresses. The Publications are also made available at <https://sansad.in/ls/library/parliamentaryDocumentation> for 'Parliamentary Documentation' (in English) and <https://sansad.in/ls/hi/library/parliamentaryDocumentation> for 'Sansadiya Pralekhan' (in Hindi). The Indexed articles may be searched online from various parameters such as name of the author, title of the article, name and year of the publication, subject of the articles; etc. through "Catalogue Search" on Digital Sansad website.

Important articles on current topics both in English and Hindi are also being uploaded weekly on the same websites for reference purpose.

The 'Parliamentary Documentation' and the 'Sansadiya Pralekhan' are available on Parliament Library Homepage. Bound volumes of 'Documentation Fortnightly' (1975-1988), 'Parliamentary Documentation' (1989 Onwards) and the 'Sansadiya Pralekhan' (August 2008 onwards) are also available for reference purpose in the Section.

78. Acts, Bills, Gazettes, Debates and LTs Section. —

The Sections consists of two units *viz.* Acts and Bills Unit and Gazettes, Debates and LTs Unit.

Acts and Bills Unit— The Acts and Bills Unit is located at FB-060 in 'I' Block of the Parliament Library Building, preserves and maintains the record of all the Central Government Acts and Ordinances, Government and Private Members' Bills (available since 1921), Joint Select Committee Reports (since 1921), Government of India (Allocation of Business Rules) 1961, State Governments and Foreign Acts (as and when received) for the reference and use of Members of Parliament, research scholars and other users. The volumes of India Code are also maintained by the unit. At the

end of each year, sets of Central Acts/Constitutional Amendments/ Ordinances promulgated (available since 1948), Government Bills/ Private Members' Bills 'As Introduced/Passed in Lok Sabha/Rajya Sabha' along with a list of Bills (number-wise) got bound in half cloth binding (green/red colour respectively) are available in the unit. The unit accesses the Government Bills to be introduced one day before to facilitate prompt and timely delivery of Bills to MPs and other users through the facility of 'e-Transmission Portal'. After the amendment acts are passed by the Parliament and assented to by the President, the amended copies of Central Acts are kept in the Unit.

Gazettes Debates and LTs Unit is located at FB 025 of 'G' Block of the Parliament Library Building. It maintains the debates of the Central Legislative Assembly, Constituent Assembly, Provisional Parliament, Lok Sabha, Rajya Sabha, State Legislatures and foreign Parliaments (Australia, Canada, New Zealand, Pakistan, U.K. and U.S.A.) and indices of Lok Sabha and Rajya Sabha for reference and research by Members of Parliament and their PSs/PAs, Officers of both the Secretariats of Parliament, media persons, Research Scholars and others engaged in the working of the Parliamentary institutions. The unit also maintains the Gazette of India till 2015 and Gazettes from States/Union Territories. Gazette of India has been switched to exclusive e-publishing with effect from 1st October, 2015. Original Verbatim reporting of the proceedings of Lok Sabha and bound volumes of Papers Laid on the Table are maintained in the Section. The synopsis of the proceedings of Lok Sabha and Rajya Sabha are also maintained. All these documents have been stacked in Basement I & Basement II of 'G' block of Parliament Library Building.

It is for the information of Members that Lok Sabha Debates have been digitized and can be accessed by visiting <https://eparlib.nic.in>.

79. Administration and Preservation Section.— The Administration and Preservation Section of the Library Division deals with the general administration of the Library, maintenance and preservation of Library holdings, grant of Library facilities to Research Scholars (Indian and foreign) and personal staff of Members of Parliament, stock verification, training of staff and preservation/digitisation of rare books in collaboration with the Indira Gandhi National Centre for the Arts (IGNCA).

80. Reprography. — The Reprography Service set up in 1975 caters to the urgent official photocopying needs of the Members of Parliament, Officers and Branches of the Lok Sabha Secretariat and

media persons accredited to Lok Sabha Press Gallery to cover the proceedings of the House. The Service also provides facilities for photocopying and computerized typing of personal correspondence/ documents to Members of Parliament free of cost in G-045 in Samvidhan Sadan & G-079 in Parliament House of India. Here, MPs and former MPs can get their documents photocopied and English and Hindi typing work can be done free of cost. Another unit of Reprography Service also located in G-037 & FB-054, Parliament Library Building.

