

# LOK SABHA

## BULLETIN-PART II

### (General Information relating to Parliamentary and other matters)

Nos.7488-7521 ]

[Monday, December 10, 2018/ Agrahayana 19, 1940(Saka)

No.7488

Table Office

#### **Process to submit the notice as well as procedure to call the attention of the Minister to a matter of urgent public importance Under Rule 197**

Hon'ble members are informed that **an e-portal has already been launched to facilitate the members of Lok Sabha to submit their notices online** to call the attention of the Minister to any matter of urgent public importance under rule 197 (Calling Attention). However, **the printed form is also available** in Parliamentary Notice Office to submit the notice to call the attention of Minister. The following process to submit the notice as well as procedure to call the attention of Minister under Rule 197 will be followed: -

- (i) Notices may be submitted **either through printed form or online**;
- (ii) No member shall give more than two notices for any one sitting;
- (iii) A notice signed by more than one member to call the attention of Minister shall be deemed to have been given by the first signatory only;
- (iv) Notices for a sitting received upto 1000 hours shall be deemed to have been received at 1000 hours on that day and a ballot shall be held to determine the relative priority of each such notice on the same subject. Notices received after 1000 hours shall be deemed to have been given for the next sitting;
- (v) Notices received during a week commencing from its first sitting till 1000 hours on the last day of the week on which the House sits, shall be valid for that week. Notices received after 1000 hours on the last day of the week on which the House sits, shall be valid for the following week;
- (vi) In case of five or less number of members giving notices on same subject that is admitted by the Speaker, their *inter se* priority shall be determined with reference to the date and time of receipt of Notices;
- (vii) All the notices which have not been taken up during the week for which they have been given, shall lapse at the end of the week unless the Speaker has admitted any of them for a subsequent sitting:

Provided that a notice referred for facts to a Minister shall not lapse till it is finally disposed of by the Speaker.

Kind cooperation of Hon'ble members is solicited.

**Process to submit the notice as well as procedure for raising matters of urgent public importance after 'Question Hour', i.e. during 'Zero Hour'.**

Hon'ble members may be aware that an **e-portal has already been launched to facilitate the members to submit their notices online. So, they can submit their notices online to raise the matters of urgent public importance after Question Hour, i.e. during Zero Hour.** However, members can continue to physically hand over the notices of 'Zero Hour' for which **printed form is available** in Parliamentary Notice Office.

Hon'ble members are informed that pursuant to discussion/consultation with Leaders of Parties in Lok Sabha with Hon'ble Speaker on 28<sup>th</sup> January, 2018, hereinafter the following would be the **revised procedure for raising** matters of urgent public importance after Question Hour, i.e. during 'Zero Hour': -

- (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 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.

**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.**

**Issue of passes to the visitors/guests of the Members of Parliament**

Members of Parliament are requested with the following:

- i) Members are requested to insist upon their guests/visitors to provide their correct addresses and contact number in the application forms for issuing of Public Gallery Passes. This will facilitate police verification.
- ii) Members are also requested to provide a copy of the visitor's residence proof/I Card which should be attached with the application form for issuing of Gallery pass.
- iii) Members are further requested to make their requests for issuing of passes preferably at least one day in advance to give time for verification of antecedents of visitors.

Kind cooperation of Members is solicited.

No.7492

Parliament Security Service, PH

**Security arrangements in the Parliament House Complex**

Members are requested to display their Identity Cards while entering in the Parliament House Complex and facilitate the Parliament Security Service for identification.

Visitors/Guests accompanying the Members/Former Members of Parliament are requested **to pass through Door Frame Metal Detectors installed at various gates** and they may also be subjected to physical search. The baggage etc. being carried by the visitors would also be scanned/searched by the Security Staff.

Kind co-operation of Members is solicited.

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No.7493

Parliament Security Service, PH

**Entry of visitors accompanying Members of Parliament into Parliament House**

For security reasons the Parliament Security Service staff have been given instructions not to allow anyone including guests of Members inside Parliament House without a proper pass. Members of Parliament are also requested not to bring their guest/visitors inside Parliament House through Building Gate Nos. 3, 5 and 7. Visitors having valid passes may be taken inside Parliament House through any of the gates where Door Frame Metal Detectors have been installed. Members of Parliament are further advised to clearly inform their guests/visitors that they will only be permitted in the area for which the visitor pass has been issued and will not have access to any other area.

Kind cooperation of Members is solicited.

