



PARLIAMENT OF INDIA

RAJYA SABHA SECRETARIAT



ACCOMMODATION AND OTHER AMENITIES FOR MEMBERS OF RAJYA SABHA

(July, 2024)

MEMBERS' AMENITIES SECTION

✉: *Room No. 227, Parliament House Annexe, New Delhi - 110001.*

☎: *011-23034227 & 011-23034059*

✉: *rsma@sansad.nic.in*

P R E F A C E

The House Committee, Rajya Sabha was first constituted on 22nd May, 1952 and the rules governing the Committee were framed during the year 1986. The functions of the House Committee, as enumerated in the “Rules of Procedure & Conduct of Business in Rajya Sabha” are (a) to deal with all matters relating to residential accommodations of Members; (b) to exercise supervision over facilities for accommodation, telephone, medical aid and other amenities accorded to Members; and (c) to consider and provide such amenities to Members as may be deemed necessary from time to time.

This booklet contains information regarding accommodation and other amenities provided to Members of Rajya Sabha under the Housing and Telephone Facilities (Members of Parliament) Rules, 1956 and the Medical Facilities (Members of Parliament) Rules, 1959. Besides, it also contains information regarding other amenities available to Members of Rajya Sabha.

New Delhi
July, 2024

(Ms. Indu Bala Goswami)
Chairperson, House Committee
Rajya Sabha.
☎:011-23034699(O)

HOUSE COMMITTEE

RAJYA SABHA

(Re-Constituted *w.e.f.* 2.4.2024)

CHAIRPERSON

1. Ms. Indu Bala Goswami

MEMBERS

2. Shri G. C. Chandrashekhar
3. Shri Prem Chand Gupta
4. Smt. Phangnon Konyak
5. Shri Pabitra Margherita
6. Ms. Dola Sen
7. Shri Mukul Balkrishna Wasnik
8. Smt. Seema Dwivedi

SECRETARIAT

1. Dr. K.S. Somashekhar, Additional Secretary
2. Shri Shashi Bhushan, Joint Secretary
3. Dr. (Smt.) Subhashree Panigrahi, Director
4. Shri Anurag Ranjan, Deputy Secretary
5. Smt. Anita Batra, Under Secretary
6. Shri Ram Kishan, Executive Officer (Transport Desk)
7. Ms. Saraswati Saraf, Executive Officer

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ACCOMMODATION

ALLOTMENT OF REGULAR ACCOMMODATION

Under sub-rule (1) of rule 2 of the Housing and Telephone Facilities (Members of Parliament)-Rules, 1956, as amended, a Member is entitled, without payment of rent to housing accommodation in the form of a flat. For purposes of this rule, one double suite and one single suite or three single suites in Western Court Hostel or V.P. House will constitute a flat. However, for housing accommodation in form of a bungalow allotted to a Member, normal license fee is chargeable.

2. The details of bungalows/flats/suites under Rajya Sabha Pool available in various residential areas for allotment to Members of Rajya Sabha, are given in **Annexure-I**

3. **Procedure followed for allotment:** - The allotment of accommodation is done by the Chairman, House Committee, in accordance with the guidelines adopted by House Committee, Rajya Sabha in its meeting held on **19th April, 2017** for the purpose (**Annexure-III**). The Terms and Conditions with respect to allotment of **regular accommodation** to MPs are given at **Annexure-IV**

TAKING OVER OF ACCOMMODATION

4. For taking over possession of a bungalow/flat/servant quarter/motor garage, a Member has to approach the concerned CPWD enquiry office along with the Authority Slip issued by the M.A. Section, either personally or through his/her authorized representative. Date of occupation of a Member's accommodation will be reckoned from the date he/she or his/her authorized representative signs the occupation report prepared by the CPWD authorities. **Only routine works like white washing, painting, cleaning of premises etc. shall be carried out by CPWD to make the premises habitable. Before any requisition for addition/alteration work is given, the possession of bungalow/flat must be taken over by the allottee Member.**

5. In case of change of accommodation, responsibility for payment for rent etc. in respect of newly allotted residence would commence from **the 4th day from the date of occupation** and his/her allotment of the old residence would be deemed to have been cancelled from 4th day from the date of occupation and rent etc. at market rate would be charged for the old residence till it is finally surrendered and vacated subject to the proviso to Rule 5 of the Housing and Telephone facilities (Members of Parliament) Rules, 1956 (as amended).

