



**Parliament of India
Rajya Sabha**

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)

MEMBERS' SERVICES BRANCH

**Rajya Sabha Secretariat
(Members' Services Branch)
June, 2010**



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P R E F A C E

Sectional Manuals of Office Procedure (SMOP) for various Sections/Branches in the Rajya Sabha Secretariat are being brought out for the first time to provide an insight into the working of different Sections/Branches of the Secretariat and the procedure followed for disposal of work. A consolidated SMOP entitled “Members Services Branch” for MS&A Branch, MA Section, Conference & Protocol Section and Stenographers’ Pool is part of this exercise. The publication provides the procedure followed in disposal of various items of work dealt with by these Sections/Branches. This publication is intended to serve as a guide for the staff and officers dealing with day-to-day functioning of these units.

2. Care has been taken to make the Manual comprehensive and up-to-date. It is hoped that the publication would be found useful by the staff and officers of the Secretariat.

3. Suggestions, if any, for improvement of this publication are welcome.

NEW DELHI,
June, 2010

V. K. AGNIHOTRI,
Secretary-General.

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Introduction

1. Introduction:— The mandate of the M.S. & A. Branch is to deal with the following subjects pertaining to Hon'ble Chairman, Hon'ble Deputy Chairman, Hon'ble Leader of Opposition (LOP) in Rajya Sabha and all the Members of Rajya Sabha.

2. Responsibilities:—

2.1 Preparation of Salary Bills of:—

- 2.1.1 Chairman, Rajya Sabha.
- 2.1.2 Deputy Chairman, Rajya Sabha.
- 2.1.3 Leader of Opposition, Rajya Sabha.
- 2.1.4 All Members of Rajya Sabha.
- 2.1.5 PAs to Members engaged for Secretarial Assistance.

2.2 Preparation of TA/DA Bills pertaining to Domestic Travel of:—

- 2.2.1 Deputy Chairman, Rajya Sabha.
- 2.2.2 Leader of Opposition, Rajya Sabha.
- 2.2.3 Members of Rajya Sabha.
- 2.2.4 Non-Official Witnesses appearing before the various Parliamentary Committees.
- 2.2.5 TA in case of cancelled/postponed/adjourned meetings/session.

2.3 Processing of declaration given by newly elected Members regarding their Usual Place of Residence.

2.4 Issue of Identity Cards to Members and Railway Pass to their spouses.

2.5 Issue of Exchange Orders to Members and their spouses for purchasing Air-tickets from Indian Airlines.

2.6 Settlement of Airlines invoices and Railway debit claims.

2.7 Settlement of invoices pertaining to the foreign travel performed by Indian Parliamentary Delegations.

2.8 Assistance to the Joint Committee on Salaries and Allowances of Members of Parliament serviced by Lok Sabha Secretariat.

2.9 Preparation of Budget Estimates, Supplementary Demands and Control of expenditure under the budgetary heads of the Chairman, Deputy Chairman, Leader of Opposition and Members of Rajya Sabha.

2.10 Reimbursement of medical expenses incurred by the Hon'ble Chairman, Hon'ble Deputy Chairman, Hon'ble Leader of Opposition and Members of Rajya Sabha on their treatment and their family members.

2.11 Settlement of:—

2.11.1 Telephone bills of Members of Rajya Sabha and Parliamentary Committee Chairmen, Chief Whips, Leaders and Deputy Leaders of various Parliamentary Parties.

2.11.2 Water and Electricity bills of Members of Rajya Sabha.

2.11.3 Printing and publications bills.

2.12 Settlement of Refreshment Bills of Hon'ble Chairman and Hon'ble Leader of Opposition.

2.13 Grant of Conveyance Advance to Members of Rajya Sabha.

2.14 Grant of Pension to former Vice-Presidents of India and former Members of Rajya Sabha and Family Pension to their Spouses/dependants.

2.15 Reimbursement of expenses incurred by the Member for purchasing Computer equipments.

2.16 Settlement of bills regarding expenses incurred upon Study Visits of Parliamentary Committees.

2.17 Distribution of cheques pertaining to:—

2.17.1 Salary of PAs to Members of Rajya Sabha.

2.17.2 TA/DA of Non-Official Witnesses appearing before the Parliamentary Committees.

2.17.3 Government Press and Private Printers of Printing Charges.

2.17.4 Other Government and private agencies.

2.18 Issue of Parliamentary Bulletins on the subjects pertaining to MS&A Branch.

2.19 Updating and Printing of:—

2.19.1 Salary, Allowances and Pension of Members of Parliament Act, 1954 and the Rules made thereunder.

2.19.2 Salaries and Allowances of Officers of Parliament Act, 1953 and the Rules made thereunder.

2.19.3 Salaries and Allowances of Leaders of Opposition in Parliament Act, 1977 and the Rules made thereunder.

2.19.4 The Leaders and Chief Whips of Recognized Parties and Groups in Parliament (Facilities) Act, 1998 and the Rules made thereunder.

2.19.5 The Vice-President's Pension Act, 1997 and the Rules made thereunder.

3. Procedures

3.1 Salary Bills of :—

3.1.1 **Hon'ble Chairman, Deputy Chairman and Leader of the Opposition:**— Monthly Salary bills of Chairman, Deputy Chairman and Leader of the Opposition (LOP) are prepared in the prescribed form (TR 16), in duplicate, by the 20th of every month. Chairman is entitled to a gross amount of salary per month as provided under the Salaries & Allowances of Officers of Parliament Act, 1953, while Deputy Chairman and L.O.P. are entitled to receive salary, Constituency Allowances and DA for each day during their whole term of office at the rate as entitled to a Member of Parliament provided under the Salary, Allowances and Pension of Members of Parliament Act, 1954. In addition, the Deputy Chairman and L.O.P. are entitled to sumptuary Allowance on monthly basis at the rate as entitled to a Minister of State and Cabinet Minister respectively as provided under the Salaries and Allowances of Ministers Act, 1952. Deductions on account of CGHS subscription as applicable are made from their Salary bills. The Salary bills duly prepared in duplicate are verified and forwarded to the Chairman, Deputy Chairman or L.O.P. as the case may be, who are required to append their signatures on the respective salary bills. The mode of payment is also recorded on the bill. After receipt of the signed bills, bill number is assigned and entries thereof are made in the Salary Bill Register in the format given at **Annexure-I**, before forwarding the same to P. & A. O. by 23rd of every month, for arranging payment of monthly salary. Duplicate copy is kept in their respective personal file for record.

3.1.2 **Salary bills of Members:**— During the term of his office, a Member is entitled to receive Salary, Constituency Allowance and Office Expenses Allowances per month as provided under the Salary, Allowances and Pension of Member of Parliament Act, 1954. These entitlements are duly accounted for in the Salary bill. Deductions towards CGHS, House rent on account of accommodation of Members or for their guests if any, as intimated by Directorate of Estates by 15th of every month and recovery of conveyance advance, if any, are duly accounted for in the salary Register. This register serves the purpose of office copy of the bill wherein all entitlements as well as deductions for a particular month, are duly recorded. The details regarding salary is fed in the computer by the concerned dealing Assistant and a consolidated bill for all the Members pertaining to his seat is prepared by the 20th of each month. The mode of payment *i.e.* by self cheque or through bank is duly recorded against each Member. These bills are tallied with the figure in the register and after the countersignature of the Executive Officer and Controlling Officer, the same are further transmitted to P. & A.O. by 20th of each month for arranging payment of the salary to the Members. The format of Salary Bill Register is given at **Annexure-II**.

3.1.3 **Salary to PAs to Members:**— Members of Parliament are entitled to receive Office Expense Allowances from Rajya Sabha Secretariat for engaging person(s) for obtaining Secretarial Assistance. The Members are required to intimate the amount of Office Expense Allowance (Salary) to be paid to each PA, to M. S. & A. Branch in the prescribed form (**Annexure-III**). On receipt of the intimation from the Member, the period for which the PA is appointed, is verified and a bill is prepared in the prescribed form individually as per the details furnished by the Member. Thereafter, the entries are made in the PA Salary Register (**Annexure-IV**) maintained separately for this purpose and bill numbers are assigned to the bill before they are finally forwarded by 20th of every month to P&AO for arranging payment as per mode preferred by the Member from the available following options:—

3.1.3.1 Through bank.

3.1.3.2 Self cheque to be collected in person.

3.1.3.3 Self cheque to be sent to the local address of the MP.

3.1.3.4 Self cheque to be sent to the permanent address of the MP.

3.2 Settlement of TA/DA bills of:—

3.2.1 Deputy Chairman and Leader of Opposition:— The TA/DA bills pertaining to domestic travel of Deputy Chairman and Leader of Opposition are processed on the basis of details of journey along with air ticket/High Official Requisition for rail journeys received from the offices of the Deputy Chairman and Leader of Opposition. The TA bills are prepared based on such details of the journey and are forwarded to the Deputy Chairman/Leader of Opposition as the case may be, for their signatures after verification by the controlling officer. On receipt of the signed bills, they are put up for the countersignature of the Controlling Officer and then transmitted to the P&AO after assigning bill number, for arranging payment to Deputy Chairman/Leader of Opposition.

3.2.2 TA/DA bills of Members:— The Members are required to prefer their TA/DA claims in the prescribed form either to M. S. & A. Branch directly or to the Notice Office for every journey performed by them for the purpose of attending a Session of the House or a meeting of the Committee including Consultative Committee or for the purpose of attending to any other business connected with his duties as a Member. In the cases where the journey is performed by air, the TA/DA claim is required to be accompanied with counterfoils in original of the Air tickets. In the case of e-ticket, the Member is also required to attach Boarding Pass and copy of e-ticket duly countersigned by him. On receipt of TA/DA claim in the Branch, the same are verified as per the summons, notices and attendance sheets pertaining to the Sessions as received from Lobby Office and meetings of the Parliamentary Committees and Consultative Committees, as received from the concerned Committee Section. The attendance sheet of each Committee is arranged in separate files for processing the TA/DA claims. After ascertaining the admissibility of the claims, the bills are prepared based on the details given by the Member. A separate TA/DA register is maintained for each Member. After preparing the bills in duplicate, the bill numbers are assigned consecutively by the Computer. A copy of the computer generated bill is pasted on the TA/DA Register. Two separate bills registers are maintained in the Branch — one exclusively for the Consultative Committees and the other for TA/DA claims other than Consultative Committees. These registers act as a mechanism for monitoring and control of TA/DA allocations and expenditures. The mode of payment, (self cheque or particular Bank Account) as desired by the Member is also given in the appropriate place on the TA Bill. The data input sheet is prepared and attached to the TA/DA bill indicating the budget head to which the payment belongs. The bill thus complete in all respects along with the Member's TA/DA register is submitted. After verification by the Executive Officer, the TA/DA register is submitted to the Controlling Officer of MSA for his countersignatures on the TA Bill as well as on the register which serves as office copy on permanent basis. The TA Bill is then entered in the TA/DA transit register as per given below maintained Seat-wise by the concerned dealing assistant and forwarded to the P & AO for making payment to the Members as per their preferred mode. The Section retains the claim form along with the counterfoils of Air tickets submitted by the Members for records:—

TRANSIT REGISTER

Name of MP _____ State _____ Div. No. _____

Bill No.	Amount Rs.	Date of Transmission to P & AO	Initials of recipient in P & AO	Date of Payment
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3.2.2.1 Whenever the Transit Register is sent to P&AO along with a new claim the P&AO will fill in the last column (*i.e.*, date of payment) in respect of all preceding claims. Each dealing hand will put up every month, a list of pending TA Bills in respect of Members allotted to him, including cases where payment has not yet been made, on the following proforma.

DETAILS OF PENDING TA BILLS

Sl. No.	Name of Member	Pending Sanctions	Pending Payment	Bill No. & Date
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3.2.2.2 The Joint Director/Deputy Director will scrutinize the list and issue suitable directions for prompt disposal of the pendency.

3.2.3 TA/DA bills of Non Official Witnesses:— Persons of eminence in specialized fields or representatives of certain organizations are sometimes invited or summoned by Parliamentary Committees to appear as non-official witnesses before them for the purpose of tendering evidence on issues being examined by the respective Committees. The TA/DA claims of such witnesses are settled by this branch in accordance with the provisions of Supplementary Rules 190. The Committee Section of the concerned Parliamentary Committee before which the witness has appeared, forwards the details of their journey to this Section along with relevant supporting documents, viz. Air/Rail tickets, and a signed TA bill form in duplicate. The Section concerned obtains the prior permission of the Chairman, Parliamentary Committee for the respective journey. After obtaining the permission of the Chairman of the concerned Parliamentary Committee for the air/train journey, the concerned Committee Section shall obtain the administrative sanction from the competent authority under SR 190 for TA. Non-official witnesses for the purpose of DA are treated at par with the Govt. Servants of the highest grade. While obtaining the sanction of the competent authority the mode of journey and the class of entitlement of the non-official witnesses are required to be specifically mentioned. After the receipt of TA/DA Claim and relevant supporting documents alongwith the administrative approval from the concerned Section, the M.S.&A. branch process the claim of the non-official witnesses and after obtaining the financial sanction for the expenditure to be incurred from Joint Director (E) in case where the total amount is upto Rs. 50,000/- and from Joint Secretary in charge of Personnel Section in case where the total amount is more than Rs. 50,000/- and less than one lakh, against the corresponding administrative sanction, already obtained by the concerned Section from the H.O.D. After obtaining financial sanction, necessary sanction order and bills in respect of the journeys performed by non-official witnesses are prepared and put up for signatures of controlling Officer (MSA). A copy of the sanction is invariably endorsed to the concerned Committee Section and the Director of Audit, CAP for information. Thereafter, the bills along with sanction are sent to P&AO for preparing cheque in favour of non-official witness concerned. The cheques so prepared and received from the P&AO for preparing cheque in favour of non-official witness concerned. The cheque so prepared and received from the P&AO, are forwarded to the concerned Committee for onward transmission to the respective non-official witness. The expenditure on TA/DA of the non-official witnesses is debited to the sub-head of TA/DA of Members.

3.2.4 TA in case of cancelled/postponed/adjourned sessions/meetings:— Rule 14 of the Members of Parliament (Travelling & Daily Allowances) Rules, 1957 deals with the regulation of TA in cases where a Member arrives at a place where the session or the sitting of the Committee is to be held has been adjourned suddenly. In such cases, the Member may attach a self-explanatory letter, mentioning the circumstances of the case along with the details of the claim and the bill form. Some members do obtain the approval of the Chairman of the Committee on the letter itself before submitting it to M.S.&A. Branch. On receipt of the request letter alongwith claim, notices as well as cancellation thereof are duly verified with the usual endorsements received from the concerned Committee Section. Thereafter, each claim is put up with all references for the approval of the Hon'ble Chairman, Rajya Sabha under Rule 14 of the Members of Parliament (Travelling and Daily Allowances) Rules, 1957. The TA Bill is then prepared by adopting the usual procedure before onward transmission to P. & A.O. for arranging payment.

3.3 Declaration of usual place of residence by New Members:—On being elected/nominated, every Member is required to declare his usual place of residence in the prescribed proforma (*Annexure-V*) indicating therein the nearest railway station, airport and the distance between the airport to residence and railway station to residence [Rule 8 of the Members of Parliament (Travelling and Daily Allowances) Rules, 1957]. The Member has also to furnish a nomination form (*Annexure-VI*) nominating therein this legal heirs [Rule 18B(1) of the Members of Parliament (Travelling and Daily Allowances) Rules, 1957]. Specimen signatures duly attested by a Gazetted Officer is also required to be furnished by the Member (*Annexure-VII*) The particulars given by the Member are first diarised in the General Diary as per format given below and handed over to the concerned dealing Assistant.

M.S. & A. Branch General Diary

Sl.No.	No. & date of doc.recd. No. Date	From whom	Brief subject	Classification	Asstt. to whom marked	File No.	Dt. of final disposal	Remarks
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3.3.1 A personal file is opened for each member separately by the dealing hand and all the above documents are placed in that file for reference and record. A copy of the specimen signature is sent to the Manager, S.B.I., Parliament House. The nomination is used for the purpose of identifying the legal heirs of the Member for reimbursement of any allowances/claim

which becomes due in the event of his death. The information regarding usual place of residence and particulars relating to the distance from residence to airport and railway station are incorporated in the first page of the respective TA/DA register. A copy of declaration of usual place of residence is sent to P&AO for settlement of TA claims.

3.4 Issuance of Identity Card to Members and their Spouses:—A Member is issued with an Identity Card entitling him and Spouse to travel in first class air-conditioned or executive class at any time by any railway in India (with one person to accompany him in the air-conditioned two-tier coach) [Section 6B(1) of MSA Act, 1954]. The member is required to submit two photographs; one photograph is affixed on the ID Card and the other is affixed on the ID Card register which serves as the Office copy of all the Identity Cards. The ID Card is issued under the facsimile signature of Secretary-General. Every Member is also entitled for a separate railway pass for the spouse to travel alone in first class air-conditioned or executive class by any railway in India from the usual place of residence of the Member to Delhi and back once during every session and twice during budget session [Section 6B(2) of MSA Act, 1954]. The Member has to submit an application for the spouse's railway pass in the prescribed proforma (*Annexure-VIII*) along with two passport size photographs of the spouse. The record of Railway Pass of Spouse are made alongwith the record of the ID card of MP on the same page of the Register. The Member is required to collect his ID cards Spouse's Railway Pass personally after endorsing signature on the ID Card Register maintained in the following format:

MEMBERS' IDENTITY CARD REGISTER

Name of Member		IC No.			Name of Spouse		Rly Pass No.
State	Term of Member				State	From to	
Validity of I.C.		Photo of member			Validity of card		Photo of spouse
Date of issue	Received				Date of issue	Received	

3.4.1 In case of loss of an ID card or spouse's Railway Pass, the Member has to file an FIR with the local police and a copy of it along with an application is submitted to the M.S & A. Branch for issuance of a duplicate ID card/Spouse Railway Pass. On receipt of such application, a fresh ID Card/Spouse Railway Pass is issued after obtaining orders of the Senior Officers. The Ministry of Railways is also informed to avoid misuse of the lost ID card by any unauthorized person. (As prescribed by Joint Committee on MSA in its meeting held on 23rd October, 1973).

3.5 Exchange Order Facility to Members:—Exchange Orders are issued to Members which enable them to purchase air-ticket on credit from any Indian Airlines Booking Office, on receipt of a written requisition from them, in the prescribed format (*Annexure-IX*), for performing journeys by themselves and spouses. For this purpose, the country has been divided into four zones and this Secretariat has been given four credit codes by Indian Airlines. As per the decision of the Joint Parliamentary Committee on Salaries and Allowances of Members of Parliament taken in its meeting dated 2nd January 2002, a Member is entitled for a maximum of eight exchange orders at a time. Any Exchange Order over and above eight will be issued to a Member only after settling the TA claims for the Exchange Orders already issued. Requisition for exchange order is verified with the status of TA claim from earlier exchange order issued to the Member. In case the requisition is honoured, Exchange Order(s) is issued. The Exchange order is prepared in quadruplicate and bears the signature of the Executive Officer; three copies are handed over either to the Notice Office or to the Member concerned as per his direction and one copy is retained in the Branch for records. The exchange orders are also issued by Committee Sections while on tour and the details of such Exchange Order issued, are submitted to M.S. & A. Branch. Besides Exchange Orders are also issued in favour of Hon'ble Deputy Chairman and Leader of Opposition and their spouses from their respective Offices.

