

CHAPTER IV

AMENITIES TO MEMBERS

70. Salary, Allowances and Pension.— (1) The Salary, Allowances and Pension of the members are regulated under the provisions of the Salary, Allowances and Pension of Members of Parliament Act, 1954, as amended from time to time, and the rules made thereunder.

(2) With the commencement of Salary, Allowances and Pension of the Members of Parliament (Amendment) Act, 2018, the amount of salary has been increased from rupees fifty thousand to rupees one lakh per mensem during the term of office *w.e.f.* 1 April, 2018. The amount of daily allowance is rupees two thousand for each day of *residence on duty at a place where a session of a House of Parliament or a sitting of a Committee thereof is held.

The amount of daily allowance is paid to a member only when he signs the register maintained by Lok Sabha/Rajya Sabha Secretariat for this purpose.

*'Period of residence on duty' means the period during which a member resides at a place where a session of a House of Parliament or a sitting of a Committee is held or where any other business connected with the duties of such member is transacted, for the purpose of attending such session or sitting or for the purpose of attending to such other business and includes—

- (i) in the case of a session of a House of Parliament a period of such residence, not exceeding three days, immediately preceding the commencement of the session and a period of such residence, not exceeding three days, immediately succeeding the date on which the House is adjourned *sine die* or for a period exceeding seven days; and
- (ii) in the case of a sitting of Committee or any other business a period of such residence, not exceeding two days immediately preceding the commencement of the business of the Committee or other business and a period of such residence not exceeding two days, immediately succeeding the conclusion of the business of the Committee or other business.

Explanation—A member who ordinarily resides at a place where a session of a House of Parliament or a sitting of a Committee is held or where any other business connected with duties of such member is transacted, shall for the duration of the session or sitting or the time occupied or the transaction of other business (including the three or two days immediately preceding or succeeding), be deemed to reside at such place for the purpose of attending such session or sitting or as the case may be for the purpose of attending to such other business *vide* Section 2 of Salary, Allowances and Pension of Members of Parliament Act, 1954.

(3) Every member is entitled to receive constituency allowance at the rate of rupees seventy thousand only per mensem.

(4) Members of Parliament are entitled to Office Expense Allowance Rs. 60,000 per month out of which Rs. 20,000 shall be for meeting expenses on stationery items and postage and Lok Sabha/ Rajya Sabha Secretariat shall pay upto Rs. 40,000 to the person(s) as may be engaged by a Member of Parliament for obtaining Secretarial assistance, and one such person must be computer literate duly certified by the Member. Office Expense Allowance means expenses on stationery, postage and secretarial help as are not covered by any other rules.

(5) A member is entitled to the following travelling allowances for the journey performed from his usual place of residence for attending a session of the House or a sitting of a Committee or for the purpose of attending to any other business connected with duties of a member and for the return journey from such place to his usual place of residence:—

(i) *If the journey is performed by rail*—**a member is provided with one free non-transferable pass under sub-section (1) of section 6 of the Act.**

Until a member is provided with a free railway pass under sub-section (1) of section 6 of the Act, he shall be, deemed always to have been, entitled to an amount equal to one first class air-conditioned or executive class of any train fare for any journey of the nature referred to in sub-section (1) of section 4 of the Salary, Allowances and Pension of Members of Parliament Act, 1954 performed by him by rail.

(ii) A member who on ceasing to be a member surrenders his pass shall, if he performs any return journey by rail of the nature referred to in sub-section (1) of section 4 be entitled and be deemed always to have been entitled in respect of that journey to an amount equal to one first class air conditioned or executive class of any train fare.

(iii) *If the journey is performed by Air*— **One air-fare for each journey.**

(iv) If the journey or any part thereof cannot be performed by superfast/express/mail train or air:—

(a) where the journey or any part thereof is performed by Steamer, **an amount equal to one fare** (without diet) for the highest class in the Steamer;

(b) where the journey or any part thereof is performed by road, a road mileage at the rate of sixteen rupees per kilometer for each such journey or part thereof:

Provided that where a member performs journey by road in Delhi from and to an aerodrome, the member shall be paid a minimum amount of one hundred and twenty rupees for each such journey:

Provided further that the members representing north-eastern States are entitled to receive road mileage for the journey performed by road from their usual place of residence to the nearest airport even if the places are connected by superfast/express/mail train:

Provided also that the members residing within the radius of 300 kilometres from Delhi are entitled to receive road mileage for the journey performed by road from their usual place of residence to Delhi and back even if the places are connected by superfast/ express/ mail train,

(6) Where a member absents himself for less than 15 days during a session of the House or a sitting of a Committee for visiting any place in India, he is entitled to receive the following travelling allowances:—

(i) if the journey is performed by rail, one first class fare for the journey irrespective of the class in which the member actually travels; such travelling allowance is limited to the total amount of daily allowances which, would have been admissible for the days of absence if the member had not so remained absent.

(ii) if the journey is performed by air, one fare by air for the journey, not more than once during a sitting of the Committee.

(7)(i) Every member has been given the facility of 34 single air journeys to visit any place in India in a year either alone or alongwith spouse or any number of companions or relatives. The member may also avail air journey out of the 34 air journeys between the date of declaration of results and the date of notification issued by the Election Commission for constitution of Lok Sabha. Similarly, the

spouse or companion of a member is allowed to travel alone maximum eight times in a year by air to meet the member. The journey performed by the spouse, companion or relative shall be taken into account within the allotted 34 air journeys admissible to the member.

Further, if the number of journeys performed by any member by air is less than thirty-four, then such number of journeys not performed by him shall be carried over to the following year.