6. In cases where Member is residing in a Transit Accommodation, the Member shall be responsible for the payment of rental charges/dues in respect of the Transit Accommodation from **the 14th Day of the occupation/habitation of regular accommodation** offered by the M. A. Section, Rajya Sabha Secretariat. The Member will be liable to pay overstay charges, if any, directly to the State Bhawans or the rental dues for the overstay period will be recoverable from the Salary/TA/DA admissible to the Member.

HANDING OVER OF ACCOMMODATION

7. A Member is required to intimate at least five days in advance, the probable date of vacation of his/her residential premises to the concerned CPWD enquiry office, in order to facilitate CPWD to finalize and issue the 'No Objection Certificate' promptly.

8. A Member has to ensure compliance of the following formalities before approaching CPWD for issue of vacation report:

- (i) Obtain No Dues Certificate in respect of electrical appliances such as fridge, air conditioners/climatizers, coolers, etc. if any, from Electrical Department, CPWD, Vidyut Bhawan;
- (ii) Obtain No Dues Certificate in respect of Water and Electricity from NDMC;
- (iii) Obtain No Dues Certificate in respect of PNG connections provided from IGL;
- (iv) Obtain NOC from MTNL/BSNL; and
- (v) Handing over possession of the bungalows/flats, servant quarters and motor garages to CPWD.

RETENTION OF ACCOMMODATION

9. **Allotment of an accommodation to a Member will stand cancelled one month after the date of his/her retirement, resignation, removal or on ceasing to be a Member of Parliament.** However, the facility of electricity & water shall continue till the date of vacation of accommodation subject to the condition that a Member can utilize the unused quota of water & electricity during the period of one month only from the date of retirement/resignation/removal etc.

10. However, in the event of death of a Member, the family of the deceased Member can retain accommodation for a period of **six months** from the date of demise of MP on payment of concessional license fee as was being charged on the same terms as were applicable to the Member immediately before his death. Market rent (Damages) will be recovered from the family of deceased Member for the period of overstay beyond the normal concessional period of six months. The Terms & Conditions with respect to **extension** in retention of allotted **regular accommodation** are given at Annexure- VII

ALLOTMENT OF TRANSIT ACCOMMODATION

11. When the residential accommodation in Rajya Sabha Pool may not be available for allotment to newly elected/nominated Members of Rajya Sabha, arrangements are made for their temporary stay in the **State/UT Guest Houses/Bhawans**, etc., owned by the State Governments / UT administrations in New Delhi, in **one single suite each**, free of rent. In case a Member comes to Delhi after he/she is declared elected by the Returning Officer/or notifications of nomination are issued by the Government of India in case of nominated MPs, he/she shall be provided transit accommodation from the date of his/her arrival in Delhi. However, **Members will be liable to pay charges for food, beverages and other additional services, including charges of telephone, etc. availed in Transit Accommodation, directly to the authorities concerned.**

12. The rent in respect thereof is paid by the Government of India for the period from the date of actual occupation of the suite up to **two weeks** after the date of habitability of a regular accommodation allotted to MP, Rajya Sabha, whether by the House Committee, Rajya Sabha or by the Directorate of Estates. If a Member needs additional suites, he/she is liable to pay for the same directly to the concerned State/UT Government Authorities.

13. In case a Member is in occupation of temporary accommodation provided in V.P. House, State/UT Guest House or anywhere else, for which Government is responsible for reimbursement of rent, he/she must vacate the same **within two weeks from the date of physical occupation of the regular accommodation** allotted to him/her. In case he/she fails to do so, he/she will be responsible for payment of rent for such extended stay in the temporary accommodation.

