



## Salaries, Allowances and Facilities to Members At a Glance



Lok Sabha Secretariat  
New Delhi

SALARIES, ALLOWANCES AND  
FACILITIES TO MEMBERS  
AT A GLANCE



सत्यमेव जयते

LOK SABHA SECRETARIAT  
NEW DELHI

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## PREFACE

Article 106 of the Constitution of India provides that the members of either House of Parliament shall be entitled to receive such salaries and allowances as may from time to time be determined by Parliament by law. The Salary, Allowances and Pension of Members of Parliament Act, 1954, enacted in pursuance to the constitutional provision, governs the salaries and allowances of the members. A Joint Committee of the two Houses, constituted from time to time, frame rules, after consultation with the Government of India, to provide for matters like medical, housing, telephone facilities, etc. and for regulating the payment of daily and travelling allowances under the said Act. The Act and the rules made thereunder have been amended from time to time, in keeping with the changing requirements.

This publication is an attempt to give at one place salaries, allowances, other entitlements and all amenities and facilities available to members of Lok Sabha so that members, especially the newly elected, could know them at a glance. However, the information contained in this publication is not exhaustive and members may consult the concerned branch of the Secretariat, as indicated at the end of each entry in bold letters for detailed information.

I hope the publication will be found informative and useful by the members. Suggestions for improvement are welcome.

NEW DELHI;  
May 2014  

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Vaisakha, 1936 (Saka)

P. SREEDHARAN  
*Secretary-General,*  
*Lok Sabha*

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## CHAPTER I

### SALARIES, ALLOWANCES AND OTHER ENTITLEMENTS

#### 1. Salaries and Allowances

The Salaries and Allowances of members are governed by the *Salary, Allowances and Pension of Members of Parliament Act, 1954*, as amended from time to time, and the rules made thereunder.

##### ***Monthly Salary***

- Each member of the Lok Sabha and the Rajya Sabha is entitled to receive a salary of Rs. 50,000/- per month during the whole term of office. (*The term of office of a member begins with the date of publication of the notification by the Election Commission and ends with the date on which that seat becomes vacant.*)

##### ***Daily Allowance***

- Rs. 2,000/- per day for each day of residence on duty. (*Daily Allowance shall be paid only when a member signs the register maintained for the purpose.*)

##### ***Constituency Allowance***

- Rs. 45,000/- per month.

## **Office Expense Allowance**

- Rs. 45,000/- per month.  
*[Out of these, Rs. 15,000/- for meeting expenses on stationery items and postage, and Rs. 30,000/- is paid by the Lok Sabha/Rajya Sabha Secretariat to the person(s) as may be engaged by a member for obtaining secretarial assistance provided that one such person must be computer literate as certified by the member.]*

**[Members Salaries and Allowances (MSA) Branch  
Room No. 405, Fourth Floor  
Parliament House Annexe  
Telephone Nos.: (011) 23034405, 23034407  
E-mail: msabbranch-lss@sansad.nic.in]**

## **2. Travelling Allowance (TA) and Travel Facilities**

### **(a) Travelling Allowance**

A member is entitled to the following allowances for the journeys performed for attending a Parliament Session or meeting of a Parliamentary Committee or for the purpose of attending any other business connected with the duties as a member from the usual place of residence to the place of duty and for return journey from such place to the usual place of residence:

- **By Rail:** One free non-transferable First class AC or Executive class of any train pass and one First class and one Second class fare.
- **By Air:** One and one-fourth air fare of the airlines in which the member travels.
- **By Road:** Rs. 16/- per km.

## **(b) Travel Facilities**

**(i) Air Travel Facility:** Every member has been given the facility to avail 34 single air journeys during a year with spouse or any number of companions or relatives. The spouse/companion can travel alone eight times in a year to meet the member. Any journey performed by the spouse, companions or relatives shall be added in computing the ceiling of 34 air journeys.

The balance of unused air journeys for a year shall be carried over to the following year. A member performing more than 34 air journeys in a year, is allowed to adjust not exceeding 8 air journeys available for the next year.

**(ii) Rail Travel Facility:** A member, on the strength of the Identity Card, is entitled to travel at any time by any railway in India in first class air-conditioned or executive class. The Identity Card issued to the member is non-transferable. The Identity Card also entitles the member to be accompanied by one person in air-conditioned two-tier, while travelling by rail.

**(iii) Facilities for Spouse of a Member:** One free non-transferable railway pass to travel in first class air-conditioned or executive class in any train, and if travelled by air, an amount equal to the air fare, from the usual place of residence of a member to Delhi and back during Parliament Session subject to 8 such journeys in a year.

(iv) The spouse is entitled to travel in first class air-conditioned or executive class in all the trains with the member from any place in India to any other place in India. A member having no spouse is entitled to accompany with any other person *in lieu* of spouse in any train in first class air-conditioned or executive class from any place in India to any other place in India in addition to the facility already available to the member in respect of one companion in AC-II tier.

### ***Facilities to Physically Incapacitated Members***

A member who is physically incapacitated is entitled to:

- ***By Air:*** One additional air fare for the accompanying person.
- ***By Rail:*** A companion in the same class in which the member travels *in lieu* of the air-conditioned two tier class railway pass.
- ***By Road:*** One road mileage. A physically incapacitated member who cannot perform journey by rail or air, is entitled to road mileage for the entire journey performed by road.

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Room No. 405, Fourth Floor  
Parliament House Annexe  
Telephone Nos.: (011) 23034405, 23034407  
E-mail: msabbranch-lss@sansad.nic.in]**

### 3. Accommodation

#### (i) *Transit Accommodation:*

- After every General Election for Lok Sabha, arrangements are made for stay of newly elected members temporarily in State Governments' Guest Houses/Bhawans, Hotels, etc. in New Delhi in consultation with Directorate of Estates, Ministry of Urban Development. Such accommodation is treated as transit accommodation.
- During stay in transit accommodation, a member shall be provided single suite free of licence fee till such time regular accommodation is made available. However, members will be liable to pay charges for food and other additional service including charges of telephone, etc. during their stay in State Guest Houses/Bhawans, Hotels, etc. directly to the authorities concerned.
- On the request of the members, MTNL shall install a temporary telephone connection in the transit accommodation and the telephone calls made during stay in Guest Houses shall be adjusted against the total free calls admissible during a year.