- (ii) For the purposes of calculation of air journeys in a particular year, the year shall begin from the date on which his term of office as such member commences and each of the subsequent years. For the purpose of computing the limit of air journeys, journey performed by the spouse, companion or relatives are also included.
- (iii) A visually challenged member is entitled to take an attendant with him by air free of charge. Such a member is also entitled to take an attendant with him in any train in the same class in which he travels *in lieu of* one free air-conditioned two tier class railway pass available to a person under section 6(1) (i). A member who is so physically incapacitated as to require the service of an attendant while travelling by air may do so on application to the Speaker. Such application must be accompanied by a certificate from a panel of doctors of the Dr. Ram Manohar Lohia Hospital, New Delhi, certifying the nature of incapacity, which should not initially exceed six months. Thereafter, if the member still feels that an attendant is required for travel by air along with him, the concerned Member shall appear again before the panel of doctors and obtain a certificate for a specified period.

The attendant's air journeys will be the same as are available to, members as mentioned in paras (5), (6) and (7)(i). However, for attendant's travel only one single air fare will be allowed.

(8) Every member who has his ordinary place of residence in the Ladakh area of the State of Jammu and Kashmir is entitled to an amount equal to the fare by air for each single journey by air performed by him from any airport in Ladakh to the airport in Delhi and back at any time. In addition to the air travel provided to a member he is also entitled to an amount equal to the fare by air for each single journey by air performed by the spouse, if any, of the member or one person to accompany such member from any airport in Ladakh area to the airport in Delhi and back at any time.

(9) Travelling allowance claims of members arising under para (5) above will be regulated as under:—

- (i) A Member of Parliament who performs an intermediate journey during the sitting of Parliamentary Committees and air journeys during session periods only to his usual place of residence or any place situated within his constituency will be paid to and fro T.A. by air upto the airport nearest thereto and also T.A. for rail/road journeys, if any, beyond the airport.
- (ii) A Member of Parliament performing an intermediate journey by air during a sitting of a Parliamentary Committee and air journey to any place other than the usual place of residence or any place situated within his constituency will be paid to and fro T.A. by air only upto the farthest point travelled by air by the direct route, and also T.A. for the road mileage at Delhi and at the city of the said farthest point travelled by air from and to airport to city at both places.
- (iii) Where during any part of a year the usual place of residence of a member in his constituency is inaccessible to or from any place outside his constituency by road, rail or steamer due to climatic conditions but there is air service between any place in his constituency, and the nearest place, having rail service, outside his constituency, such member shall be entitled to travel to and fro by air from the nearest place in his constituency where there is air service to such place having rail service:

Provided that where the nearest place having air service is outside his constituency, such member shall be entitled to travel to and fro by air only from such place to the nearest place having rail service.

(10) Where the journey by air is performed by the Member, spouse, companion or relative under sections 4, 5, 6AA, 6B, 6C and 6D [*viz.* the journeys referred to in paras (5), (6), (7) and (8) above] the member shall produce the counterfoil of air ticket of the journey so performed, for the purpose of claiming T.A. If the counterfoil is—lost or has been misplaced the member shall produce a certificate from the concerned Airlines/Airways of having performed the journey by air. The T.A. claims in 'all such cases shall be entertained only when a certificate from Airlines with sign, and stamped indicating all particulars of travel such as name of the member, date of travel, name of the issuing office, names of the places of embarkment and destination, etc. is submitted alongwith the claim.

(11) In case the interval between the termination of one session of the House of a sitting of a Committee thereof and the commencement of another session or sitting of the Committee at the same place does not exceed five days and a member concerned elects to remain at such place during the interval, he is entitled to draw for each day of residence on duty at such place a daily allowance. If a member leaves such a place during the interval his absence from the place shall be treated as intermediate Journey and T.A. shall be regulated under section 5 of the Act.

A member shall be entitled to receive T.A. in respect of every journey performed by air for visiting any place in India, during the interval not exceeding five days between two sittings of a Departmentally Related Standing Committee when a House of Parliament is adjourned for a fixed period during the Budget Session. However, the T.A. excluding the air fare should not exceed the total amount of D.A., which would have been admissible to such member under Section 3 for the days of absence if member had not remained absent.

(12) *Rail Travel Facility*—Every member shall be entitled to—

- (i) free travel by any railway in India in first class air-conditioned or executive class in any train with the spouse, if any, of the member from any place in India to any other place in India; and
- (ii) one free air-conditioned two tier class railway pass for one person to accompany the member when the member travels by rail.

In case a member has no spouse, the member may be accompanied by one person in place of spouse, The spouse of a member is entitled to travel by any railway in first class air-conditioned or executive class in any train or by air or partly by train and partly by air from the usual place of residence to Delhi subject to a maximum of 8 single journeys in a year.

(13) *Procedure for claiming Travelling and Daily Allowances*—

- (i) A member shall submit the details of the journeys performed by him, his spouse or companions in 'the prescribed form available at Parliamentary Notice Office (Room No. 23, PH) or MSA Branch (Room No, 405, PHA) duly signed and affixing a revenue stamp of Re. 1 at the place indicated on the form directly to MSA Branch or Parliamentary Notice Office of Lok Sabha Secretariat.

- (ii) At the commencement of new Lok Sabha, a member is also required to furnish three copies of his specimen signature on the prescribed form available in Parliamentary Notice Office for reference by the Pay and Accounts Officer, Lok Sabha; Pay Office, State Bank of India, Parliament House, New Delhi and the Lok Sabha Secretariat, in connection with the payment of his bills.
- (iii) On the basis of the journey details and all related documents furnished by the Member, TA/DA bills are prepared by the Lok Sabha Secretariat and sent to Pay and Accounts Office for arranging payment.