3.6 Settlement of Indian Airlines Invoices:—Invoices in duplicate are received from Indian Airlines raised against the air tickets purchased through Exchange orders, for arranging payment. The invoices received from the Indian Airlines are diarised in a separate diary register maintained in the following format.

Invoice No.	Date	Member	Dates of Journey	Service No.	Sector	Bill No. of TA claim by Members
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3.6.1 Thereafter, the name of the member, ticket number, date of travel *etc.* are verified and the details are entered at the appropriate place in the TA/DA register against the credit. Thereafter the payment order is given on the invoice itself and the amount is entered in the TA/DA Register for the corresponding financial year. The serial number in the Bill Register will be the bill number for passing the invoice. A certification on the stamped format as below is made on both the portions of the invoice:—

Certified that Sh. M.P. has not claimed/will not claim the air fare shown in this invoice in his TA & DA Bill for the Journey performed by him by air from to and back on the dates shown in this invoice and TA/DA Bill No. dt. Accepted for payment for Rs. (Rupees only) Debitable to head A-I (4) (2) Travel Expenses (voted) Bill No. dated

3.6.2 The certified invoice along with the TA/DA register of the Member is presented to the Executive Officer for verification and endorsing initials on the register as well as on the invoices before being submitted to the Controlling Officer (MSA) for countersignature for according payment sanction. The invoices are then diarised for onward transmission to P & AO for arranging payment to the Indian Airlines. Necessary entries are recorded against each invoice in the register before forwarding one copy of the invoice to P & A O The other portion is retained in the Branch as office copy. A monthly reconciliation is done on all unsettled invoices and a list of invoices pending due to non preference of TA claim by Member and otherwise also is put up to the Joint Director on the following proforma to remind the Member.

Name of Member	Date of Journey	Invoice No.	Remarks

3.7 Cancellation of Air Ticket:— Members who purchase air-tickets against Ex-change Orders occasionally cancel such tickets and in cases where exchange orders tickets are not availed, the Member is required to get the un-availed ticket cancelled, and surrender the same to M.S.A. Branch in either of the cases. On receipt of such air tickets from the Members, the details of the cancelled ticket are compiled and the consolidated bunch of cancelled air-tickets is sent to the Indian Airlines Booking Office, Parliament House for furnishing the necessary Credit Note. After obtaining the Credit Note, the pending IA invoice is settled after recovering the cancellation fee, if any from the Member concerned. A separate register is maintained by dealing hand to keep record of cancelled air tickets submitted by the Members and its settlement.

3.8 Settlement of Railway debit claims:— Railway debit claims on account of journeys performed by Member and ex-MPs are received in the Branch from Rail Bhawan (Ministry of Railways). On receipt of such claims the availability of fund in the Budget is ascertained in the first instance. If sufficient funds are available, claims is put-up on file to the Controlling Officer for sanction and also signature on the pay order endorsed on the overleaf of the debit claim. After assigning bill number on the pay order, the same is forwarded to P.A. & O. through transit register for arranging payment.

3.9 Settlement of Invoices pertaining to the Indian Parliamentary delegations going abroad:—Invoices pertaining to the Parliamentary Delegations going abroad in the first instance are received by the Conference & Protocol Section or by the Section/Committee which serviced the delegation. The Conference & Protocol Section or the concerned Section/Committee which serviced the delegation verifies the amount of the Invoices with the sanction obtained by them. Thereafter, such invoices alongwith sanction order and the sanction for air travel of the delegates are forwarded to M.S. & A. Branch for settlement. On receipt of these invoices, the amount of the invoices are tallied with the sanction and requisite pay order is recorded on both the invoices (original and office copy) incorporating bill number. After obtaining the countersignature of the controlling Officer (MSA), the invoices are sent to P&AO through transit register for aranging payment.

3.10 Assistance to Joint Committee on Salaries and Allowances of Members of Parliament:— The Joint Parliamentary Committee on Salaries and Allowances of Members of Parliament consists of fifteen members out of which five Members from the Rajya Sabha are nominated by the Chairman, Rajya Sabha and ten Members from the Lok Sabha are nominated by the Speaker, Lok Sabha. The tenure of the members of the Joint Committee is one year. The secretarial assistance to the Joint Committee on Salaries and Allowances of Members of Parliament is being provided by the M.S. & A. Branch of Lok Sabha Secretariat. M.S. & A. Branch Rajya Sabha Secretariat maintains all necessary coordination with its Lok Sabha Secretariat counterpart. The main function of the Committee is to carry out amendments in the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the Rules made thereunder in consultation with the Government of India. The process of carrying out amendments to the Act and the rules is detailed below:—

3.10.1 Amendments to the Act:— The recommendations made by the Joint Committee from time to time, after being approved by the Government of India, are presented to Parliament in the form of an amending bill. The bill, after being passed by both the Houses of Parliament and assented to by the President of India, is notified by the Ministry of

Parliamentary Affairs in the Gazette of India Extraordinary Part-II, after getting the notification vetted by the Ministry of Law, Justice & Company Affairs. This Secretariat, after receipt of the Gazette notification from the Ministry of Parliamentary Affairs, publishes a bulletin regarding the amendments for information of Members and such amendments are implemented.

3.10.2 Amendments to the Rules made under the Act:— After the receipt of a communication from the Ministry of Parliamentary Affairs regarding the acceptance of the recommendations of the Joint Committee by the Central Government, draft notifications in respect of the amendments to the rules are prepared by the M.S. & A. Branch of the Lok Sabha Secretariat in consultation with M. S. & A. Branch of Raja Sabha Secretariat. The draft notifications are placed before the Joint Committee on M. S. & A. for approval and thereafter the draft notification is forwarded to the Ministry of Parliamentary Affairs for vetting by the Ministry of Law, Justice and Company Affairs. On receipt of the vetted notifications from the Ministry of Law, this Branch obtains the approval of the Hon'ble Chairman, Rajya Sabha for issuance of the notifications. The approved notifications are thereafter sent to the Govt. of India Press along with Lok Sabha Secretariat for simultaneous publication in the Gazette of India Extraordinary Part-II. On receipt of the Gazette notifications, Parliamentary Bulletin part-II giving details of the amendments is issued for information of the Members. Besides, being the competent authority for recommending changes in the Salaries and Allowances to Members of Parliament Act, the Joint Committee is also the sole authority vested with the power of interpretation of the rules made under the Act. Therefore, any matter, which involves interpretation of rules, has to be referred to the Joint Committee for its consideration and decision thereon. Any such matter required to be placed before the Joint Committee for consideration is submitted in the form of a memorandum giving the details of the case and quoting the relevant rule position. After the approval of Secretary-General, (obtained by the concerned Section which proposes to place the matter before Joint Committee); the memorandum is forwarded to the Lok Sabha Secretariat by M.S.&A Branch for placing before the Joint Committee. The decision of the Joint Committee is regarded as final and binding upon the Secretariats and subsequent necessary action is taken thereto.

3.11 Budget:— This Branch deals with the budget estimates as well as control of the expenditure under various Heads of accounts pertaining to Chairman, Deputy Chairman, LOP, Members and IPDGA. The Branch makes provisions for their monthly salary and allowances, travelling and daily allowances for Sessions, Committee meetings, Consultative Committee meetings, and Study visits as well as expenditure pertaining to their domestic and foreign travel expenses, refreshment charges, office expenses like electricity, water, computers, CCTV, telephones publications, subsidies, conveyance advance and pensions.

The different stages relating to budgetary exercises are detailed below:—

3.11.1 Apportionment of Budget Allocations:— At the commencement of the financial year, the budget grant under the various heads for that year is received from the Estt. (A/c & Budget) Section. This Branch thereafter intimates to the concerned sections their respective budget grants. As far as Other Administrative Expenses and Office Expenses are concerned, the total grant is sub-divided by this Branch among the concerned sections on the basis of the expenditure incurred by them in the previous year as well as the estimates received from them for the current year. The expenditure is thereafter carefully monitored within the sanctioned budget limits by the concerned sections and the M.S.A. Branch. All files pertaining to expenditure incurred under the concerned heads of account are forwarded to this Branch for noting down the expenditure before being sent to Estt. (A/Cs) for settlement. The expenditure is tallied every month with the Accounts Section and the Pay & Accounts Office.

3.11.2 Preparation of revised estimates:— Every year in July-August, Estt. (A/cs Budget) Section requests this Branch to prepare the revised estimates for the current financial year and the budget estimates for the next financial year. This Branch thereupon requests all Sections to intimate their estimated expenditure for the current and next financial year under the Head 02-Members and in respect of heads 11-Domestic Travel Expenses; 12 Foreign Travel Expenses (IPDGA); 13-Office Expenses; 16-Publications; 20-Other Administrative Expenses; 33-Subsidies in respect of the following:—

- (i) *Refreshment on Committee meetings.*
- (ii) *Group photographs of members.*
- (iii) *Bills of printing.*
- (iv) *Subsidy to be paid to Railways for catering facilities.*
- (v) *Supply of brief cases, fountain pens and computers to members.*
- (vi) *Payment of rental for telex working in Parliament House.*
- (vii) *Closed circuit TV in Parliament House Complex, Teleprinters.*
- (viii) *Foreign Travel Expenses of Members.*
- (ix) *Computers and related expenditures.*
- (x) *Other*

3.11.3 The requisite information is required in the following Proforma:—

Detail of Head	Actual Exp. Last Year	First five months expenditure from Apr. Aug.	Last year seven months expenditure from Sep. Mar.	B.E. (year)-(year)	R.E. (year)-(year)	B.E. (year)-(year)	Reasons for variation between B.E. (year-year) R.E. (year-year) and B.E. (year-year)
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3.11.4 After receipt of all the data from the concerned Sections, a rough estimate incorporating the expenditure during the first five months *i.e.* from April to August, the anticipated expenditure during the succeeding seven months *i.e.* September to March is chalked out. While doing so, the expenditure during the last year as well as anticipated liability, revision in salary and facilities are duly taken into account. Each sub-head of account is properly monitored and revised estimates are duly compiled. While framing budget estimates for the ensuing year, the liability, if any, which has arisen for the aforesaid revision is duly monitored for the whole year. Thereafter the revised estimates for the current year and budget estimates for the ensuing year are forwarded to Estt. (A/cs & Budget) Section with prior approval of Joint Director for further necessary action.

3.11.5 **Communication of revised estimates:—** In January end, Estt (A/cs & Budget) Section intimates the revised estimates of the current year and the budget estimates of the next financial year to this Branch. This Branch thereafter notifies the concerned Sections of the revised estimates and the new budget estimates.

3.11.6 **Communication of actual expenditure and savings/excess:—** In the beginning of every March, Estt. (A/cs & Budget) Section requests this Branch to intimate the actual expenditure incurred upto February of that year and the anticipated expenditure to be incurred during March of the current financial year. This Branch then, requests all concerned sections to intimate the actual expenditure incurred and the anticipated expenditure likely to be incurred during the period from 1st March, to 31st March, in the Proforma given below:—

Code No. and Object Head	Allocated granted	Actual expenditure of amount upto 28th Feb.	Anticipated addl. Expenditure from 1st to 31st March	Savings/ Excess	Reasons for saving/excess
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After the data from all the sections are received, this Branch prepares the expenditure statement showing savings or excess expenditure in every head. At the close of the financial year, this Branch furnishes the reasons for savings/excesses, if any under the heads of account to the Estt. (A/cs & Budget) Section.

3.12 Reimbursement of Medical expenses

3.12.1 **Treatment within India:—** Members of Parliament are entitled to the same medical facilities as are available to Officers of the Central Civil Services, Class-I, having their headquarters in Delhi or New Delhi. Accordingly, the medical facilities of the Members are governed under the CS (MA) Rules and as per the directions of the CGHS issued from time to time for this purpose. Members are required to obtain their CGHS Cards, from the M.A Section in order to avail the medical facilities under CGHS. Members can obtain treatment either in the government hospitals or in the referral/recognized hospitals, whose list for different States is provided by CGHS(Website:<http://mohfw.nic.in/cghs.htm>). For taking treatment in the referral/recognized hospitals, prior permission of the M.A. Section or CGHS doctors from the dispensary to which the member is attached should be obtained. In cases where the treatment is obtained in private recognized or un-recognized hospitals, under emergent circumstances, ex-post-facto sanction may be obtained from the H.O.D. on the merits of the case. The admissible amount of these claims is settled in accordance with the CGHS rate list. However where the rate for a particular treatment is not specified, entire amount spent on the respective treatment is reimbursed as per directions of CGHS. For treatment obtained in areas not covered under CGHS, the same procedure is followed. After undergoing treatment, the member is required to tender claim for reimbursement of expense incurred by him on his own treatment or on

the treatment of such of family members in whose names CGHS Cards are issued by M.A. Section, in the prescribed form (*Annexure-X*) alongwith supporting documents such as prescription *etc.*, to MS&A Branch. The claim pertaining to Outdoor/Indoor treatment is required to be accompanied with Essentiality Certificate and Cash Vouchers duly countersigned by Medical Officer alongwith Hospital Seal, prescription slips and discharge summary. (Claim form also available in the website:www.rajyasabha.nic.in) The claim pertaining to treatment undertaken at outstation Hospitals are in the first instance forwarded to the CGHS for determining the extent of admissibility of claim as per their CGHS rates. The claim is entered in the Medical Claim Register maintained for Members, on the following format:

MEDICAL BILL REGISTER

Sl.No.	Bill No.	Name	Amount	Remarks
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3.12.2 These claims are then scrutinized according to the CS (MA) Rules and the extent of admissibility of the claims is determined in accordance with the rate list provided by the CGHS. Thereafter, sanction for reimbursement of the admissible amount is solicited. Sanction is given by the Joint Director if treatment is taken after permission from Office/Government Hospital. When relaxation or interpretation of the rules is involved, sanction is obtained from the Secretary-General. Ministry of Health & Family welfare has delegated the authority to Secretary-General, Rajya Sabha/Lok Sabha to reimburse the medical claim of Sitting MPs irrespective of monetary limits in relaxation to the existing CGHS guidelines. Once the sanction is obtained, bill in duplicate, for the sanctioned amount is prepared and sent to the Member for obtaining his signatures. On receipt of the duly signed bill from the member, pay orders are affixed on each of the cash vouchers, and number is given on the bill & bill register. The claim is then put up to the controlling Officer (MSA) for his counter signatures on the bill as well as on all the pay orders. Thereafter the claim along with the bill is forwarded to the Pay and Accounts Office through a transit register wherein particulars of the bill are duly recorded. P&AO then makes the payment either through self cheque or directly to the bank A/C as specified by the member in the bill form.

3.12.3 Treatment Abroad:— Members of Parliament are also entitled for treatment abroad under the Assisted Medical Attendance Scheme (AMAS) of the Ministry of External Affairs, in the cases where such treatment is not available in India. In such cases, the member has to first obtain permission from the Standing Committee of the Ministry of Health and Family Welfare through this Secretariat. After receipt of approval of the Standing Committee of the Ministry of Health and Family Welfare, MSA Branch processes the case for obtaining formal sanction of the Secretary-General and this Secretariat accords sanction in favour of Member for treatment abroad and sanction order is accordingly prepared and signed by the Controlling Officer (MSA) which is then forwarded to the Member with copies endorsed to all concerned. The Secretariat bears the expense of Member and companion, if needed, and approves for to and fro journeys by air to the place of treatment. During the treatment abroad, a member can either spend on his own and claim for reimbursement later on, or the Consulate General of India (CGI) in the respective country may pay on the advice of the Secretariat to the hospital authorities from where treatment is obtained. In the latter case, the Consulate through the M/o External Affairs raises debit claim to the Secretariat. Once the bills are received, they are scrutinized and if the claim is in accordance with the provision contained in the AMA Scheme, the admissible amount of the claim is then calculated and the sanction for reimbursement/ settlement of the claim is solicited from the Secretary-General. In cases where the Member has incurred the expenditure, the procedure specified under para 3.12.2 above is followed for arranging payment. In cases where debit claim is raised by the M/o External Affairs, the admissible amount of the claim is passed and settled with the M/o External Affairs. Thereafter the claims are forwarded to P&AO for booking the expenditure in the concerned head of account in a particular financial year. In cases of over-payments made by the CGI, recoveries are made from the concerned member after consultation with the respective CGI.

3.12.4 Reimbursement of Medical Expenses of Chairman, Dy. Chairman and Leader of Opposition:— Medical facilities of Chairman, Dy. Chairman and Leader of Opposition are governed under All India Services (Medical Attendance Rules) which is similar to the CS (MA) Rules for those who are sanctioned in Delhi and are CGHS beneficiaries. Accordingly, for settlement of reimbursement claims of these dignitaries the procedure is the same as that followed for Members, irrespective of the treatment obtained in India or abroad.

3.13 Settlement of Telephone Bills

3.13.1 Telephone bills of Members:— MTNL prefers of all the Telephones including mobile phones allotted to the Member to the extent of free calls available per year. Bills to the extent of Rs. 1,500/- per month for internet usage is also raised by the MTNL [Rule 4 of the Housing and Telephone Facilities (Members of Parliament) Rules, 1956]. The bills, so received are first diarised. On receipt of the bills, the period of bill, number of calls made and the total amount of the bill etc.

are scrutinized and necessary entries are made in a year-wise register with separate pages opened for each Member in the format given below:

S.N.	No. & Date of P&T Deptt. Bills	Rent Charges	Call Charges Period/no. of calls/ Amount	Progressive No. of Calls	Shifting Charges	Installation Charges	Discount	Date of Sending Bill to P&AO
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3.13.2 A contingent bill is accordingly prepared and appropriation as well as the progressive expenditure is shown at appropriate column. It is, ensured that the actual expenditure including the bill in question does not exceed the sanction budget limit. Necessary pay order of the consolidated amount is also recorded on the bill received from MTNL which is signed by the Controlling Officer (MSA). The contingent bill is prepared and entries made in the register of telephone bills against individual Members. The bill is then sent to Controlling Officer for signatures after verification by Executive Officer. On return, bill number is given and the contingent bill is transmitted to P&AO for arranging payment to MTNL.

3.13.3 **Telephone bills of Chief Whips, Leaders and Deputy Leaders of various Parliamentary Parties:—**The Chief Whips, Leaders and Deputy Leaders of various recognized Parliamentary Parties and Groups are entitled to one extra telephone at Delhi in addition to what is provided as Member of Rajya Sabha. The telephone bills of such phones are also received from MTNL which is settled as per procedure mentioned above.

3.13.4 **Telephone bills of Chairmen of Various Parliamentary Committees:—**A Chairman of a Parliamentary Committee is exempted from payment of any charges for calls made from the telephone installed in the capacity of Member, at his residence in Delhi or New Delhi. [Rule 4(2) of the Housing and Telephone Facilities (Members of Parliament) Rules, 1956.] The bills of Chairman of Parliamentary Committees are received from MTNL. Such bills are also settled as per above procedure. In addition to this Chairman of a Parliamentary Committee are provided one more telephone by the Secretariat (G.A. Section) without any call limits. Bills for these telephone are forwarded by the G.A. Section and settled like other bills. Separate records are maintained for these bills and telephone calls.