#### (ii) *Regular Accommodation:*

- Each member is entitled to a rent free flat or hostel accommodation throughout the term of office. A member allotted housing accommodation in the form of a Bungalow on request shall pay full normal licence fee if entitled to such accommodation.

- Members of Lok Sabha or their families can retain Government Accommodation for a maximum period of one month after their term ends or resignation/removal or ceasing to be a member of Lok Sabha on payment of the same rent/licence fee, if any, which they were paying immediately before the occurrence of any of the events mentioned above.
- The family of a deceased member of Parliament may retain Government accommodation for a maximum period of six months from the date of death of such a member on payment of the same rent/licence fee, if any, prior to the occurrence of aforementioned event.

(iii) *Guest Accommodation:*

The guests of members can avail accommodation at Western Court Hostel, Janpath.

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

**[Western Court, Janpath, New Delhi  
Telephone No.: (011) 23341238]**

(iv) *Other Facilities:*

Other facilities enjoyed by members include washing of sofa covers and curtains every three months; furniture within the monetary ceiling

of Rs. 60,000 in respect of durable furniture and Rs. 15,000 for non-durable furniture; and also 25 per cent remission in the rents on account of any improvement or addition made to it or any additional service provided thereto by way of furniture, electrical equipment and other services.

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Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

#### **4. Telephone Facilities**

- A member is entitled to have three telephones, out of which at least one telephone should be installed at residence or office in Delhi and one at usual place of residence or a place selected by the member in the constituency or the State in which the member resides; the third telephone can be installed at either of the aforesaid place.
- 50,000 local calls during a year are free on each of the three telephones.
- These 50,000 free local calls can be clubbed together which comes to 1,50,000 local calls in a year.
- Every member is entitled to one mobile phone connection of MTNL and another mobile phone connection of MTNL/BSNL or



any private mobile operator, in case MTNL/BSNL services are not available, with national roaming facility for utilization in the constituency. The calls made from these mobile phones are adjusted from the above-mentioned 1,50,000 free local calls available to the member on three telephones.

- The 3G facility as offered by MTNL/BSNL is optional for members. The charges towards the 3G package as well as additional usage of facility will be adjustable within the aforesaid 1,50,000 free calls available to the member.

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

**[Liaison Officer MTNL/BSNL, Room No. 520  
Fifth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034520, 23014477]**

## **5. Water and Electricity**

- 4000 kilolitre of water and 50,000 units of electricity (25,000 units measured on light meter and 25,000 units measured on power meter or pooled together) per annum beginning from 1 January of every year is supplied free of cost at the residence allotted to a member in Delhi/New Delhi or to a member residing in private accommodation in Delhi.
- The unutilized units of electricity and water are carried over to the subsequent years and any excess consumption in a particular

year is adjusted from the units available for the next year.

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in ]**

## **6. Medical Facilities**

- A Member of Parliament is entitled to same medical facilities as are available to the Class-I officers of Central Civil Services, under Central Government Health Scheme (CGHS).
- A First-Aid-Post in the Lobby of the Central Hall of Parliament House and a Medical Centre in the basement of Parliament House Annexe function throughout the year to render First-Aid to Members of Parliament and to meet the First-Aid requirement arising in the precincts of the Parliament House Complex.

**[First-Aid-Post, PH (Central Hall Lounge)  
Telephone No.: (011) 23017275]**

- The Medical Centre has X-Ray, Ultra Sound, ECG, Pathological Laboratory facilities and consultation in Cardiac, Dental, Ophthalmic, ENT, Gynae, Skin, Orthopaedic, Psychiatric and Surgical Specialities. Apart from this, the services of Dietician, Paediatrician, Physiotherapist are also available on given days of the weeks. The Medical Centre

maintains a record of Health status of each Member of Parliament.

**[Medical Centre, PHA (Basement)  
Telephone Nos.: (011) 23034100, 23034500]**

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

#### **7. Advance for Purchase of Conveyance**

- Upto Rs. 4,00,000/- are advanced to a member for the purchase of conveyance.
- Recovery of the said advance, together with interest thereon, as applicable on loan to Government servants, shall be made from the salary bill of the member in not more than 60 equal monthly installments which shall not extend beyond the tenure of membership.

**[Members Salaries and Allowances (MSA) Branch  
Room No. 405, Fourth Floor  
Parliament House Annexe  
Telephone Nos.: (011) 23034405, 23034407  
E-mail: msabbranch-lss@sansad.nic.in]**

#### **8. Income Tax Facilities**

- For the purpose of income tax, the salary and allowances received by member are taxed under the head "income from other sources" and consequently, no income-tax is deducted at source. The daily allowance and constituency allowance are exempt from income tax.

- An Income Tax Cell is set up by the Ministry of Finance (Department of Revenue) in the Parliament House Annexe throughout the year in order to assist members in filing their tax returns and in resolving their queries relating to the payment of income tax.

**[Income Tax Cell, Ground Floor  
Parliament House Annexe  
Telephone No.: (011) 23034062]**

**9. Scheme of Financial Entitlement of Members of Lok Sabha for Purchase of Computers**

- Under the Provision of Computer Equipment (Members of Lok Sabha) Rules, 2009 (available on the website of Lok Sabha), a member of Lok Sabha who has been elected in general election/nominated by the President or elected in by-election/nominated by the President and whose remaining term of Lok Sabha is less than 3 years, is entitled to purchase computer equipment *i.e.* Desktop, Laptop, Printer, Scanner, Palmtop, e-Reader etc. within the monetary ceiling of Rs. 2 Lakh or Rs. 1,50,000/- as the case may be during the term of a Lok Sabha. In case a member prefers to purchase computer equipment without e-Reader, the financial entitlement shall be restricted to the amount of Rs. 1,50,000/- or Rs. 1 Lakh, as the case may be.
- ***Method to be followed for payment/reimbursement:*** The member may ideally purchase the computer equipment from

authorized dealers of Original Equipment Manufacturers (OEMs) and pass on the proof of payment (in original) to the Computer (Hardware & Software) Management Branch for reimbursement.

