

RAJYA SABHA
Parliamentary Bulletin
PART-II

Nos.62467-62485]

FRIDAY, DECEMBER 2, 2022

No.62467

M.S. & A. Branch

Processing of Members' TA/DA claims

In order to enable the Secretariat to process the TA/DA claims of the Members of Rajya Sabha expeditiously, Members are requested to submit the details of their journeys chronologically, together with used air tickets, as early as possible to the M.S. & A. Branch in the prescribed Arrival/Departure report forms. Members are also requested that while submitting e-tickets of air journeys along with TA/DA claims, the e-tickets must be countersigned by them and Boarding Passes in original of the said air journeys may also be enclosed with the claims. One of the signatures may be put across the Revenue Stamp required to be pasted at the space prescribed on the TA/DA claim form. This will enable M.S. & A Branch in processing the TA/DA claims expeditiously.

2. As the airport authorities are not endorsing now the security stamps on boarding passes, Members are also requested to self-attest the unstamped original boarding passes.

Kind co-operation of Members is solicited.

No. 62468

M.S. & A. Branch

Implementation of Bill Tracking System

Members are hereby informed that Rajya Sabha Secretariat is in the process of implementing a new software namely "Bill Tracking System (BTS)" to enable the Members of Rajya Sabha to track the status of their TA/DA and Medical claims. Members can view the status of their claims in Members' portal under the title named as 'Reimbursement of Bills'.

2. For enabling this system, Members are required to enter the details of their claims in the Members' portal by clicking the tab 'Apply Form' under the title 'Reimbursement of Bills' in addition to submission of claims along with enclosures to this Secretariat in physical form within 15 days. After clicking

on the Apply Form tab, Members have to select the type of bill from the drop down menu and enter the amount of bill in the 'Amount Text Box' and tick the checklist of enclosures which they are going to submit with physical copy of the Bill. Finally, Members have to click the 'Submit' button and note down the 'Unique Reference Number' generated. While submitting the said bill in physical form with the required original documents to the Secretariat, Members will have to quote the generated 'Unique Reference Number' on top of the bill. Members can view the status of their bills by clicking the tab 'View Status' under the title 'Reimbursement of Bills'. By default the status of the bill will be shown as pending until physical copy of bill is received by the receiver in MS&A Branch.

3. BTS manual for use of Members, providing the details and features of Bill Tracking System, has been uploaded on Rajya Sabha website (rajyasabha.nic.in) in which it can be accessed by the Members following the link 'Notice Board'- 'BTS module for Members'.

Kind co-operation of Members is solicited.

No. 62469

M.S. & A. Branch

Rail Travel Facilities availed by Members of Parliament

Kind attention of Members is invited to Sections 6 (1) and 6B (1) of the Salary, Allowances and Pension of Members of Parliament Act, 1954 which read as under: -

6 (1) Every member shall be provided with one free non-transferable first class air-conditioned or executive class of any train pass which shall entitle him to travel at any time by any railway in India.

6B (1) Without prejudice to the other provisions of this Act, every member shall be entitled to— (i) one free air-conditioned two-tier class railway pass for one person to accompany the member when he travels by rail; and

(ii) free travel by any railway in India in first class air-conditioned or executive class in any train with the spouse, if any, of the member from any place in India to any other place in India.....

2. Members are, therefore, informed that for making available hassle-free and comfortable Rail Travel Facilities to the Members of Parliament, the Railway Board has sought the cooperation of Hon'ble Members of Parliament requesting them:-

- (i) to book the tickets for self/spouse/companion only while using their Identity Cards and not to book railway tickets on their behalf for other MPs;
- (ii) not to permit or authorize any other person(s) to travel against their rail travel facility;
- (iii) while booking train reservation on telephone, to ensure that a written confirmation thereof with particulars of self, spouse or companion as the case may be and their Identity Card number is invariably sent within 24 hours of their making the phone call to the concerned Railway authorities;
- (iv) to avoid making multiple reservations in various trains departing on the same day as it leads to unnecessary blocking of berths thereby depriving seats/berths to bonafide rail passengers. The reservations may be made for any single train on a particular date, as far as possible.

