

# LOK SABHA

## BULLETIN-PART II (General information relating to Parliamentary and other matters)

Nos. 1028-1042]

[Tuesday, January 28, 2020/ Magha 08, 1941 (Saka)

No.1028

Table Office

### Process to submit notice and procedure for raising matters of urgent public importance after Question Hour, i.e. during 'Zero Hour'

Hon'ble members are informed that an **e-portal has been put in place to facilitate the members to submit their notices online to raise the Matters of Urgent Public Importance after Question Hour, i.e. during 'Zero Hour'**. Members can also physically hand over the notices of 'Zero Hour' for which **printed form is available** in the Parliamentary Notice Office. The following **procedure for raising** matters of urgent public importance after Question Hour, i.e. during 'Zero Hour' shall be followed: -

- (i) Notices may be given **either through printed form at Parliamentary Notice Office or online** by the members **from 1700 hours to 1800 hours on the day prior to the day/date** on which the members desire to raise their matters in the House.
  - (ii) The notices received **after 1800 hours** shall be treated as **time-barred**.
  - (iii) **Twenty matters** as per their priority in the **ballot** will be allowed to be raised on a day. However, 4-5 notices over and above these twenty matters of national/international importance could also be tabled on the same day morning on which the matter is sought to be raised in the House, *for which no ballot would be held* and **may** be allowed on the basis of their importance and that too **only at the discretion of Hon'ble Speaker**.
  - (iv) The order in which the matters will be raised, shall be decided by the Hon'ble Speaker at her/his discretion.
  - (v) A matter proposed to be raised **should be under the jurisdiction of the Government of India only** so that it would be easier for the Minister concerned to respond to it, in case she/he desires to do so.
  - (vi) Matter proposed to be raised **shall not contain any statement making allegations**.
2. **Notices for Monday or first working day of a week may be given on Friday or last working day of the previous week between 1700 hours and 1800 hours.**

Kind cooperation of Hon'ble members is solicited.

-----

No.1029

Table Office

**Display of result of ballot regarding matters of urgent public importance after Question Hour, i.e. during 'Zero Hour'**

Hon'ble members are informed that the notices on matters of urgent public importance to be raised after Question Hour, i.e. during 'Zero Hour' received between 1700 hours and 1800 hours on the day prior to the day/date on which the members desire to raise their matters in the House shall be balloted in the Parliamentary Notice Office after 1800 hours on the day of receiving of notices. The result of ballot shall immediately thereafter, be displayed in P.N.O. and Table Office for information of Members.

A copy of the result of ballot shall also be displayed on the Notice Boards in the Outer Lobby of the Lok Sabha Chamber, Parliament House at 1015 hours on the day on which the members are supposed to raise their matters in the House.

The result of the ballot shall also be displayed in scrolled format on the 'updates' column of Lok Sabha website immediately after the ballot process is over.

-----

No.1030

Table Office

**No 'Zero Hour' on 31st January and 1st February, 2020**

Members are informed that owing to President's Address and Presentation of Union Budget respectively during first two days of the third session of the Seventeenth Lok Sabha, there will be no 'Zero Hour' on 31st January and 1st February, 2020.

Members are informed that Matters of Urgent Public Importance raised after Question Hour, i.e. during 'Zero Hour' are supposed to be taken up from 3 February, 2020.

**However, it is for kind information of members that to raise Matters of Urgent Public Importance during 'Zero Hour' on Monday, the 03.02.2020, they may table notices on Saturday, the 01.02.2020, between 1700 hours and 1800 hours either online through e-portal or manually in the Parliamentary Notice Office.**

---

**Notice Period for Tabling Cut Motions and Amendments**

Notices of cut motions to the Demands for Grants can be tabled immediately after their presentation.

2. Notices of Amendments to a Bill can be tabled after the introduction of the Bill in Lok Sabha, or after a copy of the Bill, as passed by Rajya Sabha, has been laid on the Table of Lok Sabha.

3. The minimum notice period for tabling cut motions and amendments to Bills, Motions and Resolutions under the Rules of Procedure and Conduct of Business in Lok Sabha is one day.

4. As cut motions and amendments are circulated to members both in English and Hindi simultaneously, the Rules Committee (Fourth Lok Sabha) considered the question of inadequacy of the period of notice for tabling (i) Amendments to Bills, Resolutions and Motions and (ii) Cut Motions. The Committee decided that members might be requested to table such notices at least two days before the day they are to be taken up in the House.

