



PARLIAMENT OF INDIA  
RAJYA SABHA

**GENERAL INFORMATION  
FOR  
MEMBERS OF RAJYA SABHA  
2016**



RAJYA SABHA SECRETARIAT  
NEW DELHI

## **PREFACE**

The purpose of this booklet is to provide general information for the Members including those who have been recently elected. It contains relevant provisions of the Constitution, the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the Rules made there under, Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004 made under the Representation of the People Act, 1951 and the Declaration of Pecuniary Interests under Rule 293 of the Rules of Procedure and Conduct of Business in the Council of States.

Members may also refer to the original documents stated above for detailed information

NEW DELHI;  
February 8, 2016.

SHUMSHER K. SHERIFF,  
*Secretary-General.*

## **1. TERM OF OFFICE**

The term of office of a Member elected/nominated to Rajya Sabha is six years. However, a Member elected/nominated to fill a casual vacancy holds office for the remainder of the term of his/her predecessor. The term of office of a Member begins:—

- (i) In case of a Member elected/nominated to fill a regular vacancy, from the date on which his name is notified by the Ministry of Law and Justice (Legislative Department) in the Official Gazette.
- (ii) In the case of a Member elected/nominated to fill a casual vacancy, from the date of publication in the official Gazette of the declaration of his/her election or of the notification of his nomination, as the case may be.

## **2. INITIAL FORMALITIES**

After being elected/nominated to the Rajya Sabha, the newly elected/nominated Member is to first contact or come to the Notice Office (Room No.26, Parliament House, Tel. No. 23034616; 23017205) and is required to fill in a set of Forms meant for him/her to complete certain formalities.

## **3. NOTICE OFFICE**

3.1 The Notice Office acts as a liaison between Members of the Rajya Sabha and the Rajya Sabha Secretariat. It also serves as the Reception Office for the Members.

3.2 The main function of this office is to receive from the Members Notices for raising matters with permission of the Chair, notices for suspension of Question Hour, notices of Bills, Calling Attentions, Special Mentions, Questions, Short Duration

Discussions, Half-an-Hour Discussions, Motions, Resolutions and Amendments to Bills, etc., as well as application forms for Visitors' Gallery passes, Central Hall passes, Parking Labels, arrival/departure and intermediate journey reports of Members, letters addressed to the Ministers of the Government of India and also other dak from Members intended for disposal in the Secretariat.

#### **4. IMPORTANT PLACES IN PARLIAMENT HOUSE AND PARLIAMENT HOUSE ANNEXE**

A new Member visiting Parliament House and its Annexe should know and make himself/herself familiar with different rooms, gangways and corridors. He/She should particularly know the locations of the following:—

##### ***PARLIAMENT HOUSE*** —

Rajya Sabha Chamber

Lok Sabha Chamber

Chairman's Chamber (Room No.30)

Deputy Chairman's Chamber (Room No.31)

Speaker's Chamber (Room No.17)

Room of Secretary-General, Rajya Sabha (Room No.29)

Room of Secretary-General, Lok Sabha (Room No.18)

Ministers' Rooms

Central Hall

First Aid Post (between the Rajya Sabha Chamber and the Central Hall)

Telephone Booths in Lobby

Common Lounges for Members

Party Offices

Members' Waiting Hall

Committee Rooms  
Refreshment Rooms (Room No.70)  
Notice Office (Room No.26)  
Table Office (Room No.33)  
Sales Counter  
Publications Counter (Room No.28-A)  
Stenographers' Pool (Room No.34-A)  
Posts and Telegraphs Office  
Railway Booking and Reservation Office  
Air Booking Office  
Pay Office of the State Bank of India  
Press Rooms  
\*Parliament Library

***PARLIAMENT HOUSE ANNEXE***

*Basement*

Medical Centre  
Post Office  
Telecom Centre

*Ground floor*

Committee Rooms  
State Bank of India  
Banquet Hall  
Auditorium  
Private Dining Room  
Income Tax Cell

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\* Located in Parliament Library Building (PLB) adjacent to Parliament House.

*Second floor*

Pay and Accounts Office (Room No.203)  
Members' Amenities Section (Room No.227)  
Members' Salaries and Allowances Branch (Room  
No.228)  
Questions Branch (Room No.229 and 233)  
I.T. Section (Room No.213)

*Third floor*

Liaison Officer (NDMC) (Room No.314)

*Fifth floor*

Liaison Officer (Telephones) (Room No.520)

*Sixth floor*

Accommodation and Rent Branch (Room No.602)

**5. DECLARATION OF ASSETS AND LIABILITIES BY MEMBERS**

5.1 Under sub-rule (1) of Rule 3 of the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004, every elected Member of Rajya Sabha is required to furnish declaration regarding his/her Assets and Liabilities and Assets of his/her spouse and dependent children within 90 days from the date on which he/she makes and subscribes an oath or affirmation for taking his/her seat in the Council. Sub-rule (2) of Rule 3 lays down that every Member shall notify changes, if any, in the information so furnished by him/her under sub-rule (1), as on the 31<sup>st</sup> March every year, by the 30<sup>th</sup> June of that year.