(14) *Salary*—(i) The salary bills of members indicating necessary deductions of Government dues are prepared by the third week of every month and passed on to the Pay and Accounts Office, Lok Sabha, for arranging payment. Salary bills are not required to be signed by members.

(ii) Every Member is required to give written instructions to the Pay & Accounts Officer, Lok Sabha, as regards the mode of payment of his salary bill viz. (a) whether payable to self, or (b) to be sent to his local/permanent address, or (c) to his bankers for credit to his account, or (d) whether by Demand Draft, specifying the name of Treasury/Bank on which payment is desired.

(iii) The PA (MG) Branch will send these bills to PA(CF) Branch for making e-payment in respect of those Members whose details are available and to prepare cheques whose bank details are not available or, in case, the Members has specifically requested for payment to be made through cheque/draft, such cheque/draft will then be forwarded to concerned Bank for crediting amount in their Accounts.

(15) *Deduction*—Deductions on account of License fee and telephone charges, etc. are made from the Salary bill of a Member on the basis of bills received from the Directorate of Estates and the MTNL. Where the cheques are collected by Members from the cheque counter the Deduction Slip alongwith the relevant bills are handed over to the Members alongwith the cheque. Where the salary of the Members is remitted to the State Bank of India, New Delhi the Deduction Slip alongwith the License fee, telephone bills, etc. are sent to them through Distribution Branch alongwith other Parliamentary papers. In case where the salary Cheque/Demand Draft is sent to a bank or through online banking other than the State Bank of India the Deduction Slip together with the relevant bills are sent to the Member under intimation of the transactions to his banker.

(16) *Position after dissolution of Lok Sabha*—Consequent on the dissolution of a Lok Sabha the salary bills of Members for a period during the month in which Lok Sabha is dissolved are withheld and the claim settled on receipt of No Demand Certificate from the Directorate of Estates, MTNL/BSNL, NDMC, Parliament Library, Publication Counter, CPIC, Computer Centre, Committee Branches, etc.

(17) *Pension*—Under Section 8A of the Salary, Allowances and Pension of Members of Parliament Act, 1954, there shall be paid a pension of twenty five thousand rupees per mensem to every person who has served for any period as a member of the Provisional Parliament or either House of Parliament:

Provided that where any person has served for a period exceeding five years, an additional pension of two thousand rupees per mensem for each additional year in excess of five years is paid to the member.

Where the period for which the pension is payable under this Act contains a part of a year, then, if such part is nine months or more, it shall be reckoned equivalent to complete one year for the purpose of payment of additional pension.

An ex-member of Parliament who is entitled to Ex-MP pension is also entitled to any other pension from Central Government/State Government or any other source.

(18) *Family Pension to Spouse/Dependent*—The spouse or dependent of a deceased member/former member is entitled to receive family pension equal to 50% of the pension otherwise admissible to the deceased member at the time of his death for the remainder period of life of the spouse. The dependent will get family pension subject to fulfillment of conditions as stipulated in section 2(aa) of the Salary, Allowances and Pension of Members of Parliament Act, 1954:

Provided that no such family pension shall be payable to a dependent if such dependent is a sitting Member of Parliament or is drawing pension under section 8A. No person is entitled to claim arrears of family pension for any period prior to 15th September, 2006.

(19) *Free Rail Travel Facility to Ex-MPs*—Every person who is not a sitting member but has served for any period as a member of either House of Parliament shall be entitled to travel in any train by any railway in India without payment of any charges on the basis of

the Identity Card issued for this purpose by Lok Sabha Secretariat in the following manners:—

- (a) in air-conditioned two tier class along with one companion;
or
- (b) in air-conditioned first class if he travels alone.

71. Other Amenities.— (1) *Identity Card*.— In pursuance of the Salary, Allowances and Pension of Members of Parliament Act, 1954, every member is issued the following passes by the Lok Sabha Secretariat:—

- (i) *Identity Card*—It entitles the member to travel in first class air-conditioned or executive class of any train at any time by any railway in India accompanied by one person to travel in air-conditioned two-tier.
- (ii) *Spouse Railway Pass*—It entitles the spouse of a member to travel in first class air-conditioned or executive class in any train from any place to any other place in India and when unaccompanied by the member, in first class air conditioned or executive class in any train between usual place of residence and Delhi/New Delhi and back any number of time on Production of a Railway Journey Form duly signed by the member.
- (iii) *Steamer Pass*—It is issued to members elected from the Union territories of Andaman and Nicobar Islands and Lakshadweep—
 - (a) Each member representing the Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep is issued a steamer pass which entitles her/him to travel at any time by the highest class (without diet) by steamer to and fro any part of her/his constituency and any other part of her/his constituency or the nearest port in the mainland of India.
 - (b) Companion or spouse of the member representing the Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep is entitled to travel by the highest class (without diet) by steamer between the Island and mainland of India on the authority of the steamer pass issued to the spouse or companion of the member accompanying the member.
 - (c) Such member is entitled to an amount equal to the fare by air from her/his usual place of residence to the nearest airport in the mainland of India.

- (d) Such member is entitled to an amount equal to the fare by air, for the spouse, if any, of the member or for one person to accompany her/him from the usual place of residence in the Island to the nearest airport of the mainland of India.

The above passes are non-transferable. They are valid for the term of office of the member and on the expiration of such term they are required to be surrendered to the Lok Sabha Secretariat.

Whenever a member either alone or along with spouse and/or companion undertakes a journey by using the Identity Card or Steamer Pass, she/he is required to fill in the necessary Railway Journey Forms or Steamer Journey Forms, as the case may be, and the same, are required to be handed over to the railway ticket collecting staff or the Steamer authorities on the termination of the journey. Booklets containing the Railway/Steamer Journey Forms for the member, one person to accompany the member and the spouse are supplied by Parliamentary Notice Office to each member on request.

