

**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/IFSC 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: \_\_\_\_\_  
I.C. No: \_\_\_\_\_  
Div. No: \_\_\_\_\_

# Share out of the total amount of Rs.40000/-.

\* 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.