

**LOK SABHA SECRETARIAT**

**IMMEDIATE**

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

**CONFERENCE AND PROTOCOL BRANCH**

**No. 15/1/2025/C&PB**

**25 April 2025**

**From**

**Dr. Yumnam Arun Kumar,  
Director**

**To**

**Shri Jitendra Bhole,  
Secretary(1)-In-Charge,  
Maharashtra Legislature,  
MUMBAI – 400 032**

**Subject: Meeting of the Committee on Estimates of Parliament and State/UT legislatures on 23-24 June 2025 in Mumbai, Maharashtra.**

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**Sir,**

I am directed to state that Hon'ble Speaker, Lok Sabha has kindly approved that the Meeting of the Committee on Estimates of Parliament and State/UT legislatures may be held on 23-24 June 2025 in Mumbai, Maharashtra as per the following Programme:

<b>Monday, 23 June 2025</b>	<b>Inauguration followed by Plenary Session</b>
<b>Tuesday, 24 June 2025</b>	<b>Plenary Session (contd.), Valedictory functions</b>

2. As per usual practice the following arrangements may be considered at this stage:

**1. MEETING HALLS**

The exact name of the hall / venue where the Meeting will be held may be intimated to this Secretariat well in advance.

**2. ROOMS NEAR HALL OF MEETING OF PRESIDING OFFICERS**

**Eighteen Rooms** near the Hall of Meeting may be placed at our disposal for use of:

1. Hon'ble Speaker, Lok Sabha
2. Personal Staff of Hon'ble Speaker, Lok Sabha
3. Hon'ble Deputy Chairman, Rajya Sabha
4. Personal Staff of Hon'ble Deputy Chairman, Rajya Sabha
5. Hon'ble Chairperson, Estimates Committee
6. Personal Staff of Hon'ble Chairperson, Estimates Committee

7. Secretary General, Lok Sabha
8. Secretary General, Rajya Sabha
9. Additional/Joint Secretary, Lok Sabha Secretariat
10. Joint Secretary, Lok Sabha Secretariat (Conference and Protocol)
11. Joint Secretary, Rajya Sabha Secretariat
12. Camp Office of Lok Sabha Secretariat
13. Reporters' Room
14. Interpreters' Room
15. Sales / Parliamentary Museum & Archives/AV Unit Officers/Staff
16. Daily Bulletin/Press Release /Social media / Officers' Room
17. Sansad TV and
18. Spare Room

The above Rooms may kindly be earmarked with Name Boards in front of each Room. The names and designations will be indicated later. Rooms of personal staff of dignitaries at 1, 3 and 5 above should be adjacent to the Chambers of their respective dignitaries. The Rooms of other Officers should also be, as far as possible, near to each other.

### **3. TELEPHONE FACILITY**

Telephone connections with STD facility may be provided in the Rooms allotted to:

1. Hon'ble Speaker, Lok Sabha
2. Hon'ble Deputy Chairman, Rajya Sabha
3. Hon'ble Chairperson, Estimates Committee
4. Secretary General, Lok Sabha
5. Secretary General, Rajya Sabha
6. Additional/Joint Secretary, Lok Sabha Secretariat
7. Joint Secretary, Lok Sabha Secretariat (Conference and Protocol)
8. Joint Secretary, Rajya Sabha Secretariat; and
9. Camp Office of the Lok Sabha Secretariat

The extension of the Telephones of dignitaries at 1, 3, and 5 in Para 2 may also be provided in the Rooms of their personal staff. Local/PABX Telephone facility may be provided in the remaining Rooms.

### **4. INTERPRETATION ARRANGEMENTS**

This Secretariat will be deputing Interpreters for English to Hindi and *vice-versa* for interpretation of the proceedings of the Meetings. Simultaneous interpretation system for two languages (English & Hindi) and earphones on all seats, etc., may please be arranged.

### **5. SOUND ARRANGEMENTS**

Microphones, loudspeakers, etc. may be arranged in the Meeting Halls.

### **6. STATIONERY**

Stationery as per list attached (**Annexure-I**) for the use of Chairpersons & Secretaries, Reporters and Camp Office may be supplied to us at the Camp Office on arrival.