5. The notices of cut motions and amendments tabled upto 15.15 hours on a day are printed and circulated the same day. The notices tabled after 15.15 hours are deemed to have been tabled on the next working day. These notices are printed and circulated on the next working day if the items to which they relate have not already been disposed of in the House.

6. Accordingly, members are requested to table the notices of Cut Motions and amendments to Bills, Motions and Resolutions at least two days before the day the relevant item to which they relate is to be taken up in the House, but in any case not later than 3.15 PM on the previous day.

Kind co-operation of members is solicited.

---

**Guidelines for Members to familiarize with the operation of Security Gadgets in Parliament House Complex**

1. Modern Security Gadgets have been installed in the Parliament House Complex to restrict unauthorized entry.
2. A distance of at least five feet between two vehicles may be maintained while crossing the Boom Barrier as the system allows clearance of only one vehicle at a time. In case any vehicle accidentally hits the Boom Barrier, the driver must **STOP** the vehicle immediately.
3. Kindly adhere to the speed limits displayed at appropriate locations while entering through security gadgets. Members are requested to brief their drivers accordingly.
4. Occupants of vehicles are to be identified at the second Boom Barrier. Members are accordingly requested to stop for checking at Boom Barrier- II.
5. It may be ensured that the speed of the vehicle does not exceed 10 kmph till the vehicle crosses the last gadget at the Iron Gates. The gadgets are designed in such a manner that they may get activated immediately in an emergency. In case the speed of vehicles exceeds the speed limit of 10 kmph, it may be difficult for the person driving the vehicle to bring the vehicle to a safe halt. Impact against the Tyre Killers and Road Blockers can cause serious damage to the vehicle and injuries to the occupants.
6. Security Power Fence (SPF) has been installed in the entire perimeter of PH Complex. The power fence will give a deterrent shock (as per internationally permissible standards) to any person coming in contact with the fence. Kindly avoid coming close to the power fence.
7. In case Bollards are being lowered for giving passage to bigger vehicles, the vehicles, which are following such big vehicles, should wait till the Bollards are fully raised and clearance given by the security official on the spot.
8. Pedestrians are requested not to walk over the security gadgets which are installed on road. It may cause grievous hurt in case of sudden activation.
9. Walking on foot behind a vehicle crossing a Boom Barrier is dangerous. The Boom will suddenly hit the person, once the vehicle cross the Boom Barrier. Use only pedestrian path near Boom Barrier.
10. Hon'ble Members are requested to keep their mobile phone's Alarm/Reminder Tones in OFF mode to respect the decorum of the House.

Kind co-operation of Hon'ble Members is solicited.

---

### Tax Implication on Salary and Allowances of Members of Parliament

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

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

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

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

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

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

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

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

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

No.1034

MSA BRANCH

### Secretarial Assistance to Members of Parliament

Under the Members of Parliament (Office expense allowance) Rules 1988, Lok Sabha Secretariat will pay Rs. 40,000/- per mensem to the person(s) engaged by a Member for obtaining secretarial assistance. The rule *inter-alia* requires that atleast one person so engaged should be computer literate, duly certified by the Member concerned.

2. Members are required to intimate to the Secretariat requisite details as soon as a person is engaged by them for Secretarial Assistance. However, there have been instances when requisite information regarding persons engaged by the Members was not intimated in time and requests were made for disbursing the allowances with retrospective effect. Disbursement of allowance from retrospective effect causes administrative inconveniences and therefore as a matter of policy, a decision was taken that disbursement of the payment to the persons so engaged by the Members shall be made only from the date on which the intimation regarding engagement of such person (s) is received in the MSA Branch of the Secretariat. This policy decision was notified in the Bulletin Part II No. 2406 dated 28.9.2015.

3. The information received from Members about engagement of person(s) for secretarial assistance is processed accordingly.

Kind cooperation of Members is solicited.

---

No.1035

MSA Branch

### Exchange Order facility to Members of Lok Sabha

Members are informed that as per the decision of the Joint Committee on Salaries and Allowances of Members of Parliament, only eight (8) Exchange Orders at a time shall be issued to Members for performing air journeys by them and their spouses and companions in case of widows, widowers, spinsters or bachelor MPs. **No Exchange Order will be issued in favour of the companion of the Members.**

Members are also requested not to change the Sectors of the air-tickets, once purchased against the Exchange Orders issued by Lok Sabha Secretariat, in order to avoid any complications in arranging payment to Air India against invoices.

Kind co-operation of Members is solicited.