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**Entry to Parliament House and Central Hall**

Entry in Parliament House and Central Hall is regulated according to Rules and Directions issued by the Speaker from time to time. No person without a valid pass is allowed to gain entry even accompanied by the Members of Parliament. This is an essential requirement in the interest of the security of Hon'ble Members of the Parliament in particular and PH in general.

Kind cooperation of Members is solicited.

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**Restrictions on admission into Inner and Outer Lobbies of the Lok Sabha during the Session**

The admission to Inner and Outer Lobbies is restricted to Members/ Former Members of Parliament and the following categories of persons connected with official business or otherwise:-

1. Persons holding passes valid for "LOBBIES"; and
  2. C.P.W.D. staff working in the Parliament House whose presence is functionally required in connection with the discharge of their official duties.
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**No.7496**

**Parliament Security Service, PH**

**ISSUE OF CASUAL ENTRY PASSES**

It has been observed that large number of visitors are required to be issued casual entry pass to the Parliament House on request from the Ministers and Members of the Parliament at a short notice. These visitors, whose character and antecedents cannot be verified, because of instant request, pose a security problem apart from causing inconvenience to the Members of Parliament by their free movement inside the Parliament House Building.

Members are, therefore, requested to apply for casual entry passes only in case of absolute necessity. In other cases, Ministers/Members of Parliament may meet them in their own offices/Parliament Reception Office, respectively.

Kind cooperation of Members is solicited.

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**No.7497**

**Parliament Security Service, PH**

**Ferry car services for Members**

No commercial vehicles i.e. taxis / three wheelers will be allowed entry to Parliament House precincts. Members are requested, to please get down at Iron Gates and make use of ferry cars available at Iron Gates No.1, Iron Gate No.3 & 8 inside and Talkatora Road-1&2. For departure also, ferry car will be available in front of Building Gate No.1 & 4.

Kind cooperation of Members is solicited.

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**No.7498**

**Parliament Security Service, PH**

**Carrying or Display of Fire Arms in Parliament House Complex**

The carrying or display of arms and ammunition in any part of the Parliament House Complex is strictly prohibited. Only security personnel specifically deployed/ earmarked in the Parliament House Complex are permitted to carry arms and ammunition.

Kind co-operation of Members is solicited.

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**No.7499**

**Parliament Security Service, PH**

**Distribution of Literature, Pamphlets, Press Notes, Leaflets within the precincts of the Parliament House**

As per established convention, no literature, questionnaire, pamphlets, Press Notes, leaflets or any matter printed or otherwise should be distributed without the prior permission of the Speaker within the precincts of the House. Placards are also strictly prohibited inside the Parliament House Complex.

Kind cooperation of Members is solicited.

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**No.7500**

**Parliament Security Service, PH**

**Demonstration, Dharna, Strike, Fast etc. within the Precincts of the House**

Members are requested not to use the precincts of the House for any demonstration, dharna, strike or fast for the purpose of performing any religious ceremony.

Kind cooperation of Members is solicited.

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**No.7501**

**Parliament Security Service, PH**

**Show-round of Parliament House**

Show round of Parliament House for family members/relatives/guests of MPs as per norms shall be conducted on working days (1030 hrs to 1730 hrs) during inter-session period. No show round will be conducted on five working days prior to commencement of session due to administrative and security concern.

Kind co-operation of Members is solicited.

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**No.7502**

**Parliament Security Service, PH**

**Stoppage of entry of Armed Escorts/P.S.O. coming to  
Parliament House Estate**

Consequent to the decision taken by the General Purposes Committee of the Rajya Sabha and Meeting of Hon'ble Speaker with Leaders of Parties and Groups in Lok Sabha, "Armed Escorts/P.S.O. (Personal Security Officer) of Hon'ble Ministers/Members of Parliament would not be permitted inside the Parliament House Estate." They may peel off from the Vehicle at the respective Iron Gates itself.

Kind cooperation of the Members is solicited.

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**No.7503**

**Parliament Security Service, PH**

**Speed regulation of vehicles entering Parliament House Complex**

With the installation of modern security gadgets in Parliament House Complex, it has been felt essential to observe certain speed regulations for vehicular movements keeping in view the design capabilities of the gadgets. It has therefore been decided to restrict the speed of vehicles to 10 Kms per hour till the vehicles cross the last barrier at the Iron Gates. Necessary warning signages have been prominently displayed at suitable locations.

Hon'ble Members of Parliament are requested to kindly give suitable instructions to their drivers for observance of speed regulations inside the complex.

Kind cooperation of Members is solicited.