3.14 **Settlement of Water and Electricity bills of Members of Rajya Sabha:—**Members are entitled to avail free quota of electricity and water as provided under the Housing & Telephone Facilities (Members of Parliament) Rules, 1956. Consolidated water and electricity bills for the premises occupied by the Member are received for the area covered under NDMC from Liaison Officer, NDMC on a bi-monthly basis and at time bills are raised as supplementary. Members themselves also prefer reimbursement of bills in respect of electricity and water for the private accommodation occupied by them in Delhi which is not covered by NDMC. On receipt of the bills, the number of units consumed, period of bill and the amount thereof is verified. Requisite entries thereof are duly recorded in the register maintained for the purpose in the format given below:—

Sl.No.	No. & Date of NDMC Bill	EW Charges		Adjust Units	Progressive Units	Remarks
		Period	Amt.			

3.14.1 Thereafter, contingent bill is prepared and pay order is accorded on the consolidated bill of NDMC. The similar procedure is adopted in the individual claims also. Surcharge if any is not entertained/reimbursed. It is ensured that the consumption of electric and water units does not exceed the available quota. The excess thereof is borne by the Member for which NDMC prefers the bill directly with the Members. Subsequently bill number is given on the contingent bill as well as in the bill register. The contingent bill along with the register after being verified by the Executive Officer is put-up for the signature of Controlling Officer (MSA). The bill is then sent to P&AO through Transit Register for arranging payment either to NDMC or to the member as the case may be.

3.15 **Settlement of Printing Bills:—**Printing bills relating to Rajya Sabha and other miscellaneous jobs besides binding charges *etc.* are received from the Printing Section after verification. These bills are received with the pay orders

duly signed by the Drawing and Disbursing Officer together with the requisite sanction order. These bills pertain to Government of India Press and Private Parties which are claimed in lump-sum. These bills are diarised and after verification, a consolidated contingent bill is prepared and bill number, budget grant and progressive expenditure along with balance saving, if any, is recorded on each bill. A separate bill is prepared for each claim. After countersignature of the Controlling Officer (MSA) the bill along with original printing bills received from the Printing Section are forwarded to Pay and Accounts Office through a transit register for arranging payment to the party concerned. The delivery of cheque and obtaining acquittance is done by the Printing Section.

3.16 Refreshment Bills of Chairman and Leader of Opposition:—

3.16.1 **Chairman:** Bills are received directly from the establishment/department from where refreshments were ordered by the Vice President Office. After diarising, these bills are sent to Vice-President's Office for verification and to certify that the refreshments were actually served. Once received after verification, the bills are scrutinized to check the amount, date of bill, whether revenue stamp is affixed wherever necessary. The file is then put up for soliciting the *ex-post-facto* sanction of the competent authority. In the case of '*Iftar Party*' which is hosted by Hon'ble Chairman every year, the total expenses on this account are generally shared in the ratio of 2:1 by the Rajya Sabha Secretariat and Ministry of External Affairs. On obtaining the sanction, a sanction order is prepared and pay orders are endorsed on the bills, which are signed by Drawing & Disbursing Officer. Particulars of the Bills are then entered in the bill register, mentioning the total amount sanctioned and incurred. Bills are then forwarded along with sanction order to the Establishment (Accounts) Section for preparation of contingent bill and arranging payment to the claimant. Copies of the Sanction Order are also forwarded to other concerned sections including Director of Audit, CAP.

3.16.2 **Leader of Opposition:** Bills which are received directly in the Branch are forwarded to the Office of Leader of Opposition to obtain a certificate to the effect that refreshments were actually served. The procedure followed is the same as in the case of refreshment bills of Chairman. A statement giving the details of refreshment expenditure sanctioned for Chairman and Leader of Opposition in the previous month is prepared and put up by the 10th of following month for perusal and information of the Secretary-General. The refreshment bills in respect of the Office of Deputy Chairman are processed by M.A. Section.

3.17 **Grant of Conveyance Advance to Members of Rajya Sabha:**—Members are entitled to draw advance maximum to the limit of four lakh rupees [as given in Rule 2 of the Members of Parliament (Advance for the Purchase of Conveyance) Rules 1986] for purchase of conveyance at the same interest rate as are prevailing for Government servants. The amount granted along with interest thereon is to be refunded in a maximum of 60 equal monthly installments within the terms of membership. For grant of conveyance advance, the Member is required to apply in the prescribed form. The dealing Assistant verifies the application with respect to the balance period of membership, the number of installments, whether funds are available and whether he has drawn any advance earlier and if so, whether amount has been fully recovered. Before putting up the case, it is ensured that the number of installments including the principal and interest is recovered before he is due to retire. As a matter of caution, the dealing Assistant ensures that the recovery is completed two months before his retirement. The Secretary-General sanctions the advance. As soon as the advance is sanctioned, the member is requested to give an agreement deed in the prescribed format (*Annexure-XI*). Thereafter, conveyance advance bill is prepared and the file is put up for signatures of Controlling Officer (SMA) along with the sanction order (*Annexure-XII*) with usual endorsement to the member and P&A.O. A copy of the sanction order and bill form (*Anexure-XIII*) is kept in the personal file of the member for effecting recoveries. Simultaneously the bills are transferred to P&AO for arranging payment. The recovery of the amount (Principal + Interest) commence from the month immediately after the drawl of advance. The Member who draws an advance for purchase of a conveyance shall complete his negotiations for the purchase of and pay finally for, the conveyance within one month of the date on which he draws the advance and failing such completion of negotiations and final payment, the full amount of the advance, together with the interest thereon for one month, shall be refunded by the Member to the Central Government. After purchasing the vehicle, the Member is required to execute a mortgage bond in form-II (*Annexure-XIV*) hypothecating the conveyance to the Central Government as security for the advance. The Member who resigns, is required to remit the balance amount together with interest in lump sum and in case of Member's death, the legal heirs are requested to refund the money. Members are required to insure the conveyance within one month against loss by fire, theft and accident and keep so insured till the advance together with interest accrued thereon is repaid in full. For this purpose, the prescribed form along with the case receipts are required to be submitted to the section for verification. In case of failure, Members are requested to complete the said formality through reminders. A final reminder is sent alongwith the decision of the Joint Parliamentary Committee that if any Members fails to purchase and execute the mortgage bond of the vehicle within the stipulated period of one months his salary would be stopped. In case a Member wants to return the advance so taken, the amount is to be repaid in lump sum with interest by the Member through cheque in the name of Deputy Director, Rajya Sabha Secretariat. The cheque so received is deposited with the State Bank of India along with the challan duly prepared and signed by the Deputy Director (MSA).

3.18 Parliamentary Pension:—

3.18.1 Procedure of grant of pension to ex-Vice-President of India:— Under the Vice-President's Pension Act, 1999 and Rules made thereunder, an ex-Vice President of India who retired either by the expiration of his/her term of office or by resignation of his/her office, is entitled to receive a monthly pension @ Rs. 20,000/- except for the period that he is in receipt of Salary and Allowances out of the Consolidated Fund of India or the Consolidated Fund of the state. The sanction of grant of pension is made on receipt of an application in writing (in duplicate) for pension alongwith three photographs, specimen signatures duly attested and the name of Bank and Account number where the pension is required to be credited. The application is first diarised in the Section and handed over to the concerned dealing Hand. A separate file is opened for each case. After scrutiny, the file is put-up for sanction of Pension to Sanctioning Authority (Joint Director/Director). Once the sanction is obtained, the file is forwarded to Pay and Accounts Office for removal of one set of Pension application alongwith attested specimen signatures and photographs for their necessary action. Pay & Accounts Office issues special seal authority in the same lines as that of Ex-President of India, issued by P&AO President's Secretariat. After removing the papers, P&AO returns the file to this Branch. One complete set of Application alongwith enclosures is retained in the Branch for records. Entry is made in a separate Pension Register maintained in the following format:

SANCTION OF PENSION OF EX-VICE PRESIDENTS

Sl. No.	Name of Ex Vice-President	Date of receipt of application	Date of sanction	File No.	Remarks
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3.18.2 Grant of Pension to Ex-MPs:— An Ex-Member of Parliament who has served as a Member in either or both Houses of Parliament for any period is entitled to receive a monthly pension at the rates as provided under Section 8A of the Salary, Allowances and Pension of Members of Parliament Act, 1954. A separate pension file is opened for each Ex-MP while granting Pension. For computing the number of years, membership of the concerned Ex-MP in both the Houses is accounted for. The Ex-MP is required to apply for pension from the Secretariat from which he retired last in the prescribed format in duplicate along with 4 passport size photographs and 6 attested signatures. The forms are scrutinized to check if all the requisite information has been furnished, and then forwarded to the Table Office, Rajya Sabha Secretariat, for verification of the period (s) for which he has served as member of Rajya Sabha. Table Office then specifies the period of membership in the application form. The information is also sought from the Table Office, Lok Sabha Secretariat in case the Ex-Member has also been a member of Lok Sabha. On returns of the Pension form duly verified of the term(s) from the respective Table Office, the rate of pension is determined according to the total number of years for which a person has been a member of either House of Parliament. In cases where the Ex-MP also remained a member of the State Legislative/Assembly or Council as the case may be, verification of such period of membership in the State along with the amount of salary and allowances drawn by him in that capacity is sought from the concerned State Legislative Assembly Secretariat. Sanction for the grant of pension to Ex-MP is accorded by Joint Director/Director who is also required to sign the endorsement in the application form. Once the sanction is obtained, the file is forwarded to Pay & Accounts Office for removal of one set of pension application form alongwith attested specimen signatures and photographs, for their further necessary action. After removing the papers P&AO returns the file to this Branch. One complete set of application form is retained in the Section.

3.18.3 Grant of Residuary Pension to MPs:— A Member of Parliament is entitled to receive residuary pension if the total amount of pension to which he is entitled is more than the salary he receives in the capacity of an MP/MLA. In such a case if the member applies for grant of pension, the balance amount is sanctioned to him as pension. The procedure followed is the same as in the case of grant of pension to Ex-MPs. Where an Ex-MP who is already drawing pension subsequently becomes in MP and is entitled to residuary pension, his pension is revised on receipt of an application for such revision from the Member and the revised pension order is forwarded to P&AO for further action at their end.

3.18.4 Grant of Family Pension to the spouse/dependent of deceased MP/Ex-MP:— Spouse or dependent of a deceased Member/Ex-Member, who is neither a sitting Member nor drawing pension under Section 8A of the MSA Act, 1954, is entitled *w.e.f.* 15.09.2006 for the remaining period of life of Spouse or for dependent so long he/she continues to be a dependent, a Family Pension equivalent to 50% of the Pension otherwise admissible to such deceased Member/Ex-MP. The Spouse/dependant is required to apply for Family Pension in the prescribed form, in duplicate along with following documents:

3.18.4.1 Death Certificate issued by the Municipal Authority or the Local Panchayat of the area.

3.18.4.2 Proof of relationship with the deceased MP/Ex-MP and Affidavit showing reasons of dependency on the MP/Ex-MP.

3.18.4.3 **Four specimen signatures:** — (to be furnished on the sheets attached with the application form duly attested by a First Class Magistrate or a Gazetted officer or a Member of Parliament).

3.18.4.4 Proof of residence duly attested by a First Class Magistrate or a Gazetted Officer or a Member of Parliament (Ration Card/Voter Identity Card issued by Election Commission/Passport/Driving License/Latest Electricity Bill/Telephone Bill).

3.18.4.5 Four copies of passport size photograph of the applicant attested by a First Class Magistrate or a Gazetted Officer or a Member of Parliament.

3.18.4.6 Two slips each bearing left or right hand thumb and finger impressions of the applicant.

3.18.4.7 Descriptive Roll of the applicant, indicating (a) height and (b) personal marks, if any, on the hand, face, *etc.* (in duplicate).

After the application being found eligible for Family Pension, a separate file is opened for each case and sanction obtained adopting the same procedure being followed in the case of grant of Pension to Ex-MP.

3.18.5 **Revision of Pension:** From time to time Government revises the rate of Parliamentary pension to which Ex-MPs are entitled. Accordingly the pension of the Ex-MPs who are currently drawing pension are revised *suo-moto* in the Branch and revised Sanction orders are solicited from the Joint Director/Director. These revised sanction orders are then forwarded to the Pay and Accounts Office. Where an ex-MP becomes entitled to receive pension after the revision of rules, is required to apply for pension in the prescribed format.

3.18.6 **Stoppage of Pension:** Parliamentary pension being paid to an Ex-MP is automatically stopped by the Branch on receipt of information regarding his re-election as MP/MLA or if the ex-MP is otherwise employed by Government and draws salary from the Consolidated Fund of India, provided that the salary he receives as such Member or in such employment is more than the pension to which he is entitled. Parliamentary pension is also stopped on being informed of the death of the Ex-MP either through Parliamentary Bulletin or other sources. In the latter case, a death certificate should be furnished to confirm the date on which he/she expired. Each such case is dealt separately in the pension file of the Ex-MP and is put up for endorsement of the Joint Director/Director and a copy of pension stoppage order is forwarded to P.& A.O for stopping the payment of pension to Ex-MP and also for recovery of over-payment of pension, if any. The other copy of pension stoppage order is retained in the section for records.

3.19 **Reimbursement of expenses incurred by the Member for purchasing Computer equipments:**— As per the provisions of Computer Equipment to Members of Rajya Sabha and Officers, Rules 2008, a Member of Rajya Sabha is entitled to a Sum of Rs. 1,50,000/- (rupees one lakh fifty thousand only) for purchase of Computer equipment from an authorized vendor and get the amount reimbursed from Rajya Sabha Secretariat on presenting the proof of payment or produce proforma Invoice from an authorized vendor for procurement of computer equipment. In either of the cases, the matter is processed by IT Section in the first instance for admissibility and eligibility of the claim. IT Section, after obtaining the Administrative and Financial Approval forward, the bills to MS&A Branch for arranging payment to Vendor or the Member, as the case may be. Thereafter sanction order and pay order under the signature of Joint Director(E) is forwarded to Cashier/P&AO through transit Register for issue of cheque. On receipt of the cheque from cashier the same is sent to the vendor/member concerned as the case may be.

3.20 **Settlement of bills relating to Study Visits of Parliamentary Committees:**— The bills received from the Nodal Organisation(s) shall be first scrutinized thoroughly by the concerned Committee Section that has organized the Study Visit and satisfy itself about the admissibility of each item of expenditure in accordance with the guidelines issued from time to time. Thereafter the concerned Committee Section shall obtain post facto approval of Secretary-General for the expenditure incurred. After obtaining the Secretary-General's approval, sanction order shall be issued by the Committee Section and the bills shall be forwarded to MS&A Branch alongwith the two certificates (as per specimen at *Annexure-XV & XVI*) duly filled in by the senior most officer who accompanied the Committee during the visit and the Joint Secretary, respectively for payment. While forwarding the bills to MS&A Branch, a statement shall be included therein giving the break-up of expenditure on boarding, lodging, transport *etc* in respect of Members and Officials for booking the amount under appropriate heads, alongwith utilization certificate.

3.20.1 On receipt of the bills from the concerned Committee Branch, MS&A Branch shall ensure that the expenditure incurred is as per guidelines and the sanction order. Once the bill is found to be in order, a consolidated bill (pay order) will be prepared and sent to P&AO duly signed by the Controlling Officer, for arranging payment to the Nodal Organization by means of Cheque.

3.21 **Distribution of cheques received from P&AO:**—

3.21.1. **Salary of PAs to Members of Rajya Sabha:**-The cheques pertaining to Salarly of PAs to Members of Rajya Sabha received from P&AO are disbursed as preferred by the Member from the following mode:

3.21.1.1 To the, Account No. of my P.A. of SBI Bank at PHA/PH

3.21.1.2 To the local address of the Member

3.21.1.3 to the permanent address of the Member.

3.21.1.4 to the member/PA in person to be collected from the Branch.

3.21.2 **TA/DA of Non-Official Witnesses appearing before the Committees:—** Cheques received from P&AO are sent through transit register to the Committee Section concerned which had called the non-official witnesses to appear before their Committee, for onward transmission to the individual concerned.

3.21.3 **Government Press and Private Printers of Printing Charges:—** The Cheques pertaining to Government Press and Private Printers received from P&AO is sent to Printing Section for onward transmission to the Press concerned.

3.21.4 **Other Government and Private agencies:—** Cheques pertaining to private agencies received from P&AO are sent to the agencies concerned.

3.22 **Issue of Parliamentary Bulletins:—**Para in Parliamentary Bulletin Part-II on the following subject are generally included for the information and compliance by the Members.

3.22.1 Tax Implication on Salary and Allowances of Members of Parliament.

3.22.2 Exchange Order facility to Members of Rajya Sabha.

3.22.3 Processing of Members' TA/DA claims.

3.22.4 Reimbursement of Medical Expenses of Members of Parliament.

3.22.5 Disbursement of self-cheques during Inter-Session period.

3.22.6 Amendments in the Salary, Allowances and Pension of Members of Parliament Act and Rules made thereunder.

3.23 **Updating and Printing of:—**

3.23.1 Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder.

3.23.2 Salaries and Allowances of Officers of Parliament Act, 1953 and Rules made thereunder.

3.33.3 Salaries and Allowances of Leaders of Opposition in Parliament Act, 1977 and Rules made thereunder.

3.23.4 The Leaders and Chief Whips of Recognized Parties and Groups in Parliament (Facilities) Act, 1998 and Rules made thereunder.

3.23.5 The Vice-President's Pension Act, 1997 and Rules made thereunder.

RESIDENTIAL ACCOMMODATION FOR MEMBERS

4.1 **House Committee:—**

The House Committee of Rajya Sabha consists of ten members, nominated by the Chairman, Rajya Sabha. The Chairman of the Committee is appointed by the Chairman from amongst members of the Committee. The Committee holds office till a new Committee is nominated. Normally the Committee is reconstituted every year.

4.2 **The functions of the Committee are:—**

- (i) to deal with all matters relating to residential accommodation of Members;
- (ii) to exercise supervision over facilities for accommodation, telephone, food, medical aid and other amenities accorded to Members; and
- (iii) to consider and provide such amenities to Members as may be deemed necessary from time to time.

4.3 **Duties/Responsibilities of the Member's Amenities Section (M.A. Section):—**

The main function of the M.A. Section is to service the House Committee of Rajya Sabha. The duties/responsibilities of this Section are listed below:

- (i) Servicing the House Committee;
- (ii) Servicing the Joint Committee of Chairmen, House Committees of both the Houses of Parliament;
- (iii) Arrangement for temporary stay of newly elected/nominated Members in State Guest House/Bhawans located in Delhi and regularisation of the period of their stay;

- (iv) Allotment and maintenance of flats/bungalows/servant quarters and motor garages to the Members of Rajya Sabha and liaisoning with CPWD;
- (v) Allotment of accommodation for guests of Members of Rajya Sabha;
- (vi) Settlement of disputed rent cases of Members in respect of accommodation occupied by them;
- (vii) Court Cases;
- (viii) Telephone facilities in Delhi and permanent/usual places of residence of Members;
- (ix) Electricity and water connections in MPs' residences and liaisoning with NDMC;
- (x) Allotment of electrical appliances, air-conditioners, refrigerators, etc. at Members' residences;
- (xi) Forwarding requests of Members of Rajya Sabha for allotment of surplus defence vehicles such as jeep/jonga, motor cycle and ambassador car to the Ministry of Defence;
- (xii) Transport arrangements for Members of Rajya Sabha to and from Parliament House of Member's residential localities;
- (xiii) Monitoring of Catering arrangements and maintenance in Western Court Hostel;
- (xiv) Medical facilities for Members and visiting ailing Members admitted in hospitals in Delhi;
- (xv) Processing of refreshment bills in respect of Deputy Chairman's Office;
- (xvi) Updation of List of Members; and
- (xvii) Organising Cultural Programmes for Members of Rajya Sabha.