81. Children's Corner.— A Children's Corner in Room No. G-131, Parliament Library Building aims at inculcating the reading habit amongst children between 8-17 years of age, particularly those of under-privileged/marginalized sections of the society.

The Corner remains open from 11.00 hrs. to 17.00 hrs. on all working days. Membership of the Children's Corner is open to:—

- (i) Children/grand-children of Members of Parliament and former Members of Parliament who have obtained membership of the Parliament Library.
- (ii) Children of the permanent employees of the Secretariats of Parliament and Ministry of Parliamentary Affairs.
- (iii) Children of the journalists accredited to the Press Gallery of Lok Sabha and Rajya Sabha.
- (iv) Children sponsored by recognized schools.
- (v) Children recommended by sitting Members of Parliament.

Membership is initially given for a period of 6 months and is renewable on a half yearly basis.

Special events like essay writing competitions, drawing competitions, elocution competitions are organized to make the Corner a lively and interactive hub of activity.

Parliament Library has initiated many services in order to optimize the use of its collection and the facilities provided:—

- i. Home Delivery of Books- A new initiative, namely 'The Delivery of Books at Doorsteps' has been initiated by the Parliament Library and the desired books are now being delivered to the residences of Hon'ble Members of Parliament in Delhi and in the National Capital Region.
- ii. Parliament Library is open for various categories of users . For this, a facility of online booking has been made available on the Parliament Library website through the e-portal —

“Parliament Library—Online Application portal for Entry” at the following web address:—

<https://parlibindiaentrypass.nic.in/>.

- iii. The Parliament Library has become a member of the DELNET which facilitates in accessing the books/documents/periodicals available in more than 7000 libraries in India on loan basis.
- iv. As a part of Centenary Celebration of the completion of more than 100 years of the existence of Parliament Library, a collage of the journey and its legendary collection has been installed. In addition, Coffee Table Book of Parliament Library and the logo of the Parliament Library were also launched.
- v. An interface of the Library has been initiated on the Members’ Portal, wherein MPs can send their requests/suggestions regarding books and other documents online.
- vi. Multi pin mobile charger has been installed in the Members’ Reading Room, PLB.
- vii. Display of the digital collection and short films on Parliament Library runs in the different LED TVs in the Circulation Counter and Reading Room in the PLB.
- viii. The Chairperson of the Library Committee issued letters to every member of the Lok Sabha and Rajya Sabha requesting that they submit their written works for inclusion in the Parliament Library’s collection.
- ix. A project of digitization of 1.5 crore pages of selected documents *viz.* Papers laid on Table, Rare Books, Committee Reports, etc. has been initiated.
- x. Glass and wooden receptacles have been placed in the Parliament Library for showcasing the replica of the Original Constitution of India in the Reading Room, Circulation Counter at PLB and Reading Hall at Samvidhan Sadan.
- xi. Parliament Library’s Outreach:—
 - a. Parliament Library is present on social media platforms such as Facebook, Twitter (now X), Instagram and Koo.
 - b. Parliament Library has authorized Khadi and Village Industries Commission (KVIC) and Tribal Co-operative Marketing Development Federation of India limited (TRIFED) for sale of replica of Calligraphed Constitution of India through their outlets.

82. Microfilming Unit.— This unit undertakes preservation of rare and valuable documents such as Parliamentary Debates, Papers Laid on the Table, Acts and Bills, Committee Reports, Private Papers, Rare Books and Documents, Newspapers (bound volumes), Press Clippings, Documents of Parliamentary Archives and other documents.

83. Computerized Information System. —

A. Digital Sansad Project

Parliament of India has initiated 'Digital Sansad Project' to integrate its digital ecosystem enable access to President of India website, Rajya Sabha website and Lok Sabha website through a single link at 'sansad.in'.