5.2 Information furnished by Member should include the assets and liabilities within India and abroad.

5.3 Copies of the prescribed Forms are available in the Notice Office and can also be downloaded from the Rajya Sabha Website (*rajyasabha.nic.in*) from the links – 'Members'—'Declaration of Assets and Liabilities—Form-I'; 'Downloads'—'Parliamentary Notice Forms' — 'Form for Declaration of Assets and Liabilities by Members'; and 'Downloads'—'Application Forms'—'Committee on Ethics'—'Declaration of Assets and Liabilities-Form-I'.

## **6. DECLARATION OF INTERESTS BY MEMBERS OF RAJYA SABHA**

6.1 Under Rule 293 of the Rules of Procedure and Conduct of Business in the Council of States, Members of Rajya Sabha are required to furnish declaration regarding five pecuniary Interests as per following details: —

### **PECUNIARY INTERESTS**

#### **I. REMUNERATIVE DIRECTORSHIP**

- (i) Name and address of the Company
- (ii) Nature of Business of the Company
- (iii) Salary/fees/allowance/benefits or any other receipts which are taxable (per annum)

## II. REGULAR REMUNERATED ACTIVITY

- (i) Name and address of the Establishment
- (ii) Nature of Business
- (iii) Position held
- (iv) Amount of Remuneration received (per annum)

## III. SHAREHOLDING OF CONTROLLING NATURE

- (i) Name and address of the Company
- (ii) Nature of Business of the Company
- (iii) Percentage of shares held

## IV. PAID CONSULTANCY

- (i) Nature of consultancy
- (ii) Business activity of the organisation where engaged as Consultant
- (iii) Total value of benefits derived from the Consultancy

## V. PROFESSIONAL ENGAGEMENT

- (i) Description
- (ii) Fees/Remuneration earned therefrom (per annum)

6.2 Every Member shall notify the changes, if any, in the information so furnished by him/her as on the 31<sup>st</sup> March every year, within ninety days from that date.



6.3 Information furnished by Members has to be with respect to their pecuniary interests whether held within the country or outside it.

6.4 Copies of the prescribed Forms are available in the Notice Office and can also be downloaded from Rajya Sabha Website (<http://rajyasabha.nic.in>) under the link ‘Downloads’— ‘Application Forms’ — ‘Committee on Ethics’ — ‘Form for Declaration of Interests by Members’ and also at ‘Downloads’ — ‘Parliamentary Notice Forms’ — ‘Form for Declaration of Interests by Members’.

## **7. SUBMISSION OF CERTIFICATE OF ELECTION**

7.1 A Member is required to visit the Table Office in Parliament House (Room No.33, G.F., Tel.No. 23034697 and 23034581) for submitting his/her Certificate of Election, Notification nominating him/her as a Member and for filling in Form III under the Tenth Schedule to the Constitution. The Member may also indicate the choice of language as specified in the Eighth Schedule to the Constitution in which he/she wants to make and subscribe oath/affirmation. A Member is not entitled to sit, participate and vote in the House/Committees unless he/she has made and subscribed oath/affirmation.

7.2 The Member is also given an option whether he/she wishes to change the style of his/her name in parliamentary papers. Accordingly, a proforma meant for the purpose is required to be filled in by the Member.

## **8. MEMBERS EMOLUMENTS AND AMENITIES**

8.1 Members are entitled to certain emoluments/amenities, which are provided with a view to enabling them to function effectively as Members of Parliament. Broadly speaking, the emoluments/amenities provided to the Members relate to salary and allowances, travelling facilities, accommodation, telephones, etc. These are governed by the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder. The amenities, etc. are briefly explained below in succeeding paragraphs.

### **8.2 Salary and Allowances**

Every Member is entitled to a salary of ` 50,000/- per month during the term of his/her office and a daily allowance at the rate of ` 2,000/- for each day during the period of residence on duty (for attending a Session of a House of Parliament or a meeting of a Committee thereof or any other Parliamentary business) for which the Member has to sign the Register maintained for this purpose by the Secretariat on all days (except intervening holidays) of the Session of the House. For entitlement of daily allowance (DA) for intervening holiday(s) a Member has to sign the attendance register on the day immediately preceding and succeeding the holiday(s). Period of residence on duty includes 3 days immediately preceding and succeeding the Session of the House and two days preceding and succeeding the meeting of a Committee. Besides, a Member is entitled to daily allowance for the purpose of attending to any other business connected with his/her duties as a Member of Parliament.

### **8.3 Accommodation**

8.3.1 In order to meet the needs of residential accommodation of the Members, a separate pool of residences for Members has been established. The allotment of residences to Members from this Pool is made by the House Committee, Rajya Sabha. Arrangements for accommodation are made according to criteria laid down by the House Committee. Details are available with the M.A. Section (Room No. 227, Parliament House Annexe, Tel. No. 23034227, 23034059).

8.3.2 In the case of newly elected/nominated Members, Secretariat also makes temporary arrangements for accommodation in the concerned State Bhavan/Guest House by writing to the Chief Secretary of that State.