4.4 Joint Committee of Chairman, House Committees of both the Houses of Parliament:— Requests from Members, which are common in interest to Members of both the Houses of Parliament are processed by the M.A. Section and sent to the Lok Sabha Secretariat for consideration of Joint Committee of Chairman, House Committees of both the Houses of Parliament. For this purpose, a detailed agenda is prepared and the meetings, etc., are organised by either of the Secretariats.

4.5 Accommodation to Members:—

4.5.1. Transit Accommodation:—

On being elected to Rajya Sabha, arrangements for temporary stay of the newly elected Members are made in State Guest Houses/Bhawans, etc. of their respective States.

On election or nomination of a Member to Rajya Sabha, M.A. Section requests the respective Resident Commissioners of the concerned States, to reserve a single suite for the newly elected/nominated Members in the concerned State Guest House/Bhawan in Delhi. Payment on this account is made by the Directorate of Estates (DoE) from the date a Member comes of Delhi immediately after he/she is declared elected by the Returning Officer, even prior to the notification in the Official Gazette of such declaration under the provisions of the Representation of People Act, 1951, upto the day regular accommodation allotted to the Member is made habitable by CPWD. Rent bills are sent by the respective State Guest Houses to DoE for payment. The DoE then requests the Secretariat to regularise the period of transit stay of the newly elected/nominated Members of Rajya Sabha in State Guest Houses/Bhawans. This Section processes the matter and obtains approval of Chairman, House Committee for regularization of the period of transit stay of the Members as per its own records. Thereafter, this Section informs DoE about regularisation of the period and requests them to make payment to the concerned parties.

4.5.2 Regular Accommodation

Under sub-rule (1) of the Rule 2 of the Housing and Telephone Facilities (Members of Parliament) Rules, 1956, as amended from time to time, each Member is eligible, without payment of rent, to housing accommodation in the form of a flat. However, a Member has to pay normal license fee if he is entitled to and is allotted a bungalow.

Applications for allotment of accommodation are to be made in writing, in the prescribed form, by the individual Members to the Chairman, House Committee, Rajya Sabha. There is no time limit for making an application. While applying for accommodation, a Member is required to indicate three preferences, as owing to shortage of accommodation, it may not always be possible to allot the accommodation desired by a Member.

On being allotted accommodation, entry is made in the Residence Allotment Register which is maintained area-wise, with a page for each house as follows:—

House Address_____

Category _____

Sl. No.	Name of Allottee	File No.	Date of Occupation	Date of ceasing to be eligible	Date of Vacation	Remarks (enter details of allotment of SQ, Garage, extension of time of occupn. etc.)
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The details of allotted accommodation (along with telephone number) are notified in the Part-II Bulletin, for general information.

4.5.3 Guidelines for Allotment

The following guidelines were adopted by the House Committee at its meeting held on 31st July, 2006* (which came into force *w.e.f.* 1st January, 2007) for allotment of accommodation to Members out of the Rajya Sabha Housing Pool:—

Sl. No.	Category	Entitlement of Bungalow/Flat
1.	Former Union Cabinet Minister and Former Speaker of Lok Sabha/Former Governor of a State/Former Chief Minister of a State	Type VIII
2.	(i) Former Union Cabinet Minister/Former Governor of State/Former Chief Minister of a State/Former Speaker of Lok Sabha (ii) Members who have completed three **full terms in Lok Sabha/Rajya Sabha	Type VII
3.	(i) Former Ministers of State in the Union Cabinet (ii) Former Deputy Chairman, Rajya Sabha/Former Deputy Speaker, Lok Sabha (iii) Former Cabinet Ministers/Speakers in States (iv) Members who have completed one** Full term in Lok Sabha/Rajya Sabha (v) Nominated Members (vi) Floor leaders of national parties in Rajya Sabha, recognised by the Election Commission	Type VI bungalows/MS Flats/Twin Flats
4.	First term Members of Parliament	Type V single flats/bungalows

*Further amended by the House Committee at its meeting held on 16.8.2007.

**One full term in Lok Sabha means the period from the date of constitution of Lok Sabha to the date of its dissolution.

**One full term in Rajya Sabha means 6 years.

On the basis of applications received, and keeping in view the prescribed norms, proposals for allotment of accommodation are put up to the Chairman, House Committee, who takes decision in this regard.

4.5.4. Retention of Accommodation after ceasing to be Members of Rajya Sabha

Members of the Rajya Sabha can retain residential accommodation for a maximum period of one month after retirement/resignation, etc., as per the terms of allotment.

In the case of death of a Member, however, the members of his/her family can retain the accommodation on the same terms as were applicable to the Member immediately before his/her death, for a maximum period of six months, after which the allotment is deemed to have been cancelled.

The House Committee approved the following guidelines regarding retention of accommodation by ex-MPs/families of late MPs on 19th November, 2009:—

- (i) Henceforth, extension for retention of official accommodation would be granted to an ex-MP/family of a deceased MP for a maximum period of three months only. However, in exceptional circumstances, further extension beyond this period may be granted by the Chairman of House Committee for a maximum period of 90 days, on valid ground.
- (ii) Request for extension will be processed only if the rent has been paid upto date.
- (iii) No extension would be granted to an ex-MP/family of a deceased MP beyond six months; and
- (iv) The ex-MP/family of the deceased MP will be responsible for payment of all the dues, including rent.

4.5.5. Localities where Rajya Sabha Pool accommodation is available:

The following are the localities where residential accommodation, belonging to the Rajya Sabha Pool, is available for allotment to Members of the Rajya Sabha:

(i) Bungalows

Ferozeshah Road; Windsor Place; Dr. Rajendra Prasad Road; Canning lane; Gurudwara Rakabganj Road; Pandit Pant Marg; Dr. Bishambhar Das Marg; Mahadev Road; Ashoka Road; Humayun Road; Janpath; Shahjahan Road; Lodhi Estate, H.C. Mathur Lane; Safdarjung Lane, Pandara Park; Pandara Road; Mathura Road; Teen Murti Lane; Teen Murti Marg; Talkatora Road; Purana Quila Road; Krishna Menon Marg; K. Kamraj Lane (Duplex Road); Willingdon Crescent; Tughlak Crescent; Tughlak Lane; Safdarjung Road; Copernicus Lane. (Total number of bungalows—85).

(ii) Flats

North Avenue; South Avenue; Meena Bagh; Baba Kharak Singh Marg; Dr. Bishambar Das Marg; Swarn Jayanti Sadan (SWAJAS) & Brahmaputra (Total number of flats-157)

(iii) Hostel Accommodation

Suites in Western Court Hostel and Vithalbhai Patel House

4.5.6. CPWD Enquiry Offices:

In Vithalbhai Patel House and Western Court Hostel, a normal residential unit comprises one double and one single suite or three single suites. The following CPWD Enquiry Offices are concerned with the general maintenance and upkeep of the Members' residences:—

SL. No.	Service Centre	Location
(a)	C.P.W.D. Service Centre, North Avenue	Near Flat No. 89
(b)	C.P.W.D. Service Centre, South Avenue	Near Flat No. 161
(c)	C.P.W.D. Service Centre, Ferozeshah Road	Near Bungalow No. 5
(d)	C.P.W.D. Service Centre, V.P. House	Wing no. 1 (opposite Constitution Club), Ground Floor
(e)	Reception Office of the Western Court Hostel	Located in the same premises
(f)	C.P.W.D. Service Centre, Sunehari Bagh	SWAJAS, Brahmaputra

Note: A liaison officer also sits outside Room No. 66, Parliament House between 10.00 a.m. to 6.00 p.m., to register complaints/requests and to keep a watch on the disposal of complaints/requests received there.

4.5.7. Allotment of servant quarters and motor garages—Applications for allotment of Servant Quarters (SQ) and Motor Garages (MG) are also to be made in writing in the prescribed form to the Chairman, House Committee, Rajya Sabha.

An allotment register is maintained in the same format as for residential accommodation in respect of SQs/MGs allotted.

Since there is a shortage of servant quarters and motor garages, it may not always be possible to meet the demand of all the Members in this respect. A policy decision has been taken by House Committee that motor garages are to be allotted

to Members only if:—

- (i) The Registration Certificate of the vehicle submitted by a Member is in his name; or
- (ii) The Registration Certificate of the vehicle submitted by a Member is in the name of his family members (*i.e.* parents/spouse/son/unmarried daughter)

A waiting list is maintained and, on the occurrence of vacancies, allotment is proposed as per the waiting list.

4.5.8. Procedure for obtaining occupation slips and surrender of residences:—Orders regarding allotment of accommodation to the Members are issued by the M.A Section. Members are required to collect occupation slips from the Section.

When a residence is allotted to a Member, he is informed that its possession should be taken through the concerned CPWD Service Centre. Similarly, when the accommodation allotted to a Member is surrendered by him, he is advised that its vacant possession should be handed over to the concerned CPWD Service Centre. Till such vacant possession is given, the Member is deemed to be in occupation of the residence and will be responsible for any loss or damage to Government property.

4.5.9. Examination of cases of overstay:—Members are personally responsible for occupation and vacation of the accommodation allotted to them. The Directorate of Estates charges market rent in the cases of overstay. This Section examines each case under the relevant rules and places the same before the Chairman, House Committee, Rajya Sabha. The decision taken by the Chairman, House Committee thereon is forwarded to the Directorate of Estates and the concerned Member.

4.5.10. Supply of Electricity and Water:—The light, power and water connections for bungalows/flats can be obtained from the New Delhi Municipal Council, on deposit of security money, which varies according to the loads sanctioned for different premises. No security deposit is necessary in the case of Vithalbhai Patel House, where sub-meters have been provided by the Government. Charges on account of electricity/water consumption in excess of the permissible limit of free consumption in Vithalbhai Patel House are recovered by the Directorate of Estates separately, on the basis of actual consumption.

The exact amount to be deposited by a Member may be ascertained direct from the Liaison Officer, N.D.M.C. (Tel. No 23034314), Room No. 314, Parliament House Annexe, New Delhi.

Payments on account of N.D.M.C. dues, including security deposits, can be made in Room No. 314, Parliament House Annexe. If any difficulty is felt in the matter of connection/restoration of electricity/water/power connection in their bungalows/flats, Members are advised to contact N.D.M.C. on telephone No. 23034314.

Under the Housing and Telephone Facilities (Members of Parliament) Amendment Rules, 1998, every Member in respect of any accommodation allotted to him, is entitled, without payment of charges, to the supply of a maximum of 50,000 units electricity (25,000 units each on light/power metres or pooled together) and 4000 kilo-litres of water per annum, beginning 1st January every year.

4.5.11. Furniture:—Every Member is entitled, without payment of rent, to furniture, within the monetary ceiling of Rs. 60,000 in respect of durable furniture and Rs. 15,000 in respect of non-durable furniture, for the residential accommodation provided to him. Request for extra or new furniture is to be made by the Member in writing to the concerned CPWD Service Center. CPWD prepares the estimates and sends the same to this Section, for processing. Sanction is accorded for the supply of additional furniture, on payment of prescribed rent, and with the approval of Chairman, House Committee, who has been authorised by the Committee to approve all estimates pertaining to furniture items.

4.5.12 Allotment of electrical appliances, air-conditioners, refrigerators, etc.:—Requests from Members are received for supply of electrical appliances, *viz.*, table fans, room heaters, table lamps, refrigerators, room coolers, air-conditioners, etc., at their residential units, by this Section. Such requests are taken up with the CPWD for immediate necessary action, on payment of rent, as prescribed from time to time.

4.6.13 Maintenance of flats/bungalows, servant quarters and motor garages:—For the normal maintenance of bungalows and flats and for repairs of a minor nature, Members may write directly to the concerned CPWD Service Centres.

A Member is also entitled to have additions/alterations in his bungalow/flat within the ceiling limit of Rajya Sabha Rs. 75,000/- in his one full term, even if he changes accommodation during that term.

All estimates for administrative approval and expenditure sanction upto the aforesaid ceiling are processed in the Section, keeping in view the expenditure involved and as per the norms. Chairman, House Committee has been authorised by the House Committee to accord sanction for all the civil and electrical estimates upto the ceiling of Rs. 75,000/-. In case the ceiling of Rs. 75,000/- is exceeded, the Member is requested to intimate in writing whether he is ready to bear the extra expenditure involved.

ALLOTMENT OF GUEST ACCOMMODATION

5.1. Allotment of guest accommodation in Western Court Hostel:—Arrangement is made to accommodate the guests of Members, who come to Delhi for short durations, in Western Court Hostel on payment of rent.

Requests for guest accommodation in Western Court Hostel are received in the Section and entertained on 'First come First served' basis. On expiry of the allotment period, the Section verifies as to whether the unit has been vacated by the guest. In case it is not vacated, necessary action to evict the guest is taken. The accommodation allotted in Western Court Hostel would be deemed to have been cancelled automatically if it is not occupied within 24 hours from the date of allotment. The Superintendent, Western Court Hostel, does not entertain any application for guest accommodation directly from M.Ps.

The terms and conditions for allotment of guest accommodation in Western Court Hostel are as under:—

- (i) The Hostel accommodation, if allotted, will be retained for a maximum period of one week. Unless extension is granted by the Chairman, House Committee, Rajya Sabha, the allotment of accommodation will stand cancelled automatically and the recoveries on account of rent, etc., will be made from the Member, through his salary/T.A./D.A. bills, in case the payment of rent, etc., is not made at the Hostel Counter.
- (ii) The normal rate for Deluxe-I (AC) single suite is Rs. 800 per day and for double suite Rs. 900/- per day. The rate for Deluxe-II (Non AC) single suite is Rs. 350 per day and for double suite Rs. 450/- per day.
- (iii) Beyond 7 (seven) days, upto a further period of 7 days, rent is charged at double the above rates.
- (iv) For any overstay, penal rent may be fixed at 4 (four) times of the normal rates quoted in (ii) above.
- (v) The Rajya Sabha Secretariat will make allotment of suites, with specific number, alongwith the names of the guest(s), who will be required to give an undertaking to the effect that he will vacate the suite after the period of allotment is over.
- (vi) The amount of rent and messing for the period of allotment will be deposited in advance with the Cashier, Western Court Hostel, before accommodation is provided.
- (vii) The Member will be responsible for payment of all the other charges, e.g. messing charges, etc.
- (viii) On failure to pay the advance rent, the allotment would stand cancelled and the dues in respect thereof would be recovered from the sponsoring Member of Rajya Sabha, through his salary bill, etc.
- (ix) The Member will have no objection to the outstanding dues, if any, in respect of his guest (s) being recovered by the Rajya Sabha Secretariat from his salary/T.A./D.A. bills, etc.
- (x) The Member will be personally responsible for vacation of the accommodation by the guest(s) at the expiry of the period of allotment.

5.2. Allotment of guest accommodation in V.P. House/North Avenue/South Avenue:—A Member requiring guest accommodation for his guest in Delhi for relatively a longer period, *i.e.* for about three months, in flats of North Avenue and South Avenue or suites in VP House, has to make a request in writing to Chairman, House Committee. M.A. Section processes the request and puts up the case for consideration of the Chairman, House Committee. Depending upon availability of vacant flats under the Rajya Sabha Housing Pool, the Chairman may accede or deny the request of the Member on the condition of advance payment of market rent. The following guidelines for allotment of guest accommodation to Members were adopted by the House Committee on 19th November, 2009:—

- (i) Guest accommodation will continue to be allotted to sitting Members of Rajya Sabha by the Chairman, House Committee, subject to availability.
- (ii) In the allotment of guest accommodation, priority will be given to the applicants, where the guest happens to be an ex-MP.
- (iii) Guest accommodation may be allotted only in Western Court Hostel (short term) and V.P. House (long term). Residential flats (North Avenue, South Avenue, etc.) will normally not be allotted. However, in exceptional circumstances, Chairman, House Committee may allow the use of these flats as guest accommodation.

- (iv) Rules governing allotment of guest accommodation in Western Court Hostel, as already in place, would be followed strictly.
- (v) Application for guest accommodation should be submitted in a prescribed form. Requests for allotment of guest accommodation, if not received in prescribed form, will not be processed.
- (vi) Initially, the guest accommodation would be allowed for a maximum period of three months only. However, extension beyond this period may be granted by the Chairman,, House Committee on valid grounds, for a maximum period of 90 days. In any case request for extension will be processed only if the rent has been paid upto date.
- (vii) The sponsor Member will ensure that the guest accommodation is transferred in his name in the official records from the date of its allotment, failing which all the liabilities, including rent, etc. would be borne by the sponsor Member, irrespective of whether the allotment is transferred in his name or not.

A register in this regard is maintained in the Section in the following format:—

Sl.No.	Name of Member	Date of Application	Period for which required	Decision of Chairman, House Committee
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Upgradation Policy:—The Committee, approved the following guidelines for upgradation of housing units in the Rajya Sabha housing pool:—

I. All old housing units will be taken up for upgradation as and when they fall vacant. The upgradation will be done strictly as per the following norms laid down in this regard by the Committee:—

(a) The following will be standard items for upgradation in respect of civil works:—

- (i) Vitrified tiles — In drawing room, dining room and passage
- (ii) Porcelain tiles — Bed rooms and contiguous areas
- (iii) Built in steel wardrobe — Bedrooms
- (iv) Modular Cabinets — Kitchen
- (v) Kota stone — In platforms
- (vi) Renovation — Toilets and kitchen
- (vii) Arrangement for split or Compact AC — Wall openings and lines for fixing

(b) The CPWD will undertake the following works out of its own budgetary allocation:—

- (i) APP (roofing treatment)
- (ii) Finishing work

(c) The following will be standard items for upgradation in respect of electrical works:—

- (i) Telephone wire, cable TV with steel conduit and boxes
- (ii) Brass fancy CFL fitting 20 watt built in choke
- (iii) Modular type switch socket and box etc.
- (iv) Chimney for ventilation
- (v) Fresh Air fan Newtek make
- (vi) Mirror light fittings
- (vii) Wiring, rewiring Ckt & replacement of SP MCB
- (viii) Bulk head fitting with CFL

(d) The financial ceiling for upgradation of a bungalow will be Rs. 8.5 lakh per bungalow and Rs. 5.5 lakh per flat.

II. An occupied housing unit may be upgraded if the Member occupying the unit makes a specific request in this regard subject to the approval of Chairman, House Committee.

III. So long as the upgradation of a housing unit is within the financial norms laid down by the Committee. Chairman, House Committee should be authorized to sanction such estimates. Estimates for upgradation shall be put up to the Committee only if relaxation of norms is involved.

IV. A house will be taken up for upgradation as soon as it falls vacant and will be allotted only after the upgradation work is complete. CPWD will complete upgradation of a vacant house within two months of the approval of estimates for upgradation.

V. The life of upgradation may be taken as 12 years. Re-upgradation of a housing unit should be considered only after the efflux of this stipulated period.

VI. All the Members will be entitled to seek additions/alteration (upto a ceiling of Rs. 75,000/-) to a housing unit after its normative upgradation.

6.1 Telephone facilities to Members of Rajya Sabha:—Under the Housing and Telephone Facilities (Members of Parliament) Rules, 1956, as amended from time to time, a Member is entitled to have two telephones, one at his residence in Delhi and other at his usual place of residence, or a place selected by him within the State he represents or resides. A third telephone for Internet connectivity purposes is also allowed to a Member at Delhi/usual place of residence. Installation charges, monthly rental and local call charges, to the extent of 1.5 lakh free local calls in a financial year on all these phones put together, are borne by the Secretariat. The Chairman of a Parliamentary Committee is exempted from payment of any charges for calls made from the telephone installed in that capacity at his residence in Delhi/New Delhi.