1. About:

- This section provides a brief introduction on Constitution of India, Parliament of India, Opening of Parliament by the President, Question Hour in Lok Sabha and Budget in Parliament.
- General information about Parliament.
- Information related to debates of Constituent Assembly, Lok Sabha Services and amenities for Members, issues of Journal of Parliamentary Information (JPI), etc.
- Details of present and former Speakers, Deputy Speakers, Leader of the House, Leader of Opposition, Panel of Chairpersons and Secretary-General of Lok Sabha.
- A Dashboard link to show Lok Sabha-wise graphical representation of Members (Party-wise and State-wise); Starred/Unstarred Questions; House Business; Bills introduced/passed, Matters raised under Zero Hour; Government Assurances; Debates; Papers Laid and Committee Reports.
- The profile of the present Speaker, role of the Speaker, events attended, speeches and press releases. Apart from this, the profiles of former Speakers and Protem Speakers are also available in this section.

2. Members: State-wise, Party-wise lists of current members; their profiles, Status of Member of Parliament Local Area Development Scheme (MPLADS), participation in Debates, Special Mentions,

Questions, Assurances, Committee Memberships, Government Bills, Private Member's Bill, Video of debates and Tours by MPs.

3. Business: Business head contains four sub-heads viz., House Business, Legislation, Questions and Debates.

4. Committees: The information regarding the composition, membership and tenure of Parliamentary Committees, Chairperson, subjects selected, committee sitting schedules, reports presented, Bills referred to committees, Press Releases and reports of all the Financial Committees, Departmentally Related Standing Committees, *Ad-hoc* Committees and Joint Parliamentary Committees.

5. Knowledge Centre: Knowledge Centre contains information related to Parliament Digital Library, PRIDE and Parliament Library.

(i) Parliament Digital Library- Digital Library webpage provides access to various parliamentary documents such as debates from the 1st to 17th Lok Sabha, Reports of Parliamentary Committees, Presidential Addresses to Parliament, Budget Speeches, Prime Minister Speeches, debates of Confidence/No-confidence Motions, Government Bills and various publications of the Lok Sabha Secretariat.

(ii) PRIDE (Parliamentary Research and Training Institute for Democracies): The PRIDE webpage contains useful information pertaining to objectives, organization structure, contact details and statistics relating to courses/programmes and participants. The webpage also provides information relating to Orientation Programmes for newly elected Parliamentarians/Legislators, Officials of Lok Sabha/Rajya Sabha/State Legislatures and several programmes for the benefit of Media persons.

(iii) Parliament Library: This webpage provides information relating to the functions, access mechanism to Parliament Library, Book collections and new additions to the Library, e-resources, Research Reference and Background Notes, composition of the Library Committee and library rules.

6. More: This section provides links to Media Gallery, Publications by Ministries, Forms for the use of Members of Parliament, RTI and Conference webpage. Information about Portraits, Statues, Paintings/Busts installed in Parliament House Estate etc.

7. Latest: The Lok Sabha Homepage has a list of Updates.

8. Your Representative: This section enables users to search for information about their representative and Political Parties of India.

B. Members Portal

Steps to login to the MP Portal

Step 1- Members may follow the link below to access Parliament's MP Portal: <https://sansad.in/poi>

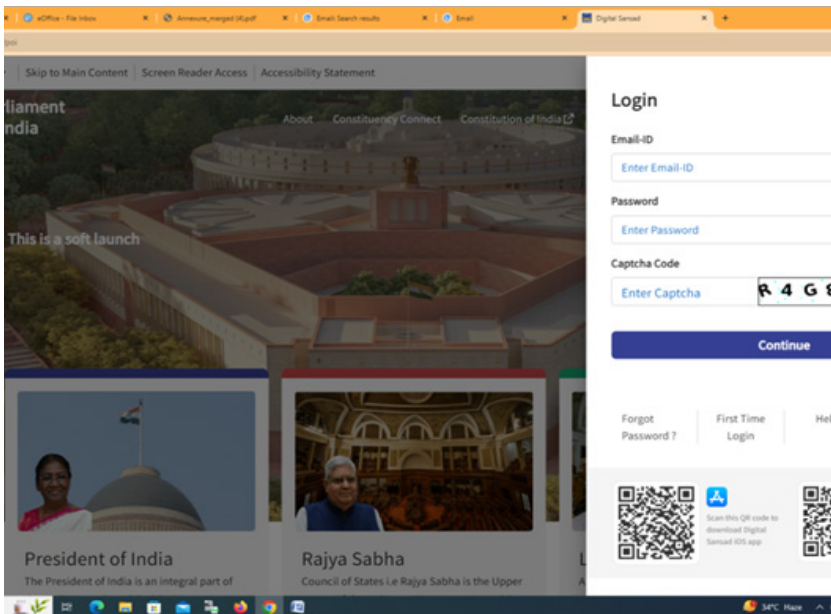
Step 2 - Click on the Login button on the right-top corner. On clicking on the Login button, the follow page will open:

Step 3 – On the above page, click on the 'First Time Login' button and then follow the steps screen by screen as per given instruction on the web page.