3. Members are requested to cancel all such bookings which are not likely to be utilized, well in advance. In case of non-cancellation of bookings which are not actually utilised by the Members, the amount of fare of such bookings shall be recovered from the Members.

Kind co-operation of Members is solicited.

No. 62470

M.S. & A. Branch

Avoidance of multiple bookings in various trains by Members of Parliament/Ex-Members of Parliament

Kind attention of Members is invited to the rail travel facility available to the Members/Ex-Members of Parliament without payment of any charges on the basis of an authorization issued for this purpose by the Secretariat of either House of Parliament as the case may be.

2. It has been noted from the details of debit claims raised by the Ministry of Railways against rail journeys performed by MPs/Ex-MPs that multiple bookings are being made by some MPs/Ex-MPs in various trains departing from same /different stations to different destination stations for the same day. The Ministry of Railways raise claims on Rajya Sabha Secretariat even for those bookings which are actually not utilized by MPs/Ex-MPs.

3. Members would appreciate that non-performance of journey on reserved berths and non-cancellation thereof timely, leads to unnecessary expenditure and avoidable drain on the Rajya Sabha budget. It also causes inconvenience to the general public as they fail to get confirmed berths/seats, due to their booking by the MPs/Ex-MPs which ultimately go unutilized.

4. In view of the above, Members are requested to cancel all such bookings which are not likely to be utilized, well in advance. In case of non-cancellation of bookings which are not actually utilized by the Members, the amount of fare of such bookings shall be recovered from the Members.

Kind co-operation of Members is solicited.

No. 62471

M.S. & A. Branch

Payment of allowances to persons engaged by Members under the Members of Parliament (Office Expense Allowance) Rules, 1988

As per sub-rule (b) of Rule 3 of the Members of Parliament (Office Expense Allowance) Rules, 1988, Rajya Sabha Secretariat may pay upto ₹40,000/- per mensem to person(s) as may be 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.

2. Members are required to intimate to the Secretariat details of the persons engaged by them and the amount payable per month to each of the persons so engaged so that requisite amount, within the aforesaid ceiling, is paid to such persons. These details are to be furnished as soon as such a person is engaged by the Members.

3. The disbursement of payment to the persons so engaged by the Members shall be made only from the date on which the engagement of such person(s) has been intimated to the Secretariat. Members are requested kindly to take a note of it and cooperate with the Secretariat to ensure due compliance with the said Rule.

Payment of fixed charges and water meter rent by Members

Members are informed that, as per the Housing and Telephone Facilities (Members of Parliament) Rules, 1956, a Member is entitled to 4,000 KL of water and 50,000 units of electricity per annum, free in respect of the residence allotted to him/her in Delhi/New Delhi and the charges against the free quota are adjusted/paid directly to the NDMC by the Secretariat. However, dues if any on account of excess usage of electricity and water beyond free quota shall be borne by the Member and payment shall be made to NDMC directly as and when excess use of electricity/water is reported to them by the NDMC.

2. Over and above the electricity and water charges, NDMC also imposes fixed charges as decided by the Delhi Electricity Regulatory Commission (DERC) and water meter rent. These charges are to be borne by the Member and required to be paid by the Member himself/herself directly to the NDMC on monthly basis. Further, electricity/water charges in respect of servant quarter allotted to a Member is also required to be paid by the Member himself/herself but these charges can be adjusted against the free entitlement of water and electricity units available to a Member on their specific request.

3. Notices regarding payment of all such dues which are required to be paid by the Members are sent to them by NDMC from time to time.

4. Members are, accordingly, requested to deposit the fixed charges and water meter rent regularly on monthly basis with NDMC (Room No. 314, PHA, Tel. No. 23034314) besides the dues if any on account of excess consumption beyond their entitled quota, in respect of accommodation allotted to them including their servant quarter.

Kind co-operation of Members is solicited.

Reimbursement of OPD Medicines' Expenses to Members of Parliament

Members are informed that, as per the guidelines issued by the Ministry of Health and Family Welfare, in a CGHS covered area, a CGHS beneficiary is required to obtain the OPD medicines from the concerned dispensary and any OPD medicines purchased in such areas from local market would not be reimbursed.

2. The Members residing in the CGHS covered area are therefore, requested to procure their OPD medicines through their concerned dispensaries.