8.3.3 Each Member is entitled to a flat or hostel accommodation, without payment of license fee, throughout his/her term of office. Where a Member is allotted a housing accommodation from the Rajya Sabha pool in the form of a bungalow at his/her request, normal license fee is charged.

8.3.4 Every Member is entitled without payment of charges to the supply of maximum of 50000 units of electricity (25000 units each of light/power meters or pooled together) and 4000 Kilolitres of water per annum, beginning 1<sup>st</sup> January of every year at the residence allotted to him/her. Other facilities enjoyed by Members include 25 per cent remission in the rent on account of supply of furniture.

### **8.4 Telephone Facilities**

8.4.1 A Member of the Rajya Sabha is entitled to have three telephones, one at his/her local Delhi address, one at his/her usual

place of residence or a place selected by him/her within the State he/she represents or resides and one telephone for the Internet connectivity, to be installed at his/her office/residence situated at Delhi or at his/her usual place of residence or at a place selected by him/her within his/her constituency or State or within the State in which he/she resides.

8.4.2 A Member, on his/her request, is entitled to avail one mobile phone connection of the Mahanagar Telephone Nigam Limited (MTNL) with national roaming facility and another mobile phone connection of the Mahanagar Telephone Nigam Limited or the Bharat Sanchar Nigam Limited (BSNL) with national roaming facility for utilization in his constituency.

8.4.3 Member may also avail broadband facility from MTNL or BSNL on any one telephone available to him/her and shall not be liable to make payment upto a maximum of one thousand five hundred rupees per mensem which shall be paid directly to MTNL or BSNL.

8.4.4 As per the Housing and Telephone Facilities (Members of Parliament) Rules, 1956 as amended upto date, a Member is not required to make any payment in respect of installation charges, monthly rental and local call charges to the extent of 1,50,000 local calls pooled in respect of the three telephones and two mobile phones.

8.4.5 The Chairman of a Parliamentary Committee shall be exempted from payment of any charges for local calls made from the telephone installed at his/her residence in Delhi/New Delhi (for further details, please contact M.A. Section, Room No. 227, Parliament House Annexe, Tel. Nos. 23034227, 23034059).

8.4.6 As decided by the Committee on Provision of Computer Equipment to Members of Rajya Sabha, Members can avail the following package of Blackberry Services offered by MTNL/BSNL:—

<b>Service/Plan Name</b>	<b>Fixed Monthly charges (taxes extra as applicable)</b>	<b>Facilities</b>
Unlimited Blackberry 3G Data Usage	` 999/-	Unlimited free data download & unlimited Blackberry e-mail service and Instant Messaging.
iPad Unlimited Data Usage	` 999/-	Unlimited free data download.
Missed Call Alerts	Free	User gets SMS alert regarding calls missed while out of reach/number busy/not answered etc.
Mobile TV	` 75/-	Approx 50 plus non-premium channels will be provided under this facility.
Data Card 3.6 Mbps	` 1,600/-	As per 3G plans provided to Members

***The charges towards the Blackberry Services Package as well as Value Added Services will be adjustable against 1,50,000 free calls available to the Members.***

## **8.5 Advance for Purchase of Conveyance**

A Member is entitled to an advance, not exceeding Rupees four lakh or the actual price of the conveyance, which is intended to be purchased, whichever is less. Advance granted, together with simple interest at prevailing rates as applicable to Central Government servants, is recoverable from the salary bill of the Member concerned in not more than 60 equal monthly installments, which shall not extend beyond the tenure of his/her Membership. While drawing the conveyance advance, Member shall execute an Agreement in Form-I and after purchase of conveyance he/she shall further execute a mortgage bond in Form-II hypothecating the conveyance to the Central Government as security for the advance. The conveyance purchased from the advance shall also be insured against full loss by fire, theft and accident as per Form-III, by which the Insurance Company agrees to pay to the Central Government in respect of loss or damage to the conveyance. (All forms are available with MS&A Branch, Room No.228, Parliament House Annexe, Tel. No. 23034224/23034228).

## **8.6 Constituency Allowance**

A Member is entitled to a Constituency Allowance at the rate of `45,000/- per month.

## **8.7 Office Expense Allowance**

A Member is entitled to an office expense allowance of `45,000/- per month. Out of this, ` 15,000/- is for meeting expenses on stationary items and postage and ` 30,000/- may be paid by the Rajya Sabha Secretariat as salary to the person(s)

engaged by the Member for obtaining secretarial assistance, for which Member has to intimate in the prescribed form available with the MS&A Branch.

## **8.8 Pension to Members**

8.8.1 A person who has served for any period as Member of the Provisional Parliament or either House of Parliament is entitled to a minimum pension of ` 20,000/- per month and for the period exceeding five years, the Member shall be entitled to an additional pension of ` 1,500/- per month for every year in excess of five years. The period more than 9 months will be rounded off to a complete year for the purpose of receiving additional pension of ` 1,500/- per month.

8.8.2 Spouse or dependant of a deceased Member/Ex-Member, who is neither a sitting Member nor drawing pension under Section 8A of the MSA Act, 1954 is entitled for the remaining period of life of spouse or dependant, who so long continues to be a dependant, a Family Pension equivalent to 50% of the Pension otherwise admissible to such deceased Member/Ex-Member.