In the event of loss of Identity Card/Steamer Pass and Spouse Railway/Steamer Pass, the member should lodge a report about the loss of the Pass with the Police and intimate the fact to the Parliamentary Notice Office enclosing a copy of her/his report to the Police. If the Pass is lost while travelling by rail or air, the report should be lodged with the Railway or the Airport Police authorities, as the case may be. A duplicate pass may, however, be issued on request made to the Speaker, as provided by Rule 16 of the Members of Parliament (Travelling and Daily Allowances) Rules, 1957. The Member has also to furnish two passport size photographs when applying for duplicate pass.

A member who loses her/his or her/his spouse's Railway Pass for the third time may, in addition to reporting the loss to the Police and writing to the Lok Sabha Secretariat enclosing a copy of her/his report to the Police, be asked to appear in person before the Joint Committee on Salaries and Allowances of Members of Parliament and explain the circumstances of the loss of her/his pass so often. If the Joint Committee is satisfied with the explanation, it may recommend to the Speaker for issue of a new pass. If the Speaker accepts the recommendation of the Committee, a new pass may be issued to the member. Till a new pass is issued, the member, may have to put up with the inconvenience of performing Railway journeys at her/his own cost.

If an Identity Card/Steamer Pass issued to a member gets spoiled or worn out by constant use, it may also be replaced on the member furnishing a copy of her/his passport size photograph along with the original Identity Card/Steamer Pass.

(2) *Issue of Exchange Order for air journey.*—(i) Under Sections 4, 5 and 5(1A) of the Salary, Allowances and Pension of Members of Parliament Act, 1954, members are eligible to perform respectively, forward and return journeys for the purpose of attending a session of House or a meeting of a Committee etc. and intermediate journeys. Besides this under Section 5(2) of the Act *ibid* Members of Parliament are entitled for 34 single air journeys from any place in India to any other place in India throughout the year without any limitations as to its use only during the session. For such journeys, members can obtain tickets from the Indian Airlines on credit basis on production of Exchange Order issued by Lok Sabha Secretariat on application on the prescribed form. The cost of the ticket for such journeys will subsequently be adjustable against their TA/DA bills.

(ii) The above credit facility can be availed of by members for journeys in connection with Parliamentary work and for which they are entitled to get TA/DA.

(3) *Accommodation.*—(i) *Transit Accommodation*—After every General Election for Lok Sabha, arrangements are made for stay of Members temporarily in State Governments' Guest Houses/Bhawans, Western Court Hostel/Annexe, etc. in New Delhi in consultation with Directorate of Estates, Ministry of Urban Development. Such accommodation is treated as Transit Accommodation. During stay in Transit Accommodation, Member shall be provided single room free of licence fee till such time regular accommodation is made available. However, Members will be liable to pay the charges for food and other additional service including charges of telephone, etc. during their stay in State Guest Houses/Bhawans, Western Court Hostel/Annexe, etc. directly to the authorities concerned. On the request of the Members, MTNL shall install a temporary telephone connection in the Transit Accommodation and the telephone calls made during stay in Guest Houses shall be adjusted against the total free calls admissible during a year under the Housing and Telephone Facilities (Members of Parliament) Rules, 1956, as amended.

(ii) *Regular Accommodation:*

(a) In pursuance of the provisions made in the Housing and Telephone Facilities (Members of Parliament) Rules, 1956 as amended, from time to time members are entitled to a rent free flat or hostel accommodation throughout their term of office. Where housing accommodation is allotted in the form of a Bungalow at their request, they shall pay full normal licence fee if they are entitled to such accommodation.

(b) Members of Parliament or their families can retain residential accommodation for a maximum period of one month after their retirement, resignation/removal or otherwise on ceasing to be a Member of Parliament on payment of the same rate of licence fee, if any, which they were paying immediately before the occurrence of any of these events.

(c) In the case of death of a member, however, their family can retain the accommodation on the same rate of licence fee as was payable by the member immediately before death, for a maximum period of six months after which the allotment shall be deemed to be cancelled.

(d) The following are the localities where residential accommodation is available for allotment to members:—

(a) Bungalows

Ashoka Road, Atul Grove Road, Balwantrai Mehta Lane, Mahadev Road, Canning Lane, Copernicus Lane, Duplex Lane, Ferozeshah Road, Gurudwara Rakabganj Road, Harish Chandra Mathur Lane, Janpath, Lodhi Estate, Lodhi Garden, Humayun Road, Mathura Road, Pandara Park, Purana Qila Road, Dr. Rajendra Prasad Road, Pt. Pant Marg, Safdarjung Lane, Sahajahan Road, South Avenue Lane, Tughlak Lane, Talkatora Road, Teen Murti Lane, Telegraph Lane, Windsor Place, Willingdon Crescent, Talkatora Lane.

(b) Flats/MS Flats

North Avenue, South Avenue, Meena Bagh and Baba Kharak Singh Marg and Dr. B.D. Marg.

(c) Hostel Accommodation

Western Court (Hostel/Annexe) and Vithalbhai Patel House.