Members may also purchase computer equipment from the vendors of their choice by satisfying themselves about the genuineness of the products, warranty cover and the quality of after sale service support. On certification by the Computer (Hardware & Software) Management Branch, the Member's Salaries and Allowances Branch shall make the reimbursement to the members.

Alternatively, a member may bring the proforma invoice for the computer equipment to be procured. On certification by the Computer (Hardware & Software) Management Branch, the Member's Salaries and Allowances Branch shall make the payment directly to the authorized dealer/supplier.

- On ceasing to be a member, computer equipment purchased will remain with the member at the depreciated cost thereof.

**[Members' Query Booth, Room No. G-127  
Parliament Library Building  
Telephone Nos.: (011) 23035055, 23794886**

*or*

**Computer (HW&SW) Management Branch,  
Room No. FB-149, Parliament Library Building  
Telephone Nos.: (011) 23035290, 23035328  
E-mail Address: mqb-lss@sansad.nic.in]**

## CHAPTER II

### AMENITIES AND FACILITIES

#### 1. Personal RF Tags/Car Parking Label/Vehicle RF Tags/PA/PS Passes/Visitors' Gallery Passes

- (a) *Issue of Personal RF Tags to the Members:* Members of Lok Sabha are issued with individual RF Tags from Centralised Pass Issue Cell (CPIC), near Reception Office, Parliament House (PH) to enable their entry into PH estate unhindered. Members can get the same issued by filling the requisite proforma available with the branch.
- (b) *Issue of Personal RF Tags to Spouse of Members:* The spouse of members are also issued with a RF Tag to facilitate their entry in the PH Complex unhindered.
- (c) *MP Car Parking Label (Annual):* Members are issued Annual MP Car Park Labels by CPIC to enable them to bring their personal vehicles in Parliament House Estate. Only one Car Park Label is issued to a member.
- (d) *Issue of Vehicle RF Tags to Members:* RF Tags for Members' vehicles are also issued from CPIC, to enable members to bring their personal vehicles into the Parliament House estate unhindered.

(e) *Issue of PA/PS Passes:* Passes for PA/PS of members for entry to Parliament House, valid for Session/Inter-Session period are issued on an application made by the member concerned on a prescribed form available from Centralised Pass Issue Cell, giving full particulars of the PA/PS.

(f) *Visitors' Gallery Passes*

(i) *Same Day Visitors' Passes:* Same day visitors' cards are issued, during session period, to only spouses, children and close relatives of members and not more than two same day visitors' cards are issued to a member.

(ii) *Next Day Visitors' Passes:* Visitors' passes are also issued for next day and application forms for such visitors' cards should be delivered in the Centralised Pass Issue Cell preferably, by 1600 hrs. on the working day previous to the date for which the visitors' cards are required.

(iii) *Issue of Central Hall Passes:* Central Hall passes are issued only on recommendation of the members to sitting MLAs/MLCs; Chief Ministers/State Ministers; Former Chief Ministers; Former Presiding Officers of State Legislatures; Former Ministers of States; Spouses of sitting MPs; and Blood relatives of members of Lok Sabha (only son/daughter/father and mother).

- (iv) *Issue of Special Gallery Passes:* Special Gallery Passes are issued to son/daughter/father/mother of a member, on recommendation of the member concerned. Children below the age of 10 years are not admitted to Gallery.
- (v) *Issue of Distinguished Visitors' Gallery (DVG) Passes:* DVG passes are issued on day-to-day basis in favour of spouses of sitting members of Lok Sabha on the recommendation of the member concerned.

DVG passes are also issued in favour of the following persons on the recommendation of the members:

- Members and Secretaries of State Legislatures,
- Judges, Vice-Chancellors and high officials of the Government of India and State Government,
- Men of standing in public life, such as Presidents of All India Political Parties,
- Distinguished visitors from foreign countries.

**[Centralised Pass Issue Cell  
(Near Reception Office, Parliament House)  
Telephone Nos.: (011) 23034672, 23035073]**



## 2. Transport Facilities

### (i) *Ferry Vehicles through Transport Desk*

There is a Transport Desk from where vehicles are provided to facilitate the members to go from Parliament complex to their residences and *vice-versa* in New Delhi. The transport facility is provided to all members of Parliament between their residences and Parliament House Complex on a payment of a token amount of Rs. 5/- for each trip.

**[Transport Desk, Parliament House  
Telephone Nos.: (011) 23034859, 23034867,  
23035139, 23035183, 23093469]**

### (ii) *Taxis and Scooters Outside Parliament House Annexe*

During Session Period, arrangements are made for availability of taxis and scooters at taxi stand outside Parliament House Complex with the assistance of Delhi Police.

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

### (iii) *Rail Booking*

Railway Booking and Reservation Offices function in Parliament House and near Outer Reception Office, Parliament House throughout the year for the convenience of members:

- The reservation of accommodation in trains for members and their spouses is made from the Reservation Office, Parliament House.

- Reservation of accommodation for members' guests/attendants/friends etc. is made from the Reservation Office, near Outer Reception Office, Parliament House.

**[Railway Booking, Room No. 131, Third Floor  
Parliament House**

**Telephone Nos.: (011) 23017369, 23034741  
Reservation Office, Near Reception**

**Parliament House**

**Telephone Nos.: (011) 23034364, 23034365]**

**(iv) *Air Booking***

An Air Booking Office of Air India functions in Parliament House throughout the year. Arrangements also exist for members to book air tickets with the Air India Booking Office in Safdurjung Airport, New Delhi. The booking can also be done by members over the telephone in certain circumstances.