Besides the above telephone facilities, a Member, on his request, is entitled to avail one Mobile phone connection of MTNL with national roaming facility and another mobile phone connection of MTNL or BSNL with national roaming facility for utilisation in his constituency, and no charges shall be payable by him in respect of the registration and rental of such mobile phone connections. The call made by a Member from such mobile phones shall be adjusted from the total of 1.5 lakh free local calls available to him under Rule 4 of the Housing and Telephone Facilities (Members of Parliament) Rules, 1956, as amended from time to time.

In addition, a Member is also provided with broadband facilities from MTNL and BSNL on any one telephone available to him, and shall not be liable to make payment upto a maximum of Rs. 1,500/- per months.

All requests for installation/taking over of these connections of telephones are to be made by Members to the M.A. Section, in the prescribed forms.

After processing the applications, these are sent to Liaison Officer (Telephones) of MTNL, for issuance of instruction. While telephone bills are processed by the MS&A Section, complaints regarding wrong billing, malfunctioning, etc., are processed in M.A. Section.

The Liaison Officer, MTNL, Parliament House Annexe intimates the Section in case there is any change in the number, and an item is, accordingly, issued in the Parliamentary Bulletin Part—II.

6.2. Surrender of telephone:—Surrender of residential accommodation in Delhi does not mean automatic surrender of telephones installed at a Member's residences. Member, who desire to surrender the telephones at their residences in Delhi and their usual places of residences, are to write to this Section or to the telephone authorities concerned. On receiving the request, Liaison Officer (Telephones) is advised to take necessary action in the light of the request received from the Member.

The MTNL Liaison Officer at the Parliament House Annexe (PHA) has a Liaison Officer (Telephones) to attend to all works connected with the installation, disconnection and shifting of telephones installed at Members' residents.

Where a Member does not utilize the free telephone calls available to him on the three telephones provided to him in any year, the balance unutilized telephone calls shall be carried forward to the subsequent years, till his seat becomes vacant.

Excess telephone calls made, over and above the pooled total of one lakh fifty thousand free local calls per annum in respect of the three telephones, may be adjusted against the one lakh fifty thousand free local calls allowed on the three telephones for the next year.

A Member is liable to make payment in respect of charges of local calls made in excess of the total local calls available to him.

7. Medical Facilities to Members:—

Under the Central Government Health Scheme, as extended to Members of Parliament, the following dispensaries are functioning in New Delhi, to cater to the medical needs of Members and their families:—

(i)	Sl. No.	Location of dispensaries	Member's residential localities allocated
	1.	North Avenue	North Avenue and bungalows near about that area.
	2.	South Avenue	South Avenue and bungalows near about that area.
	3.	Constitution House, Kasturba Gandhi Marg (Curzon Road Barracks)	Bungalows in the area bounded by Janpath from Windsor Place upto its junction with Rajpath, upto Princess Park, proceeding along Park Hexagon, turning left upto its junction with Purana Quila, Purana Qila Road from its junction with Princess Park to its crossing with Mathura Road, Mathura Road from its crossing with Tilak Bridge, Sikandra Road from Tilak Bridge to its junction with Ferozeshah Road from its crossing with Sikandara Road to Windsor Place.
	4.	Telegraph Lane	Janpath, Tolstoy Marg, Barakhamba Road, Sikandara Road, Ferozeshah Road, Windsor Place, Ashoka Road, Parliament Street, Connaught Circus, Vivekananda Marg.
	5.	Dr. Zakir Hussain Marg	Lodhi Estate, Bharti Nagar, Bapa Nagar, Kaka Nagar, Pandara Park, Mathura Road and Sunder Nagar.

NOTE:— If a Member resides outside the areas covered above, he will be allocated the CGHS dispensary situated near his residence.

One Ayurvedic Dispensary under the CGHS functions in flat Nos. 119—121, North Avenue and the other in the Kalibari DIZ area.

One Homoeopathic Dispensary under the CGHS functions in flat Nos. 154, South Avenue and the other on Udyan Marg, Near Kali Bari.

- (ii) Under the Central Government Health Scheme, only a Member and his 'Family', which includes wife or husband, as the case may be, children or step-children and the parents, who are dependent on and are residing with the Member, are entitled to the benefits under the Scheme. No other member of the family is entitled to the benefits under the Scheme.
- (iii) Under the C.G.H.S., separate laminated individual plastic cards, indicating the particulars such as date of birth, blood group, etc. are issued to Members and their dependent family members, entitled to the benefits. The Members have to fill up the Index card and proforma, which may be obtained from the Notice Office, or the Members' Amenities Section. Till such time as the index cards are filled in and the C.G.H.S. laminated plastic cards issued, Members can avail of the medical facilities on the authority of their Identity Card-cum-Railway Passes.
- (iv) In case Members and/or members of their families fall ill at places outside Delhi/New Delhi, expenditure on approved items of treatment, medicines and hospitalization, in recognized institutions and on the advice of the local Authorised Medical Attendants, has to be borne by the Members in the first instance, and is subsequently reimbursed by the Government to the extent admissible under the rules.
- (v) The matter regarding pensioners' CGHS cards was examined in the Ministry of Health & Family Welfare and the following decisions were taken:
 - (a) Ex-Members of Parliament, who have again become Members of Parliament, need not be required to contribute on a monthly basis to avail CGHS facility, if they have obtained whole life CGHS pensioners cards;

- (b) Lok Sabha/Rajya Sabha Secretariats may issue a new CGHS card that is issued to a sitting Member of Parliament; and
- (c) Pensioners CGHS card issued to the ex-MPs by the CGHS may be taken back from the Member of Parliament by Lok Sabha/Rajya Sabha Secretariat and forwarded to the Additional Director (Hqrs), CGHS, 9 Bikaner House, Shahjahan Road, New Delhi-110011, for being kept in safe custody. This card will be returned to the Members after they cease to be members of either House of Parliament.

8. Medical Centre and First Aid Posts:—

- (i) **First Aid Post in Parliament House:** A First Aid Post functions in the Lobby of the Central Hall, Parliament House throughout the year, to attend to any emergency case arising within the precincts of Parliament House. During the Session periods, from Mondays to Fridays, it functions from 10.00 a.m. to 5.00 p.m. or till the rising of the House, whichever is later. During the non-session periods, from Mondays to Fridays, the Working Hours are from 10.00 a.m. to 5.00 p.m. On all Saturdays (except 2nd Saturdays) it functions from 10.00 a.m. to 1.00 p.m.
- (ii) **Medical Centre in Parliament House Annexe:** For the convenience of the Members of Parliament, a Medical Centre has been set up in the Parliament House Annexe. The facilities available at the Centre are as follows:—
 1. Complete medical check up and follow-up.
 2. Laboratory investigations for blood, urine, stool, sputum, etc.
 3. Bio-chemical tests like blood-sugar, blood-urea, serum cholesterol, etc.
 4. ECG examination
 5. X-Ray/Ultrasound investigation
 6. Physiotherapy Unit
 7. First-Aid treatment

The Centre also looks after emergency cases before transporting them to the Hospital by ambulance, which is stationed at the Parliament House Annexe. The Centre functions from 10.00 a.m. to 5.00 p.m. on all working days. On Saturdays (except 2nd Saturdays) it functions from 10.00 a.m. to 1.00 p.m. The services of a Surgeon, Dermatologist, Gynaecologist, Eye Specialist, ENT Specialist, Dental Surgeon and Orthopedic Surgeon, etc., are also available here on some specific days.

- (iii) **First Aid Post in Vithalbhai Patel House:** A First Aid Post also functions from 10.00 a.m. to 2.00 p.m. and 3.00 p.m. to 5.00 p.m. on all working days, in Room No. 12, Vithalbhai Patel House.

TRANSPORT AND OTHER MISCELLANEOUS SERVICES

8.1 Transport Facilities:—Members of Parliament are provided vehicles to commute between Parliament House/Parliament House Annexe and Members' residential localities, for their convenience. At present, eight vehicles have been placed by the Rajya Sabha Secretariat at the disposal of the Transport Desk, to cater to transport needs of Members of Parliament. Members are informed about this arrangement regularly through Parliamentary Bulletins. (Tel: 23034859, 23035139, 23034867, 23035183).

The transport service is provided to Members between their residences and Parliament House/Parliament House Annexe on payment of a token amount of Rs. 5/- for each trip. In view of the inconvenience being felt by Hon'ble MPs in carrying small change/coins, an additional facility of issuing advance coupons @ Rs. 5/- each has been made. The advance coupons will be issued in the form of booklet of 100 coupons each. This facility is being provided in addition to the existing system of issuing tickets in the vehicles. Hon'ble Members may purchase these coupons in advance as per their requirement, and use the same as and when they travel in the vehicles provided to them by the Rajya Sabha/Lok Sabha Secretariat.

The said coupons can be purchased in advance from the drivers of the vehicles or from the M.A. Section, Room No. 227, Parliament House Annexe.

8.2 Allotment of surplus defence vehicles:— To facilitate the Members in the performance of their duty at their respective Constituencies, arrangements have been made by the Ministry of Defence for relasing of vehicles from Defence Disposal stocks to the Members of Parliament.

All sitting Members of Parliament are permitted to get a total of three vehicles *viz.* Jeep/Jonga/Moto/r Cycle in any combination during their tenure. Members can also apply for one Ambassador Car Class-V within the entitlement of three vehicles. Applications for allotment of said vehicles are made in writing to M.A. Section. This Section forwards the same to the Ministry of Defence for allotment of vehicles to Members.

8.3 Refreshment bills in respect of Deputy Chairman's Office:—M.A. Section handles the refreshment bills in respect of Deputy Chairman's Office. Bills received on account of refreshment served in the official meetings with the foreign and other dignitaries are scrutinized and, after obtaining necessary sanction, are forwarded to the M.S.&A. Section, for arranging payment to the respective parties.

8.4 Cultural Events:—The House committee, in its meeting held on 16th August, 2007, decided that cultural programmes should be organised twice a year, for Members of Rajya Sabha and their families.

8.5 Railways Booking and Reservation Office:—A combined Railway Booking and Reservation Office functions from 10.00 a.m. to 5.00 p.m. on all the week days (except Sundays and Holidays) in Room No. 131, 3rd Floor, Parliament House and near the Reception Office, Parliament House. Reservations for Members and their spouses are made from the Parliament House Reservation Office, and for their guests/friends/attendants from the Reservation Office near the Reception Office outside Parliament House.

8.6 Air Booking and Reservation Office:—An Air Booking and Reservation Office of the Indian Airlines functions in Room No. 131A, 3rd Floor, Parliament House throughout the year, for the convenience of Members. The working hours of this office are from 10.00 a.m. to 5.15 p.m. on all the working days, with a lunch break from 1.30 p.m. to 2.00 p.m.

Arrangements also exist for booking of air passages from Delhi, with the Department of Civil Aviation, New Delhi out of priority quota, whenever seats under the commercial quota with the Indian Airlines are fully booked. For this purpose, members are required to fill in the prescribed form available in the Notice Office/Lobby Office.

8.7. State Bank of India:—A Branch Office of the State Bank of India functions throughout the year in Room No 57, First Floor, Parliament House. On all the working days, it functions from 10.00 a.m. to 4.00 p.m. daily, except on Saturdays when it works upto 1.00 p.m. only.

A Branch of State Bank of India also functions throughout the year on the Ground Floor in the Parliament House Annexe. On all working days it functions from 10.00 a.m. to 2.00 p.m. and from 2.30 p.m. to 4.00 p.m., except on Saturdays when it is open upto 12 noon only. It provides, services likes Current Accounts, Savings Banks Accounts, Term Deposits, Drafts, Mail transfers, Travelers' Cheques, Acceptance of income-tax and other direct taxes, investment plans, etc. Lockers are also available here for the Members.

8.8. Post Office:—A Post Office functions throughout the year on all working days, on the Ground Floor of the Parliament House near lift No. 5. This Office functions from 10.00 a.m. to 5.45 p.m. but services like savings bank, registration of letters and parcels, sale of stamps, etc. are available only upto certain fixed hours, which are notified by the Post Office from time to time. A Post Office also functions in the Parliament House Annexe.

8.9. Filing of Tax Returns:—During the Session periods, an Income-tax Cell is set up by the Ministry of Finance (Department of Revenue) in Parliament House Annexe (Tele: 23024062), to assist Members in filing their tax returns and other connected forms.

8.10. Catering Arrangements in Parliament House:—There is a Refreshment Room for Members (Room Nos 70 and 73, First Floor) in Parliament House run by the Northern Railway Catering Department where Members can have their meals, luncheon, refreshment etc., at approved rates. Besides, there are (i) a Coffee Board Buffet, (ii) a Tea Board Buffet, and (iii) a Tea and Coffee Buffet, run by the Northern Railway Catering Department, in the passages connecting Central Hall with the Lok Sabha Chamber, Library Hall and Rajya Sabha Chamber, respectively, where only light refreshments are available. A branch of the Canteen also functions on the Ground Floor in the Parliament House Annexe and the Reception Office, Parliament House.

8.11. **Members' Refreshment Room:**—A cabin in the Library Corridor, Ground Floor, called "Members Refreshment Room", is reserved during the Session periods for the use of Members getting their lunch from their Hostels/Residences.

8.12. **Milk Stall and Milk Bar:**—The Delhi Milk Scheme is running a Milk Stall each in Parliament House and Parliament House Annexe where milk and milk products of the Delhi Milk Scheme are on sale.

CONFERENCE AND PROTOCOL SECTION

9.1 Issue of Diplomatic Passports and Visa Notes to Members and their spouses:—

9.1.1 **Issue of Diplomatic Passport:**—The application forms for issue of Diplomatic Passports are supplied by the Ministry of External Affairs and these are kept in the Rajya Sabha Notice Office and Conference & Protocol Section for use of Members and their spouses. Members and their spouses are required to apply for the Diplomatic Passport in the prescribed application form. Members are required to deposit their spouses' ordinary Passport, if any, with the Section for safe custody & are issued certificate thereof. The applications received from Members and their spouses are scrutinised/attested and forwarded to the Ministry of External Affairs for issue of Diplomatic Passports, through Official/Messenger of this Section after entry in a Register. Passports received are then handed over to Members and entry made in the Register. Format of the Register is given below:

REGISTER FOR ISSUE OF DIPLOMATIC PASSPORTS

Sl. No.	Name of Members/ Spouse	Date of sending the application	Date of Receipt of Passrt	Passport No.	Date of Issue	Date of Expiry	Date of Delivery and signature	Remarks
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9.1.2 **Issue of Visa Notes:**— For the visits of Members and their spouses to such foreign countries where visas are required, visa notes are issued by the Ministry of External Affairs, Patiala House, New Delhi. Members send their requisitions for issue of visa notes, addressed to the Secretary-General, Rajya Sabha, to the Conference & Protocol Section alongwith their Diplomatic Passports. The requests are forwarded to the Ministry of External Affairs and visa notes are obtained by this Section through Official/Messenger of this Section and handed over to the Members concerned. Monitoring is done by entries in the Visa Notes Register maintained in the following format:

REGISTER FOR ISSUE OF VISA NOTES

Sl. No.	Name of Member/Spouse	Date of Application	Passport No.	Visa Note required for (Country)	Date of receipt of visa note & passport from M.E.A.	Signature of MP with date of receipt
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9.2 **Itinerary of HDC/LOP/Members going abroad:**—HDC/LOP/Members, when they go abroad, either on official or private visit, are required to send itinerary of their visit well in advance to the Conference & Protocol Section for being communicated to the Indian Missions in the countries concerned so that the usual courtesies and necessary assistance could be extended to them by the Indian Missions on their arrival in those countries. Itinerary is then faxed and e.mailed to the Missions concerned by Conf. & Prot. Section.

9.3 **Acceptance of foreign hospitality by Members:**—Members are required to obtain prior permission of the Central Government for accepting any foreign hospitality during their visits abroad, under Section 9 of the Foreign Contribution (Regulation) Act, 1976.

All invitations from any foreign source, namely, Government of any country, foreign organisations etc., are expected to be routed through the Ministry of External Affairs. However, if any such invitation is received directly, Members are required to bring it to the notice of the Ministries of External and Home Affairs either directly or through this Secretariat for obtaining necessary clearances for the purpose.

Members are required to send their applications with complete details in the prescribed form (FC-2) available in the Rajya Sabha Notice Office & Conf. & Prot. Section, alongwith a copy of the invitation letter, to the Ministry of Home Affairs, FCRA Division, Jaisalmer House, 26, Mansingh Road, New Delhi and Ministry of External Affairs (Coordination Division),

South Block, New Delhi for respective clearances. A copy may also be sent to the Ministry of Parliamentary Affairs either directly or through the Rajya Sabha Secretariat for information.

Applications received in this Section are forwarded to the concerned Ministries for necessary action. Clearances, when received from the Ministries concerned, are then communicated to the Members.

A consolidated Bulletin Part-II regarding the procedure in respect of the matters mentioned above is issued by the Conference & Protocol Section for information of Members, at the commencement of each Session of the Rajya Sabha.

9.4 Republic Day/Independence Day Celebrations:— This Section maintains close liaison with the Ministry of Defence in connection with the Republic Day/Independence Day Celebrations. On a request received from the Ministry of Defence, the Protocol Officer/Assistant Director is appointed as Nodal Officer for liaising with the Ministry of Defence in connection with the Republic Day/Independence Day Celebrations.

The following information is supplied to the Ministry of Defence in connection with the above functions:

- (a) List of Officers of the rank of Deputy Director and above or equivalent status for issue of invitation cards for Republic Day Parade/Beating Retreat/Independence Day Ceremonies.
- (b) Names of four security officials of the Rajya Sabha Secretariat for deployment as ushers in the VIP Enclosures during the Ceremonies, in order to recognize Members of Rajya Sabha. The names are suggested by the Director or Deputy Director (Security), Rajya Sabha Secretariat.
- (c) Names of the Secretary-General and the Secretary, Rajya Sabha Secretariat for issue of invitation cards for the Army Day which is celebrated on 15th January every year, in recognition of Lieutenant General (later Field Marshal) K.M. Carappa's taking over as the first Commander-in-Chief of the Indian Army from Sir Francis Butcher, the last British Commander after Independence.
- (d) Names of the Secretary-General, Rajya Sabha and the Secretary, Rajya Sabha Secretariat for issue of invitation cards for the Republic Day Reception by the President of India on 26th January at Rashtrapati Bhawan, New Delhi.

A sales counter is opened by the Ministry of Defence for Members of Parliament for selling tickets for the Republic Day Parade and Beating Retreat Ceremonies, at the Reception Office, Parliament House. A Bulletin Part-II is issued by the Lok Sabha & Rajya Sabha Secretariats simultaneously in this regard for information of M.Ps.

Invitation Cards for the Republic Day/Beating Retreat/Independence Day Ceremonies received from the Ministry of Defence in the names of officers of this Secretariat are distributed to the concerned Officers by this Section.

Honorarium is sanctioned to the Parliament Security Service Officials of this Secretariat at the rates approved by the Ministry of Defence for performing ushering duties in connection with the Republic Day/Independence Day Celebrations.