(e) The following Enquiry Offices of the C.P.W.D. are concerned with the general maintenance and upkeep of the Members' residences:—

	Location
(a) C.P.W.D. Enquiry Office, North Avenue	Near Flat No. 89
(b) C.P.W.D. Enquiry Office, South Avenue	Near Flat No. 161
(c) C.P.W.D. Enquiry Office, Ferozeshah Road	Near Bungalow No. 5
(d) C.P.W.D. Enquiry Office, Vithalbhai Patel House	Wing No. 1 (opp. Constitution Club) Ground Floor

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- (e) C.P.W.D. Enquiry Office, Sunheri Bagh Lane New Bungalow No. 1,
Sunheri Bagh Road
 - (f) C.P.W.D. Enquiry Office, M.S. Flats, B.K.S. Marg 'C' Block, Ground Floor
 - (g) CPWD Enquiry Office, Narmada, Dr. B.D. Marg
 - (h) Reception Office of the Western Court Hostel/Annexe Located in
the same premises.
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(4) *Supply of Electricity and Water.*—(i) For the supply of electricity and water in their bungalows/flats, members are required to apply to the New Delhi Municipal Council direct or N.D.M.C. Liaison Officer functioning in Room No. 314, Parliament House Annexe throughout the year on a prescribed form available in the Enquiry Offices and Parliamentary Notice Office and Room No. 314, PHA. Certain prescribed amounts are required to be deposited as security-deposit for obtaining Water and Electric/Power connections.

The amount of security deposit on account of electric/power and water connections varies according to the load sanctioned for the premises and the size of the water meters. The exact amount to be deposited by a Member may be ascertained direct from the Liaison Officer, N.D.M.C., Room No. 314, Parliament House Annexe, New Delhi.

(ii) Payments on account of New Delhi Municipal Council dues including security deposits can be made at the Office of the New Delhi Municipal Council, in Room No. 314, P.H.A.

(iii) Every member shall also in respect of any accommodation allotted to them, also be entitled without payment of charges to the supply of water upto 4000 KL and electricity upto a maximum of 50,000 units measured on light meter only to those Members whose residences have no power meter or 25,000 units measured on light meters and 25,000 units measured on power meter per annum. The above facilities are also extended to a member residing in a private accommodation in Delhi. The unutilized units of electricity and water in kilolitres are carried over to subsequent years and any excess consumption of electricity and water units in particular are adjusted from the units of electricity and water in kilolitres available to members for the next year. If both husband and wife are member of Parliament and are residing in the same accommodation, their admissibility for supply of free units of electricity and water at the residence so allotted to them shall be calculated separately, *i.e.* they shall not be liable to make payment upto the supply of 1,00,000 units of electricity and 8,000 kilolitres of water in an year.

In the event of resignation/completion of term or death of a member, their family are entitled to consume the units of electricity and water in kilolitres available for that particular year in the above

mentioned accommodation within a period of one month from the date of such resignation/completion of term/death.

(5) *Canteens.* —Catering services are provided at MPs' Canteen, North Avenue, South Avenue and Western Court Hostel/Annexe for the convenience of MPs and their guests.

(6) *Clubs/Multi-Purpose Hall*— MPs Clubs at North Avenue and South Avenue near the enquiry offices (above the MP Canteens) and Multi-Purpose Hall at Western Court Annexe are provided to Members of Parliament to host social functions, meetings etc. There is also the Constitution Club in the Vithalbhai Patel House for the benefit of members. All members are entitled to become members of this Club on payment of the prescribed subscription.

(7) *Telephone Facility.*—

- (i) Members are entitled to have two free telephones, one at their residence or office in Delhi and the other at their usual place of residence or a place selected by them in their constituency or in the State in which they reside. 50,000 local calls during a year are free to a member on each of the two telephones. However, Chairperson of a Parliamentary Committee, other than the Chairperson of a Select or Joint Committee on Bill or any other *Ad hoc* Committee is exempted from payment of any charges for local calls made from the telephone installed at his residence in Delhi/New Delhi.
- (ii) Members are also entitled to one additional telephone either at their residence in Delhi/New Delhi or at their usual place of residence or at the place selected by them within the State in which their constituency is or in the State in which they reside and 50,000 free local calls during a year for Internet connectivity purposes.
- (iii) The above calls can be clubbed together.
- (iv) Members may use any number of telephones for availing the above mentioned 1,50,000 free local calls, subject to the condition that the telephones are in their names and installation and rental charges of additional telephones are borne by the members themselves.
- (v) Members are entitled to one mobile phone of MTNL, New Delhi and another mobile connection of MTNL/BSNL or any private mobile operator, in case MTNL/BSNL services are not available with national roaming facility for utilization in constituency with the adjustment of calls from the existing one lakh fifty thousand calls available to them for

3 telephones. However, registration and rental charges for private mobile phone connection are borne by member themselves.

- (vi) Members are also entitled to avail broadband facility from MTNL/BSNL on any one of the above-mentioned three telephones subject to the condition that the Government may pay upto Rs. 1,500 per month towards the charges of this facility directly to MTNL/BSNL.
- (vii) A Member may avail additional broadband facility with download speed 1 Mbps unlimited *in lieu of* 10,000 surrendered calls out of 1,50,000 free quota provided to Hon'ble Members per annum.
- (viii) A Member is entitled to avail high speed broadband on the Fiber to the Home (FTTH) with Wifi services at a Member's residence in Delhi from the MTNL and shall not be liable to make payment up to a maximum of Rs. 2200 per mensem, which shall be paid directly to MTNL towards charges for this facility.
- (ix) For the installation of these telephones, members should apply on the prescribed form available in the Parliamentary Notice Office/MS Branch.
- (x) Where a member dies during the term of office, their family shall, for a period not exceeding two months from the date of death of the member, be entitled to retain the telephone and avail of such facilities as were available to the said member immediately before death.

(8) *Medical Facilities.*—(i) Under the Central Government Health Scheme, as extended to Members of Parliament the following dispensaries are functioning in New Delhi to cater mainly to the medical needs of Members and their families:—

Location of Dispensaries	<i>Members' residential localities allocated</i>
(a) North Avenue	North Avenue and bungalows nearabout that area.
(b) South Avenue	South Avenue and bungalows nearabout that area.
(c) First Aid Post Vithal Bhai Patel House	VP House Flats.
(d) Telegraph Lane	Bungalows nearabout Telegraph Lane.