## **8.9 Free Rail Travel Facility to Former Members**

Former Members of Parliament, along with a companion, are entitled to travel in any railway in India in air-conditioned two-tier class or entitled to travel alone in any train by any railway in India in air-conditioned first class without payment of any charges on the basis of Ex-M.P. Identity Card issued by the Secretariat of either House of Parliament, as the case may be.

## **8.10 Stenographic Assistance to Members**

The services of English and Hindi stenographers are made available to Members to assist them in typing out their Notices of Amendments, Questions, Resolutions, Motions and other allied matters of public importance pertaining to the business of the House. The assistance is available in the Stenographers' Pool in Room No.34A, Parliament House, situated near the Rajya Sabha Chamber, (Tel. No. 23034842, 23012567). Members may, however, visit the pool personally for their Parliamentary work during session of Rajya Sabha, keeping in view the rush of work in this period, so that their work receives adequate priority.

## **8.11 Reprographic Service for Members**

Photocopies of documents on Xerox machine can be got done from the Reprographic Service which is available in Room No. 26-C, Parliament House, situated in the Outer Lobby (Tel. No. 23034862). Copies of documents on the photocopier are done on payment for MPs.

## **8.12 Medical Facilities**

8.12.1 Under the Central Government Health Scheme (CGHS), as extended to Members, a Member and his/her family are entitled to free medical treatment on monthly contribution of Rupees 500/-. Dispensaries for providing treatment mainly to Members exist in North Avenue, South Avenue, Telegraph Lane, Pandara Road, Dr. Zakir Husain Road. A First Aid Post in Parliament House and a Medical Centre in Parliament House



Annexe with X-Ray, ECG\* facilities and specialist medical assistance in various fields are also functioning for rendering medical aid to Members in cases of emergency or sudden illness.

8.12.2 Members and their dependent family Members can avail treatment in private hospitals/diagnostic centres, which are empanelled with the CGHS, on the recommendation/advice of the government specialists. The necessary permission in this regard is issued by the M.A. Section.

Members can also claim reimbursement, as admissible under the rules, from the MS&A Branch, in case they avail treatment from any non-recognised CGHS hospital/diagnostic centre.

The names of the hospitals and the diagnostic centres, which are empanelled under CGHS, are available on the website [www.mohfw.nic.in](http://www.mohfw.nic.in) of the Ministry of Health and Family Welfare. For further details, please contact M.A. Section, Room No. 227, Parliament House Annexe, Telephone Nos. 23034227, 23034059.

### 8.13 Travel Facilities

8.13.1 A Member is entitled to travelling allowances for the journeys performed from his/her usual place of residence for attending a Session of the House or a meeting of a Committee or for the purpose of attending to any other business connected with his/her duties as a Member, and for the return journey from such place to his/her usual place of residence as follows:—

- (a) If the journey is performed by rail, an amount equal to one First Class fare *plus* one Second Class fare

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\* Ultrasound and laboratory.

irrespective of the class in which the Member actually travels;

- (b) If the journey is performed by Air, an amount equal to one and  $\frac{1}{4}$ <sup>th</sup> of the air fare for each such journey;
- (c) If the journey or any part thereof cannot be performed by rail or air—
  - (i) where the journey or any part thereof is performed by steamer an amount equal to one and three-fifths of the fare (without diet) for the highest class in the steamer;
  - (ii) where the journey or any part thereof is performed by road, a road mileage at the rate of Rupees 16/- per kilometer for each such journey or part thereof.

8.13.2 Members residing within a distance of 300 kms. from Delhi are entitled to road mileage for the journeys performed by road, irrespective of rail connection. Similarly, Members residing in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim or Tripura are entitled to road mileage for the journeys performed by road from their usual place of residence to their nearest airport, irrespective of rail connection.

8.13.3 For the purpose of claiming travelling allowance for attending a Session of Parliament or a meeting of a Committee, Members are required to travel only after the issue of summons for attending a Session or after the issue of Notice of meeting for attending the meeting of a Committee.

8.13.4 Where a Member performs a journey for the purpose of attending a Session of a House of Parliament or a meeting of a

Committee or for the purpose of attending to any other business connected with his duties as a Member from a place, other than his/her usual place of residence or returns to such place, he/she may draw travelling allowance for the actual journey performed or the journey from or to his/her usual place of residence, whichever is less.

8.13.5 A Member is entitled to travel by any other route to reach his/her destination on the same day to avoid inconvenience when connecting flights are not available by the shortest route, subject to the permission of the Chairman, Rajya Sabha.

8.13.6 Spouse of an MP can travel any number of times by railway in first class air-conditioned or executive class in any train from the usual place of residence of the Member to Delhi and back.

8.13.7 Spouse of an MP can travel by air from the usual place of residence of the Member to Delhi or back when Parliament is in session subject to the condition that the total number of such journeys shall not exceed eight in a year.

8.13.8 The spouse of a Member residing with him at a distance of 300 Kms. from Delhi is also entitled to road mileage for the above journeys performed by road irrespective of rail connection. Similarly, spouse of the Members residing in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim or Tripura are entitled to road mileage for the above journeys performed by road from their usual place of residence to their nearest airport, irrespective of rail connection.