## **7. SEATING PLAN**

A sketch of the Hall, in which the Meeting of Chairpersons will be held may be sent to us in order to enable us to prepare the Seating Plan. Name Plates indicating names of State/Union Territory Legislatures will be brought by this Secretariat.

## **8. SEATING ARRANGEMENTS AT THE MEETING HALL**

Seating arrangements at the Meeting Hall will be as follows:

# **Dais**: upto 7-8 Chairs of similar size may be placed on the Dais – one each for Hon'ble Speaker, Lok Sabha; Deputy Chairman, Rajya Sabha, Speaker, Maharashtra Legislative Assembly and Chairperson, Committee on Estimates (TBC)

# **Below the Dais**: 4 Chairs for Secretary General, Lok Sabha; Secretary General, Rajya Sabha, Secretary and Secretary, Maharashtra Legislative Assembly.

# **Well of the House**: Table may be for 10 persons – 4 Officers of Lok Sabha/Rajya Sabha Secretariat, 2 of Maharashtra Legislative Assembly Secretariat and 4 Reporters.

## **9. PODIUM**

A small Podium of about one foot height may be got prepared and kept on Dais to facilitate reading of the Address by the dignitaries at Dais at the time of Inaugural Session of the Meeting.

## **10. SCRIBBLING PADS**

800 Scribbling Pads (slip blocks) for the Meeting of Chairpersons of the Committee on Estimates of Parliament and State/UT Legislatures may be got prepared and handed over to the Camp Office for distribution at the Meeting.

## **11. REPORTING ARRANGEMENTS**

You may kindly let us know the extent of help Reporters from your Legislature may be able to render in English and Hindi reporting. This Secretariat will be deputing Reporters to Panchmari for Verbatim Reporting of the Proceedings of the Meetings to supplement the available manpower at your Legislature. The exact requirement of Reporters from Lok Sabha Secretariat may please be communicated.

The Reporters will type the Proceedings on Computers. The Proceedings will be forwarded to the Legislatures by e-mail for making necessary corrections in the Speech(es) and return to Lok Sabha Secretariat for compilation and printing.

## **12. RECORDING**

You may please arrange recording of all Speeches of the Meeting for use of Reporters.



### 13. COMPUTERS

Latest Computers would be required for use of Officers of Lok Sabha Secretariat. The Computers may be connected to LAN. Some Computers should have Hindi (Akshar) software. About 10-15 Computers / Printers may be required.

One Computer engineer may also be detailed during the Meeting days at the venue for attending to Computer related problems which may arise during the work.

### 14. PHOTOCOPYING MACHINES

Two heavy duty Photocopying Machines, each with operator and sufficient quantity of Paper, may be installed at the Camp Office and Reporters Room.

15. TIMINGS OF THE MEETING AND TEA / COFFEE BREAKS – Meetings as per Tentative Programme enclosed at **Annexure – II** and timings for Tea/Snacks would be as follows:

On 23 June 2025 and 24 June 2025 at the Meeting of Chairpersons of the Committee on Estimates of Parliament and State/UT Legislatures, Tea/Coffee and Snacks may be served immediately after the inauguration of the Meeting. There will be a Coffee break for about 30 minutes. The time for serving Tea/Coffee is yet to be confirmed. Tea/Coffee may be served in some adjoining area near the Meeting Hall as you may consider suitable and **not** in the Meeting Hall.

### 16. VISITORS AND THE PRESS

(a) **Meeting:**

- (i) As you are aware, the Meeting of Chairpersons of the Committee on Estimates of Parliament and State/UT Legislatures is held **in Camera** and as such, visitors and the Pressmen are not allowed to watch the proceedings except at the Inaugural and Valedictory Sessions of the Meeting.
- (ii) Distinguished visitors such as the Ministers, Members of Parliament, Members of Maharashtra Legislative Assembly, distinguished public men, etc. and family members of the Chairpersons attending the Meeting may be admitted to the Galleries at the Opening Session.
- (iii) Press Representatives, who are admitted to the sessions of your Legislature and such other pressmen, as you may decide, may be admitted in the Press Gallery at the Inaugural and Valedictory Sessions of the Meeting of Presiding Officers.
- (iv) You may prepare Welcome Address of your Presiding Officers and Chairperson of the Estimates Committee and print 500 copies thereof for circulation to the Presiding Officers, Secretaries and distinguished visitors at the Meeting and for circulation to Press Representatives. Copies of the Address may kindly be handed over to the Camp Office of this Secretariat.



