

LOK SABHA

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

Nos. 263- 267]

[Monday, July 08, 2024/ Ashadha 17, 1946 (Saka)

No. 263

MSA Branch

Secretarial Assistance to Members of Parliament

Under the Members of Parliament (Office expense allowance) Rules 1988, Lok Sabha Secretariat may pay upto 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. 264

MSA Branch

Processing of Members' TA/DA Claims

Members are informed that while preferring TA/DA claims physically, they are requested to furnish details of journey(s) performed chronologically, along with Air-Tickets and the Boarding Passes, in the prescribed arrival/departure format, to the MSA Branch.

2. In case of online submission of TA claims, Members are requested to submit scanned copies of

5. E-MAIL

6. BANK NAME

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)

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

Kind cooperation of 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 th June	Not less than 15% of such advance tax.
On or before 15 th 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 th 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 th 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 at Room no. 145, First Floor, Parliament House Annexe, New Delhi to attend to the queries of the Hon’ble Members (Shri Digvijay Singh, Mob: 9891446665).

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

Result 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 08th July, 2024 for the sittings of Lok Sabha to be held on 22.07.2024 and 24.07.2024 were held in the presence of Shri Mohibbullah, MP and Shri Dharam Singh, Director, Lok Sabha Secretariat in Outer Cabin, Committee Room 'E', of Parliament House Annexe, New Delhi. A total of 781 and 701 notices were received, whereas 172 and 163 Members participated in the ballots for 22.07.2024 and 24.07.2024 respectively.

2. The result of the ballots has been uploaded on the Homepage viz. loksabha.nic.in.

UTPAL KUMAR SINGH
Secretary General