Kind co-operation of Members is solicited.

No. 62474

M.S. & A. Branch

Availing medical treatment from CGHS empanelled Private Hospitals

Members are aware that they are entitled to take treatment in the CGHS empanelled hospitals on production of CGHS card. Members are accordingly advised to take treatment in CGHS empanelled hospitals only.

2. Members are also informed that they can also avail some specified special treatment procedures from private hospitals empanelled under CGHS, on advice of a Specialist in a Central Government/State Government hospital or a CGHS Medical Officer, without any requirement of any other referral (permission) letter. The validity of the advice would be three months unless mentioned otherwise.

3. Private empanelled hospitals shall perform the treatment on cashless basis in respect of such CGHS beneficiaries as are presently eligible for credit facility. Members are also informed that CGHS beneficiaries (in all CGHS cities) are also permitted for seeking OPD consultation from Specialists at CGHS empanelled private hospitals after being referred by any Medical Officer/CMO of CGHS Wellness Centre.

4. Members are also informed that in case they decide to avail treatment and/or get medical tests conducted from non-CGHS-empanelled hospitals/laboratories, reimbursement could be restricted to CGHS rates only. Members are, therefore, advised to take treatment or get medical tests conducted in Government Hospitals or CGHS empanelled private hospitals/laboratories only.

Kind co-operation of Members is solicited.

No. 62475

M.S. & A. Branch

Streamlining the procedure for submission of medical claims

Members are informed that due to implementation of e-office, files are processed electronically and hence soft copies of medical claims are required for processing the same. Members are, therefore, requested to submit their medical claims in original along with a soft copy to be e-mailed to rsmsa@sansad.nic.in. This will facilitate in early processing of medical claims.

Kind cooperation of Members is solicited.

No. 62476

M.S. & A. Branch

Tax Implication on Salary and Allowances of Members of Parliament

Members are informed of tax implications on various components of salary and allowances. These are as under:

Salary: The salary and allowances received by the Members are taxed under the head "Income from Other sources". Since the salary and allowances are taxed under the head "Income from Other sources", such salary and allowances would not be subjected to Tax Deduction at Source (TDS). Members will have to discharge their tax liability by paying advance tax and/or self-assessment tax.

"Advance tax is to be paid in four installments in the months of June, September, December and March of the financial year in which income is earned. The due dates and percentage of tax liability to be paid is as follows:

Due date of installment	Amount payable
On or before 15 th June	Not less than 15% of such advance tax.
On or before 15 th September	Not less than 45% of such advance tax, as reduced by the amount, if any, paid in the earlier installment.
On or before 15 th December	Not less than 75% of such advance tax, as reduced by the amount or amounts, if any, paid in the earlier installment or installments.
On or before 15 th March	The whole amount of such advance tax, as reduced by the amount or amounts, if any, paid in the earlier installment or installments."

Daily Allowance: Exempted from tax under Section 10(17)(i) of the Income Tax Act, 1961.

Constituency Allowance: Exempted from tax under Section 10(17)(ii) of the Income Tax Act, 1961.

Office Expenses Allowance: Stationery and franking expenses are exempted from income-tax to the extent they are actually spent *vide* Ministry of Finance (Deptt. of Revenue); CBDT Government of India's letter No.200/72/2001ITA.I dated 26.03.2002.

Members are further informed that an Official of the Income Tax Department has been deputed at a counter behind the Auditorium, Ground Floor, opposite S.B.I. Parliament House Annexe, New Delhi to attend to the queries of the Hon'ble Members (Tel.:23034062).

Members are accordingly requested to discharge their tax liability by paying advance tax on or before the dates as mentioned above.

No. 62477

Conference & Protocol Section

**Issue of Diplomatic Passport to Members of Parliament
and their spouses**

Members of Parliament and their spouses are entitled for Diplomatic Passports which are issued by the CPV Division, Ministry of External Affairs (MEA), Patiala House, New Delhi. As per revised instruction issued by the MEA, Members and their spouses desirous of having Diplomatic Passports will have to apply online on the MEA's website: www.passportindia.gov.in and then send the printout of the same duly signed by the applicant to the Conference & Protocol Section (Room No.527, Parliament House Annexe, Tel. No.23034527) or to the Notice Office, Parliament House along with two copies of recent coloured photographs (size 4.5 x 3.5 cm) with white background.