17. **ANNOUNCEMENT OF THE ARRIVAL OF THE CHAIRPERSON**

The arrival of the Chairperson of the Meeting to preside over the Meeting at each session will be announced as usual. You may kindly depute the Marshal or any other Officer of your Legislature for the purpose. The Marshal or the Officer, entrusted with this assignment, may announce the arrival of the Chairperson of the Meeting in the following words:

**"Honourable delegates, The Hon'ble Speaker, Lok Sabha"**

**"माननीय प्रतिनिधिगण", "माननीय लोक सभा अध्यक्ष जी"**

18. **PARTICIPATION**

The meeting will be attended by Chairperson, members & spouses of the Committee on Estimates of Parliament. Each State/UT legislature may send a delegation comprising of Chairperson, four members & their spouses of the Estimates Committee and accompanying officers.

19. **ACCOMMODATION, TRANSPORT, ETC.**

Kindly let us know about the arrangements being made in regard to the accommodation and transport for the Chairpersons, members of the Estimates Committee & spouse and accompanying officers from State/UT Legislatures attending the Meeting. Please intimate arrangements being made for Hon'ble Speaker, and the Secretary General, Lok Sabha; Hon'ble Deputy Chairman, Rajya Sabha; the Secretary General, Rajya Sabha, Chairperson, members & spouses of the Committee on Estimates of Parliament and Officers and Staff of Lok Sabha / Rajya Sabha Secretariats, who would be coming in connection with the Meetings. Double/Single Suites may be provided to HS/HDC/Chairperson & SGs. Similarly, 2 Cars each may be provided to them and their personal staff (The requirement of Vehicles is shown in **Annexure-III**).

Names, arrival/departure particulars, etc. of our Dignitaries and Officers will be sent to you in due course. The Rajya Sabha Secretariat and State Legislature Secretariats will be intimating their respective lists direct to you in due course.

20. **DINNER BY HON'BLE SPEAKER, LOK SABHA**

Hon'ble Speaker, Lok Sabha may host a buffet-cum-sit down Dinner on 23 June 2025 at 8 PM (TBC). There may be about 450 guests. Please send the list of local invitees on the lines of the enclosed list (**Annexure-IV – see Category-I**). You may kindly suggest a suitable Venue for the 'Dinner', may be in a big Hall of a very good Hotel or as you may consider suitable, according to weather conditions, etc. Three draft Menus may please be obtained from the Banquet Manager of the Hotel and sent to us for approval by Hon'ble Speaker, Lok Sabha. Exact name of the Venue of the Dinner may be conveyed to this Secretariat at the earliest to enable us to get the Invitation Cards printed. Invitation Cards for local invitees will be sent to you in due course for distribution.

Invitation cards will be got printed by this Secretariat for 'Dinner' on 23 June, 2025.



## **21. CULTURAL AND OTHER ENGAGEMENTS**

Details of cultural and other engagements, as finalized by you, for the Delegates may please be intimated to us.

## **22. SECURITY ARRANGEMENTS**

Adequate security arrangements may be made for Hon'ble Speaker, Lok Sabha and other VVIPs at the Venue of the Meeting, places of stay and official functions.

## **23. PHOTOGRAPHS / VIDEO COVERAGE**

Arrangements may be made for taking Group Photographs and some Snaps of the Meeting as indicated below:

- (a) Group Photographs of Chairpersons may be held on Monday 23 June 2025 (TBC).
- (b) Some Snaps of the Meetings of Chairpersons.

Following are the specification of photographs required:

- (i) Group Photograph with printing and mount 10" x 12" size (coloured)
- (ii) Cabinet size photographs (coloured)

It is suggested that a copy or a CD, whichever is more convenient, of the Group Photographs of Chairpersons of the Committee on Estimates of Parliament and State/UT Legislatures may be given to all concerned Delegates by your Legislature Secretariat on complementary basis as a "Souvenir". One complete set of cabinet size Photographs of important events like opening sessions of the Meetings may be supplied to this Secretariat for record purpose.

