

For Ex-MPs (Lok Sabha)

APPLICATION FOR ALLOTMENT OF WESTERN COURT HOSTEL/ ANNEXE SUITE TO EX-MEMBERS OF PARLIAMENT, LOK SABHA FOR THEIR PERSONAL USE.

To

The Deputy Secretary,
Members' Services Branch,
Lok Sabha Secretariat,
422, Parliament House Annexe,
New Delhi-110001.
msbranch-lss@sansad.nic.in
Ph. 011-23034452/4422

Dated :

Sir/Madam,

Please allot me a **Single/Double Suite** in Western Court Hostel/Annexe for my personal use.
The particulars are given below: -

- (i) Name of Ex-MP : _____
- (ii) Age : _____
- (iii) Father's Name: _____
- (iv) Tenure in Lok Sabha (year / 1st to 16th) : _____
- (v) Constituency & State : _____
- (v) Telephone : _____ Mobile No. _____
- (vi) Permanent address: House No. _____ Village/Town _____

Post Office _____ District _____

State _____ Pin Code _____

2. The accommodation is required for the period from _____ to _____

3. The above mentioned request for suite in Western Court Hostel/Annexe is **solely for my personal use** and I take full responsibility for the same.

4. I have read the terms and conditions (printed overleaf) related to allotment and I shall abide by all the terms and conditions.

Yours faithfully,

(Signature of Ex-MP)

I-Card No. _____

- This application should reach the Parliamentary Notice Office/MS Branch not later than 16:00 hours on the working day previous to the date for which suite (s) is/are required.
- This application will not be entertained if all the particulars required above have not been furnished.
- (Phone Nos. Western Court Hostel: 011-23341238, Western Court Annexe - 011-23368330)

**LOK SABHA SECRETARIAT
(M. S. BRANCH)**

TERMS AND CONDITIONS OF ALLOTMENT OF SUITES IN WESTERN COURT HOSTEL/ANNEXE TO EX-MPS W. E. F. 12.08.2021

The rates of usual licence fee.

Duration	AC Double Suites (Western Court Annexe) (per day)	AC Single Suite, Western Court Hostel (per day)	AC Double Suite, Western Court Hostel (per day)
1-3 days (for two persons)	2000/-	Rs.1000/-	Rs.1500/-
4-7days (for two persons)	3000	Rs.2000/-	Rs.2000/-

Extra charges **Rs.200/- per day per person for additional one guest (maximum)** are payable alongwith licence fee.

1. The guest accommodation(s) to ex-MP (Lok Sabha) on their own request in writing received well in time in MS Branch (*i.e.* without the written recommendation of sitting MP) can be considered for allotment.
2. Not more than 10% of the total allocable accommodation **in Western Court Hostel/Annexe Building only** can be allotted to ex-MPs at a given point of time.
3. The rate of usual license fee/rent and security deposit as mentioned above shall be as applicable for the guests [as detailed in para 7 above] of sitting MPs, and as amended from time to time. The amount of room charges for the period of allotment will be deposited in advance by ex-MP. **The electronic keys of the suites allotted to ex-MP shall be deactivated automatically after the initial allotment of 3 days or less as the case may be. The keys will be re-activated for the extended period, in case the allotted suite is extended.**

NO REFUND SHALL BE MADE IN CASE THE ACCOMMODATION ALLOTTED IS VACATED BEFORE EXPIRY OF THE PERIOD OF ALLOTMENT.

FURTHER, IN CASE AN EX-MP VACATE THE ALLOTTED ACCOMMODATION WITHOUT PAYMENT OF OUTSTANDING DUES, HE/SHE MAY BE TREATED AS DEBARRED FROM ALLOTMENT OF GUEST ACCOMMODATION IN FUTURE.

4. A security deposit is **Rs.1500/-** for single suite (AC) and **Rs. 2000/-** for double suite (AC) which will be charged from the Ex-MP while giving the possession of room in Western Court Hostel/Annexe. The security is refundable to the Ex-MP at the time of vacation of the suite in cash subject to the adjustment of any rent outstanding against him in respect of stay in that suite.
5. **The amount of room charges for the period of allotment will be deposited by ex-MP in advance with the Cashier, Western Court Hostel/Annexe before accommodation is physically provided. Hire charges on account of furniture etc. if taken, are to be paid in addition to the rooms charges.**
6. Possession of the premises may be taken from the Superintendent, Western Court Hostel/Annexe, New Delhi. Allotment of accommodation would be deemed to be cancelled automatically if it is not occupied within 24 hours from the date of allotment;
7. The Receptionist, Western Court Hostel/Annexe will ask for the photo ID of the ex-MP and then make entries in this regard in the Register before the suite is physically provided to an ex-MP. The signature of ex-MP, to whom it has been allotted, shall also be obtained in the Register. It will be ensured that no suite/accommodation is allotted without submission of ID Proof by an ex-MP.
8. **The superintendent, Western Court Hostel/Annexe shall not entertain any application for allocation of suite(s) received directly from ex-MPs.**
9. The Lok Sabha Secretariat will make the allotment, as far as possible on first-come-first-serve basis, for a maximum period of 3 days, purely for use by ex-MP and his/her accompanied person(s) unless extension is obtained in writing from the Chairperson, House Committee, Lok Sabha. In the absence of the Chairperson, House Committee, Lok Sabha, the Divisional Officer of the House Committee, Lok Sabha will give extensions. The extension beyond the initial allotment of 3 days may be considered taking into account the availability of accommodation(s) but the extension will not be allowed beyond one week including initial allotment of 3 days. **Suites allotted to ex-MP will be evicted after seven days in all cases.**
10. The Ex-MP will be personally responsible for vacation of the accommodation at the expiry of the period of allotment and immediate action will be taken by the **Superintendent, Western Court Hostel/Annexe** to evict the Ex-MP from the accommodation allotted to him on completion of the allotted period unless the period of allotment is formally extended and the advance room charges paid therefor.
11. Due care will be taken by the occupant ex-MP to see that no activity/action take place which is likely to disturb the peace of neighbor resident(s).
12. The sanitary condition in and around the allotted suite will be maintained by occupant ex-MP according to the approved standard of concerned health authorities.
13. Till vacant possession is given to the Receptionist, ex-Member will be personally responsible for loss or damage or otherwise occurred during his/her *de facto* or *de jure* occupation of the suite. Failure to hand over the vacant possession in time will render Member liable to compensate for the loss or damage to the Government.