Members or their spouses who have been issued any other passport in their names may also enclose the same with the application forms for being kept in safe custody.

Members may kindly note.

No. 62478

*Conference & Protocol Section***Issue of Visa Notes for private visits of Members/Spouses to foreign countries**

For private visits [tourism or to visit friends/relatives] of Members and their spouses to such foreign countries where visas are required, visa notes are issued by the Ministry of External Affairs, Patiala House, New Delhi on receiving a specific request from the Members concerned.

Members desirous of having visa notes issued for private visits may send their requisitions (in the name of the Secretary-General, Rajya Sabha) to the Conference & Protocol Section, along with the photocopies of their Diplomatic Passports and appropriate Political Clearance from the Ministry of External Affairs, for obtaining visa notes. Political Clearance may be applied at <https://www.epolclearance.gov.in/>.

Visa endorsements on the Diplomatic Passports of Members and their Spouses from the concerned foreign Embassy/High Commission may be arranged by the Members themselves.

The above is also applicable to Members travelling abroad in their personal capacity for participation in Conferences, Seminars, etc. by virtue of their expertise and domain knowledge, with or without foreign hospitality.

Kind cooperation of Members is solicited.

No. 62479

*Conference & Protocol Section***Members Visiting Abroad**

Members are requested to send information of their visit abroad, stating the purpose, to the Secretary-General at least 3 weeks in advance so that the Ministry of External Affairs and the concerned Indian Mission/Post could be informed of the same. Members are also requested to e-mail their itineraries, as soon as they are finalized, to Joint Secretary, in-charge of Conference & Protocol Section at s.jason@sansad.nic.in or rscp@sansad.nic.in.

As per OM No. AA/122/43/2006 dated 11th September, 2006 and 3rd October, 2016 issued by the Ministry of External Affairs, the Indian Missions/Posts are not authorized to incur expenditure on private visits of dignitaries/officials. However, on receipt of a request from the Member, the Ministry of External Affairs and the Embassy/Post concerned will be

requested to extend protocol and assistance to the Members on arrival/departure on their private visits abroad to the extent possible and permissible.

The above is also applicable to Members travelling abroad in their personal capacity for participation in Conferences, Seminars, etc. by virtue of their expertise and domain knowledge with or without foreign hospitality.

Kind cooperation of Members is solicited.

No. 62480

Conference & Protocol Section

Political clearance from Ministry of External Affairs

All invitations from any foreign source, namely, Government of any country or any foreign entity are expected to be routed through the Ministry of External Affairs. However, in case such an invitation is received directly, Members are required to bring it to the notice of the Ministry of External Affairs and necessary political clearance of that Ministry should also be obtained for the purpose.

Members, when using Diplomatic Passport, are required to apply for prior political clearance directly to the Ministry of External Affairs by using the link www.epolclearance.gov.in and ensure that before proceeding abroad the requisite political clearance has been obtained. Requests may kindly be made at least 3 weeks in advance.

Seeking timely political clearance from MEA will enable them to make a recommendation to the Member taking into account the stature of the foreign entity extending the invitation, the appropriateness of the forum, public interest, etc.

The above is also applicable for private visits (tourism, visiting friends/relatives, etc.).

In case of official visits, political clearance from MEA would be sought by the Rajya Sabha Secretariat on behalf of the Members.

It may kindly be ensured that none of their activities during those visits give an unintended impression that Members are on an official visit on behalf of the Indian Parliament.

Members may kindly note.

Acceptance of Foreign Hospitality by Members of Parliament

Members are required to obtain prior permission of the Central Government for accepting any foreign hospitality during their private visits abroad or visits abroad in their personal capacity, under Section 6 of the Foreign Contribution (Regulation) Act, 2010.

The Government *vide* Notification dated 14.12.2015 has mandated to provide services under the FCRA, 2010 only through online portal www.fcraonline.nic.in. **Accordingly, Members are requested to submit their application in online mode only. Detailed guidelines for consideration of proposals for acceptance of foreign hospitality under the Foreign Contribution (Regulation) Act, 2010 have been issued by the Ministry of Home Affairs vide their OM No. II/21022/58(97)/2011-FCRA-I dated 21st November, 2022.**

To avoid any delay, Members are advised that their applications for acceptance of foreign hospitality must reach the Ministry of Home Affairs at least two weeks before the proposed date of onward journey.