8.13.9 Every Member is entitled to 34 free single air journeys in a year from any place in India to any other place in India for self or along with spouse or any number of companions or relatives.

Out of this 34 free air journeys, spouse or companion of a Member is entitled to travel alone up to a maximum of 8 air journeys a year to visit such Member. However, where the number of journeys performed by any Member by air in a year is less than 34, the balance number of journeys not availed by him/her shall be carried forward to the following year. (Please contact M.S.&A. Branch for detailed information.) Air journeys performed in excess of 34 in a year, subject to a maximum of eight may be adjusted from the 34 air journeys available for the next following year.

8.13.10 Exchange order facility is available to Members for purchasing Air tickets. Members may obtain Exchange Order(s) from M.S.&A. Branch by making a request in the prescribed requisition form. Only eight (8) Exchange Orders at a time shall be issued to Members for performing air journeys by themselves and their spouses. No Exchange Order would be issued for a companion except in the case of widows, widowers, spinsters, bachelors or single MPs.

8.13.11 For the purpose of claiming TA/DA, the Member is required to tender claim to the M.S.&A. Branch in the prescribed form (Arrival/Departure Report/Intermediate journey form) with complete details of their journeys and used original air-tickets and in the case of e-ticket, electronic ticket duly countersigned by the Member along with boarding pass.

8.13.12 In the cases where the air ticket is lost, the Member is required to produce a certificate from the concerned airlines for having performed the journey by air.

8.13.13 The forms for claiming TA/DA are available with M.S.&A. Branch (Room No. 228, Parliament House Annexe,

Tel.No.23034224/23034228) and Notice Office (Room No. 26, Parliament House, Tel.No.23034616).

#### **8.14 Railway Passes**

8.14.1 Every Member is provided with an Identity Card, which entitles him/her and spouse to travel in First Class Air-conditioned or Executive Class at any time, by any railway in India, along with a companion in AC two-tier. Such pass is valid for the term of his/her office. On the expiration of the term, the pass is required to be surrendered to the Rajya Sabha Secretariat.

8.14.2 For the travel of the spouse by rail from the usual place of residence of the Member to Delhi and back a separate First Class Air-conditioned or Executive Class non-transferable railway pass is issued to the Member, on request. The spouse railway pass is returnable to the Rajya Sabha Secretariat on the expiration of Membership. (Please contact M.S.&A. Branch for details.)

### **9. LOSS OF IDENTITY CARD/RAILWAY PASS**

The loss of Identity Card-*cum*-Railway Pass of the Member or the spouse Railway Pass should be immediately reported to the Chairman, Rajya Sabha and the nearest Police Station.

### **10. RAILWAYS AND AIR BOOKING AND RESERVATION**

A combined Railway Booking and Reservation Office (Tel.No. 23034741, 23017369, 23034364, 23034365) and Air India Booking and Reservation Office (Tel.No. 23034735,

23017670, 23034867) function in Parliament House throughout the year for the convenience of Members.

## **11. DIPLOMATIC PASSPORT TO MEMBERS OF PARLIAMENT AND THEIR SPOUSES**

11.1 Members of Parliament and their spouses are entitled for Diplomatic Passports which are issued by the Ministry of External Affairs (MEA), Patiala House, New Delhi. As per the revised instructions 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](http://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, along with two copies of their recent coloured photographs (size 4.5 x 3.5 cm) with white background.

11.2 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.

## **12. USE OF DIPLOMATIC PASSPORTS BY MEMBERS OF PARLIAMENT OR THEIR SPOUSES**

The guidelines issued by the Ministry of External Affairs *vide* their letter No. VII/403/1/2010 dated 21<sup>st</sup> January, 2010 in this regard are re-produced below:—

"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 work and 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."

### **13. ISSUE OF VISA NOTES FOR PRIVATE VISITS OF MEMBERS/SPOUSES TO FOREIGN COUNTRIES**

13.1 For private visits 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.

13.2 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, for obtaining Visa notes from the Ministry of External Affairs.

13.3 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.

#### **14. MEMBERS VISITING ABROAD**

14.1 Many a time it has been observed that when Members decide to go abroad, either on official or private visit, intimation of their itineraries are received late in this Secretariat and in some cases on the date of journey itself and on a few occasions after the journey has commenced. Such late receipt of itineraries, coupled with the time difference between India and the countries proposed to be visited, handicap the Secretariat in timely communicating the Members' travel plans to the Indian Missions/Posts abroad and co-ordinating with them, so that usual courtesies and general assistance could be extended to the Members.

14.2 In order, therefore, to avoid inconvenience being caused to the Members, it is requested that whenever a Member decides to undertake a journey to a foreign country, he/she should send the itinerary to the Secretary-General at least 4-5 days in advance so that proper co-ordination could be done with our Missions and Posts abroad. Members are also requested to fax their itineraries, no sooner they are finalized, to Conference and Protocol Section of the Secretariat at Fax No. 23017548.