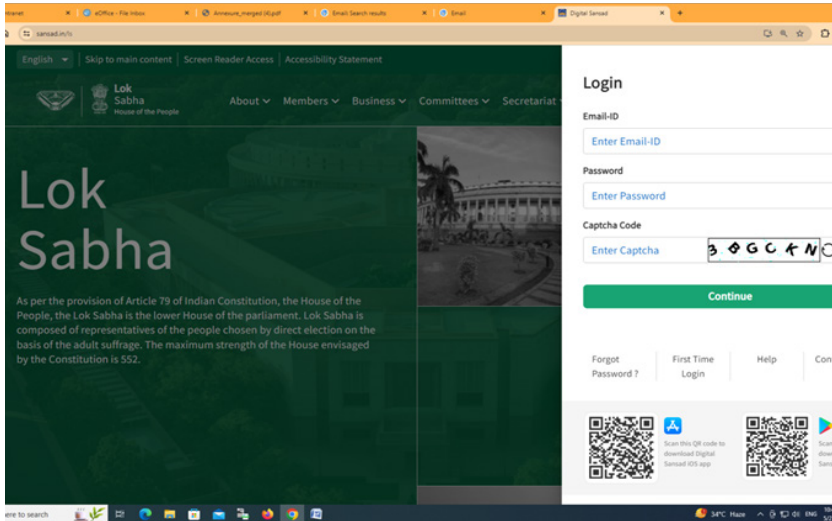
Note: The Sansad E-mail address may be used by Hon'ble MPs for first time login on MP Portal.

- Hon'ble MPs may follow the steps for first time login as defined in the user manual document. 'Help' document can be accessed by clicking Login on Digital Sansad Home Page.

A member can login to the MP Portal through <https://sansad.in/poi> by entering the E-mail ID and password and captcha as mentioned in the picture as follows:



Member can also login to the MP Portal through <https://sansad.in/lis> by entering the mail ID and password and captcha as mentioned in the picture given below. Member can scan the QR Code depicted in the picture to download the Digital Sansad IOS APP and Digital Sansad Android APP. Members can submit online notices through the APP.



A member can submit notices with respect to various Parliamentary devices like Questions, Adjournment Motion, Calling Attention, Zero Hour and Matters under Rule 377, etc., through the e-Portal in an electronic format. Further, the status of these Notices can also be tracked online.

Various papers circulated by the Secretariat like List of Business, Revised List of Business, Bulletin—Part I and Bulletin—Part II etc., are simultaneously uploaded on the e-portal. Schedules, minutes of the Committee Sittings and agenda papers of the Committees and the advance copies of the Government Bills, their amendments and Private Member's Bills are made available on to the Portal for the use of the Members. The Starred Questions and replies to them uploaded by the Ministries can be accessed by Members on the Members Portal to enable them to prepare their Supplementary Questions in advance. Members can send online requests seeking study material from Reference Division of Parliament Library and receive reference material through the Members Portal.

This e-portal also enables the sitting members of Lok Sabha to access information about outstanding dues in real time and generate a Provisional Dues/No Dues certificate online.

Cyber Security Guidelines while using MP Portal

1. MP Portal login details and password must remain confidential and must not be shared, posted, or otherwise divulged in any manner.
2. After first login with temporary password, the member must change the initial Password, immediately.
3. Always keep a password that contains at least 8 characters and include lower case characters (a,b,c,d), upper case characters(A,B,C,D), numeric (1,2,3); and special characters (#,\$,@).
4. Avoid using passwords that can be easily guessed, such as birthdates, names, or publicly available information.
5. Always log out of your account after completing your tasks or accessing information to prevent unauthorized access.
6. Please change your password at least once in every 3 months.
7. Don't leave the device open & unattended.
8. For each login, SMS is sent to the registered phone number. In case unauthorized login is noticed, the same may kindly be reported at the E-mail ID -computercentre^lss@sansad.nic.in and 011-23034001/ 23035528.
9. Do not share OTP received on your mobile phone with any unauthorized person.
10. If any OTP is received on your phone without your initiation/ awareness, then immediately report at computercentre^lss@sansad.nic.in and 011-23034001/23035528.
11. Ensure that your contact information (E-mail; Phone No.) is up to date.
12. Members are advised to install antivirus software on the device from which they use the MP portal.