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**Restriction of Exit for pedestrians through Iron Gate No. 1**

State of the art Security Gadgets have been installed at Iron Gate No. 1 to regulate vehicular movements and to strengthen the security arrangements of Parliament House Complex. Pedestrians are, therefore, requested not to cross these Gadgets on foot.

Hon'ble Members of Parliament are therefore, requested to use Ferry Services made available at this gate for their movement from the Iron Gate to Building Gate No. 1 and vice-versa and avoid movement on foot through this gate.

Kind cooperation of Members is solicited.

**Physical Check of Cars/Vehicles and Brief Cases**

For security consideration, Members are advised to check their cars and brief cases before coming to the Parliament House Complex. In case of self-driven cars, Members are requested to check the dickey, seats, engine etc. before proceeding to the Parliament House Complex.

Members who desire to use bicycle as transport may gain access through Iron Gates and are requested to park bicycle at earmarked place in Plot 118 and lock the cycle properly. The bicycles used by Members will be treated as self-driven vehicles.

Kind cooperation of Members is solicited.

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**Traffic Management near Building Gate-1, 4 & Plot No.118, Parliament House.**

With the construction of a VIP road connecting Parliament House Annexe and Parliament House, the movement of traffic in and around Building Gate-4 of Parliament House has become multi-directional. The volume of traffic converging in the limited area in front of this Gate has increased manifold. Apart of it, traffic congestions have also been observed in front of Building Gate No.1, Parliament House and other junctions including parking areas in Parliament House Complex.

Adequate deployment of traffic staff have been made and suitable cautionary signages have been displayed for effective traffic management.

Hon'ble Members of Parliament are requested to kindly give suitable instructions to their drivers for observance of speed regulations and also to exercise due caution while driving in this area.

Kind co-operation of Members is solicited.

**Switching off the mobile phones and alarm bell inside  
Lok Sabha Chamber**

In order to ensure smooth and unhindered proceedings of Lok Sabha and as a mark of respect to the Chair, Hon'ble Members are requested to switch off their mobiles and deactivate alarm bells before entering the Lok Sabha Chamber.

Kind cooperation of Members is solicited.

**No.7508**

**Parliament Security Service, PH**

**Restriction to the entry of children in Central Hall and Lobbies**

In order to avoid inconvenience to other Members and to maintain the dignity and decorum of the Lobby and Central Hall, Members are requested not to bring children below ten years of age to the Lobbies and Central Hall

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

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**No.7509**

**Centralised Pass Issue Cell**

**Same Day Visitors' Passes**

In view of the prevailing security scenario, the existing security arrangements in the inner and outer precincts of Parliament House and matters like verification of visitors, issuing of same day passes have been reviewed. As a precautionary measure, it has been decided to restrict the issue of same day 'visitors cards' during current session to only spouses, children and close relatives of Hon'ble Members. It has further been decided that not more than two same day 'visitors cards' may be issued to a Member.

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

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**Visitors' Cards**

Hon'ble Members are requested to ensure that the visitors for whom they apply for visitors' cards are very well known to them personally.

2. Special attention of Hon'ble Members is invited to the following certificate, which is to be given by them while applying for visitors' cards for the Galleries of Lok Sabha: –

“The above mentioned visitor/visitors is/are my relation/personal friend(s)/  
Known to me personally and I take full responsibility for him/her/them.”

3. Hon'ble Members are also requested to ensure that the particulars required in the application forms are duly filled in. The names of visitors are required to be given in full (in Capital letters) not with initials. The father's/husband's name of a visitor should also invariably be given in full.

4. It will not be possible to issue Visitors' Cards in the absence of full particulars as required in the application form.

5. Hon'ble Members are further requested that the application forms for the visitors' cards should be delivered in the Centralised Pass Issue Cell preferably, **by 1600 hours on the working day, previous to the date for which the visitors' cards are required.**

6. Kind co-operation of Hon'ble Members in this regard is solicited for strict enforcement of the above regulation, inter alia, in the interest of security.

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**Issue of Central Hall Passes**

The General Purposes Committee, at their sitting held on 16 December, 1998, decided that Central Hall Passes may be issued to the following categories of persons only on recommendation of Hon'ble Member of Parliament: -

- (i). Sitting MLAs/MLCs;
- (ii). Chief Ministers/State Ministers;
- (iii). Former Chief Ministers;
- (iv). Former Presiding Officers of the State Legislatures;
- (v). Former Minister of States;
- (vi). Spouses of Sitting MPs;
- (vii). Ex-MPs; and
- (viii). Blood relatives of Members of Lok Sabha. **(only son/daughter/father & mother)**

2. Accordingly, the above mentioned categories of persons will be allowed entry in the Central Hall and requisite forms are available for the purpose in Centralised Pass Issue Cell, near Reception Office, Parliament House, New Delhi.