9.5 Warrant of Precedence for Ceremonial functions:—List of dignitaries figuring in Articles 2 to 25 of the Warrant of Precedence for Ceremonial Functions is issued by the Ministry of Home Affairs for the Republic Day/Independence Day and other ceremonies.

The List when received from the Ministry of Home Affairs is checked by this Section and discrepancies, if any, in respect of officers of Rajya Sabha Secretariat are brought to the notice of the Ministry for necessary corrections.

9.6 Association of Secretaries-General of Parliaments (ASGP):— The Association of Secretaries-General of Parliaments is an autonomous organisations of Secretaries-General, set up in 1938, and functions as a consultative organ within the framework of the Inter-Parliamentary Union. Two meetings of the Association are usually held every year, the date and venue for which are fixed by the Association's Secretariat. According to the rules of the Association, the Sessions of the Association have to be held concurrently with the Sessions of the Inter-Parliamentary Union. From Rajya Sabha, Secretary-General and Secretary are Members of ASGP. Secretary-General or in his absence, Secretary/Joint Secretary attends the meetings of the Association. Annual subscription of the Rajya Sabha Secretariat to the Association is paid in Swiss Francs for which budget provision is made by the Section.

After the Agenda for a meeting of the Association is received from the Secretariat of the ASGP, notes/interventions etc. relating to each item in the Agenda are got prepared from the LARRDIS and other concerned Sections for use of the Secretary-General and Secretary at the meetings of the Association. Communications on selected topics are got prepared by concerned Section/LARRDIS for presentation by Secretary-General/Secretary at the Sessions of the ASGP. These Communications and Discussion Papers are also get translated into French by LARRDIS and both (English and French) version are transmitted to the ASGP Secretariat.

Likewise Discussion Papers on a topic of General Debate to be initiated by Secretary-General/Secretary is also got prepared for circulation amongst Members of ASGP.

9.7 The Society of Clerks-at-the-Table in Commonwealth Parliaments (SCAT):— The Society of Clerks-at-the-Table is an autonomous organisation of the Clerks/Secretaries-General of the various Commonwealth Parliaments. From Rajya Sabha, Secretary-General and Secretary are members of SCAT. They meet every year at the time of the annual CPA Conference and exchange ideas on matters of importance and common interest to Parliament and Parliamentary procedure. From Rajya Sabha, Secretary-General or in his absence, Secretary/Joint Secretary attends the meetings of SCAT. The Society undertakes the study of specific topics in the Parliamentary field and collects information from individual Parliaments through detailed Questionnaire and brings out studies or reports from time to time. After the Agenda for a meeting of the Society is received, interventions, notes etc. relating to the Agenda are got prepared from the Research & Library Section for use of the Secretary-General and Secretary Rajya Sabha at the meeting of the Association. Communications on selected topics are also got prepared by concerned Section/LARRDIS, Rajya Sabha Secretariat for presentations by Secretary-General/Secretary at the SCAT meetings. Annual subscription of the Rajya Sabha Secretariat to the Society is paid in UK Pound Sterling for which budget provision is made by the Section.

On the basis of the information collected and analysed, the Society brings out an annual publication 'The Table' containing a wealth of information on procedural and other developments in the different Commonwealth Parliaments. A copy of the journal of the Society is received by the Rajya Sabha Secretariat which is kept in the Research & Library Section.

9.8 Dinner/Lunch hosted by Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha:— This Section is responsible for making all arrangements for the Dinner/Lunch etc. hosted by Hon'ble Chairman/Deputy Chairman/Secretary-General on various occasions i.e. liaising with the Office of the Hon'ble Chairman/Deputy Chairman/Secretary-General, preparing list of invitees and the Menu with approval of the Secretary-General, issue of invitation cards, reservation of the venue of the Lunch/Dinner and other miscellaneous work relating thereto, and receiving confirmation from invitees. Bills for Dinners/Lunches hosted by Hon'ble Chairman, and Hon'ble Deputy Chairman are settled by MS&A and MA Sections, respectively. Bills in respect of Dinner/Lunches etc. hosted by the Secretary-General are settled by this Section after they are entered in a register. The format is as follows:—

EXPENDITURE REGISTER

Sl. No.	Bill No. & Date	Received from	Amount	Purpose	Sent for payment on (date)	Remarks
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9.9 Visits of Presiding Officers/Committees of State Legislatures:— From time to time, Presiding Officers/Committees of State Legislatures visit Delhi for meeting with Hon'ble Chairman, Hon'ble Deputy Chairman/Secretary-General and counterpart Committees of the Rajya Sabha.

On receipt of requests from the State Legislatures, convenience of Hon'ble Chairman/Hon'ble Deputy Chairman/Secretary General and concerned Committees is obtained for the meeting and communicated to them by fax or letter and the meeting is facilitated.

9.10 Ceremonial departure/arrival of visits of the President/Prime Minister to foreign Countries:— Ministry of External Affairs issues passes for the departure/arrival ceremonies of the visits of the President/Prime Minister to foreign countries, to those Members of Rajya Sabha who wish to attend the said ceremonies. A close liaison is kept with Ministry of External Affairs for the purpose.

On receipt of the communication from the Ministry of External Affairs regarding the visit of the President/Prime Minister, a Bulletin Part-II is issued by this Section for information of Rajya Sabha Members. Members wishing to attend the ceremonies are requested to give their names to the Rajya Sabha Notice Office for issue of passes. The passes are then obtained by this Section from the Ministry of External Affairs and delivered to the concerned Member through Notice Office.

9.11 Purchase of Gifts/Bouquets:— The work relating to the purchase of gifts for presentation by Hon'ble Chairman, Hon'ble Deputy Chairman, IPDGA and Secretary-General and other dignitaries of Rajya Sabha, is handled by this Section. Also Bouquets, Flower Baskets, Wreaths etc. for presentation by Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha on various occasions, are purchased by this Section.

The Bills relating to the purchase of gifts and bouquets etc. are settled by this Section and stock Register of gifts is maintained as per the following format:—

REGISTER FOR GIFT ITEMS**Name of the Gift Item**

Sl. No.	Opening Balance	No. of gift items purchased	Bill No. Date & amount	Grand Total	No. of gift items delivered	Delivered to whom & Date	Balance
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The Gift Register is got verified/audited at the beginning of each year preferably in January from the Pay & Accounts Officer, Rajya Sabha.

9.12 Airport Duties—This Section performs airport duties to receive/see-off Hon'ble Chairman/Hon'ble Deputy Chairman/Members/Secretary-General and Officers of the Rajya Sabha Secretariat going abroad on official visits.

This Section is also entrusted with different duties from time to time in connection with the functions to bid farewell to Hon'ble Chairman, Rajya Sabha and retiring Members of Rajya Sabha and other functions organised by the Secretariat.

9.13 Conference of Presiding Officers of Legislative Bodies in India—The Annual Conferences are usually held in rotation in State/Union Territory Capitals or at places fixed by State/Union Territory Legislative Bodies in consultation with the Chairman of the Conference i.e. Speaker, Lok Sabha. Emergent Conferences are usually held in Delhi.

9.13.1 A Standing Committee is constituted by the Chairman of the Conference (i.e. Speaker, Lok Sabha) after the end of each Presiding Officers' Conference and it continues till the end of the succeeding Conference. Speaker, Lok Sabha is the ex-officio Chairman and Deputy Chairman, Rajya Sabha and Deputy Speaker, Lok Sabha are two ex-officio Vice-Chairman. The Standing Committee consists of seven Presiding Officers as its Members (5 from Legislatures of large States and 2 from Legislatures of smaller States having less than 100 Members) and Secretary-General, Lok Sabha is the ex-officio Secretary to the Standing Committee. The Standing Committee finalises the dates, venue and agenda for the next Conference of Presiding Officers and the subjects for Symposium.

9.13.2 The Conference & Protocol Section takes following action in connection with the Conference:—

- (a) issues a circular to all Officers/Sections inviting to suggest points for inclusion in the Agenda for the Conference alongwith explanatory notes;
- (b) sends points approved by the Secretary-General to Lok Sabha Secretariat for inclusion in the Agenda;
- (c) sends agenda of the Conference to the Research and Library Section/concerned Sections for preparation of interventions for use of Hon'ble Deputy Chairman;
- (d) requests Secretary-General Rajya Sabha to nominate Officers of the Secretariat to attend the Conference;
- (e) finalises itinerary in consultation with Secretary-General and communicates it to the host Legislature for making necessary arrangements for reception, stay and transport etc. and

9.13.3 After the conclusion of the Conference of Presiding Officers of Legislative Bodies in India, a Symposium is held at the same venue on a subject of topical parliamentary interest, in which the Presiding Officers of Legislative Bodies in India, Members of Parliament and Members of the Legislative Assembly/Council of the host State participate. It is customary for the Chief Minister of host State to inaugurate the Symposium.

9.13.4 A background note on the subject chosen for the Symposium is got prepared from the Research & Library Section for use of Hon'ble Deputy Chairman, Rajya Sabha.

9.14 Conference of Secretaries of Legislative Bodies in India—Conference of Secretaries of Legislative Bodies in India is held for a day during the Presiding Officers Conference.

After the date and venue for the Conference of Secretaries has been finalised, a letter is received from the Lok Sabha Secretariat requesting to suggest a specific date and points for inclusion in the Agenda of the Conference.

A Circular is issued to all Officers/Sections inviting points for inclusion in the Conference Agenda. Points as approved by Secretary-General are then forwarded to the Lok Sabha Secretariat.

Agenda for the Secretaries Conference is finalised by the Secretary-General Lok Sabha in consultation with his counterpart in the Rajya Sabha. As soon as the Agenda is finalised, concerned Sections/LARRDIS, Rajya Sabha Secretariat

are requested to prepare notes thereon for use of the Secretary General. Research & Library Section is requested to prepare speech for use of Secretary-General. Rajya Sabha to be delivered by him at the Conference. Sufficient number of copies of the speech are got printed for circulation at the Conference.

9.15 Commonwealth Parliamentary Association (CPA)—The CPA is an Association of Commonwealth Parliamentarians who, irrespective of gender, race, religion or culture, are united by commonality of interest, respect for the rule of law and individual rights and freedoms, and by pursuit of the positive ideals of parliamentary democracy. The headquarters of CPA is at London. CPA programmes provide the sole means of regular consultation among Commonwealth Members fostering co-operation and understanding and promoting the study of and respect for good parliamentary practice. Active CPA Branches now exist in 169 national, state, provincial and territorial Parliaments, with a total membership of approximately 16,000 Parliamentarians. The Branches are grouped geographically into nine regions. The nine regions are Africa, Asia, Australia, British Islands & Mediterranean, Canada, Caribbean, Americas & Atlantic, India, Pacific and South-East Asia.

Plenary Conferences which were held by the CPA biennially from 1948 to 1959 are now held annually since 1961 in one of the Commonwealth countries and these are attended by delegates from every Branch. In addition, the CPA assists in holding Seminars/Workshops etc. on parliamentary practice and procedure at regionals levels.

Indian Parliamentary Group (IPG), which functions as the main Branch of the CPA in India, sends Parliamentary Delegations consisting members of both Houses of our Parliament to attend these Conferences. State CPA Branches in India are entitled to send one delegate each and four Secretaries from State Branches. The delegates are treated as State Guests by the host Parliament.

Lok Sabha Secretariat is responsible for arranging briefing meeting, supplying of briefs/speeches/papers to the delegates, coordinating with the State Branches in India/concerned Ministries/Indian missions/host Parliament and making all other necessary arrangements for the visit of the delegation.

The Section takes the following action in connection with the visit:—

- (a) submits proposal to Hon'ble Chairman, Rajya Sabha for nomination of Rajya Sabha members on the Delegation, on receipt of a request from the Lok Sabha Secretariat to this effect. Normally, Rajya Sabha is represented by 2 Members on each delegation;
- (b) seeks approval of Hon'ble Chairman, Rajya Sabha in respect of Secretary-General, Rajya Sabha to attend Meetings of SCAT held during the CPA conference and also for accompanying Officer(s);
- (c) seeks approval of Secretary-General in respect of the accompanying Officer(s);
- (d) communicates the names of Rajya Sabha delegates to the Lok Sabha Secretariat for inclusion in the Delegation;
- (e) arranges Diplomatic/Official Passports/visa notes/visas and air tickets for the Rajya Sabha delegates;
- (f) prepares estimate of expenditure for approval by Secretary-General and issues financial sanction for the visit of Rajya Sabha delegates;
- (g) see-off/receive Rajya Sabha delegates; and
- (h) settles bills relating to the visit of Rajya Sabha delegates.

9.16 Conference of Commonwealth Speakers and Presiding Officers (CSPOC)—The Conference brings together the Speakers and Presiding Officers of the national parliaments of the independent sovereign states of the Commonwealth. It was created in 1969 as an initiative of then Speaker of the House of Commons of Canada, the Honourable Lucien Lamoureux. Since its inception, Canada has provided CSPOC with a secretariat to support its activities.

The Conference is an independent group and has no formal affiliation with the Commonwealth Parliamentary Association, the Commonwealth Secretariat or the Commonwealth Heads of Government. CSPOC operates on a two-year cycle, holding a conference of the full membership every two years, usually early in January, and a meeting of the Standing Committee at the same time the intervening year.

The Conference aims to:

- Maintain, foster, and encourage impartiality and fairness on the part of Speakers and Presiding Officers of Parliaments;
- Promote knowledge and understanding of parliamentary democracy in its various forms; and
- Develop parliamentary institutions.

Rajya Sabha is represented at the Conference by the Deputy Chairman. Lok Sabha is represented by the Speaker and in his absence by the Deputy Speaker. Secretaries-General of Lok Sabha and Rajya Sabha attend the conference as Observers.

Lok Sabha Secretariat is responsible for preparing briefs/notes on the Agenda, proposing subjects for discussion at the next conference for consideration by the Standing Committee and arranging briefing meeting etc. for the visit.

The Section takes the following action in connection with the visit:—

- (a) seeks approval of the Chairman, Rajya Sabha for the visit of Deputy Chairman and Secretary-General, Rajya Sabha and accompanying Officer(s);
- (b) requests R&L Section to prepare interventions/speeches for use of Deputy Chairman, Rajya Sabha at the Conference;
- (c) finalises itinerary of Deputy Chairman and Secretary-General, Rajya Sabha and arrange visas and air tickets etc.;
- (d) prepares estimates of expenditure for approval by Secretary-General and issue financial sanction for the visit of Deputy Chairman and Secretary-General;
- (e) see-off/receive Deputy Chairman and Secretary-General; and
- (f) settles bills relating to the visit.

9.17 Inter-Parliamentary Union (IPU)—The Inter-Parliamentary Union is an international organization of Parliaments of sovereign States with its headquarters at Geneva. It was established in 1889. The Union is the focal point for world-wide parliamentary dialogue and works for peace and co-operation among peoples and for the firm establishment of representative democracy. Over one hundred and forty national parliaments are currently members of the IPU. Seven regional parliamentary assemblies are Associate Members. Most members are affiliated to one of the six geopolitical groups that are currently active in the IPU. These groups are—Africa, Arab Group, Asia-Pacific, Eurasia, Latin America and the Caribbean and Twelve-plus.

The Union holds plenary conferences twice a year in spring and autumn. The Spring Assembly is held each time in a different country, providing participants with an opportunity to see various national realities. The autumn assembly is being held in the IPU headquarters in Geneva since 2003. In addition, IPU organizes specialized world-wide or regional conferences and symposia bringing together parliamentarians and experts for in-depth study of specific problems.

The Indian Parliamentary Group (IPG) which functions in India as the National Group of the IPU, sends Parliamentary delegations consisting of members of both Houses of our Parliament to attend these Conferences.

Lok Sabha Secretariat is responsible for preparing briefs/notes/speeches, arranging briefing meetings, supplying of papers to the delegates, coordinating with the concerned Ministries/Missions and host Parliament etc.

The Conference & Protocol Section takes the following action in connection with the Conferences:—

- (a) submits proposal to Hon'ble Chairman, Rajya Sabha for nomination of Rajya Sabha Members on the Delegation on receipt of a request from the Lok Sabha Secretariat. Normally, Rajya Sabha is represented by two Members on each delegation;
- (b) seeks approval of Hon'ble Chairman, Rajya Sabha in respect of Secretary-General, Rajya Sabha to attend Meetings of ASGP held during the IPU Assemblies and also for accompanying Officer(s);
- (c) seeks approval of Secretary-General in respect of the accompanying Officer(s);
- (d) communicates the names of Rajya Sabha delegates to the Lok Sabha Secretariat for inclusion in the Delegation;
- (e) arranges Diplomatic/Official Passports/visa notes/visas and air tickets for the Rajya Sabha delegates;
- (f) prepares estimate of expenditure for approval by Secretary-General and issue financial sanction for the visit of Rajya Sabha delegates;
- (g) see-off/receive Rajya Sabha delegates; and
- (h) settles bills relating to the visit of Rajya Sabha delegates.

9.18 Indian Parliamentary Delegations going abroad (IPDGA):—

Invitation for the visits of Indian Parliamentary Delegations (Goodwill): Indian Parliamentary Delegations are invited by the Parliaments of foreign countries to visit their countries as their guests on goodwill missions under bilateral exchange. Usually, it is on a reciprocal basis. Generally, such an invitation addressed to Chairman, Rajya Sabha and Speaker, Lok Sabha, is received through the Ambassador/High Commissioner of that country in India. The actual dates of visit, duration of the visit, places of visit, the strength of the delegation are settled through Diplomatic channels. The Delegation consists of Members of both Houses of Parliament, usually in the ratio of 2:1. The Members of Lok Sabha and Rajya Sabha to be included in the delegation, are decided by the Speaker, Lok Sabha and Chairman, Rajya Sabha, respectively.

Expenditure on the Delegation: The expenditure on air passage between India and the host country and back, admissible D.A. contingencies, gifts etc. are borne by the Lok Sabha and Rajya Sabha Secretariats, respectively whereas expenditure on board, lodging, internal tours etc. are borne by the host country.

Lok Sabha Secretariat is responsible for arranging briefing meeting, supplying of papers to the delegates, coordinating with the Ministry of External Affairs/concerned Indian Missions and host Parliament and making all other necessary arrangements for the visit of the delegation.

Arrangements required to be made in connection with the visit are the same as mentioned *supra*.

Practice and Procedure followed for nomination of Rajya Sabha Members on Delegations

Members are nominated for the following types of visits of Indian Parliamentary/Government Delegations:—

- (i) Goodwill visits at the invitation of foreign Parliaments under bilateral exchange;
- (ii) To attend IPU Conferences held twice a year;
- (iii) To attend CPA Conference held once a year;
- (iv) To attend IPU/CPA related Seminars/Workshops etc. held from time to time;
- (v) Various other International Parliamentary Conferences/Events etc.; and
- (vi) Government Delegations sponsored by different Ministries/Departments.

The composition etc. of the Indian Parliamentary Delegations is decided by Hon'ble Speaker, Lok Sabha in his capacity as the President of Indian Parliamentary Group (IPG). Members from the Rajya Sabha are nominated by Hon'ble Chairman, Rajya Sabha. Leader of the Delegation is nominated by Hon'ble Speaker, Lok Sabha, in case he/she is not leading it, from amongst Members of both the Houses included in a delegation, on the basis of their seniority.

Normally each delegation consists of both Lok Sabha and Rajya Sabha Members in the ratio of 2:1. Usual quota of Rajya Sabha Members on each Delegation is of 2 seats. However, exceptions may be there when representation of Rajya Sabha Members on a particular delegation may be more than two Members depending on its composition etc.

