

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.

					P	I	N							

9. COMPLETE
ACCOUNT
NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

10. IFS CODE
OF BANK
BRNCH

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

11. 9-DIGIT
MICR CODE
OF BRANCH

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- (I) I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the disbursing authority responsible.
- (II) I hereby authorize the Lok Sabha Secretariat to remit my all payments directly into my bank account.

(SIGNATURE OF MEMBER OF PARLIAMENT)

Note: Please attach one copy of cancelled cheque leaf (after cutting the cheque number)

4. Similar bank details are also required in respect of the personal staff engaged by Members.

Kind cooperation of Members is solicited.

No. 32

Legislative Branch-I

Notice Period for Tabling Amendments

Notices of Amendments to a Bill can be tabled after the introduction of the Bill in Lok Sabha, or after a copy of the Bill, as passed by Rajya Sabha, has been laid on the Table of Lok Sabha.

- The minimum notice period for tabling amendments to Bills, Motions and Resolutions under the Rules of Procedure and Conduct of Business in Lok Sabha is one day.
- As amendments are circulated to members both in English and Hindi simultaneously, the