13. Do not click on any external links present in the content to avoid instances of Malware/virus/Spam etc.
14. Avoid usage of public Wi-Fi networks to access MP portal to avoid unauthorized access.
15. Avoid sharing screenshots or images of portal content through third party messaging application (e.g. WhatsApp, Telegram, Gmail etc.), as it may lead to unauthorized dissemination of sensitive information.
16. Don't upload or save any confidential data or files on any 3rd Party platforms/clouds (e.g.: Gmail, google drive, Dropbox, etc.).
17. Don't disclose any sensitive details on social media or 3rd party messaging APPs.
18. Don't plug-in any unauthorized external devices in the systems used for accessing MP portal, including USB drives shared by any unknown person.

C. Mobile APP — In Android and iOS APP store to provide a wide array of information related to Parliament. It allows members to log in to the Members' Portal.

Mobile APP for marking of attendance

With the launch of this application for marking of attendance by Members during 17th Lok Sabha, a convenient way of marking attendance within the Parliament House Complex using a smart phone has been introduced. Now Members have two options to mark attendance viz., use of attendance APP and physical signature on attendance register.

Steps for using the Mobile APP for marking attendance:

Members need to download following URL for LSAR Mobile attendance application 'LOK SABHA AR' :

ANDROID:

https://play.google.com/store/apps/details?id=com.sttl.hrms_loksabha

iOS:- <https://apps.apple.com/in/app/lok-sabha-ar/id1531995543>

The member may login by using the MP Code

Multimedia Devices

Multimedia Devices have been installed on each seat inside the Lok sabha and Rajya Sabha Chambers. This is one of several steps

taken to reduce the use of paper and promote latest information technology tools for making parliamentary papers available to members. It has following features for the benefit of Members:

- (i) Send request to speak to the Chair by pressing the button in the Multimedia Device.
- (ii) Browse through the business agenda for the date.
- (iii) Refer to supporting documents from the tab 'Documents'.
- (iv) Register their vote by simultaneously pressing the Vote secure button & the vote option (Yes, No or Abstain) after the device is activated on the directions of the chair.
- (v) Listen to the proceedings of the House in Multiple Languages.

Other Important IT Initiatives:

1. Digitization Projects: This project includes the following:

(a) All debates from First Lok Sabha to Seventeenth Lok Sabha (1952 upto 2022) have been digitized with meta data and the same are available on Lok Sabha website. (b) All Starred & Unstarred Questions from First Lok Sabha to Seventeenth Lok Sabha have been digitized and are available on Lok Sabha website.

2. Digitization of legacy audio-video content of past Parliament proceedings.

3. Assistive Technology based Devices for Differently abled users in Parliament Library.

4. A mobile App has been developed to enable online food order from Parliament cafeterias.

5. AI assisted translation of parliamentary information resources (website static and dynamic content, business documents such as debates, questions, List of Business etc.) in multiple regional languages. During session period, the agenda papers are made available in regional languages.

6. Comprehensive Cyber Security Assessment of Parliament IT Environment to reduce vulnerability against cyber attack. In December 2023, the Parliament of India established a Cyber security Policy.

7. Member's Onboarding Application:

The registration of newly elected Members is facilitated through this application. This application would also enable members to

obtain their Identity Card, CGHS card, E-mail ID and State Bank of India bank account.

E-mail Services & Guidelines for Sansad E-mail Usage

A dedicated E-mail Messaging Service with the domain name (sansad.nic.in) is available to all Members of Parliament. The guidelines are as follows:

- Step 1 - For accessing Sansad E-mail for the first time, an SMS will be sent to registered mobile number of MPs which was provided at the time of onboarding/ registration. The SMS will contain the 'username' and 'password' of the Hon'ble MP.
- Step 2 – To access the NIC E-mail, MPs are required to download and register 'Kavach Authentication' mobile APP in their mobile devices.
- Step 3 – After downloading and registration of 'Kavach Authentication' mobile App, Hon'ble MPs are advised to follow the below link to access Sansad E-mail:

Link to Sansad E-mail: <https://email.gov.in/>

- Step 4 – Members can use the Username and Password as received on their registered mobile number to login to the Sansad E-mail.