3. Special attention of Hon'ble Members is invited to the following certificate required to be given by them while applying for a Central Hall Pass:

“I certify that the particulars indicated in the forms are correct and that the above-named person is MLA/MLC/Speaker/Minister/Formal Chief Minister/Ex-Speaker/Formal Minister is known to me personally. I take full responsibility for his/her conduct while in the precincts of Parliament House, Central Hall/D.V.G.”

4. Special attention of Members is also invited to the following certificate required to be given by them while applying for a Central Hall Pass in respect of blood relatives.

“I certify that the visitor(s) is/are my blood relative(s).”**(only son/daughter/father & mother)**

5. Members are requested to follow the procedure prescribed by the General Purposes Committee in the case of passes to be issued to MLAs/MLCs in para 1 above.

6. The sitting MLA/MLCs in whose favour Central Hall/D.V.G. pass is issued, will be allowed entry with their photo Identity Cards issued by the respective State Legislatures. In case MLA/MLC has not brought his Identity Card, he must be identified by an MP.

7. This may also be emphasized in view of the contemporary security scenario MLA/MLC/Former Minister of the state ought to come in person to get the central hall pass from Centralised Pass Issue Cell (CPIC).

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

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**Issue of PA/PS Passes**

Entry Pass for only one PA/PS of a Member for entry to Parliament House, valid for Session/Inter-Session period are issued on an application made by the member concerned on a prescribed format available in Centralised Pass Issue Cell, near Reception Office, Parliament House, New Delhi after giving full particulars of the PA/PS. On every fresh appointment of the PA/PS concerned, Hon'ble MP's signature is mandatory in the register kept in CPIC and the PA/PS pass will be delivered within three working days.

Hon'ble Members who have yet not made/renewed PA/PS passes for their personal staff, are requested to get the same issued by filling up the pro-forma available in Centralised Pass Issue Cell with requisite informations along with the PCC (Police Clearance Certificate by the individual). The PA/PS being appointed will apply online for the PCC himself/herself (This is as per the guidelines of Delhi Police)

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

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**Parliament Museum**

The hi-tech Parliament Museum depicts the continuum of India's democratic heritage. The story is narrated with the help of walk-through period settings, with sound-light-video-synchronization, large screen interactive computer multi-media and immersive visualization with multi-screen panoramic projection, virtual reality and animatronics. The Museum is equipped with a Resource Centre with a fully computerized textual and visual information bank.

Members are requested to make it convenient to visit the Museum with their families. The Museum, which is located in Hall G-118 (Ground Floor), Parliament Library Building, is open from Monday (during Session period) to Saturday (11:00 AM to 5:00 PM). Members may please contact Telephone Nos. 5318, 5325, 5326 for further assistance.

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### 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.

**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.

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No.7516

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.7517**

**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.

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**No.7518.**

**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.

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8. BANK  
BRANCH  
ADDRESS

						P	I	N						

9. COMPLETE  
ACCOUNT  
NUMBER

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10. IFS CODE  
OF BANK  
BRNCH

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11. 9-DIGIT  
MICR CODE  
OF BRANCH

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- (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.

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**RESULTS OF BALLOTS OF NOTICES OF  
STARRED AND UNSTARRED QUESTIONS**

Members are informed that ballots in respect of notices of Starred and Unstarred Questions received upto 1000 hrs. on 10<sup>th</sup> December, 2018 for the sitting of Lok Sabha to be held on **26<sup>th</sup> December, 2018** were held in the presence of **SHRI TAPAS PAUL,MP** in Question Branch, Room No. 324, Parliament House Annexe, New Delhi. A total of 1085 notices were received and 256 Members participated in the ballots for the day.

2. The results of the ballots have been uploaded on the Homepage viz. [loksabha.nic.in](http://loksabha.nic.in).
3. The Hard Copies of the ballots are also placed in Parliamentary Notice Office for the information of Members.

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No. 7521

Table Office (B)

**Death of sitting member of Lok Sabha**

Shri Mohammad Asrarul Haque, an elected member of Lok Sabha from Kishanganj Parliamentary Constituency of Bihar passed away at Kishanganj on 7 December, 2018 and consequently his seat in Lok Sabha has become vacant with effect from that date.

**SNEHLATA SHRIVASTAVA**  
Secretary General