

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.