**[Air Booking, Room No.131-A, Third Floor  
Parliament House**

**Telephone Nos.: (011) 23017670, 23034735]**

**3. Banking Facilities**

***State Bank of India Branches at Parliament House and Annexe:*** Branches of the State Bank of India function in Parliament House and Annexe. Besides the normal banking facilities, they accept payment in respect of income-tax and other direct taxes, investment plans, etc. Safe deposit lockers have also been provided at

Parliament House Annexe Branch for the convenience of members. ATM facility is provided for the convenience of members in Parliament House Annexe and Parliament Library Building.

**[State Bank of India, Branch Manager  
First Floor, Parliament House  
Telephone Nos.: (011) 23011364, 23034653;  
State Bank of India, Chief Manager  
Ground Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034241, 23034477,  
23012647**

**ATMs:**

**ATM, Ground Floor, Near MP Entry Gate  
Parliament Library Building  
ATM Ground Floor, Near Post Office  
Parliament House Annexe]**

#### **4. Diplomatic Passport**

Members and their Spouses are eligible for Diplomatic Passport for going abroad on study tour/conference/private visit.

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-iss@sansad.nic.in]**

#### **5. NDMC Liaison Office**

A Liaison Office of the New Delhi Municipal Council (NDMC) functions in Parliament House Annexe throughout the year to look into the

complaints of members with regard to meters installed at their residences and all other matters connected with the NDMC, including electricity and water bills of the members.

**[NDMC, Liaison Officer, Room No. 314  
Parliament House Annexe  
Telephone Nos.: (011) 23034314, 23034316]**

#### **6. LPG Service Counter of Oil Companies**

The Service Counter of the Public Sector Oil Companies in regard to supply of LPG and other related matters, functions during Session period in Parliament House Annexe for the convenience of members.

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

#### **7. Security Arrangement in Members Residential Localities**

A Special Cell has been set up by Delhi Police in the Office of the Assistant Commissioner of Police, Police Station, Parliament Street, New Delhi, to assist the members of Parliament to maintain the security of their residences. The timing of the Cell is from 0900 hours to 1900 hours daily. Members can inform the Cell as and when they happen to go outside Delhi to enable the Police Authorities to make necessary arrangements for the security of their residences

during their absence from Delhi. For any other assistance required from the local police, members may also contact the Cell.

**[Additional Deputy Commissioner of Police  
Nodal Police Officer, New Delhi  
Telephone No.: (011) 23344452]**

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

## **8. Army Disposal Vehicles**

Members may apply for Army Disposal Vehicles from the Ministry of Defence. The requests from the members are forwarded to Ministry of Defence for release of Army Disposal Vehicles from the Army Disposal Stock.

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

## **9. Catering Service**

### **(i) *Parliament House/Annexe***

- There are two refreshment rooms on the first floor of Parliament House and one snack bar near the Central Hall. Refreshment facilities are also available in the Parliament House, Reception Office for members and their guests. Similar facilities are available for members in the Parliament House Annexe as well as the Parliament Library Building.

- In addition to the two refreshment rooms in the Parliament House, the Tea Board and the Coffee Board run their own stalls for the benefit of members.
- There are also stalls in Parliament House and Parliament House Annexe where milk products of the Delhi Milk Scheme are available.

**[Member's Refreshment, Room No. 70  
Parliament House**

**Telephone No.: (011) 23034998**

**Member's Refreshment, Room No. 73**

**Parliament House**

**Telephone Nos.: (011) 23034788, 23034614**

**Reception Office, Canteen**

**Parliament House**

**Telephone No.: (011) 23034724**

**Snack Bar, Central Hall**

**Parliament House**

**Telephone No.: (011) 23034647**

**Coffee Board, Central Hall**

**Parliament House**

**Telephone No.: (011) 23034649**

**Tea Board, Central Hall**

**Parliament House**

**Telephone Nos.: (011) 23035320, 23034651]**

(ii) *North Avenue, South Avenue and Western Court Hostel*

Northern Railway Catering Service is running MPs' Canteen in North Avenue for the convenience of Members of Parliament and

their guests. In South Avenue, catering services is being run by a private caterer. In Western Court Hostel, the canteen is run by the India Tourism Development Corporation (ITDC).

**[Railway Catering, North Avenue  
Telephone No.: (011) 23092128;  
Catering Service, South Avenue  
Telephone No.: (011) 23014572;  
ITDC Catering, Western Court Hostel  
Telephone Nos.: (011) 23340070, 23347083]**

#### **10. Kendriya Bhandar**

A branch of the Kendriya Bhandar located at 23, Mahadev Road is open from 0930 hrs. to 1830 hrs. for the sale of essential commodities (such as grocery, toiletries and household items, textiles, watches, etc.).

**[Kendriya Bhandar  
Telephone No.: (011) 23358149]**

**[Members Services Branch, Room No. 402  
Fourth Floor, Parliament House Annexe  
Telephone Nos.: (011) 23034402, 23034452  
E-mail: msbranch-lss@sansad.nic.in]**

#### **11. Steel Lockers**

Steel lockers are available for members in the outer Lobby of Lok Sabha for keeping their parliamentary papers. Lockers are allotted on first come first served basis. A member can be allotted locker on request made to Parliamentary

Notice Office. The key of the locker will be handed over to the member there.

**[Parliamentary Notice Office, Room No. 23  
Parliament House  
Telephone Nos.: (011) 23034610, 23034621,  
23017700  
E-mail: pno-lss@sansad.nic.in]**

## **12. Publications Counter**

Certain Parliamentary papers and publications of Lok Sabha Secretariat and publications received from various Ministries of the Government of India for distribution are placed at the Publications Counter. Members may obtain their copies on request. The Counter is situated in the Entrance Hall of the Lobby of the Lok Sabha near Gate No. 2.

**[Publications Counter, Ground Floor  
Parliament House  
Telephone No.: 23034645]**

## **13. Stationery and Greeting Cards**

The standardized Letter Head Stationery and Diwali, Id and New Year Greeting Cards are printed by this Secretariat and sold to members on a no-profit-no-loss basis through the Sales Branch/Publications Counter.

