

COUNTER - III	Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Punjab, Rajasthan, Sikkim, Tamil Nadu, Telangana and Tripura.
COUNTER - IV	Uttar Pradesh, Uttarakhand, West Bengal and Union Territories - Andaman & Nicobar Islands, Chandigarh, Dadra & Nagar Haveli and Daman & Diu, Jammu and Kashmir, National Capital Territory of Delhi, Ladakh, Lakshadweep and Puducherry

3. In view of the provisions of section 3 of the *Salary, Allowances and Pension of Members of Parliament Act, 1954*, quoted in para 1 above, members are requested to sign in the space provided against their names in the Attendance Register and as per the specimen signatures furnished to the Lok Sabha Secretariat.

4. Members are also informed that a Mobile App has been developed for the Members to facilitate them in marking of their attendance within the Parliament House Complex using smart phones for the Lok Sabha Sessions.

Kind cooperation of Members is solicited.

No. 29

MSA Branch

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 **30th 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.

No. 30

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.

No. 31

MSA Branch

Implementation of E-payment system in the Secretariat

Members are informed that e-payment system is functional in the Lok Sabha Secretariat. Accordingly, the practice of making payment by cheque has been discontinued.

2. Members are requested to furnish the following bank and other details alongwith a cancelled cheque to MSA Branch if not done yet.