Link for user manual of Sansad E-mail: https://email.gov.in/public/docs/Whats_New.pdf

Guidelines for using Sansad E-mail ID

1. Users are requested to keep the given user id and password secret.
2. The password should be changed at least once in every three months.
3. Point no. 1 and 2 above is essential for security of account.
4. Do not open any attachments unless, it has come from a known source. In fact delete those E-mails which are not relevant. They might contain a virus that will corrupt the computer.
5. Users are requested, to install personal firewall software to secure their machine and e-mail traffic.

6. Users are requested to install appropriate Antivirus software with latest pattern update periodically and OS patches in their system.
7. While using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS 9X/ME/NT/2000 Prof./XP, users are requested to apply the appropriate patches announced by the Microsoft/Mozilla from time to time.
8. NIC is not responsible for the contents of the email. The views expressed are solely that of the originator.
9. NIC e-mail Service is provided over secure channels only. WEBmail over HTTPS (tcp port 443), POP service over POP3S (tcp port 995), and SMTP service over SMTPS (tcp port 465). Users are required to suitably modify the client software settings to use the service.
10. Accounts will be given access over WEB only (<https://mail.gov.in>). If user desires access over POP/IMAP, a request needs to be sent to support@gov.in
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
12. User is responsible for his/her data. In case she/he accidentally deletes data. NIC may not be able to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate.

Training

Computer Awareness Programmes including training on Multimedia Device installed in the chamber of the House are organized periodically by PRIDE for members of Parliament and support staff. These Programmes are conducted with the help of the National Informatics Centre (NIC) and CMC Ltd. A Computer Lab with state-of-the-art facility is located in the Parliament Library Building for providing hands-on training.

Payment for purchase of Computer Equipment and Software

As per the provision of Computer Equipment (Members of Lok Sabha) Rules, 2009, the financial entitlement of a Member for purchasing Computer equipment and software under the scheme during one's term as a Member of Lok Sabha shall be

Rs. 3,00,000/- . The full entitled amount of Rs. 3,00,000/- shall be paid at one go in the respective Bank Account of the Member.

Computer Hardware to Political Parties

As per provision of Computer Equipment (Legislature Party in Lok Sabha and Officers) Rules, 2009, political parties which have been allotted accommodation in Parliament House Complex shall be entitled to one Desktop, one UPS, one Printer and Internet Connection by the Secretariat. Maintenance of the computer hardware shall be provided by the Secretariat. The expenditure on insurance and consumable items shall be borne by the political parties. The computer hardware shall be received by the Leader/Chief Whip on behalf of the party. Where a Leader/Chief Whip ceases to be a Leader/Chief Whip or a Member of Lok Sabha, they shall be liable to return the computer equipment to the Secretariat. In case they fail to return the same, they shall be liable to deposit the cost of the computer equipment. Where they fail to deposit the cost of the computer equipment, the same shall be recovered from the amount payable to them by the Secretariat.

IT Support Portal

Managed Service Provider (IBM) has implemented an IT Support Portal for redressal of complaints related to Computer Hardware items including LAN/WiFi network peripherals installed in the Lok Sabha Secretariat. Detailed SoP to log a ticket in Sansad-IT Support Portal is at <http://ithelpdesk.sansad.in>. The portal is using sansad e-mail id and password.

Secured high speed Wi-Fi facility for Members of Parliament in Parliament House of India

Secured Wi-Fi facility in the Parliament House of India has been provided with the assistance of the National Informatics Centre (NIC) to Members of Parliament. Members of Parliament may utilise the Wi-Fi services as per guidelines sent to them through Members Portal.

84. Media and Public Relations. — The Press and Public Relations (PPR) Wing of the Lok Sabha Secretariat functions at Room No. G-128, Ground Floor, Parliament Library Building.

The Press and Public Relations (PPR) Wing of the Lok Sabha Secretariat liaises with the print and electronic media and various governmental publicity organizations. The Wing also deals with

matters relating to the Press Gallery of the Lok Sabha (with a seating capacity of 128), including the issue of Press Gallery passes and provision of functional facilities to media persons covering the proceedings of the House.

Press Releases on all matters relating to events attended by Hon'ble Speaker, Lok Sabha, Sessions of the Lok Sabha and meetings of Parliamentary Committees, Parliamentary Conferences, visits of foreign Parliamentary Delegations to India and Indian Parliamentary Delegations and national and international parliamentary functions are issued by the PPR Wing. Special arrangements are made for wider coverage of important Parliamentary Conferences by setting up Media Centres. Press Conferences of the Speaker, Deputy Speaker, Chairpersons of Parliamentary Committees and Secretary General of Lok Sabha are also arranged by the PPR Wing.

The facilities provided by the PPR Wing include the sharing parliamentary papers such as List of Business (*i.e.* daily agenda), Committee reports, Papers Laid on the Table of the House, etc., with correspondents. Photocopies of select pages and fax facilities are also made available to media persons, free of cost, on request. Three well-furnished Press Rooms have been provided for media representatives in Samvidhan Sadan. The facility of simultaneous interpretation of the proceedings of Parliament is also available to the correspondents in the Press Gallery. Large screen television sets have been placed in the Press Gallery as well as in the three Press Rooms to enable journalists to watch the proceedings of both Houses which are telecast live by the Sansad TV. Media facilitation centre, media lounge and media briefing centre have been created for media persons in Parliament House of India.

Media Facilitation Room in Room No. L-41, Parliament House of India is equipped with 20 Computers with high speed internet facility and large screen Television. It is also equipped with Printers, photocopiers and telephone lines for the ease of media persons. In addition, a separate Work Station has been provided for media persons with 10 computers with internet connection, one TV set and a telephone in Room No. 141, first basement, Parliament Library Building to cater to their functional requirements.

Admission of Press correspondents to the Lok Sabha Press Gallery is regulated as per the orders of the Competent Authority.

The Branch also sets up Round the clock Control Rooms for adequate publicity of international events and domestic events involving the Lok Sabha.

After constitution of every Lok Sabha, this Wing sets up a temporary studio for taking photographs of Members of Lok Sabha for inclusion in the 'Who's Who' of Lok Sabha, Photo Chart and for use by various branches/agencies. A Photo Chart showing Members' photographs, their names, constituencies and Division Numbers is prepared by this Wing and placed on the Table of the Hon'ble Speaker in the Lok Sabha Chamber for easy identification of a Member in the House. The Chart is updated/revised as and when Division Numbers of Members are revised.

PPR Wing also handles Social Media accounts of Lok Sabha Secretariat on X (@loksabhasectt), Koo, Facebook and Instagram. These accounts are updated regularly by this Branch. Press Releases issued by the PPR Wing are disseminated through social media.

Canteen Facilities to Media Persons

Canteen facilities are extended to media persons at Press and Media North Utility 17, Media Lounge North Utility 19 and North Utility 20, Media Stand North Utility 20 in Parliament House of India, Room No. 54 in Samvidhan Sadan, and Room No. G-142 in Parliament Library Building.

85. Audio-Visual Unit. — An Audio-Visual Unit was set up in 1992 for video/audio records of the Lok Sabha Debates; proceedings of National and International Parliamentary Conferences/seminars; Parliamentary films and language courses for Members of Parliament, etc. The Unit is now functioning in Room No. G-140, PLB. It also has a separate viewing room for Members of Parliament and an editing room.

The Unit is looking after the work of collection of multimedia material, classification, preservation and supply of the video records of parliamentary proceedings of both the Houses since 1992 and important parliamentary functions.

The Audio-Visual Unit has also acquired Language Courses in various Indian and foreign languages and has also added to its holdings audio cassettes pertaining to classical and instrumental music and patriotic songs.

The Unit is equipped with facilities for viewing and making copies of speeches of members, Sansad TV programmes and other parliamentary events for being supplied to Members of Parliament and others on request.

