

**Secretarial Assistance to Members of Parliament**

Members are informed that 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 secretarial assistance. The rule *inter-alia* requires that at least one person so engaged should be computer literate, duly certified by the Member concerned.

2. Members are requested to intimate MSA Branch of the Lok Sabha Secretariat requisite details of person (s) engaged by them for Secretarial Assistance before **30<sup>th</sup> June, 2024**, so that the person (s) so engaged may be paid for providing secretarial assistance *w.e.f.* the date of notification i.e. 06.06.2024. The requisite form is available on the Lok Sabha webpage.

3. Subsequently, the disbursement of the Office Expenses Allowance for Secretarial Assistance to the person(s) 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.

4. The information received from Members about engagement of person(s) for secretarial assistance will be processed accordingly.

Kind cooperation of Members is solicited.

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**Shifting of Centralised Pass Issue Cell (CPIC) and Reception Office-PH**

Members are informed that due to the ongoing redevelopment of external areas in the Parliament House Complex, the Centralized Pass Issue Cell (CPIC) and Reception Office-PH presently situated at Talkatora Road-II are functional in the North Utility Block of Parliament House on the Red Cross Road. The telephone numbers of the concerned offices are as under: