

# LOK SABHA

## BULLETIN-PART II

### (General Information relating to Parliamentary and other matters)

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Nos. 7352 -7355] [Thursday, September 14, 2023/ Bhadra 23, 1945 (Saka)

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No. 7352.

MSA Branch

#### Secretarial Assistance to Members of Parliament

Under the Members of Parliament (Office expense allowance) Rules 1988, Lok Sabha Secretariat may pay upto Rs. 40,000/- per mensem to the person(s) engaged by a Member for obtaining secretarial assistance. The rule *inter-alia* requires that atleast one person so engaged should be computer literate, duly certified by the Member concerned.

2. Members are required to intimate to the Secretariat requisite details as soon as a person is engaged by them for Secretarial Assistance. However, there have been instances when requisite information regarding persons engaged by the Members was not intimated in time and requests were made for disbursing the allowances with retrospective effect. Disbursement of allowance from retrospective effect causes administrative inconveniences and therefore as a matter of policy, a decision was taken that disbursement of the payment to the persons so engaged by the Members shall be made only from the date on which the intimation regarding engagement of such person (s) is received in the MSA Branch of the Secretariat. This policy decision was notified in the Bulletin Part II No. 2406 dated 28.9.2015.

3. The information received from Members about engagement of person(s) for secretarial assistance is processed accordingly.

Kind cooperation of Members is solicited.

No. 7353.

MSA Branch

#### Processing of Members' TA/DA Claims

Members are informed that while preferring TA/DA claims physically, they are requested to furnish details of journey(s) performed chronologically, along with Air-Tickets and the Boarding Passes, in the prescribed arrival/departure format, to the MSA Branch.

2. In case of online submission of TA claims, Members are requested to submit scanned copies of the aforesaid documents in the prescribed arrival/departure format. This will expedite the processing of TA/DA claims.

3. Members are also requested to countersign all the documents, while submitting TA/DA claims physically/online.

Kind cooperation of the Members is solicited.