**[Sales Counter, Reception, Parliament House  
Telephone No.: (011) 23034726  
Publications Counter, Ground Floor  
Parliament House  
Telephone No.: (011) 23034645]**



## **14. Gazette of India**

Complete copies of the Gazette of India and other priced publications of Government of India are available with the Manager of Publications, Government of India, Civil Lines, Delhi. Copies of the Gazette of India are also available with Gazettes and Debates Section of LARRDIS, Lok Sabha Secretariat, for reference by members.

**[Gazettes and Debates Section, FB-025  
F-Block, Parliament Library Building  
Telephone No.: (011) 23034797]**

## **15. Club Facilities**

- The Constitution Club located inside the Vithalbhai Patel House Complex, about half a kilometre from Parliament House, houses an auditorium named after the first Speaker G.V. Mavalankar and a modern swimming pool.
- The Club and the Auditorium are made available to all the parliamentary parties for their political activities. Apart from these, facilities for indoor and outdoor games such as badminton, etc. are provided in the Club premises. Talks, discussions and other cultural activities are organised on suitable occasions under the auspices of the Club management.
- In addition to the main Club, there are two Community Centres, well equipped with facilities for indoor games, one each in the

North Avenue and the South Avenue, where the majority of members reside.

**[Manager, Constitution Club  
Vithalbai Patel House, Rafi Marg  
Telephone No.: (011) 23711849]**

## **16. Post Offices**

Two Sub-Post Offices—one on Ground Floor near Lift No. 5 in Parliament House and another at the basement in Parliament House Annexe—functions on all working days from 1000 to 1800 hours.

**[Post Office, Ground Floor  
Parliament House (near Lift No. 5)  
Telephone No.: (011) 23017346  
Post Office, Basement  
Parliament House Annexe  
Telephone No.: (011) 23014121]**

## **CHAPTER III**

### **GENERAL ASSISTANCE**

#### **1. Mode of Payment of Salary, TA/DA to Members**

The payment of the Salary, Travelling and Daily Allowance to members is made either by means of cheques drawn on State Bank of India, Sansadiya Soudha, New Delhi or through direct remittance into their accounts in State Bank of India, Sansad Bhawan. The cheques are drawn either in the name of the member or his banker, as may be desired by him.

When the House is in session, to ensure expeditious delivery of cheques to members and also to deal with their enquiries in this regard satisfactorily, one of the cheque-writer is deputed daily at the Cheques Counter in the Parliamentary Notice Office before the commencement of the sitting of Lok Sabha till the working hours of the Bank viz. State Bank of India, Parliament House branch.

**[Pay & Accounts Office (Cheques and Funds)  
Room No. 301, Third Floor  
Parliament House Annexe  
Telephone Nos.: (011) 23034301, 23035107  
E-mail: pao-lss@sansad.nic.in]**

## **2. Stenographic Assistance to Members**

Members are provided with limited stenographic and typing assistance both in English and Hindi.

*Members may give only parliamentary work not exceeding three or four pages of dictation and/or typing at a time in the Stenographers' Pool, as the Staff in the Stenographers' Pool have instructions not to undertake work of non-parliamentary nature.*

**[Stenographers and Typists Pool for Members  
Room No. 20-B, Ground Floor and  
Room No. 129-A, Third Floor, Parliament House  
Telephone Nos.: (011) 23034641, 23035473]**

## **3. Parliamentary Notice Office**

Parliamentary Notice Office receives all communications and notices viz. notice of Questions, 'Zero Hour' notice, Amendment notice, Resolutions and other Motions notice etc. signed by the member giving the notice; supplies all type of forms, issues Members' Identity Cards, Spouse Identity Card-cum-Railway Passes, Railway Journey Forms, Steamer Journey Forms; provides Lockers to members on 'first come first served basis'; and attends to various queries of members and renders general assistance to members in regard to parliamentary work.

**[Parliamentary Notice Office, Room No. 23  
Parliament House  
Telephone Nos.: (011) 23034610, 23034621,  
23017702**

**E-mail: pno-lss@sansad.nic.in]**

#### 4. Distribution Branch

- *Printing and Publication of List of Members, containing Local/Permanent Address and Telephone Nos. of members:* A newly elected member may intimate local/permanent address with telephone numbers, which are printed in the 'List of Members'. Any change of address, telephone numbers later may be intimated to Distribution Branch.
- *Bills:* The printed copies of the Bills both Government and Private Members are distributed at local addresses of a member. Members can obtain a copy thereof personally also from the Distribution Branch.
- *Parliamentary Papers:* List of Business, Question Lists, Bulletins (Part I & II), Cut Motions, Synopsis of Debates, supplement of Synopsis of Debates, Profiles, Pay Slip, Speeches for correction (Part I and Part II), Starred and Unstarred replies, Publications, Agenda papers of Committees, printed copies of the notices of amendment to the motion of thanks on the President's Address (as and when available) and Committee sitting Notices are supplied to members through Distribution Branch.
- List of Members and Council of Ministers are issued through the Publications Counter.
- A member can lodge a complaint with the Distribution Branch for non-receipt/late receipt of Parliamentary Papers.

**[Distribution Branch, Staff Gate  
Parliament House Annexe  
Telephone Nos.: (011) 23034497, 23034992]**

## 5. Legislative Branch

- The Legislative Branch processes the notices of Private Members' Bills and Private Members' Resolutions tabled by members. In addition, this Branch also provides secretarial assistance to the Committee on Private Members' Bills and Resolutions.

[Legislative Branch-II, Room No. 82

Parliament House

Telephone Nos.: (011) 23034713, 23035115

E-mail: compbill@sansad.nic.in ]

## 6. Research and Information Service

- The Research and Information Division endeavours to keep members informed on a continuous basis and brings out Information Bulletins, Legislative Bulletins, Brochures, Background Notes, Briefs, Fact Sheets, etc. for the use of members.
- The Division also brings out several important *publications* from time to time including *Practice and Procedure of Parliament* (Kaul and Shakhder) and regular quarterly periodicals, viz. *The Journal of Parliamentary Information*; *Digest of Central Acts*; *Digest of Legislative and Constitutional Cases*; and *IPG Newsletter*.