---

**No.1036**

**MSA Branch**

**Processing of Members' TA/DA Claims**

Members are informed that while preferring TA/DA claims, they are requested to furnish details of journey(s) performed chronologically, along with used Air-Tickets and the original Boarding Passes, in the prescribed arrival/departure format, to the MSA Branch. This will expedite the processing of TA/DA claims. The photocopies of Boarding Passes will not be honoured for processing the claims.

Members are also requested to countersign the e-tickets, while submitting TA/DA claims.

Kind cooperation of the Members is solicited.

---

**No.1037**

**MSA BRANCH**

**Timely settlement of Air Tickets obtained through Exchange Orders**

Members are informed that the Exchange Orders issued by the Secretariat facilitate Air India tickets on credit to them. As such, settlement of these claims are required to be undertaken expeditiously. Instances have come to notice, whereunder claims have not been preferred timely, resulting in non-settlement of Air India invoices. Members are, therefore, requested to submit the claims pertaining to the tickets obtained against Exchange Orders within fifteen days so that the payment to Air India is made in time.

Kind cooperation of Members is solicited.

---





7. BANK  
BRANCH  
NAME


8. BANK  
BRANCH  
ADDRESS

						P	I	N						

9. COMPLETE  
ACCOUNT  
NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

10. IFS CODE  
OF BANK  
BRNCH

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

11. 9-DIGIT  
MICR CODE  
OF BRANCH

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- (I) I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the disbursing authority responsible.
- (II) I hereby authorize the Lok Sabha Secretariat to remit my all payments directly into my bank account.

**(SIGNATURE OF MEMBER OF PARLIAMENT)**

**Note: Please attach one copy of cancelled cheque leaf (after cutting the cheque number)**

3. Similar bank details are also required in respect of the personal staff engaged by Members.

Kind cooperation of Members is solicited.

\_\_\_\_\_

**No. 1039**

**Parliamentary Notice Office**

**Entry in Parliamentary Notice Office**

As members are aware, Parliamentary Notice Office (Room No. 23, Parliament House) receives all notices and communications from members, supplies various forms for the use of members and renders assistance to the members with regard to their Parliamentary work.

At a meeting held by the Speaker with the Leaders of Parties/Groups on 27 March, 1990, it was decided that members may not insist upon taking their guests/friends/relatives inside Parliamentary Notice Office and in any case they may not be permitted to stay there or to use office phones as it leads to avoidable congestion in the room and serious inconvenience to other members in their Parliamentary work.

Members are accordingly requested not to insist upon bringing their guests/friends/relatives inside the Parliamentary Notice Office.

Kind co-operation of members is solicited.

---

**No. 1040**

**Parliamentary Notice Office**

**Lockers for use of Members**

For the convenience of members, lockers have been provided in the Outer Lobby of Lok Sabha where members may keep their parliamentary papers, etc.

2. As lockers are limited in number, lockers to members will be issued on FIRST COME FIRST SERVED BASIS. Each locker has a lock and key. Members are requested to collect the keys of the lockers from the Parliamentary Notice Office during working hours.

---

**No.1041**

**Legislative Branch-II**

**THE CENTRAL UNIVERSITIES (AMENDMENT) BILL, 2019 (INSERTION OF NEW SECTION 3E, ETC.)  
BY SHRIMATI RITI PATHAK, M.P.**

[Copy of Letter No. 18-1/2018-CU.II Pt. dated 23 January, 2020 from Dr. Ramesh Pokhriyal 'Nishank', Minister of Human Resource Development to the Secretary General, Lok Sabha].

The President, having been informed of the subject matter of the Central University (Amendment) Bill, 2019 (Insertion of new section 3E, etc.) by Shrimati Riti Pathak, M.P., recommends to the House for the consideration of the Bill under clause (3) of article 117 of the Constitution.

---

**No.1042**

**Legislative Branch-II**

**THE SPECIAL FINANCIAL ASSISTANCE FOR ANCIENT MONUMENTS AND ARCHAEOLOGICAL SITES AND REMAINS IN THE STATE OF RAJASTHAN BILL, 2019 BY SHRI C.P. JOSHI, M.P.**

[Copy of letter No. 22(2)PF-S/2019 dated 22 January, 2020 from Shrimati Nirmala Sitharaman, Minister of Finance and Corporate Affairs to the Secretary General, Lok Sabha].

The President, having been informed of the subject matter of the Special Financial Assistance for Ancient Monuments and Archaeological Sites and Remains in the State of Rajasthan Bill, 2019 by Shri C.P. Joshi, M.P., has recommended the consideration of the Bill by Lok Sabha under article 117(3) of the Constitution.

**SNEHLATA SHRIVASTAVA  
Secretary General**