- (c) Video Coverage of the Meetings will be done by Sansad TV of this Secretariat for record. However, you may also like to make arrangements for Video coverage of all the events for your own record.

## **24. AIR AND RAILWAY BOOKING FACILITIES**

IRCTC/Balmer Lawrie/Ashok Travels & Tours will be requested by this Secretariat to block some seats for Air and Train Journeys from all State capitals to Mumbai and back. They will also be requested to open temporary Reservation-cum-Booking Counters at the Meeting Venue during the Meeting. Necessary space, furniture and telephones may be made available to them.

## **25. PUBLICITY**

The Ministry of Information and Broadcasting will be requested by this Secretariat to arrange Audio-Visual coverage (AIR, DD, etc.) of the Meeting through Prasar Bharati. You may kindly coordinate with the local authorities. Lok Sabha Secretariat will issue Press Release daily.



26. **BADGES**

We do not issue any Identity Card from our side. You may issue appropriate Badges/Identity Cards to Chairpersons and accompanying officers connected with the Meeting keeping in view the security requirements.

27. **INFORMATION HANDBOOK**

You may prepare an Information Handbook containing programme of the Meetings, cultural and other engagements, names of Chairpersons and accompanying officers attending the Meeting; their places of stay, important local Telephone numbers, important places for sightseeing, etc..

28. **PLACARDS**

Meeting Placards and Directional Arrows may be prepared indicating the date and Venue of the Meeting and be placed at appropriate places leading to the Meeting Hall to facilitate the Delegates.

29. **FORMER CHAIRPERSONS OF COMMITTEE ON ESTIMATES OF MAHARASHTRA VIDHAN SABHA**

Former Chairpersons of Committee on Estimates of Maharashtra Vidhan Sabha who may be invited to Official Lunches/Dinners, Cultural Programme, etc.

30. **POST-MEETING TOUR**

Kindly intimate whether you propose to arrange a post-Meeting tour. If so, kindly furnish details of and arrangements being made for post-Meeting tour.

31. **CAMP OFFICE OF LOK SABHA SECRETARIAT**

The Lok Sabha Secretariat will start their Camp Office from 20 May 2025. Officers/Staff of Meeting Branch will arrive on 20 May 2025 for which details will be intimated separately. The Camp Office would require:

- (i) Office Room as mentioned *vide* item 2 above
- (ii) One English and Hindi Stenographer and two Messengers
- (ii) Three Computer Terminals with Laser Printers, LAN connectivity and Internet
- (iii) **Photocopying Machine with operator**
- (iv) Stationery as mentioned *vide* item 6 above.

32. **PRESS MEETING BY HON'BLE SPEAKER, LOK SABHA**

Honorable Speaker, Lok Sabha shall hold a Press Meeting on 24 June 2025 (TBC). A suitable Venue for the Press Meeting may please be fixed. Members of Press Corps, both audio-visual and print media, may be invited. Arrangements to serve light Refreshment may also please be made.



### **33. DAILY BULLETIN / ISSUE OF PAPERS**

Arrangements for issuing of Daily Bulletins to Delegates may please be made. Arrangements may also please be made for issue of Papers, Press Release, etc. to the Delegates late in the evenings.

### **34. RECEPTION / SEND OFF OF DELEGATES**

Necessary arrangements may please be made to receive/see-off Delegates, Officials and Staff coming for the Meeting from the Lok Sabha/Rajya Sabha Secretariat and States at Railway Stations, Airport, etc. on relevant dates. Luggage Vans may also be arranged, if required. Meeting & Protocol Branch Officers/Staff will reach 2-3 days in advance to set up Camp Office.

### **35. WEATHER CONDITIONS**

Weather condition, as expected during the period of the Meeting, may please be communicated to the Principal Secretaries/Secretaries of all State/Union Territory Legislatures together with advice regarding clothes to be brought by Delegates/Officers/Staff.