(e) Dr. Zakir Hussain Road	Bungalows nearabout Dr. Zakir Hussain Road.
(f) Pandara Road	Pandara Road, Lodhi Road and its areas.
(g) First Aid Post Narmada Block	Narmada, Kaveri, Swarna Jayanti Block and old M.S. Flats.

An Ayurvedic Dispensary is functioning in Flat No. 119 & 121, North Avenue for the benefit of members.

A Unani Dispensary is also functioning in Flat No. 31, South Avenue for the benefit of members.

A Homoeopathic Dispensary is functioning in Flat No. 154, South Avenue for the benefit of Members.

Note—Allocation of dispensary for those members who reside outside the areas covered above will be determined by their residential addresses.

(ii) Under the Central Government Health Scheme, a member and their 'family' which includes wife or husband, as the case may be, children or step children and parents who are dependent on and residing with the member, are only entitled to the benefits under the Scheme. No other member of the family is entitled to the benefits.

(iii) The medical facilities are admissible upto a month after a Member ceases to be a Member of Parliament.

(iv) With a view to determine the entitlement of a person to avail of the benefits under the Scheme, Special Identity Cards indicating the particulars of persons entitled to the benefits under the schemes are issued by the Ministry of Health. For this purpose, Members are required to fill in the Index Cards obtainable from Welfare Branch.

(v) *First Aid Posts*—A First Aid Post functions in the Lobby of the Central Hall, Parliament House throughout the year to attend on any emergent cases arising within the precincts of the Parliament House. It functions on all working days from 1000 hrs. to 1800 hrs. during Inter-Session period and during Session period from 0900 hours till 30 minutes after both the Houses rise for the day, whichever is later. Lunch hour from 1400 hrs. to 1430 hrs. in Session and Inter-Session period.

A First Aid Post also functions from 1000 hrs. to 1700 hrs. and lunch hour 1400 hrs. to 1500 hrs. on all the working days except Saturdays and Sundays in Room Nos. 11 & 12, Vithalbhai Patel House. The second Saturday of the month is observed as Holiday. On other Saturdays, it functions from 1000 hrs. to 1300 hrs.

A First Aid Post also functions from 0930 hrs. to 1730 hrs. on all working days except Saturdays and Sundays at Narmada Block. Dr. B.D. Marg for rendering First Aid Services to Members residing at Narmada, Kaveri, Swarnajayanti Block and Old M.S. Flats.

(vi) *Medical Centre*—A Medical Centre has been set up in the basement of the Parliament House Annexe and functions from 1000 hrs. to 1700 hrs. on all the working days. However, Physiotherapy Unit, Laboratory testing and X-ray Department function from 0900 hrs. to 1600 hrs. (Lunch hour in Session period 1400 hrs. to 1430 hrs. and inter-Session period 1330 hrs. to 1400 hrs.). This Centre has X-ray; Ultra Sound; Physiotherapy; Laboratory testing facilities. Eye Specialist, Dental Surgeon, Medicine, Gynaecologist, ENT Specialist, Surgeon and Orthopaedic Surgeon visit the centre six times a week for the convenience of Members of Parliament. The Gynaecologist, Dermatologist and Psychiatrist visit the centre twice a week. The Cardiologist visits the centre twice a week. The paediatrician visits in the centre thrice a week. A record of health status of Members of Parliament is also maintained. The medical centre remain closed on every second Saturday and every Sunday.

(9) *Advance for the purchase of Conveyance*.— With the enactment of 'The Members of Parliament (Advance for the purchase of Conveyance) Rules, 1986' on 3rd January, 1986 a member is entitled to an advance not exceeding rupees four lakh or the actual price of the conveyance which is intended to be purchased whichever is less. However no advance is admissible when a conveyance has already been purchased and paid for in full. Provided further that where such payment has been made in part, the amount of advance shall be limited to the balance to be paid as certified by the member. Advance granted together with interest thereon, is recoverable from the salary bill of the member concerned in not more than sixty equal monthly instalments, which shall not extend beyond the tenure of her/his membership.

Where a member ceases to be a Member, the amount is recoverable in one instalment.

(10) *Railway Booking and Reservation Office function in Room No. 131, Parliament House* throughout the year for the convenience of Members. The working hours of this office during session period is 1000 hrs. to 2000 hrs. (Monday to Sunday). In non session period 1000 hrs. to 1700 hrs. (Monday to Saturday), 1000 to 2000 hrs. on Sunday. Also near Outer Reception Office, Parliament House throughout the year for convenience of Members. The working hours in session and Non-session is from 1000 hrs. to 1700 hrs. (Monday to Saturday). Sunday is holiday. The Reservation of accommodation

in trains for Members and their spouses are made from the Reservation Office, Parliament House and reservation of accommodation for Member's guests/attendants/friends etc. is made from the Reservation Office, near Reception Office, Parliament House.

(11) *Booking of Air Passages.*—An Air Booking and Reservation Office of Air India functions in Parliament House throughout the year. The timings during the Session periods are from 0945 hrs. to 1900 hrs. (Monday to Friday) and from 1000 hrs. to 1700 hrs. on Saturdays and Sundays. During Inter-Session, the timings are from 0945 hrs. to 1730 hrs. (Monday to Friday). 1000 hrs. to 1700 hrs. (Saturday and Sunday) Arrangements also exist for Members of Parliament to book air passages with the Air India Booking Office in Safdarjung Airport, New Delhi.