## 7. Who's Who Cell – 16th Lok Sabha

- The Who's Who Cell of the Research and Information Division of LARRDIS is bringing out two publications namely: *Members of*

*16th Lok Sabha: A Brief Introduction and Who's Who: 16th Lok Sabha* containing the biographical information about the members of the 16th Lok Sabha.

- The publications will be compiled on the basis of the information furnished by members in the duly filled in proformas.
- The Cell also maintains and updates [in coordination with Computer (Software) Unit/NIC] the Members Homepage on the website [www.parliamentofindia.nic.in/](http://www.parliamentofindia.nic.in/) [www.loksabha.nic.in](http://www.loksabha.nic.in)

**[Who's Who Cell**

**Room Nos. F-121 and F-078**

**Parliament Library Building**

**Telephone Nos.: (011) 23035051, 23035516,  
23034536**

**E-mail: [wwc-lss@sansad.nic.in](mailto:wwc-lss@sansad.nic.in) ]**

## **8. Parliament Library**

- Parliament Library caters to the information needs of the members of Parliament.
- **Working Hours:** The Library remains open from 1000 hours to 1800 hours on all working days. During the Session periods, however, the Library functions from 0900 hours to 1900 hours or till the rising of the Houses, whichever is later. During Session periods, the Library also remains open from 1000 hours to 1400 hours on Saturdays/Sundays/holidays (except on National Holidays and on the day of Holi).

- **Collection:** Parliament Library is one of the finest and richest repositories in the country. The Parliament Library also possesses a rich collection of over a thousand rare books on Politics, Law, History, Arts and Painting etc.
- **Reading Room Facilities:** All latest newspapers and periodicals in English, Hindi and regional languages are displayed in the reading rooms for members of Parliament in Parliament House as well as Parliament Library Building. Besides, computers with internet facility have also been installed in the Reading Rooms.
- **Borrowing Facilities:** Parliament Library extends the facility of borrowing books to members of Parliament from the Circulation Counter subject to the provisions of the Library Rules. The library also has an arrangement of inter-library loan with various libraries. In case a book is not available in the Parliament Library which is required by members the same may be acquired from other libraries under this arrangement.
- **Members' Assistance Counter, PLB:** The Members' Assistance Counter provides assistance to the members of Parliament for their information needs in their day-to-day parliamentary work. Data of statistical nature and information readily available in the published documents are supplied on the spot while queries which are time



consuming and need detailed research are passed on to the Members' Reference Service for collection of factual and updated information.

- **Webpage:** A separate webpage (<http://164.100.47.134/Plibrary/Home.htm>) has been developed for Parliament Library which gives comprehensive details about the activities of various units of Library.

## 9. Members' Reference Service

- Members' Reference Service provides:
  - (i) On-the-spot references to members from published documents;
  - (ii) Reference Notes, Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues by anticipating members' reference needs; and also prepares bibliographical notes on important Bills, either pending or coming up before Parliament.
- Members requiring detailed information on any subject can send a requisition in writing to the Reference Wing in the prescribed form available at the Members' Assistance Desks, one located in the Parliament House and the other in the Parliament Library Building, indicating precisely the points on which information is required and the date and time by which it is to be furnished. They can also convey their requirements over telephone or through fax.

- Facilities also exist for meeting the information needs of members in Hindi, if either a specific request is received to that effect or the requisition from the member is received in Hindi.
- **Online Reference Service:** Members can send their queries online and get the desired information through e-resources. A large number of occasional papers are available on this website and on Intranet in digital format for online retrieval by members. The Reference Notes on topical issues are sent through e-mail to members.

**[Reference Division, G-053  
 'I' Block, Parliament Library Building  
 Telephone No.: (011) 23034652  
 Fax No.: (011) 23017517  
 Email: refdiv-lss@sansad.nic.in]**

## **10. Documentation**

- The Documentation Service provides bibliographic details of the articles on current topics published in various English and Hindi Journals, Periodicals and Newspapers received in the Parliament Library through the fortnightly publications 'Parliamentary Documentation' and 'Sansadiya Pralekhan'.
- The Electronic version of these publications are sent to members through e-mail.
- Members can access online full text of the articles published in English Journals and

Periodicals which are indexed in the Parliamentary Documentation.

**[Documentation Section, Room No. G-059  
Parliament Library Building  
Telephone No.: (011) 23034843  
E-Mail: documentation-lss@sansad.nic.in ]**

## **11. Press Clipping**

- Press Clipping folders are made available in the Reading rooms of the Parliament Library.
- Online retrieval of News Clippings of selected Hindi/English newspapers are available on **Lok Sabha Intranet** under heading "Press Clipping Service (LARRDIS)". These clippings can be retrieved through classification numbers, subjects, keywords, newspapers and date-wise from the computers connected in Local Area Network in the Parliament House Complex.

**[Press Clipping Section  
Room Nos. FB-075 and FB-079  
Telephone Nos.: (011) 23034774, 23034849,  
23035050  
E-mail: pcsection-lss@sansad.nic.in ]**

## **12. Reprography Service**

The Library also provides reprography services to the members and ex-members. In case the members want some relevant/requisite information photocopied from a document, the same can be obtained on payment basis @ Rs. 1.00 per page from Reprography unit in

Parliament Library Building and near Members' Reference Desk, Parliament House.

**[Reprography Unit, FB-054, 'I' Block,  
Parliament Library Building  
Telephone No.: (011) 23034044**

**On payment Basis: G-037, 'A' Block,  
Parliament Library Building  
Telephone No.: (011) 23034764**

**Old Library Hall, Parliament House  
Telephone No.: (011) 23034875]**

### **13. Audio-visual Service**

- Audio-Visual Unit is the repository of all audio-video records of parliamentary proceedings and parliamentary functions. Members who desire to have the recordings of their speeches/participations in Lok Sabha proceedings, recordings of Parliamentary functions such as proceedings of national and international Parliamentary Conferences/Seminars/Symposia/Workshops, parliamentary films, LSTV programmes etc. can have copies of these from Audio-Visual Unit on payment basis.
- In addition, Language Learning Courses (Audio and Video cassettes) for learning Indian and foreign languages and audio cassettes of classical instrumental music and patriotic songs are also available for listening/viewing.