### **36. MEDICAL FACILITIES**

Medical Posts may be established at Meeting Venue. All precautionary arrangements as per the existing guidelines / protocols from Central and State Governments as well as ICMR need to be ensured at all places of Meeting including Venue of Meeting, Place of Stay, Transit places and all other places as per the programme of the Meeting.

### **37. BANNERS**

A Back Drop and a Banner may please be prepared and placed behind the Dais in the Meeting Hall for Meeting of Chairpersons of Committee on Estimates and Venue of the Group Photograph of Chairpersons respectively with following words in Hindi and English:

HINDI:

ENGLISH:

**“Meeting of Chairpersons of Committee on Estimates to commemorate  
75 years of Committee on Estimates  
Mumbai, 23-24 June 2025”**

### **38. CYBER CAFE**

Arrangements may be made to open a Cyber Cafe near the Venue of the Meeting for use by the Delegates.



**39. LOCAL PERSONNEL ASSISTANCE**

English Stenographers/Attendants may kindly be deputed with the Dignitaries/Officers of Parliament Secretariat as mentioned in **Annexure –V**. One Officer may be deputed as Coordinator between Meeting Secretariat and host Legislature.

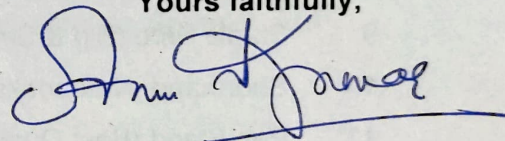
**40. TEMPORARY WEBSITE:**

A temporary Website relating to the Meeting of Chairpersons of the Committee on Estimates of Parliament and State/UT Legislatures at **Mumbai** in May 2025" may be created and linked with the Website of Maharashtra Legislative Assembly as done during the 84<sup>th</sup> and 85<sup>th</sup> AIPOC held at Mumbai in 2024 & Patna in 2025 respectively. Link for the online registration of the delegates/officers/ accompanying persons attending the Meeting may please be explored. All updates relating to arrangements and important circulars may be uploaded on the Website of Maharashtra Legislative Assembly.

**An advance team of 3 Officers from Lok Sabha Secretariat may visit Mumbai, Maharashtra Legislative Assembly during May 2025 to see the arrangements made for the Meeting.**

Kindly acknowledge receipt.

Yours faithfully,



**DIRECTOR**

**PHONE: 2303 4337/ 2303 4342**

**FAX : 2309 2619**

**E-mail: [aipoc.lss@sansad.nic.in](mailto:aipoc.lss@sansad.nic.in)**

**Encl: As above**



**ANNEXURE - I**

**LIST OF STATIONERY ITEMS AS MAY BE REQUIRED IN CONNECTION WITH  
MEETING OF THE COMMITTEE ON ESTIMATES OF PARLIAMENT AND STATE/UT  
LEGISLATURES ON 23-24 JUNE 2025 IN MUMBAI, MAHARASHTRA.**

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1.	Pencils (superior quality) and sharp	200
2.	Sufficient quality of thick white duplicating Paper	
3.	Heavy duty Photocopier	2
4.	Scribbling Pads	400
5.	Glue Stick	10
6.	Drawing Pins	5 packets
7.	Gem Clips	10 packets
8.	Staple Machine (Big & Small)	4 each
9.	Staple Wire (Big & Small)	5 packets each
10.	Shorthand Notebooks	25
11.	Pen Stand (Best Quality)	6
12.	Pens with Jotter Refills for Pen Stands	12 (R/B)
13.	Ball Pens (Jotter) / Pilot Pens	25
14.	Toner Cartidges for laser Printers / Photocopiers	As required
14.	Table Clock and Bell	1 each



**ANNEXURE-II****MEETING OF THE COMMITTEE ON ESTIMATES OF PARLIAMENT AND STATE/UT  
LEGISLATURES ON 23-24 JUNE 2025 IN MUMBAI, MAHARASHTRA****DRAFT PROGRAMME (TBC)**