(12) *State Bank of India.*—(i) A Branch of State Bank of India functions throughout the year in Room No. 57, First Floor, Parliament House, on all working days from 1000 hours to 1600 hours daily. It provides services like Current and Savings Bank Accounts, Drafts, SBI ATM Cash-cum-Debit, Internet, Fixed Deposits, Foreign Exchange facilities etc. During session period the working time is 1000 hrs. to 1800 hrs. The Bank remains closed on second and fourth Saturday.

(ii) 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 1000 hrs. to 1600 hrs. The Bank remains closed on second and fourth Saturday. It provides services like Savings Bank Accounts, SBI Cheque Card, (Debit/Credit) RTGS/NEFT, Term Deposits, Drafts, Mail Transfers, Internet Banking of ATM facility, acceptance of Income-Tax and investment plans etc.

(13) Two Sub-Post Offices—one on Ground Floor near Lift No. 5 in Parliament House and another in the basement in Parliament House Annexe function throughout the year. The working hours in Parliament House are from 1000 hrs. to 1800 hrs. and in Parliament House Annexe from 0930 hrs. to 1730 hrs. (Monday to Saturday) and provide services like sale of postage stamps, certificates of posting, registration of letters, insurance of letters and parcels, money orders, Savings Bank Deposits, sale and payment of Indian Postal Orders, payment of telephone/phonogram bills etc.

(14) *Transport arrangements—members Services.*—Members Services Branch provides as far as possible, transport facility to the Members of Parliament between Parliament House and MPs residential areas and *vice versa* on payment of flat rate of Rs. 5 per trip per person. The transport facility between Parliament House and Annexe is free of charge. The PAs of the members may be permitted to use this facility if accompanied by the member with whom attached.

(15) *Filing of Tax Returns.*—An Income- tax Cell is set up by the Ministry of Finance (Department of Revenue) in the green room at the back side of the Auditorium, Parliament House Annexe to assist members in filing their tax returns. It functions on all working days from 1000 hrs. to 1800 hrs. (except Saturday and Sunday)

(16) *PNG Service Help Desk.*— A desk of Indraprastha Gas Limited (IGL) functions in Parliament House Annexe on every Monday and Thursday from 1100 hours to 1800 hours during session period for the convenience of Members of Parliament in regard to payment of Bills, connection and other related services. As soon as date of commencement of Session is announced, Members' Services Branch shall request the Indraprastha Gas Limited to Depute officials of IGL company at PHA to assist the Members. Members' Services Branch shall also issue a para Bulletin in Part-II informing the Members about the Help Desk.

(17) *Kendriya Bhandar.*—A Branch of Kendriya Bhandar located at 23, Mahadev Road functions from 1000 hrs. to 1900 hrs. for the sale of essential commodities (*viz.* grocery, toiletries, household items, etc.).

(18) *Catering arrangements in Parliament House Estate.*—
(i) Northern Railway Catering Unit provides catering facilities in Parliament House Estate. There are two Refreshment Room Nos. 70 and 73 at First Floor, Parliament House where members can have their meals, luncheon, refreshments, etc. at approved rates. The Refreshment Room No. 70 is exclusively reserved for members. In Refreshment Room No. 73, members can avail catering facility along with their family members and guests. Besides, there are Coffee Board Buffet, Tea Board Buffet and Northern Railway Snack Bar in the niches of the passages connecting Central Hall with the Lok Sabha Chamber, Library Hall and Rajya Sabha Chamber respectively, where light refreshment is available.

(ii) Members can also avail catering services and entertain their guests in the canteens at Ground Floor, Parliament House Annexe and First Floor, Parliament Library Building.

(iii) Delhi Milk Scheme is running Milk Stall on Ground Floor in the passage connecting the Central Hall to Members Reading Room and on Ground Floor, Block 'B' Extension to Parliament House Annexe Building.

(19) *Providing of FASTags*—National Highways Authority of India is providing two FASTags (one at New Delhi and another for constituency) to Members of Parliament to facilitate seamless travel

on the National Highways. For obtaining FASTags, Member may fill requisite proforma alongwith self attested copy of Registration Certificate's for each vehicle and submit to MS Branch. MS Branch will forward the request of Member to NHAI for issue of two FASTags. NHAI through its designated agency supply FASTags directly to the Member.

(20) Scheme of Financial Entitlement to Members of Lok Sabha for purchase of Computer Equipment—

1. Under the 'Provision of Computer Equipment (Members of Lok Sabha) Rules, 2009', a Member of Lok Sabha (elected in General Election or in by-election or has been nominated by the President under article 331 of the Constitution of India) is entitled to purchase computer equipment, *i.e.* Desktop, Laptop, Printer, Scanner, Palmtop, e-Reader, computer related software, accessories etc., within the monetary ceiling of Rs. 3,00,000. Maintenance and insurance (charges) of the computer equipment procured by the Member, under the scheme, are to be borne by the Members themselves.

2. During 10th Lok Sabha to 15th Lok Sabha, on ceasing to be a Member of the House, the Computer equipment so issued to or purchased by the member were retained by them. However, Members of 10th to 15th Lok Sabha had to deposit the depreciated cost thereof as per prevailing Income Tax Rules. The amendment in Rules was made with effect from 11.08.2015 that the provision of depositing depreciated cost of computer equipment purchased by the Members of 16th Lok Sabha under the said Rules has been waived off and on ceasing to be a Member, computer equipment so purchased are retained by them.

3. In order to advise Hon'ble Speaker Lok Sabha on matters concerning the financial entitlement of a member for purchase of computer equipment and other computer related issues, there is a ten members committee, namely the 'Committee on Provision of Computers to Members of Lok Sabha'.