Communication for nomination of Rajya Sabha Members on a particular delegation is received from Lok Sabha Secretariat which is the nodal Secretariat for exchange of Delegations.

There are no written guidelines for nomination of Members on the delegations. Hon'ble Chairman, Rajya Sabha has the sole prerogative/discretion to nominate Members on delegations. However, in practice he nominates Members of Rajya Sabha on the delegations from different parties/groups, including smaller parties/groups/nominated/independent Members, by rotation, as far as possible.

Hon'ble Chairman may consult respective party/group leaders for suggestions with regard to the names of their parties/groups, for nomination on a delegation, if he so desires. Once the proposal is submitted to Hon'ble Chairman, it is his office which directly co-ordinates the process of nomination of Members on delegations.

Hon'ble Chairman may take into consideration the following aspects while nominating Members on the delegations:—

- (i) On goodwill delegations, Members from the Parliamentary Friendship Groups of a particular country may be preferred for nomination on a delegation visiting that country.
- (ii) Members elected to various Committees of IPU/CPA as Titular Members/Substitute Members/Rapporteurs and Executive Committee Members etc. may be considered for nomination to these conferences in case their presence in a particular Conference is absolutely necessary.

- (iii) Members from the Department-Related Parliamentary Standing Committees may be considered for nomination on a particular delegation depending on the theme of the Conference.
- (iv) Individual Members making representation to Hon'ble Chairman for giving them opportunity on foreign delegations may be considered for nomination.

On the part of the Conference & Protocol Section, following statements are placed on each file to facilitate nomination of Members on delegations by Hon'ble Chairman:—

- (i) Statement showing the names of Rajya Sabha Members included in the Delegation during the preceding 2-3 years;
- (ii) Statement showing the names of Rajya Sabha Members (party-wise) included in the Delegations during the preceding 2-3 years;
- (iii) Statement showing the representation given to various parties on Delegations during the preceding 2-3 years;
- (iv) List of MPs (Party-wise), showing dates of their retirement;
- (v) List of MPs (excluding Ministers) who have not been nominated on foreign delegations alongwith their dates of retirement;
- (vi) Composition of the concerned Parliamentary Friendship Group for a goodwill delegation; and
- (vii) Composition of the concerned Department-Related Parliamentary Standing Committee(s) dealing with the subject of the Conference.

Register for IPDGA: A register is maintained in the Section showing the expenditure incurred on the Indian Parliamentary Delegations going abroad, in the following format:

EXPENDITURE REGISTER FOR IPDGA

1. Name of the Delegation:
2. Sanction Order No., Date & Amount:

Sl. No.	Debit Claim/ Bill No.	Received from	Amount	Expenditure incurred towards	Paid/sent for payment	Remarks
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9.19 Visit of foreign Parliamentary Delegations to India on Invitations:—Parliamentary Delegations from foreign countries are invited to visit India on goodwill missions as guests of the Parliament of India under bilateral exchange. As soon as it is decided, in consultation with the Ministry of External Affairs, that a Parliamentary delegation from a particular country will be so invited, a formal letter of invitation signed jointly by the Chairman of Rajya Sabha and the Speaker of Lok Sabha, addressed to the Presiding Officer(s) of the House(s) of Parliament of that country will be sent to the Ministry of External Affairs for onward transmission to our Head of Mission in that country for being delivered to its high destination. The actual dates of the visit, composition of the delegation etc. are settled through Diplomatic channels.

Lok Sabha Secretariat is the nodal Secretariat for initiating action for extending formal invitation, finalising programme of the visit, arranging call on meetings with dignitaries, booking hotel accommodation, transport etc., issuing financial sanctions, coordinating with the concerned Ministries/Missions and making all other necessary arrangements for the visit.

The Section takes following action in connection with the visit:—

- (a) places the invitation letter before Hon'ble Chairman, Rajya Sabha for signature after the same has been signed by the Speaker, Lok Sabha. The invitation letter signed by the Speaker, Lok Sabha is received from the Lok Sabha Secretariat for signature of Hon'ble Chairman;
- (b) places a copy of the programme etc. received from the Lok Sabha Secretariat before Hon'ble Chairman/Hon'ble Deputy Chairman/Secretary-General for information;
- (c) issues Bulletin Part-II for information of Rajya Sabha Members. The para for inclusion in the Rajya Sabha Bulletin Part-II is received from the Lok Sabha Secretariat;
- (d) seeks convenience of Hon'ble Chairman/Hon'ble Deputy Chairman for the call on meeting and communicate to Lok Sabha Secretariat for finalising programme etc. for the visit;

- (e) arranges copies of the latest List of Delegates, programme, country note/fact-sheet, briefs/talking points etc. from the Lok Sabha Secretariat for use of Hon'ble Chairman/Hon'ble Deputy Chairman/Secretary-General;
- (f) prepares text of welcome announcement to be made by the Chair during delegation's visit to Rajya Sabha;
- (g) arranges to keep copies of the List of Business and List of Questions for the day, in the Special Box, for use of the delegation during its visit to the Rajya Sabha Chamber; and
- (h) arranges gifts for presentation by Hon'ble Chairman/Deputy Chairman, Rajya Sabha to the Delegation during its call on meeting.

9.20 Indian Parliamentary Group (IPG):—The Indian Parliamentary Group is an autonomous body formed in 1949 in pursuance of a motion adopted by the Constituent Assembly (Legislative) on 16 August 1949. The management and control of the affairs of the Group are vested in the Executive Committee consisting of the President, two Vice-Presidents, the Treasurer and 16 Members. The Speaker of Lok Sabha is the *ex-Officio* President of the Group and the Executive Committee. The Deputy Chairman of Rajya Sabha and the Deputy Speaker of Lok Sabha are *ex-officio* Vice-Presidents of the Group. Secretary-General, Rajya Sabha is the *ex-officio* Secretary-General of the Group. Secretary-General, Rajya Sabha is invited to the meetings of the IPG Executive Committee as a Special Invitee. The Treasurer and Members of the Executive Committee are elected as the Annual General Meeting from amongst the Life Members of the Group.

The Group acts as a link between the Parliament of India and the various Parliaments of the world. This link is maintained through exchange of delegations, goodwill missions, correspondence, documents etc. with foreign Parliaments.

The IPG functions as the (a) National Group of the Inter-Parliamentary Union and (b) Main Branch of the Commonwealth Parliamentary Association in India.

The Secretariat to the IPG is provided by the Lok Sabha Secretariat. All work related to enrolment of Members, collection of subscription, accounts of the group, meetings of the Executive Committee/Annual General Meetings of the IPG & functions etc. held under the auspices of the IPG, is handled by that Secretariat.

The Section issues Paras in Rajya Sabha Bulletin Part-II (as and when received from the Lok Sabha Secretariat) requesting Members to attend functions in the Central Hall/Parliament House Complex relating to—

- (a) floral tributes on the occasion of birth anniversaries of National Leaders;
- (b) best Parliamentarian Award Ceremony;
- (c) unveiling of Statues/Portraits of National Leaders;
- (d) address by Head of State/Prime Minister/distinguished dignitary of foreign country to M.Ps.; and
- (e) other functions/meetings/conferences etc. held from time to time.

9.21 Formation of Parliamentary Friendship Groups (PFGs) with other countries:—The decision to form Parliamentary Friendship Groups in our Parliament with the Parliaments of those friendly countries which have similar groups with India, was taken by the Executive Committee of Indian Parliamentary Group at its meeting held on 4th October, 2000.

The aims & objectives of forming such groups are to maintain political, economic, social and cultural contacts between two countries and to create favourable conditions for continuous development of inter-Parliamentary contacts; to assist in having exchanges of information and experiences on issues related to Parliamentary activities, etc.

The first Parliamentary Friendship Group in our Parliament was formed with China in January, 2001. At that time the composition of each friendship group was of at least 30 MPs (20 MPs from Lok Sabha and 10 MPs from Rajya Sabha). However, as per the decision taken by the Executive Committee of Indian Parliamentary Group at its meeting held on 21st July, 2004 the strength of each friendship group has now been reduced to at least 22 MPs (15 MPs from Lok Sabha and 7 MPs from Rajya Sabha).

The Members of Rajya Sabha for inclusion in the Friendship Groups, are nominated by Hon'ble Chairman, Rajya Sabha. The Members of Lok Sabha are nominated by Hon'ble Speaker, Lok Sabha. Office bearers of each group, that is, one President and two Vice-Presidents are also nominated by Hon'ble Speaker, Lok Sabha from amongst its members.

Meetings of the Friendship Groups are arranged on the sidelines of visiting Foreign Parliamentary Delegations/Committees/Friendship Groups. These meetings are held within the Parliament House Complex and are arranged by the Lok Sabha Secretariat as they provide Secretariat to these groups.

Members of respective Friendship Groups in the Parliament are generally accorded priority in nominations on Indian Parliamentary Delegations going to those countries.

Rules and Procedure relating to formation of Parliamentary Friendship Groups

A. Rules

- Title:** There shall be Parliamentary Friendship Groups hereinafter called the Friendship Group formed in the Indian Parliament to interact with designated foreign countries.
- Membership:** The Friendship Group shall consist of at least twenty-two sitting Members of Parliament (15 from Lok Sabha and 7 from Rajya Sabha) who have special aptitude for, and interest in, the affairs of the country with which the Friendship Group is designated to interact.
- Office Bearers:** The Speaker, Lok Sabha, shall appoint the President and two Vice-Presidents (one from each House) of the Friendship Group.
The Secretary-General, Lok Sabha, shall act as the ex-officio Secretary-General of the Friendship Group.
- Aims and Objectives:**
- (i) To maintain political economic, social and cultural contacts between the two countries;
 - (ii) To create favourable conditions for continuous development of inter-Parliamentary contacts, especially in the organization of talks, mutual exchanges and cooperation between the two Parliaments;
 - (iii) To assist in having exchange of information and experience on issues related to Parliamentary activities;
 - (iv) To promote cooperation between the delegations of the two countries while participating in the deliberations of international organizations and also in carrying out consultations on issues of mutual interest, as and when such opportunity arises; and
 - (v) To increase ties between member countries.
- Meetings:** At least one meeting of the Friendship Group shall be held every year. However, the President of the Friendship Group may call meetings of the Friendship Group from time to time as may be necessary.
- Quorum:** The Quorum for the meeting shall be five.
- Secretariat:** The Secretary-General, (Lok Sabha) shall provide secretarial assistance to the Friendship Group.
- Management and control:** The Management and control of all affairs of the Friendship Group shall vest in the Executive Committee of the Indian Parliamentary Group.

B. Procedure for nomination of Rajya Sabha Members:

Following steps are taken for nomination of Rajya Sabha Members on the Friendship Groups—

- (i) on receipt of a proposal from Lok Sabha Secretariat for nomination of Rajya Sabha Members on a particular Parliamentary Friendship Group, seats are allocated to different parties/groups on it in proportion to their strength in the House (*i.e.* on the date of processing the proposal), as per the following standard formula:

$$\frac{\text{Total No. of Members to be nominated (Total Nos. of Groups x 7) x strength of party group}}{\text{Total strength of the House (245)}} = \text{Quota of Party/Group}$$

- (ii) respective leaders of parties, having a strength of 5 or more Members, are then requested to suggest names of Members against seat(s) allocated to their parties on Parliamentary Friendship Group(s) for consideration and nomination by the Hon'ble Chairman, Rajya Sabha.
- (iii) names of Members suggested by party leaders on Friendship Groups are then submitted for consideration and nomination by Hon'ble Chairman, Rajya Sabha on those Groups. Nomination of Members against seats

allocated to 'Others' category, *i.e.* parties/groups having a strength of less than 5 Members, Independents and Nominated Members are left at the discretion of Hon'ble Chairman, Rajya Sabha.

- (iv) names of Rajya Sabha Members so nominated by Hon'ble Chairman, Rajya Sabha are then communicated to the Lok Sabha Secretariat for inclusion in the Parliamentary Friendship Groups.
- (v) Composition of the Friendship Groups is received from the Lok Sabha Secretariat from time to time and, therefore, close co-ordination is maintained with that Secretariat.

9.22 International Conferences, events etc. hosted by India—Various International Conferences namely, Commonwealth Parliamentary Conference/Inter-Parliamentary Conference/Conference of Commonwealth Speakers and Presiding Officers/Commonwealth/Inter-Parliamentary Union Seminar/Symposium etc. are hosted by Parliament of India from time to time, under the auspices of the Indian Parliamentary Group (IPG). Arrangements for these Conferences are made jointly by the Lok Sabha and Rajya Sabha Secretariats. Budget Grants for the Conferences are available with the Lok Sabha Secretariat and that Secretariat acts as Conference Secretariat for the Conferences.

This Section acts as coordinating agency in so far as Rajya Sabha Secretariat is concerned and officers/staff of this Secretariat are deployed for different duties during the Conferences alongwith the Officers/staff of the Lok Sabha Secretariat.

STENOGRAPHERS' POOL

Sub: Preparation of Sectional Manual of Office Procedure of Stenographers' Pool.

10.1 Location

2. The Stenographers' Pool is situated in the Rajya Sabha Outer Lobby, Room No. 34-A, Ground Floor, Near Post Office, Parliament House to provide an easy access to the Members of the Rajya Sabha.

10.2 Objective

3. The Pool was set up with the sole objective of providing bilingual stenographic/typing assistance [English and Hindi] to the Members of the Rajya Sabha to ensure speedy and efficient execution of their work pertaining to the business of the House.

10.3 Nature of Work

4. Members come to the Pool to get their speeches, notices of Special Mentions, notices of Motions, notices of amendments, Questions (Starred and Unstarred), Bills, articles, notes, statements, resume, Letters, etc. typed. Some Members prefer to dictate, while others provide the manuscripts of the job. The Stenographers' Pool also executes the work assigned by the Members like checking of their emails, searching of some information from the internet, taking out print outs from the internet, etc.

5. Services of the Stenographers' Pool staff are also utilized as a Leave Reserve so that its personnel are employed usefully and productively during inter-session period.

10.4 Reprography Services

6. Room No. 26-C in the Outer Lobby of Rajya Sabha is earmarked as Reprography Services.

7. The Reprography Service functions under the overall supervision of the in-charge of the Stenographers' Pool.

8. Currently, two Reprographers are posted in the Reprography Unit at the Outer Lobby of Rajya Sabha.

9. This Service renders photocopying facility to the sitting and former members of Rajya Sabha on payment basis as per the rates given below which have been prevalent since 17.06.1996.

(i) For one page on single side Rs. 1.00

(ii) For one page on both sides Rs. 2.00

10. Members are issued cash receipts in the prescribed format in token of the money paid by them. A copy of the same is kept for records.

11. The total money collected during the month is deposited with the Accounts Section under the signatures of the In-charge of the Stenographers' Pool.

12. A Register is maintained in the Reprography Unit for recording the details of the copying done on all types of papers. The need for maintaining separate registers for the different sizes of photocopy papers *viz.*, A-3 or A-4 has not been

felt necessary because the photocopier machine, being an advanced one, automatically keeps a foolproof record of every single photocopy done on the different types of papers. It maintains separate paper-size-wise counters for the purpose.

13. Reprography services are utilized by the neighbouring Sections also in case of urgency or exigency. In such cases, a requisition in the prescribed format is submitted by the Section concerned duly signed by an officer not below the rank of Executive Officer. An up-to-date record of these requisitions is kept in the Reprography for official records as well as for future references.

Annexure—‘I’
(Refer para 3.1.1 at Pages 2-3)

SALARY BILL REGISTER

Date of Commence of Term _____ Head of Account.

Shri/Shrimati: _____ Date of Expiry of Term _____

Division.: _____ (Notification No. _____)

Pay to _____

Particulars	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Remarks
SALARIES:													
Constituency Allowance													
Daily Allowance													
Sumptuary Allowance													
Total													
DEDUCTIONS													
1. House Rent													
2. Telephone dues (i) Local call & other charges (ii) Trunk Call Charges													
3. CGHS													
4. Binding charges of Rajya Sabha Debates													
5. Contribution to NDF													
6. Misc. Recover (conv. Adv)													
TOTAL DEDUCTIONS													
Net Amt. of the Bill.													
Dated initials of the E.O.													
Date on which the bill is sent to P&AO													

P&AO makes the disbursement and obtains acquittances.

Annexure—‘II’
(Refer para 3.1.2 at Page 3)

MEMBERS' SALARY BILL REGISTER

State: _____ Date of Commence of Term _____ Head of Account.
 Shri/Shrimati: _____ Date of Expiry of Term _____
 Division No.: _____ (Notification No. _____)
 Pay to _____

Particulars	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Remarks
SALARIES:													
Constituency													
Allowance													
Office Expense Allowance													
Total													
DEDUCTIONS													
1. House Rent													
2. Telephone dues (i) Local call & other charges (ii) Trunk Call Charges													
3. CGHS													
4. Binding charges of Rajya Sabha Debates													
5. Contribution to NDF													
6. Misc. Recover (conv. Adv)													
TOTAL DEDUCTIONS													
Net Amt. of the Bill.													
Date initials of the E.O.													
Date on which the bill is sent to P&AO													

**RAJYA SABHA SECRETARIAT
(M.S.&A SECTION)**

**INTIMATION REGARDING ENGAGEMENT OF PERSON BY MEMBERS OF RAJYA SABHA FOR
RECEIVING OFFICE EXPENSE ALLOWANCE**

I have appointed Shri/Smt./Kum. _____
son/daughter/spouse of _____ resident
of _____

With effect from _____ (date) for obtaining secretarial assistance.

An amount of Rs. _____ (Rupees _____
_____) may be paid to him/her through
_____ (please

mention here the preferred mode of payment among the following options)

- (i) SBI Bank of PHA/PH, Account No. of my P.A.
- (ii) Self cheque in the name of my P.A. and be sent to my local address.
- (iii) Self cheque in the name of my P.A. and be sent to my permanent address.
- (iv) Self cheque in the name of my P.A. to be collected personally from the M.S&A Section.

Signature of the person engaged: _____
(whose name is given above)

*It is certified that Shri/Smt./Kum. _____ is
a computer literate.

Signature: _____

Name of Member: _____

I.C. No. _____

Div. No. _____

\$ Share out of the total amount of Rs. 14,000/-

* applicable only for the persons who is a computer literate.

NOTE: Separate form should be filled-in for different persons as engaged by the Member.

**RAJYA SABHA
MEMBERS PA/PS SALARY REGISTER
(M.S. & A BRANCH)**

Kum./Smt./Shri _____ **Date of Commencement of Term of MP** _____

State: _____ **Date of Expiry to Term** _____

IC No. _____ **Vide Notification No.** _____

Name of PA/PS

(1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

Month	No.1		No.2		No.3		No.4		No.5		No.6	
	Amt.	Bill No. Date & Sign	Amt.	Bill No. Date & Sign	Amt.	Bill No. Date & Sign	Amt.	Bill No. Date & Sign	Amt.	Bill No. Date & Sign	Amt.	Bill No. Date & Sign
March												
April												
May												
June												
July												
Aug.												
Sept.												
Oct.												
Nov.												
Dec.												
Jan.												
Feb.												

RAJYA SABHA SECRETARIAT

**Declaration of usual place of residence under Rule 8 of the Members of Parliament
(Travelling and Daily Allowances) Rules, 1957.**

I hereby declare that my usual place of residence is _____

I may be allowed travelling allowance from that place.