**[Audio-Visual Unit, Room No. G-140  
Parliament Library Building  
Telephone Nos.: (011) 23034505, 23035347  
E-mail: avunit-lss@sansad.nic.in ]**

#### **14. Parliamentary Museum & Archives**

- The Parliament Museum is a high-tech, story-telling museum, which depicts the continuum of democratic heritage in India. The Museum has a Resource Centre with a fully computerized textual and visual information bank.
- The Museum is open every Monday (during Session period), and Tuesday to Saturday from 11:00 AM to 5:00 PM. It is located in G-118, (Ground Floor), Parliament Library Building.
- The Parliamentary Museum & Archives (PMA) Division undertakes the acquisition, storage and preservation of precious records, historical documents and articles connected with the origin, growth and functioning of parliamentary institutions and the Constitution of India.

**[Parliamentary Museum & Archives**

**Room Nos. FB-094 and FB-096**

**Parliament Library Building**

**Telephone Nos.: (011) 23034131, 23034226**

**Fax No.: (011) 23016580**

**E-mail: pma-lss@sansad.nic.in ]**

#### **15. Bureau of Parliamentary Studies and Training (BPST)**

- The Bureau of Parliamentary Studies and Training (BPST) seeks to provide parliamentarians and other stakeholders of democracy with institutionalized opportunities for systematic training in the various disciplines of parliamentary institutions, processes and procedures.

- *Orientation Programme for members:* The Bureau organizes Orientation Programmes of about a week's duration for newly elected members soon after the constitution of a new Lok Sabha after the General Elections.
- The Bureau also organizes Lecture Series, Round Table discussion, *Seminars and specialized Workshops* for parliamentarians on various topics of parliamentary interest with a view to promoting better appreciation of the subject.
- *Computer Awareness Programme:* Computer Awareness Programmes are organized periodically by the Bureau to enable members to make optimum use of computer facilities which are provided to them by the Secretariat. The Bureau has state-of-the-art facilities in its Computer Lab where members and their personal staff are given hands-on training.
- *Hindi Classes:* The Bureau conducts from time to time Hindi classes for the benefit of non-Hindi speaking members of Parliament to enable such members to gain a basic working knowledge of the national language.

**[Bureau of Parliamentary Studies and Training (BPST), Room Nos. FB-19, 20, 21  
Parliament Library Building  
Telephone Nos.: (011) 23035593, 23034895,  
23034911, 23034563, 23035017  
E-mail: [bpst@sansad.nic.in](mailto:bpst@sansad.nic.in)  
Website: [www.bpst.nic.in](http://www.bpst.nic.in)]**

## **16. Press and Public Relations**

- The Press and Public Relations Wing facilitates media coverage of various parliamentary events, activities and functions and also maintains liaison with the print, electronic and online media and various publicity organisations.
- The Wing sets up a temporary studio in Parliament House for taking photographs of members of Lok Sabha for inclusion in the 'Who's Who' of Lok Sabha, Photo Chart and for use by various Branches/Agencies.

## **17. Lok Sabha Television**

- The Lok Sabha Television, a 24 hour Channel, gives live telecast of the proceedings of the Lok Sabha and other significant events in Parliament.
- Parliamentarians are invited to participate in different programmes providing them an opportunity to articulate their views on political, economic, social as well as international issues.
- The Channel features various interactive programmes of general interest on contemporary topics. The Channel also telecasts various cultural programmes, films and documentaries on our heritage, beliefs, traditions, music and dance.

**[Chief Executive, Lok Sabha Television  
F-004, Parliament Library Building  
Telephone Nos.: (011) 23035004, 23035005]**

## **18. Simultaneous Interpretation Service**

- A Member may make a speech in any of the following other Indian languages provided the member gives a notice to that effect at least half-an-hour in advance to the officer at the Table in order to enable the Interpreter concerned to take position in the Interpreters' Booth: (i) Assamese; (ii) Bengali; (iii) Gujarati; (iv) Kannada; (v) Maithili; (vi) Malayalam; (vii) Manipuri; (viii) Marathi; (ix) Nepali; (x) Odia; (xi) Punjabi; (xii) Sanskrit; (xiii) Tamil; (xiv) Telugu; and (xv) Urdu.

**[Simultaneous Interpretation Service  
Room Nos. 142 and 148, Parliament House  
Telephone Nos.: (011) 23034968, 23035080  
and 23035452]**

## **19. Welfare Branch**

- Welfare Branch extends all the facilities under the CGHS to the sitting members of Lok Sabha.
- These facilities include:—Issue of CGHS Cards; Issue of Permission Letters to the members of Parliament for obtaining Tests/ Treatment for themselves/their dependants, advised by any Government Doctor, from any CGHS approved Diagnostic Centre/ Hospitals; Grant of *Ex-Post facto* sanction for any treatment obtained by members of Parliament/their dependants from any Private Hospitals (whether recognised/



unrecognised by the CGHS) in an emergency; and any other medical related assistance/ query are also dealt with Welfare Branch.

**[Welfare Branch, Basement  
Behind Post Office, Parliament House Annexe  
Telephone Nos.: (011) 23034515, 23034611]**

## **20. Membership of Indian Parliamentary Group**

- The Indian Parliamentary Group acts as a link between the Parliament of India and the various Parliaments of the world.
- Membership of the Indian Parliamentary Group is open to all members of Parliament and ex-members of Parliament.
- A member of Parliament can become a life member of the Group on payment of life subscription of Rs. 500/-.
- Members of Parliament desirous of joining the Group may send an application together with the life subscription to the Secretary-General of Lok Sabha (who is the *ex-officio* Secretary-General of the Group), Parliament House, New Delhi in the prescribed form available in the Parliamentary Notice Office of Lok Sabha and Rajya Sabha and also in the Conference Branch of the Lok Sabha Secretariat.