ALLOTMENT OF SERVANT QUARTERS AND MOTOR GARAGES

14. In addition to accommodation, a Member is also entitled for a servant quarter and motor garage, subject to availability at following locations:

- (i) North Avenue
- (ii) South Avenue
- (iii) V. P. House
- (vi) Ferozeshah Road

In view of the shortage of servant quarters and motor garages in Rajya Sabha Pool, sometimes it may not be possible for the House Committee to meet the demand of all the Members. Some of the bungalows have attached servant quarters and motor garages. **The flats located at Meena Bagh, B.K.S. Marg Swarn Jayanti Sadan (SWAJAS) Brahmaputra, SWAJAS Deluxe and Deen Dayal Upadhyay Marg also have attached servant quarters.** A list of servant/staff quarters and motor garages available in Rajya Sabha Pool is given in **Annexure-II.**

ARRANGEMENTS FOR ELECTRICITY/WATER, ETC.

15. The Electricity and water connections for bungalows/flats can be obtained from the Office of New Delhi Municipal Council, on deposit of cash security, which depends upon the electricity load sanctioned and the number and capacity of water meter. A **Liaison Officer of the N.D.M.C.** for the purpose remains available in Parliament House Annexe, **(Room No. 314; ☎: no. 23034314)**. Security deposit, however, is not necessary in case of V.P. House, where sub-meters are provided. Charges on account of water connection in V.P. House are recovered by the Directorate of Estates separately, on the basis of actual water consumption.

Electricity in Flats located at Deen Dayal Upadhyaya (DDU) Marg, New Delhi is provided by BSES. Hence, BSES may be contacted for connection/disconnection of electricity to enable BSES to provide proper service and billing in this regard. Contact details of the Liaison Officer of BSES are mentioned in the letter of allotment.

16. Under the Housing and Telephone Facilities (Members of Parliament) Rules 1956, as amended, every Member shall, in respect of any accommodation allotted to him/her, be entitled, without payment of charges, to the supply of a maximum of **50,000 units of electricity** (25000 units each on light/power meters or pooled together) and **4000 Kilo-liters of water**, per annum, free of charge, beginning first January of every year.

PIPED NATURAL GAS (PNG) CONNECTION

17. PNG connection at the allotted accommodations of Members is provided by Indraprastha Gas Limited (IGL). For application and other necessary formalities with regard to connection/disconnection, dedicated VIP cell of IGL may be contacted on ☎: **011-46074845**.

A help desk of Indraprastha Gas Limited (IGL) functions in Room No. 422, Parliament House Annexe on every Monday and Thursday during session period for the convenience of Members of Parliament in regard to payment of bills, connection and other related services

ADDITIONS/ALTERATIONS IN MPs' RESIDENTIAL UNITS

18. Members may send their requests for additions/alterations required in their allotted residences to the House Committee. The additions/alterations are permissible subject to prevalent rules in this regard.

19. A Member is entitled to have additions/alterations in the residence to the extent of ₹1,50,000/- during his/her term, even if he/she changes his/her accommodation during that term. The House Committee has decided that in case an estimate is above ₹1,50,000/- and where no amount has been spent, the House Committee would sanction ₹1,50,000/-. The remaining amount would be borne by the Member and the entire work would be executed by the CPWD on payment made by the Member in respect of the remaining part of the estimate.

ALLOTMENT OF GUEST ACCOMMODATION

GUEST ACCOMMODATION IN WESTERN COURT HOSTEL (SHORT PERIOD)

20. Members are allotted guest accommodation for the short period (initially up to three days only) stay of their guests in the 'Western Court Hostel' (WCH) located at Janpath, New Delhi on payment of rent in advance. A good number of guests of MPs, Rajya Sabha visit Delhi especially during the Parliament Sessions. Since the suites at WCH in Rajya Sabha Pool are limited in numbers, sometimes requests received from some Members may not be acceded to. The application form for booking of guest accommodation at WCH is provided by the M. A. Section and Notice Office on request and the same is also available on the Rajya Sabha website <https://sansad.in/rs>. MPs can also send their requests for allotment of suite(s) in WCH on email rsma@sansad.nic.in from their official **Sansad email only**. Guest accommodation in WCH is provided as per the terms and conditions laid down for the purpose. These terms and conditions are given in **Annexure-VIII**.