- (i) The nearest Railway Station from my usual place of residence is _____
- (ii) Distance (in kms.) from my usual place of residence to the Railway Station is _____
- (iii) The nearest airport from my usual place of residence is _____
- (iv) Distance (in kms.) from my usual place of residence to the airport is _____
- (v) Distance (in kms.) from the airport to the city Railway Station is _____

()

MEMBER

RAJYA SABHA

Division No. _____

Dated: The..... 20.....

FORM-E

NOMINATION FORM

(To be filled in duplicate)

I, _____, Member of Rajya Sabha hereby nominate the person(s) mentioned below who is/are member(s) of my family and confer on him/them the right to receive Salary/Additional Facilities Allowance/Travelling/Daily allowance/Medical Reimbursement Claims and any other allowances and claims whatsoever which become due to me from the Rajya Sabha Secretariat and remain unpaid in the event of my death.

Original Nominee			Alternate Nominee		
Name & address of nominee	Relationship with Member	Age	Name & address of nominee	Relationship with Member	Age

Dated this _____ day of _____ 20 _____ at _____

Witness to signature

1. _____

Name _____

Address _____

2. _____

Name _____

Address _____

Signature of Member

Name _____

Division No. _____

NOTE: The Member is advised that it would be in the interest of his nominee if copies of the nominations and the related notices and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.

Annexure—'VII'
(Refer para 3.3 at Page 6)

Specimen Signatures of Shri/Smt. _____ M.P.

Division No. _____

1. _____

2. _____

Attested

Deputy/Joint Director
Rajya Sabha Secretariat

Specimen Signatures of Shri/Smt. _____ M.P.

Division No. _____

1. _____

2. _____

Attested

Deputy/Joint Director
Rajya Sabha Secretariat

Specimen Signatures of Shri/Smt. _____ M.P.

Division No. _____

1. _____

2. _____

Attested

Deputy/Joint Director
Rajya Sabha Secretariat

Annexure—'VIII'
(Refer para 3.4 at Page 6)

APPLICATION FOR ISSUE OF NON-TRANSFERABLE FIRST CLASS
RAILWAY PASS FOR THE USE OF MEMBER'S SPOUSE

Dated _____ 20

From,

_____, M.P.

To

The Secretary-General,
Rajya Sabha,
New Delhi.

Sir,

Kindly arrange to provide me with a non-transferable Ist Class Railway Pass for the use of my spouse Shrimati/
Shri _____ together with the necessary
Spouse's Railway Journey Forms for her/his use from _____ (nearest Railway Station
from my usual place of residence) to Delhi/New Delhi and back once during every session of Rajya Sabha.

Yours faithfully,

Division No. _____

MP.

For Office use:

Issued: (i) Spouse's Railway Pass No. _____

(ii) Spouse Railway Journey Forms Book

No. _____

RAJYA ABHA SECRETARIAT

REQUISITION FOR ISSUE OF EXCHANGE ORDER FOR JOURNEY BY AIR

I propose to perform the following Journey(s) by air, for which I request that an Exchange Order may be issued to enable me to obtain ticket(s) from the I.A.C.:—

Purpose of the Journey (<i>See</i> Footnote No. 1)	Date of Travel	From	To	I.A.C. Service No.	Dietary preference (Veg. or Non-Veg.)	Contact Address and Telephone No.

2. My usual Place of residence is _____ (*See* Foot note No. 2) and the airport nearest thereto is.....(Name of airport)

3. The Cost (*See* Foot note No. 3) of the ticket(s) for the above Journey(s) may be adjusted in my T.A./D.A. claim on this account, and the I.A.C.s bill settled as and when received.

Signature.....

Name of the Member.....

Date.

I Card No.....

1. The facility of Exchanges Order may be availed of in respect of following Journeys:
 - (i) Forward and return Journey under section 4 of the Salaries and Allowances of Members of Parliament Act, 1954.
 - (ii) Intermediate Journey(s) under proviso 2 to section 5 of the Act, *ibid*.
2. The Exchange Order will be available for air Journeys to be performed by the shortest and direct route only.
3. The Cancellation charges if any, payable to the I.A.C. will be borne by the member himself in case he does not subsequently perform the Journey for which ticket had been obtained by him against an Exchange order.
4. The requisition may be presented to the Rajya Sabha Notice Office sufficiently in advance of the proposed date of travel after ascertaining from the I.A.C. the availability of seat etc.
5. In case the Exchange Order is not utilised the same should be returned to Rajya Sabha Secretariat.

CENTRAL GOVERNMENT HEALTH SCHEME

MODIFIED CHECK LIST FOR REIMBURSEMENT OF MEDICAL CLAIMS

1. CGHS Token No. and place of issue :
2. Validity of CGHS Card & Entitlement from.....to.....
Entitlement Pvt./Semi Pvt./General
3. Full name of Card Holder (Block Letters) :
4. Status (Govt. servant/Member of Parliament) :
5. The following documents are submitted :
(Please tick (-/) the relevant column)
 - (a) Medical 2004 form : Yes/No
 - (b) Photocopy of CGHS card : Yes/No
 - (c) Photocopy of permission letter : Yes/No
 - (d) No. of Original Bills :
 - (e) Copy of prescription : Yes/No
 - (f) Copy of discharge summary : Yes/No
 - (g) Copy of referral by Specialist/CMO : Yes/No
 - (h) Whether the hospital has given breakup :
for lab investigations
 - (i) Original papers have been lost and the
following documents are submitted—
 - I. Photocopies of claim papers : Yes/No
 - II. Affidavit on Stamp Paper : Yes/No
 - (j) Incase of death of card holder the
Following documents are submitted—
 - I. Affidavit on Stamp paper by Claimant : Yes/No
 - II. No objection from other legal Heirs on
Stamp papers : Yes/No
 - III. Copy of death certificate : Yes/No

Dated.....

Signature of CGHS card holder

Tel.No (O)

(R)

e-mail Address

Name of the Bank..... Branch..... SBA/C No.

Branch MICR Code..... Tel. No. of Bank Branch.....

**CENTRAL GOVERNMENT HEALTH SCHEME
MEDICAL 2004 FORM FOR REIMBURSEMENT OF
MEDICAL CLAIMS OF CGHS BENEFICIARIES**

Computer No.

(To be filled by the claimant)

1. CGHS Token No. and Place of issue :
2. Validity of CGHS Token Card From..... to.....
& entitlement : Pvt./Semi Pvt./General
3. Full name of the card holder (Block Letters) :
4. Full Address :
5. Telephone no (O)..... (R)..... (M).....
6. E-mail address if, any.
7. Name of the Bank..... Branch..... SB A/C.....
Branch MICR Code..... Tel. No. of Bank Branch.....
8. Name of the patient & relationship
With the card holder
9. Status tick(-/) (Govt. Servant/Pensioner/Serving employee or pension of autonomous body/Member of
Parliament/Ex-MP/Legal heir/others)
10. Basic Pay/Basic Pension
11. Name of the Hospital with Address :
 - a. OPD treatment and investigations.
 - b. Indoor Treatment.
12. Date of admission..... Date of discharge..... (In case of Indoor Treatment only)
13. Total amount Claimed
 - a. OPD Treatment
 - b. Indoor Treatment
14. Details of Referral :
15. Details of Medical advance if, any :

DECLARATION

I hereby declare that statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I am a CGHS beneficiary and the CGHS card was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Dated:

Signature of CGHS card holder

Note: Misuse of CGHS facilities is a criminal offence. Suitable action including cancellation of CGHS Card shall be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.

INFORMATION

- (a) **Kindly write correct postal address in block letters**
- (b) **Obtain Break up of Investigations from the hospital (details and rates of Individual tests and the exact number of Sugar tests, X-ray films, etc.,) as the reimbursable amount is calculated as per approved rates only.**
- (c) **Draft against column (I) of check list—in case of loss of Original Papers**

Draft for Affidavit for Duplicate Claim Papers/bills on stamp Paper

I,..... son/wife/daughter of..... and resident of lost/misplaced/not traceable I hereby give an undertaking that I have not received any payment against original bills/claim papers from any source and that if the original papers are traced I shall not stake claim against original bills in future and that in the event I receive any cheque against original bills in future I shall return the same to competent authority.

Deponent

Verified by Notary Public

- (d) **Draft against column (I) of check list-in case of Death of Card holder.**

Draft for Affidavit on Stamp Paper for claiming medical reimbursement

I,..... wife/son/daughter of Late..... and resident of..... hereby submit the medical claim papers pertaining to treatment of my father/mother/..... Late Shri/Smt..... who has expired on..... (copy of Death Certificate is enclosed).

Late Shri/Smt..... has left behind the following other legal heirs none of whom have any objection if the entire amount reimbursable is paid to me.

.....

No Objection Certificate signed by other legal heirs on Stamp paper is enclosed.

Deponent

Deponent

Attested by Notary Public

Draft for No Objection Certificate on Stamp Paper.

We..... S/o D/o Late Shri.....

..... S/o D/o Late Shri.....

Being the legal heirs of Late Shri.....have no objection if the entire amount reimbursable pertaining to the treatment of our father is paid to our brother Shri.....

()

()

Address

W/o

Address

Verified by Notary Public

FORM I

FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF DRAWING IN ADVANCE FOR THE PURCHASE OF A
CONVEYANCE

An agreement made this..... day
of..... Two thousand between
Shri..... a Member of Parliament
(hereinafter called the Borrower, which expression shall include his heirs, administrators, executors, legal representatives
and assignees) of the one part and the President of India (hereinafter called the Central Government) of the other Part;
whereas the Borrower has under the provisions of the Rules regulating the grant of advances to Members of Parliament for
purchase of conveyance made under the Salary, Allowances and Pension of Members of Parliament Act, 1954 applied to the
Central Government for a loan of Rs..... (Rupees.....
.....only) for the
purchase of a conveyance and the Central Government have agreed to lend the said amount to the Borrower on the terms
and conditions hereinafter contained;

Now it is hereby agreed between the parties here to that in consideration of the sum of Rs.....
paid by the Central Government to the Borrower (the receipt of which the Borrower hereby acknowledges), the Borrower
hereby agrees with the Central Government (1) to pay to the Central Government the said amount with interest calculated
according to the said rules by monthly deductions from his salary as provided for by the said rules and hereby authorises
the Central Government to make such deductions and (2) to expend, within one month from the date of these presents, the
full amount of the said loan in the purchase of a conveyance or if the actual price paid is less than the loan, to repay the
difference to the Central Government forthwith and to execute a document hypothecating the said conveyance to the
Central government as security for the amount lent to the borrower as aforesaid and interest thereon in the form provided by
the said rules. And it is hereby Lastly agreed and declared that if the conveyance has not been purchased and hypothecated
as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or
ceases to be a member or dies, the whole amount of the loan and interest accrued thereon shall become due and payable.

In witness whereof the Borrower has hereunto set his hand the day and year first before written.

Signed by the said Shri

(Signature of Borrower)

In the presence of:

.....

Signed by Shri
(Name & designation)

for and on behalf of the
President in the presence of:

*(Signature and designation
of the Officer)*

.....

RAJYA SABHA SECRETARIAT

Parliament House Annexe,
New Delhi.

No. RS. (File No.).....

Dated:.....

ORDER

Sanction of the President of India, subject to the provisions of the Members of Parliament (Advance for the purchase of conveyance) Rules 1986 is hereby conveyed to the grant of an advance of Rs...../- (Rupees.....only) to Shri/Smt....., MP for the purchase of conveyance.

2. The amount of advance together with interest thereon shall be recovered from the salary bills of Shri/Smt..... in..... equal monthly instalments of Rs./- (principal + interest) each and the last..... instalment of Rs./- (principal + interest). The deduction will commence from the first issue of salary after the advance is drawn.

3. Shri/Smt..... shall complete negotiations for the purchase of, and pay finally for the conveyance within one month of the date on which he draws the advance and failing such completion of negotiations and final payment, the full amount of the advance together with interest thereon shall be refunded by him forthwith.

4. Shri/Smt..... shall also comprehensively insure the conveyance with any Insurance Company which is prepared to insert the required hypothecation clause in the Insurance policy by which the Insurance company agrees to pay to the Central Government instead of the owner, any sums payable in respect of loss or damage to the conveyance which is not made good by repair, reinstatement or replacement.

5. The conveyance purchased by Shri/Smt..... will be considered as Government property and he shall have no right to sell or transfer it till the advance with interest accrued thereon is not paid.

6. Shri/Smt..... immediately after the purchase of the conveyance shall execute a mortgage bond on the prescribed form hypothecating the conveyance to the President of India as security for the advance.

7. The expenditure involved is debit to the Head of Account specified below:

"7610-Loans to Government Servants etc.-
202 Advances for the purchase of Motor Cars."

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

No. RS. (File No.).....

Dated:.....

Copy forwarded to:—

1. The pay and Accounts Officer, Rajya Sabha.
2. Shri/Smt....., MP. He will purchase the conveyance within one month and execute a mortgage bond in the prescribed form hypothecating the conveyance to the President of India as security for the advance. He will also comprehensively insure the conveyance against full loss by fire, theft

or accident and keep so insured till the advance together with interest accrued thereon is repaid. The insurance policy shall contain a clause as in the form prescribed for the purpose by which the insurance company agrees to pay to Central Government, instead of owner, any sums payable in respect of loss or damage to the conveyance which is not made good by repair, reinstatement or replacement. Necessary forms are enclosed.

3. The Director of Audit (CAP), Room No. 519, Parliament House Annexe, New Delhi.
4. Personal File of the Member.

DEPUTY DIRECTOR
RAJYA SABHA SECRETARIAT.

**CONVEYANCE ADVANCE BILL OF MEMBER OF PARLIAMENT
(RAJYA SABHA)**

Bill No. _____

Name of the Member: Shri/Smt./Kumari _____

Division No. _____ State _____

Voucher No. _____

Date _____

Head of Account

7610 Loans to Govt.
Servants etc.
202 Advances for the
purchase of Motor Cars.

Sanction Order No. RS/99/89-90/MSA,

Amount of Conveyance Advance

TOTAL

In words (Rupees) _____

Dated _____

Rs. _____

Rs. _____

Please pay to self

State Bank of India,
Parliament House Annexe, New Delhi.

*Under Secretary
Rajya Sabha Secretariat.*

Date _____

A/c No. _____

For use by the Pay & Accounts Office, Rajya Sabha.

Pay Rs.

(Rupees) _____

*Pay and Accounts Officer
Rajya Sabha*

FORM II

Form of Mortgage Bond for Conveyance

THIS INDENTURE made this _____ day of _____

Two thousand _____
BETWEEN _____ (hereinafter called "the Borrower", which expression shall include his heirs, administrators, executors, legal representatives and assignees) of the one part and the President of India (hereinafter called, the Central Government) _____ of the other part; WHEREAS the BORROWER has applied for and has been granted an advance of Rupees _____ to purchase a conveyance in terms of Rules regarding the grant of advances to Members of Parliament for the purchase of conveyance made under the Salary, Allowances and Pension of Members of Parliament Act, 1954 (hereinafter referred to as "the said Rules") AND WHEREAS one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/would hypothecate the said conveyance to the Central Government as security for the amount lent to the Borrower and WHEREAS the Borrower has purchased with/or partly with, the amount so advanced as aforesaid the conveyance particulars whereof are set out in the Schedule hereunder written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the consideration aforesaid the Borrower doth hereby covenant to pay to the Central Government the sum of Rs. _____ aforesaid or the balance thereof remaining unpaid at the date of these presents by equal payment of Rs. _____ each on the first day of every month and will pay interest on the sum for the time being remaining due and owing, calculated according to the said Rules and the Borrower doth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Rules, and in further pursuance of the said agreement the Borrower doth hereby assign and transfer unto the Central Government the conveyance the particulars whereof are set out in the Schedule hereunder written by way of security for the said advance and the interest thereon as required by the said Rules.

And the Borrower doth hereby agree and declare that he has paid in full the purchase price of the said conveyance and that the same in his absolute property and that he has not pledged and, so long as any money remains payable to the Central Government in respect of the said advance, will not sell, pledge or part with the property in, or possession of, the said conveyance, Provided always and it is hereby agreed and declared that if any of the said instalments of principal or interest shall not be paid or recovered in manner aforesaid within, ten days after the same are due or if the Borrower shall die or at any times ceases to be a Member or if the Borrower shall sell or pledge or part with the property in or possession of, the said conveyance or become insolvent or make any composition or arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgement against the Borrower, the whole of the said principal sum which shall then be remaining due and unpaid, together with interest thereon, calculated as aforesaid shall forthwith become payable AND IT IS HEREBY AGREED and declared that the Central Government may on the happening of any of the events herein before mentioned seize and take possession of the said conveyance and either remain in possession thereof without removing the same or else may remove and sell the said conveyance either by public auction or private contract and may out of the sale money retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realizing its rights hereunder and shall pay over the surplus, if any to the Borrower his executors, administrators or personal representatives; PROVIDED FURTHER that the aforesaid power of taking possession or selling of said conveyance shall not prejudice the right of the Central Government to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the conveyance being sold the amount by which the net sale proceeds fall short of the amount owing; AND THE BORROWER hereby further agrees that so long as any moneys are remaining due and owing to the Central Government, he, the Borrower will insure and keep insured the said conveyance against loss or damage by fire, theft, and accident with an Insurance Company to be approved by the Accountant General concerned and will produce evidence to the satisfaction of the Accountant General that the Motor Insurance Company with whom the said motor vehicle is insured have received notice that the Central Government (President of India) is interested in the Policy AND the Borrower hereby further agrees that he will not permit or suffer the said conveyance to be destroyed or damaged or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof and further that in the event of any damage or accident happening to the said conveyance the Borrower will forthwith have the same repaired and made good.

BILL(S) PAYMENT CERTIFICATE

Bill No. Dated for Rs.

Bill No. Dated for Rs.

Received from for reimbursement of expenses incurred in connection with making arrangements for Members of (committee name) who joined the study visit of (committee name) to (Place)..... on.....

CERTIFIED THAT:

1. The prior permission of the Hon'ble Chairman to undertake this tour had been obtained on
2. The details regarding MPs/ Officers who went on tour, utilization of guest house/hotel rooms and vehicles etc. and the expenditure incurred thereof are in accordance with Guidelines/Circular No. RS 30(1)/2003-Coord. dated 20th May, 2005 issued by Coordination Section regarding bearing of expenditure by the Rajya Sabha/Lok Sabha Secretariat on study tours of Parliamentary Committees.
3. Details regarding the bill(s) has/have been made in the Branch Expenditure Control Register at Sl. Nos..... on page no.....
4. Sanction of incurring expenditure to the tune of Rs. has been obtained from on
5. The bill(s) does/donot contains any item of expenditure inadmissible under the Guidelines which is to be paid by the Members/Officer/staff or the item of Expenditure which is to be paid by MP/Officers/staff is enclosed.
6. The bill(s) is/are in order and may be reimbursed by MSA Section.

The cheque for Rs. may be drawn in favour of (Name of Authority) and..... sent to..... (address)

(Senior Most Officer who Accompanied the visit)

Designation

Annexure—'XVI'
(Refer para 3.20 at Pages 18-19)

NAME OF COMMITTEE

CERTIFICATE

Certified that the items/services mentioned in the Bill(s) were actually served/provided in the Study Tour of Committee..... at..... on the date (s) indicated on the bill (s).

Sd/-

Date

Designation
Rajya Sabha Secretariat
New Delhi