**[Conference Branch, Room No. 338  
Parliament House Annexe  
Telephone Nos.: (011) 23034043, 23034340,  
23034338, 23034333  
E-mail: [conf@sansad.nic.in](mailto:conf@sansad.nic.in)]**

## CHAPTER IV

### COMMITTEE ON MEMBERS OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

- With a view to assisting the members in resolving the problems faced by them in their Districts/ States in the smooth implementation of the MPLAD Scheme, an *ad hoc* Committee on the MPLADS (Lok Sabha) consisting of 24 members nominated by the Speaker, Lok Sabha is constituted every year.
- The main functions of the Committee are:  
(a) to monitor and review periodically the performance and problems in implementation of the MPLAD Scheme (Lok Sabha); (b) to consider complaints of members of Lok Sabha in regard to the Scheme; and (c) to perform such other functions in respect of the MPLAD Scheme as may be assigned to it by the Speaker from time to time.
- Under the Members of Parliament Local Area Development Scheme (MPLADS) each member could recommend to the concerned District Authority developmental works to the tune of Rs. 5 crore per annum to be taken up within constituency.

- All the information pertaining to the implementation of the Scheme including release of funds is available in the official website of the Scheme viz. [www.mplads.nic.in](http://www.mplads.nic.in)

**[Committee on Members of Parliament Local Area Development Scheme, Room No. 603  
Parliament House Annexe  
Telephone Nos.: (011) 23034013, 23034739  
E-mail: [commplad@sansad.nic.in](mailto:commplad@sansad.nic.in)]**

## CHAPTER V

### FACILITIES TO EX-MEMBERS OF PARLIAMENT

- (i) **Pension:** Every person who has served as a member of the Provisional Parliament or either House of Parliament for any period is entitled to pension at the rate of Rs. 20,000/- per month with effect from 18 May 2009. Where any person has served the Parliament for a period exceeding five years, the member shall be entitled for an additional pension at the rate of Rs. 1,500/- per month for every year in excess of five years.

Where an ex-member is also entitled to any other pension which is outside the purview of Salary, Allowances and Pension of members of Parliament Act, 1954 (MSA Act), the member shall be entitled to receive the pension as ex-member in addition to such other pension.

- (ii) **Family pension to spouse/dependent of deceased member/Ex-member:** The spouse or dependent of a deceased member/ex-member is entitled for the remaining period of life to receive family pension equal to one-half of the pension otherwise admissible to the deceased member/ex-member at the time of death. The dependent shall get family pension subject to fulfilment of conditions as stipulated in Section 2(aa) of the MSA Act. If the spouse/dependent is entitled to any other pension under MSA Act, she/he will not be entitled to receive family pension.

- (iii) **Rail Travel Facility:** An ex-member is entitled to travel in any train in air-conditioned two-tier class along with a companion or in air-conditioned first class if member travels alone, on the strength of Ex-MP identity card issued by Lok Sabha/Rajya Sabha Secretariat.
- (iv) **Steamer Facility:** An ex-member of Parliament who had represented Andaman and Nicobar Islands or Lakshadweep is entitled to travel by the highest class of accommodation in any steamer sailing between the Andaman and Nicobar Islands or Lakshadweep, as the case may be, and from Islands to mainland in India on the strength of authorization issued to this effect by Lok Sabha/Rajya Sabha Secretariat.
- (v) **Medical Facility:** Central Government Health Scheme is applicable to ex-members residing in cities covered by CGHS on payment of contribution at the same rate as they were paying as member of Parliament. This facility is obtained by ex-member direct from Director-General (CGHS), Ministry of Health & Family Welfare, Government of India, New Delhi.
- (vi) **Library Facility:** Ex-members of Parliament may borrow books from the Parliament Library on depositing a security of Rs. 500/- with the Budget and Payment Branch of the Lok Sabha Secretariat.
- (vii) **Membership of IPG:** Ex-members of Parliament may become Associate Members of the Indian Parliamentary Group (IPG) for life by making a one-time deposit of Rs. 500/-.

## **Facilities to Members of Pre-maturely Dissolved Lok Sabha**

- If a Lok Sabha is dissolved pre-maturely, the members of the dissolved Lok Sabha are entitled to consume the unutilized telephone calls, electricity units and water units from the date of dissolution of the Lok Sabha to the constitution of subsequent Lok Sabha.
- Further, a member re-elected in subsequent Lok Sabha, is entitled to adjust the excess telephone calls, electricity/water units consumed during the intervening period from the quota for the first year of the subsequent Lok Sabha.

**[Members Salaries and Allowances  
(MSA) Branch, Room No. 405, Fourth Floor  
Parliament House Annexe  
Telephone Nos.: (011) 23034405, 23034407  
E-mail: msabbranch-lss@sansad.nic.in]**

## IMPORTANT TELEPHONE NUMBERS

Speaker	23017795, 23017914, 23792927 (Fax)
Deputy Speaker	23017455, 23034675
Secretary-General	23017465, 23034255
Airlines	23017670, 23034735
Centralised Pass Issue Cell	23034672, 23035073
Distribution Branch	23034992, 23034497
First Aid Post (PH)	23017275, 23034617
Mahanagar Telephone Nigam Ltd.	23034520, 23014477, 23034040
Medical Centre (PHA)	23034500, 23034100
Members Salaries & Allowances Branch	23034405, 23034407
Members Services Branch	23034452, 23034402
Parliamentary Notice Office	23034610
Pay and Accounts Office	23034302
Post Office (PH)	23017346
Post Office (PHA)	23014121
Railways	23017369, 23034741
Reception (PH)	23034632, 23034634, 23034636
Reception (PHA)	23034106, 23034122 (Fax)
Reception (PLB)	23035020, 23035072
Roadways	23868709 (ISBT)
State Bank of India (PH)	23034653, 23017717, 23012647
State Bank of India (PHA)	23034241, 23034477, 23792542 (Fax)

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