

RAJYA SABHA SECRETARIAT
(M.S.&A BRANCH)

**INTIMATION REGARDING ENGAGEMENT OF PERSON(S) BY MEMBERS OF
RAJYA SABHA FOR OBTAINING SECRETARIAL ASSISTANCE OUT OF
OFFICE EXPENSE ALLOWANCE**

I have appointed Shri/Smt./Kum. _____
son/daughter/spouse of _____
resident of _____
as _____ with effect from _____ (date)
for obtaining secretarial assistance.

An amount of Rs. # _____ (Rupees _____
_____) may be paid to him/her as per his /her following
bank details:

- a) Bank Name.....
- b) Branch Name & address.....
- c) BSR Code.....
- d) Account No.....

Signature of the person engaged: _____
(whose name is given above)

It is certified that Shri/Smt./Kum. _____ is
a computer literate.

Signature: _____

Name of Member: _____

Date: _____

I.C. No: _____

Div. No: _____

Share out of the total amount of Rs. 40,000/-

* applicable only for the person who is a computer literate.

Note: Separate form should be filled-in for different persons as engaged by the Member

To

MS&A Branch, Rajya Sabha Secretariat,
Room No.228, Parliament House Annexe,
New Delhi-110001.