4. A members' Query Booth at Room No. FB-91, Parliament Library Building receives the Proforma Invoices/Bills for Computer Equipment under the scheme so that payment is made to the dealer/vendor or the money spent is reimbursed to the member for the purchase of the computer equipment. These Proforma Invoices/Bills are processed and thereafter, are sent to the Members' salary and Allowances (MSA) Branch for further processing and payment to the Hon'ble Member or dealer/vendor.

5. The details of the Scheme of Financial Entitlement of Members of Lok Sabha are available on the Lok Sabha website link at, <http://loksabha.nic.in>→Member→Scheme for Computer Equipment.

6. As per the provisions of Computer Equipment (Legislature party in Lok Sabha and Officers) Rules, 2009, Legislature Parties which have been allotted accommodation in Parliament House Complex are entitled to one Desktop, one UPS, one Printer. In addition internet connection is also provided by the Secretariat in the office of the Legislature party. Maintenance of computer equipment issued to the Legislative Party offices are also provided by the Secretariat. The Leader/Chief Whip of a legislature party is liable to get the computer equipment insured immediately after receiving the same from the Secretariat at the cost of one's Party. When a Leader/Chief Whip ceases to be a Leader/Chief Whip or a Member of Lok Sabha, Computer Equipment so received are returned to the Secretariat.

(21) *Members of Parliament Local Area Development Scheme (MPLADS).*—Under the existing mechanism of planning which is governed by certain norms regarding cost, resource allocation and prioritisation, it is not always possible to take care of some of the locally felt developmental requirements of the people. To overcome this problem and to give impetus to the developmental aspirations of the people, Government of India started Member of Parliament Local Area Development Scheme (MPLADS) *w.e.f.* 23rd December, 1993 under the aegis of Ministry of Rural Development. Under this Scheme, every Member of Parliament has the choice to recommend to the head of the District works to the tune of Rs. 5 crore per year to be taken up in his/her constituency from the year 2011-12 onwards. Detailed Guidelines on the Scheme were issued by the Ministry of Rural Development in February, 1994. In October, 1994, the entire work relating to release of funds for execution and monitoring of the Scheme was transferred to the then Ministry of Planning and Programme Implementation which has now been named as Ministry of Statistics and Programme Implementation. The Ministry thereafter issued revised Guidelines on the Scheme in February 1997, September 1999, April 2002, November 2005, August 2012, May 2014 and June 2016. The Guidelines can be accessed by the Members in the website on the MPLAD Scheme being maintained by the Ministry of Statistics and Programme Implementation *viz.* www.mplads.nic.in. The details such as release of funds, MPLADS Works Monitoring System, Fund Release Summary, etc. are also available in the website.

Initially the letters to Speaker, Lok Sabha regarding complaints/suggestions/guidance sought by the members in regard to this Scheme were sent to the Ministry of Statistics and Programme Implementation.

Later on, the Speaker, Lok Sabha constituted an *ad-hoc* Committee on Members of Parliament Local Area Development Scheme on 22nd February, 1999 under the inherent powers vested on him/her under Rule 254(1) of Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consisting of 24 Members (including Chairperson) was mandated with the responsibility to monitor the Scheme, to consider the complaints of the Members of Lok Sabha and to recommend amendments to the Guidelines on MPLADS.

(22) *Steel Lockers.*—Hundred and fifty steel lockers are available for members in the outer Lobby of Lok Sabha for keeping their parliamentary papers. A member can be allotted one locker on first come first served basis on request made to Parliamentary Notice Office. The key of the locker will be handed over to him there.

(23) *Publications Counter*—Publications Counter is situated in the entrance hall of the Lobby of the Lok Sabha near Gate No. 2. Certain Parliamentary papers and publications of Lok Sabha Secretariat and publications received from various Ministries of the Government of India for distribution are placed there. Members may obtain their copies on request.

(24) *D.O. Stationery and Greeting Cards.*—The standardized D.O. Stationery and Diwali, Eid and New Year Greeting Cards are printed by this Secretariat and sold to members on a no-profit-no-loss basis through the Sales Branch/Publications Counter.

(25) *List of Members of Lok Sabha with their addresses and Telephone Numbers.*—A list of Members of Lok Sabha showing their Permanent and Delhi Addresses with Telephone numbers is printed periodically by the Lok Sabha Secretariat for the convenience of members and a copy thereof is supplied to each member. Members are required to furnish the following information to Parliamentary Notice Office immediately:—

(i) on election as members, their Style of Name, with complete permanent Address and Telephone No., if any; and

(ii) on arrival in Delhi, their Delhi address and Telephone No., if any.

(26) Members are also required to intimate in writing to the Distribution Branch, Lok Sabha Secretariat, the changes, if any, in their Addresses and Telephone numbers. For this purpose, necessary form is attached to the List of Members.

(27) In order to facilitate re-direction of their dak, members may also inform the postal authorities at New Delhi as well as at their home stations about their arrival and departure.

(28) *Gazette of India*—Complete copies of the Gazette of India and other priced publications of Government of India are available with the Manager of Publications, Government of India, Civil Lines, Delhi. Copies of the Gazette of India are also available with Gazettes and Debates Units of LARRDIS. Lok Sabha Secretariat, for reference by Members.

72. Relations with Secretariat Staff.— Staff of the Secretariat assist the members in the discharge of their parliamentary duties. They are, however, strictly prohibited from approaching members to sign any recommendatory letters for LPG connections, railway tickets, passports, transfers, promotions etc. Staff are also barred from seeking or accepting any tips or the like in appreciation of services rendered or otherwise sharing of residential accommodation and having business dealings with a member, notwithstanding that an officer is related to the member. Members are requested to inform the Secretary-General if any employee of the Secretariat violates these norms. Any such violation will render the employee concerned liable to appropriate disciplinary action.