

Member of Parliament
Lok Sabha

Dated :

To
Deputy Secretary (MSA)
Lok Sabha Secretariat
405, Parliament House Annexe,
New Delhi - 110001

Sir/Madam,

I have engaged the following person(s) to extend secretarial assistance to me. His/her/their particulars are given below :

1. The numbers of person(s) engaged for Secretarial Assistance :
2. Name(s) of person(s) engaged :
(i) (ii)
(iii) (iv)
3. Age :
(i) (ii)
(iii) (iv)
4. Educational Qualification :
(i) (ii)
(iii) (iv)
5. Permanent Address (s) :
(i) (ii)
(iii) (iv)
6. Whether already employed ? If so, the details thereof:
(i) (ii)
(iii) (iv)
7. The amount to be given to each person per month :
(i) (ii)
(iii) (iv)
8. The period for which the person(s) is/are likely to engaged :
(i) (ii)
(iii) (iv)
9. *SBI Account No.(s)
(i) (ii)
(iii) (iv)

It is certified that Shri/Smt./Km..... is computer literate.

Yours faithfully,

(Name of the Member)

IC No.....