Video clips of participation are made available to the concerned Members online through Member's Portal. Video records of speeches of Members are also made available in the public domain through public portal of 'Digital Sansad' Website and App. Audio-Video recordings of Lok Sabha/Rajya Sabha proceedings and Parliamentary events, since 1992, are preserved in different types of storage devices/media for future use. Digitization of all such legacy video recordings of Lok Sabha and Rajya Sabha proceedings has been undertaken by the Unit.

A YouTube channel (Digital Sansad - Parliament of India) has been launched in November 2022. Historic speeches of former Presidents and Prime Ministers, prominent leaders and parliamentary events have been uploaded onto the channel.

86. Telecasting Unit.— The Unit coordinates with Doordarshan/ All India Radio and other official agencies for the telecast/broadcast of important parliamentary proceedings (e.g. President's Address, Union Budget, Confidence/No-Confidence Motion, Question hour etc.) and events held in the Parliament precincts.

Video films on different parliamentary practices and procedures and related parliamentary topics for the use of new Members of Parliament and State Legislatures are available in the AV & T Unit. Six Parliamentary films which have been prepared so far are:

- (i) Private Members' Bills;
- (ii) Parliamentary Questions;
- (iii) Parliamentary Etiquette and Manners;
- (iv) Financial Committees;
- (v) Enriching the Debates in Legislatures; and
- (vi) How to be an Effective Parliamentarian?

87. Sansad Television. — The Sansad Television commenced operation in March 2021 following the amalgamation of Lok Sabha Television and Rajya Sabha Television. Its primary goal is to provide live coverage of proceedings in the Parliament and programmes related to parliamentary affairs etc.

Sansad TV studios located in the Parliament Library Building and GRG Centre enable live broadcasts from Parliament House.

The channel has a dedicated YouTube channel and maintains an active presence on various social media platforms such as Instagram, Facebook, Koo and X. Recently, in February 2024, the Sansad TV Mobile App was relaunched to further engage a broader audience.

88. The Parliamentary Museum and Archives (PMA).—

The Parliament Museum was inaugurated by Dr. A.P.J. Abdul Kalam, the then President of India on 14 August, 2006. The Museum was opened to public viewing from 5 September, 2006. A decision has been taken in 2021 to upgrade and modernize the Museum. The Parliament Museum is expected to open in 2024.

Functions and Activities of Parliament Museum and Archives (PMA)—

(i) Collection and Preservation of Rare Artefacts, Portraits and Gifts:

PMA is entrusted with the task of acquisition and preservation of rare objects, artefacts, art work, models, portraits, antiques and other objects connected with the evolution and functioning of Parliamentary institutions in India and abroad. Among its collection, there are models and enlarged photographs of legislature buildings of States and Union territories of India and foreign Parliaments, gifts, mementos and souvenirs gifted to the Indian Parliament. There are photographs of the Members of the Central Legislative Assembly, the Council of States, former Presidents of the erstwhile Central Legislative Assembly, national leaders, freedom fighters and eminent Parliamentarians. At present, some art objects and artefacts are on display in the showcases of the Central Hall of Samvidhan Sadan and in the Speaker's Chamber (Room No. 201) in the extension building of the Parliament House Annexe.

(ii) Collection and Preservation of Historical Records, Stamps and Other Archival Documents:

PMA also looks after the acquisition, systematic cataloguing and preservation of records and historical documents connected with the framing of Indian Constitution, Parliamentary Institutions and private papers/correspondence, notes, photographs and other documents of eminent Parliamentarians connected with their Parliamentary

work. Members wishing to hold their papers confidential for a specific number of years are provided with such facility. In addition, there are about 1332 stamps and 164 First day covers issued by the Department of Posts on Freedom Fighters, distinguished Parliamentarians and Parliamentary Conferences from time to time. Stamps of various countries also form the part of collection.

(iii) Collection and Preservation of Important Photographs:

PMA also acquires, classifies and preserves a comprehensive and up to date pictorial record of the history of the Indian Parliament. It has collected and systematically maintained around 20,000 photographs relating to Parliamentary events and activities. With a view to ensuring better preservation and easy retrieval of photographs, the digitization process of photographs has been undertaken. The Section also caters to the photographic needs of various branches of the Lok Sabha and Rajya Sabha Secretariats.

(iv) Organising Exhibitions:

PMA also organizes Exhibitions at different venues on themes connected with the functioning and achievements of Parliament.