GUEST ACCOMMODATION IN V.P. HOUSE, NORTH AVENUE, SOUTH AVENUE AND MEENA BAGH (LONGER PERIOD)

21. Members are allotted guest accommodation **for their guests (Ex-MPs, Rajya Sabha only)** in V.P. House, North Avenue, South Avenue and Meena Bagh under very exceptional circumstances, for an initial period of **three months**, on payment of rent as per the guidelines framed by House Committee for the purpose. Application form for the said purpose is provided by the M. A. Section and Notice Office and the same is also available on the Rajya Sabha website; <https://sansad.in/rs>.

22. The guidelines and the Terms and Conditions regarding allotment of guest accommodation, as finalized by the House Committee are given in **Annexure-V & VI**

TELEPHONE FACILITIES

LANDLINE CONNECTIONS AND INTERNET FACILITIES

23. Under the Salary, Allowances and Pension of Members of Parliament Act, 1954, and the Rules made there under, a Member is entitled to have two telephones from MTNL/BSNL without payment of installation and rental charges, one at his/her residence or office in Delhi and the other at his/her usual place of residence or a place selected by him/her in his/her State or the State in which he resides, with 50,000 free local calls during a year on each telephone connection. However, Chairman of a Parliamentary Committee is exempted from payment of any charges for calls made from the telephone installed in that capacity at his residence in Delhi/New Delhi.

24. Every Member is also entitled to one additional telephone connection with internet facility without payment of installation and rental charges, either at his/her residence in Delhi/New Delhi or at his/her usual place of residence or at a place selected by him/her within the State or in the State in which he/she resides, with 50,000 free local calls during a year. However, 50,000 free local calls during a year on each of these three telephones can be pooled together i.e. a total of 1,50,000 free local calls can be availed by a Member in a year.

25. A Member is entitled to an additional broadband connection from MTNL or BSNL on any one of his/her telephone connections stated in para 25 above, free of charge, by choosing to forego 10,000 telephone calls, out of the 1,50,000/- free calls.

26. A Member may use any number of telephones for availing the above mentioned 1,50,000 free local calls, subject to the condition that the telephones are in the name of the Member and the installation and rental charges of additional telephones are borne by the Member himself/herself.

27. The unutilized telephone calls, out of the available quota of 1,50,000 in a year for a Member, shall be carried forward to the subsequent year till his/her seat becomes vacant. Similarly, calls made in excess to the available quota in a year shall be adjusted against the quota available for the next year.

28. A Member is also entitled to high speed internet with Wi-Fi facility on the Fiber to the home (FTTH) network at his/her residence in Delhi from the Mahanagar Telephone Nigam Limited (MTNL) and shall not be liable to make payment up to a maximum of 2200/- per mensem which shall be paid directly to the Mahanagar Telephone Nigam Limited towards charges for this facility.

29. Members may send requests for installation/shifting of the telephones, at least 24 hours in advance, in the prescribed forms available in MA Section and Notice Office as well as on the Rajya Sabha website <https://sansad.in/rs>.

MOBILE CONNECTIONS

30. A Member is also entitled to two mobile phone connections of MTNL/BSNL with national roaming facility and the calls made from these mobile phones will be adjusted from the available 1,50,000 free local calls. A Member may avail such connections from any private mobile operator where services of MTNL or BSNL are not available, subject to the condition that the registration and rental charges will be borne by the Member himself/herself.

31. A data only mobile connection (data SIM) from MTNL/BSNL is also provided to the Members on their request as per recommendations of the Committee on Information and Communication Technology Management in Rajya Sabha (erstwhile the Committee on Provision of Computer Equipment to Members of Rajya Sabha).

32. Besides, the MTNL and BSNL also provide the facility of **International Roaming** on the MTNL/BSNL mobile connections provided to the Members during their foreign visits. A Member may submit a request to this effect to the M. A. Section, 227 PHA (email: rsma@sansad.nic.in) at least 24 hours before the commencement of the journey.