<b>Day 1</b>	
1000 hrs	Group Photograph
1010 hrs	Welcome address by the Chairperson, Committee on Estimates, Lok Sabha and Chairperson of the Conference.
1015 hrs	Inauguration and Release of Souvenir by Hon'ble Speaker , Lok Sabha
1045 hrs	Tea Break
1100 hrs	Discussion on the theme of Conference
1315 hrs	Lunch by Chairperson, Committee on Estimates
1430 hrs to 1700 hr	Discussion on the theme of Conference continues
1930 hrs	Cultural Programme followed by Dinner hosted by Hon'ble Speaker, Lok Sabha
<b>DAY 2</b>	
1000 hrs	Discussion on the theme of Conference continues
1130 hrs	Tea Break
1145 hrs	Continued discussion on the theme of Conference continues
1300 hrs	Vote of Thanks
1330 hrs	Lunch hosted Secretary General, Lok Sabha

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**Annexure-III**

**TENTATIVE REQUIREMENT OF VEHICLES**

1.	Hon'ble Speaker, Lok Sabha & his Office	Three Cars
2.	Hon'ble Deputy Chairman, Rajya Sabha	Two Cars
3.	Secretary General, Lok Sabha	Two Cars
4.	Secretary General, Rajya Sabha	Two Cars
5.	Additional Secretary, LS Secretariat	One Car
6.	Joint Secretary, LS Secretariat	One Car
7.	Joint Secretary, RS Secretariat	One Car
8.	Meeting Secretariat	One Car & Two Innova
9.	Reporters	One Innova
10.	Sansad TV	One Innova
11.	Interpreters	One Innova
12.	AV Unit	One Car
13.	Daily Bulletin Desk	One Car
14.	Social Media	One Car
15.	Spare	One Car

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**DINNER BY HONORABLE SPEAKER, LOK SABHA  
ON 24 June 2025 (TBC).**

**TENTATIVE GUESTS LIST**

**CATEGORY - I : LOCAL GUESTS**

1. Governor of Maharashtra (with spouse)
2. Chief Minister of Maharashtra (with spouse)
3. Ministers of Maharashtra Government
4. Presiding Officers of Maharashtra (with spouse)
5. Secretaries of Legislative Council and Legislative Assembly (with spouse)
6. All Officers up to the rank of Joint Secretary in Legislative Council and Legislative Assembly Secretariat
7. Staff of Maharashtra Legislative Assembly, who are actually connected with Meeting work
8. Chief Justice of Maharashtra High Court
9. MPs from Maharashtra
10. Chief Secretary and Secretaries of concerned Departments of Maharashtra Government
11. Director-General of Police, Maharashtra
12. Director of Tourism of Maharashtra
13. Press Representatives
14. Former Presiding Officers and Secretaries of Assembly/Formers Chairpersons of the Committee on Estimates
15. Such other persons as the host Presiding Officers may suggest.

**CATEGORY - II : GUESTS COMING FROM OUTSTATION**

1. All Chairpersons/members of Parliament and State/UT legislatures of Committee on Estimates (with spouses who may come)
2. Secretaries General of Lok Sabha and Rajya Sabha/accompanying officers of all State/Union Territory Legislatures (with spouses who may come)
3. Officers up to the rank of Joint Secretary from Lok Sabha/Rajya Sabha Secretariat and State/Union Territory Legislatures Secretariats who may come

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**ANNEXURE – V****LOCAL PERSONNEL ASSISTANCE**

<b><u>Name of the Dignitary / Office</u></b>	<b><u>Stenographers</u></b>	<b><u>Attendants</u></b>
Honourable Speaker, Lok Sabha	1	2
Honourable Deputy Chairman, Rajya Sabha	1	1
Secretary-General, Lok Sabha	1	1
Secretary-General, Rajya Sabha	1	1
Additional Secretary, Lok Sabha Secretariat	1	1
Joint Secretary, Lok Sabha Secretariat	1	1
Joint Secretary, Lok Sabha Secretariat	1	1
Joint Secretary, Rajya Sabha Secretariat	1	1
Camp Office, Lok Sabha Secretariat	2 (H/E)	4
Reporters' Service	-	2
Interpreter's Service	-	1
Media Persons	-	1
Sales & Parliamentary Museum & Archives	-	2
Daily Bulletin / Press Release Officers Room	1	1
<b>One Officer as Coordinator</b>		

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