Before accepting the hospitality, the Members should satisfy themselves about the credentials of the organization/institution extending the hospitality.

Members may kindly note.

Use of Diplomatic Passports by Members of Parliament or their spouses.

A letter No. VII/403/1/2010 dated 21st January, 2010 had been received from the Ministry of External Affairs regarding the use of Diplomatic Passports by Members of Parliament or their spouses, relevant extracts of which are reproduced below for information of Members:-

“ x x x

The question of Diplomatic Passports being used by Hon'ble Members of Parliament or their spouses for non-official or non-

Parliament related work, say, for a holiday, or for professional work as a lawyer, doctor, businessperson or an architect, etc. has been raised.

Diplomatic Passports are issued to persons who hold diplomatic status and are sent on diplomatic assignment abroad or to those who hold certain positions determined by the Central Government. Diplomatic Passports are issued to the spouses of such persons to accompany them on their travels abroad. While Diplomatic Passports can be used for private visit [tourism or to visit friends/relatives], **they are not meant to be used when travelling abroad for private business.**

While issuing visa notes addressed to foreign Missions, the purpose of visit is specified, viz. official or private. However, it remains the prerogative of the foreign missions to grant or decline visa to an applicant, regardless of the visa note from this Ministry.

The above position regarding use of Diplomatic Passports may be brought to the attention of the Hon'ble Members of Parliament.

x x x”

Kind cooperation of Members is solicited.

No. 62483

Conference & Protocol Section

Membership of Indian Parliamentary Group

The Indian Parliamentary Group is an autonomous body formed in the year 1949 in pursuance of a motion adopted by the Constituent Assembly (Legislative) on 16 August, 1948. Membership of the Indian Parliamentary Group is open to all the Members of Parliament (Lok Sabha and Rajya Sabha) and Ex-Members of Parliament. All Members of the Rajya Sabha who have not yet become member of the Group are requested to join the Group.

The life membership of the Group can be obtained on payment of Rs.1000/- in the prescribed form available in the Conference & Protocol Section (Room No.527, Parliament House Annexe, Tel. No.23034527) as well as in the Notice Office in Parliament House. The duly filled form along with the requisite fee can be submitted to the Conference Branch, Lok Sabha Secretariat, Room No. 340, Parliament House Annexe.

Non-Official Visits abroad by Members of Parliament

The following guidelines are to be observed by Members in connection with their non-official visits abroad:-

- (i) If any invitation from any foreign source namely, Government of any country, foreign organizations, etc. is received directly by a Member, a copy of such invitation letter giving full details of the purpose of the visits and the hospitality to be accepted should be sent to :
 - (a) the Ministry of External Affairs for political clearance; and
 - (b) the Secretary, Ministry of Home Affairs (Foreigners Division (FCRA), NDCC-II Building, Jai Singh Road, Near Jantar Mantar, New Delhi) for accepting any foreign hospitality being offered during visits abroad.
- (ii) On receipt of political clearance from the Ministry of External Affairs and FCRA permission from the Ministry of Home Affairs, the Member concerned shall keep the Hon'ble Chairman, Rajya Sabha informed, *inter-alia*, of the purpose of the visit and the hospitality proposed to be received.
- (iii) It may kindly be ensured that none of their activities during those visits give an unintended impression that Members are on an official visit on behalf of Indian Parliament.
- (iv) Before accepting the hospitality, the Members should satisfy themselves about the credentials of the organization/ institution extending the hospitality.

Kind cooperation of the Members is solicited.

Results of Ballots of Notices of Questions

Ballots in respect of notices of Starred and Unstarred Questions received upto 3.00 p.m. on 2nd December, 2022 for the sittings of Rajya Sabha on 19th December, 2022 and 20th December, 2022 were held on 2nd December, 2022 in the presence of Secretary-General.

The results of ballots for the Starred Questions have been placed on the Notice Board in Notice Office, Outer Lobby and also published on the website of Rajya Sabha for the information of Members.

P. C. MODY,
Secretary-General