## **15. ACCEPTANCE OF FOREIGN HOSPITALITY BY MEMBERS OF PARLIAMENT**

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

15.2 All invitations from any foreign source, *namely*, Government of any country, foreign organisations etc. are expected to be routed through the Ministry of External Affairs. However, even if any such invitation is received directly, Members are advised 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.

15.3 As per the new guidelines issued by the Ministry of Home Affairs (Foreigners Division FCRA Wing) *vide* their O.M. No. II/11/21022/58(97)/2011-FCRA-I dated 11<sup>th</sup> June, 2012, Members are required to submit online application in FC-2 Form on the Ministry's website: [http://mha.nic.in/fcraweb/fc\\_online.htm](http://mha.nic.in/fcraweb/fc_online.htm) and send a hard copy thereof duly signed by the Member concerned along with invitation letter from the host or the host country, as the case may be, to the Ministry of Home Affairs for necessary action through Rajya Sabha Secretariat (Conference & Protocol Section, Room No. 527, Parliament House Annexe, New Delhi).

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

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

15.6 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

15.7 Members should ensure that before proceeding abroad the requisite permission of the Ministry of Home Affairs has been obtained, as mere sending of the application will not amount to grant of the statutory permission. Members should also ensure receipt of political clearance from the Ministry of External Affairs before proceeding abroad.

## **16. LOCKERS**

For the convenience of Members, lockers have been provided to them in the Outer Lobby of the Rajya Sabha Chamber, where Members may keep their parliamentary papers, etc. The Lockers will be allotted on first-come-first served basis, subject to availability (Please contact Lobby Office, Tel. Nos. 23034729 and 23035343).

## **17. AVAILABILITY OF DIGITAL VIDEO DISCS (DVDs) CONTAINING RAJYA SABHA PROCEEDINGS**

The copies of Digital Video Discs (DVDs) containing Rajya Sabha proceedings are available to Members on payment basis of ` 75/- per DVD. The DVD contains about 180 minutes of the proceedings of the Rajya Sabha, with sub-titles of names, subject,

etc. (Please contact Lobby Office, Tel. Nos. 23034729 and 23035343).

## **18. SUPPLY OF PAPERS AND PUBLICATIONS**

18.1 All Parliamentary papers meant for the Members are distributed to them at their residences so as to reach them on the same day. (Distribution Branch, Tel. No. 23034598, 23034461.)

18.2 The publications received from the various Ministries and Departments of the Government of India for distribution are made available to Members from the Publications Counter, Room No.26-A, Parliament House, New Delhi.

## **19. MISCELLANEOUS FACILITIES**

### **19.1 Catering Facilities**

Canteens for providing wholesome Indian style food to Members have been set up in North and South Avenues for the benefit of the Members. Catering arrangements also exist in the Western Court Hostel. Refreshment facilities are available to the Members in Parliament House, Parliament House Annexe and Parliament Library Building. Recently, diet food and tetra-pack juices have been introduced in Parliament House complex.

## **19.2 Clubs and Common Halls**

Common Halls have been provided for relaxation and recreation of Members in North and South Avenues. There is also the Constitution Club on Rafi Marg, which all Members can join on payment of the prescribed subscription fee of ` 1,000/- annually or ` 5,000/- for life Membership.

## **19.3 Bank and Post Office**

For the convenience of Members, a Pay Office of the State Bank of India functions throughout the year on the First Floor of Parliament House (Tel. No. 23016053, 23011364, 23034653). Besides, a Branch of State Bank of India (Tel. No. 23034477, 23034190, 23034241), where facility for safe deposit lockers has been provided, and a Sub-Post office (Tel. No. 23014121) are also functioning in Parliament House Annexe. A Post Office also functions throughout the year on the Ground Floor of Parliament House (Tel. No. 23017346).

## **19.4 Transport Facilities**

During Session and inter-Session periods, arrangements have been made for running air-conditioned vehicles by the Rajya Sabha and Lok Sabha Secretariats. Eight vehicles by the Rajya Sabha Secretariat and ten vehicles by the Lok Sabha Secretariat are available to enable Members to travel from their places of residence to Parliament House/Parliament House Annexe and *vice versa* on payment of Rupees 5/- per trip. Besides these vehicles, seven vehicles of the Delhi Transport

Corporation also ply for the convenience of Members. For availing these transport facilities, Members may call Transport Desk, Parliament House at Telephone Nos. 23034859, 23035139, 23034867, 23035183 and 23093469.

### **19.5 Issue of Ration Cards to Members**

A Sub-Office of the Civil Supplies Department of Delhi Administration functions at the Reception Office, Parliament House, for the convenience of Members during Session period only (Tel.No. 23034726).

### **19.6 Filing of Tax Returns**

An official of Income Tax Department has been deputed during Session period at a Counter near the Auditorium, Ground Floor, Opposite S.B.I., Parliament House Annexe, New Delhi (Tel.No.23034062), to attend to the queries of the Members regarding filing of their tax returns and other matters.

### **19.7 NDMC Liaison Office**

Throughout the year an NDMC Liaison Office functions in Room No.314, Parliament House Annexe, New Delhi (Tel.No.23034314, 23034316) for the convenience of the Members with regard to connection/disconnection, and preparation of bills in respect of water and electricity consumption and allied matters pertaining to their residences.

### **19.8 Supply of D.O. Stationery**

Standardized D.O. stationery is sold to Members on a no-profit no-loss basis through the Sales Counter, adjacent to the Publications Counter at Room No. 26-A, Parliament House, New Delhi.

### **19.9 Car Park Labels**

To enable Members to have unhindered entry of the vehicles owned by them into the precincts of Parliament House Complex, Car Park labels are issued by the Notice Office for each year on receipt of an application in the prescribed form available in the Notice Office.

### **19.10 IT Facilities**

19.10.1. A Committee on Provision of Computer Equipment to Members of Rajya Sabha functions to decide parameters with regard to application of Information Technology in the functioning of the Council; decide norms for provision of computer hardware and software to be made available to Members from time to time; ensure increasing use of electronic mode of information dissemination in the Council; and take suitable measures, including training, to encourage Members to be proficient in the use of IT tools.

19.10.2. The facility of Computer Equipment is made available to the Members to enable them to discharge their functions/duties through a “Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment”. Under the Scheme, Members

are entitled to purchase any or all of the items of computer equipment specified below:

- (i) Desktop computer
- (ii) Laptop Computer
- (iii) Pen drive
- (iv) Printer (DeskJet/ LaserJet/Multi-function/portable)
- (v) Scanner
- (vi) UPS (with desktop only)
- (vii) Handheld communicator/computer
- (viii) Data internet cards
- (ix) MS Office suite
- (x) Language softwares and Speech recognition softwares
- (xi) E-reader compatible devices (Apple iPad, Samsung Galaxy Tab etc.)
- (xiii) External Hard Drive

19.10.3. The financial entitlement of a Member for purchasing computer equipment and software under the Scheme is as follows:

- (a) ` 2,00,000/- if elected/nominated to Rajya Sabha for a term of more than three years.
- (b) ` 1,50,000/- if elected/nominated to Rajya Sabha in bye-election on a casual vacancy for a term of three years or less.

- (c) Additional ` 1,00,000 would be available to a Member after a period of three years of his/her term subject to condition that minimum period of term left is not less than six months.

19.10.4. Members can avail of the Scheme by adopting one of the following two procedures:

- (a) By purchasing the computer equipment from a vendor and passing on the proof of payment to the IT Sections (H&S) (Room No.213, PHA) for reimbursement. On certification by the IT Section (H&S), the MS&A Branch makes the reimbursement to the Member; or
- (b) By bringing a Proforma Invoice from a vendor for the computer equipment to be procured. On certification by IT Sections (H&S), the MS&A Branch makes the payment directly to the vendor.

19.10.5. Members may also keep in view the following stipulations regarding the purchase of computer equipment under the Scheme of Financial Entitlement:

- (a) Members are free to purchase the computer equipment from any vendor anywhere in India. However, Members should satisfy themselves about the genuineness of the products, warranty cover and the quality of after-sales service support.
- (b) In case of Desktop Computers, the following brands have been approved:
  - (i) Acer
  - (ii) HP



- (iii) Lenovo
  - (iv) Dell
  - (v) Wipro
  - (vi) PCS
  - (vii) Apple
  - (viii) HCL
- (c) There is no brand restriction on Laptops, Printers and Scanners and Members can purchase these items of any brand of their choice.
- (d) As per the decision of the Committee on Provision of Computer Equipment to Members of Rajya Sabha, Members will not be allowed to purchase computer equipment and submit claim thereof for reimbursement during the last six months of their membership in Rajya Sabha

19.10.6. **E-reader device** - Members are also informed that in order to reduce their dependency on paper copies of Parliamentary documents and thereby achieve the goal of reduction in the use of paper, an amount of ` 50,000/- out of the financial entitlement of a Member has been earmarked to facilitate purchase of an approved E-reader compatible devices. It may be noted that currently, Android based Samsung Galaxy TAB and iOS based Apple iPad have been enlisted as approved models of e-readers/tablets, which can be procured by Members from any authorized retailers/dealers of Samsung and Apple anywhere in India. Members are informed that procurement of

one such device by Members using their financial entitlement is mandatory and cost towards the device, earmarked as ` 50,000/- , is kept aside from the financial entitlement of each Member and a Member shall not be eligible to utilize this amount out of his/her due financial entitlement for purchase of any other computer equipment/software. However, out of this earmarked amount, if any amount remains unutilized after the purchase of one E-reader device, that amount can be used by the Members for purchase of any other item(s) permitted under the Scheme.

19.10.7. In case a Member purchases computer equipment by submitting a Proforma Invoice, he /she is required to make available the proof of purchase (original bills etc. with serial numbers of the items), within 30 days from the date of release of payment, to the Secretariat for the purpose of record and audit.

19.10.8. Arrangements for obtaining warranty services, maintenance and insurance towards the computer equipment that Members purchase using their financial entitlement are to be made by Members themselves. The computer equipment purchased by a Member under the Scheme remains with him even after he ceases to be a Member

19.10.9. Members can obtain more information on the Scheme and rules governing it by approaching the IT Sections (H&S) (Room No. 213, Parliament House Annexe) or from the Rajya Sabha website under the link Committees→Standing Committees →Committee on Provision of Computer Equipment to Members of Rajya Sabha→ Rules.

19.10.10. **E-mail Facility:** E-mail facility is provided to Members by the National Informatics Centre (NIC) free of charge. For availing this facility, a form is required to be filled up

by the Member mentioning desired username for the facility. The form is available with IT Sections (H&S) (Room No. 213, Parliament House Annexe) or can be downloaded from the Rajya Sabha Website (<http://rajyasabha.nic.in>) under the link Downloads → Application Forms → NICNET Application Form.

19.10.11. **Broadband Facility:** Members can also avail of broadband facility of MTNL/BSNL by choosing to forego 10,000 of their telephone calls out of the 1,50,000/- free calls for each broadband connection.

#### 19.10.12. **3G and Blackberry Services:**

(a) Members can avail of 3G facility and Blackberry services of MTNL/BSNL through packages customized for them @ ` 1500/- per month and @ ` 999/- per month respectively, which will be adjusted against their 1,50,000/- free telephone calls.

(b) Similarly, Members can obtain unlimited 3G service package of MTNL and BSNL to get internet connectivity on their e-Reader Tablet devices (Apple iPad or Samsung Galaxy Tab) @ ` 999/- per month, which will be adjusted against the free calls available to Members.

(c) Members can also obtain two additional SIMs for using Blackberry Services and Data Card of MTNL/BSNL (besides 3 SIM cards Members get - one SIM for Delhi phone, one SIM for the constituency phone and one more SIM for the Tablet device).

(d) Members can obtain more information regarding Broadband, 3G and Blackberry Services through MTNL/BSNL by approaching the Members' Amenities Section (Room No. 227, Parliament House Annexe) or Liaison Officer, MTNL/BSNL, Room No. 520, Parliament House Annexe, Tel. No. 23034520, Liaison Officer 9868134562, Tel. No. 23034099.

19.10.13. **Wi-fi facility:** Wi-Fi facility, been installed in Central Hall, Members' Reading Room (Parliament House) and Members' Reading Room (Parliament Library Building) through MTNL Broadband for use of Members. For any query/assistance, Members may kindly contact Members' Query Booth (Room No. G-127, Parliament Library Building, Telephone No. 23035055).

19.10.14. **Members' Login:** Members' Login Application which is a two-way communication channel between Members and Rajya Sabha Secretariat for delivering information and documents to Members as well as sending communications by Members can be accessed by Members on the Rajya Sabha Website. For User-id and passwords, NIC Cell, Room No. 64-G, Parliament House (Tel. No. 23034829) may be contacted.

19.10.15. **Training:** Various training programmes for Members and their personal staff are organized by the Secretariat in collaboration with the NIC to train them in computer operations and to inform and update them about the Rajya Sabha websites and various IT applications.

19.10.16. **E-learning Courses :** For the benefit of Members, two online courses in English and Hindi have also been developed through National Institute of Electronics and Information

Technology (NIELIT), *namely*, Digital Literacy (Nine hours) and Basic Computer Concepts (Twenty hours). The link to E-learning portal of these two online courses for the Members of Rajya Sabha is available on the Rajya Sabha Website (<http://rajyasabha.nic.in>). Members may also reach to the link from the Members' Login page (<http://mprs.nic.in>). It can also be reached directly at <http://econtent.nielit.gov.in/rs/login/index.php>. In order to access the content, Members are required to get a username and password, which can be obtained from NIC Computer Center at 64-G, Parliament House (Tel. No.: 011-23034829). The E-learning content of these courses are also available in DVDs in Hindi and English. Members can collect their copies of the DVDs from the Publications Counter, Parliament House, New Delhi. Members may kindly note that the content of these courses can be accessed through e-mail id of Sansad only. Thus, Members are requested to fill up the requisite form and obtain Sansad e-mail id at the earliest.

19.10.17. **Websites:** The Rajya Sabha Websites (<http://rajyasabha.nic.in> and <http://rajyasabha hindi.nic.in>) in English and Hindi are exclusively dedicated to Rajya Sabha and can also be accessed through Parliament of India website (<http://parliamentofindia.nic.in>). The Rajya Sabha Websites, at present, contain information regarding various aspects of the functioning of the House and its Committees including Questions, Bills, Assurances, Debates, Committee matters, etc. Members' bio-data with search facility has also been provided and information relating to the MPLADS can also be accessed from this site. Most of the information is supported by online databases. The information available is updated daily especially with regard to List of Business, Papers to be laid on the Table, Part I and Part II Bulletins, etc. so that Members can see the Parliamentary

information well in advance. Besides, Rajya Sabha also maintains a Rajya Sabha Debates website (<http://rsdebate.nic.in>) which contains digitized Debates of Rajya Sabha with search facility.

19.10.18. **Webcasting of Proceedings:** During the session period, there is live webcast of the proceedings of the House which can be viewed from the Rajya Sabha Website <http://rajyasabha.nic.in>. Also, during sessions of Parliament, Rajya Sabha Television also provides live coverage of the proceedings of Rajya Sabha which can be viewed at <http://rstv.nic.in>.