Note: - The above-mentioned telecom facilities are also summarized in tabular format in Annexure-IX

RETENTION OF TELEPHONE FACILITIES BY THE FAMILY IN CASE OF DEATH OF MEMBER

33. In case a Member dies during the term of his/her office, his/her family shall, for a period not exceeding **two months** from the death of the Member, be entitled to retain the telephone, mobile connection, internet facilities etc. which were available to the said Member immediately before his/her death.

MEDICAL FACILITIES

34. Members of Rajya Sabha and their eligible family members are entitled to the same medical facilities as are available to Officers of the Central Civil Services, Class-I under the contributory Central Government Health Scheme (CGHS) on monthly contribution of ₹1000/- deducted from the salary of the Member to this effect.

35. On request of the Members, individual CGHS cards are issued to MPs and their eligible family members for availing the medical facility.

Under the Central Government Health Scheme, only a Member and his/ her 'Family', which includes wife or husband, as the case may be, children or step-children and the parents, who are dependent on and are residing with the Member, are entitled to the benefits under the Scheme. No other member of the family is entitled to the benefits under the Scheme.

S.No.	Family Member	Dependency Criteria
1	Spouse	Irrespective of age and income
2	Son	Age up to 25 years or starts earning or gets married, whichever is earlier unless suffering from any permanent disability ^[2] .
3	Daughter	Till starts earning or gets married whichever is earlier, irrespective of age. Wholly dependent widowed / divorced / separated/ abandoned daughter(s) along with her dependent children are also eligible.
4	Step-children	Wholly dependent step-children are eligible if they qualify conditions for son & daughter mentioned above.
5	Parents	Only lady Members can have either her parents or her parents-in-law as her dependents. Wholly dependent step-mother is also eligible.
6	Siblings	Include wholly dependent unmarried/ widowed/ separated/ abandoned sister(s), minor sister, widowed sister and minor brother)

Note: Each dependent family member should not have monthly income more than ₹9000 + D.A. applicable. This Clause is to be fulfilled by each & every dependent family Member except in case of spouse

With a view to determining the entitlement of a person to avail of the benefits under the C.G.H.S., separate laminated individual plastic cards indicating the particulars of persons entitled to the benefits, are issued. For this purpose, Members are requested to fill in the prescribed application for which may be obtained from the Notice Office, or the Members 'Amenities Section or website <https://sansad.in/rs>.

36. Members, on production of valid CGHS card (physical or through Digilocker mobile app) or CGHS Index Card, can avail medical facilities in their CGHS Wellness Centres (from 7:30 AM to 02:00 PM on all working days except Sundays and Central Govt. Holidays). As per OM dated 1st May, 2023 issued by the Ministry of Health & Family Welfare, the CGHS card is valid at any CGHS wellness centre in the country for availing CGHS benefits. Soft copy of the index card and CGHS card can be downloaded through 'Beneficiary Login' (under Beneficiaries) on cghs.nic.in. The CGHS Wellness Centres near the Members' residential areas in New Delhi are as under :

Sl. No.	Members' residential localities allocated	Wellness Centre
1	Brahmaputra, SWAJAS, Dr. B.D. Marg, MS flats, BKS Marg, Talkatora Road, North Avenue, GRG Road, Mother Teresa Crescent Road, Windsor Palace, Ashoka Road, Pt. Pant Marg, Mahadev Road.	D31 North Avenue
2	South Avenue, Dalhousie Road, Janpath, Kushak Road, Akbar Road, Satya Marg, Meena Bagh, Teen Murti Lane, Safdarjung Road/ Lane, Sardar Patel Marg.	D32 South Avenue
3	Humayun Road, Lodhi Road, Meena Bagh, Lodhi Estate, Akbar Road, Amrita Shergill Marg, Pandara Road, Shahjahan Road, Golf Link, Motilal Nehru Marg, Tughlak Road, Dr. Zakir Hussain Marg	D2 Pandara Road
4	Ferozeshah Road, Janpath, Windsor Place, Ashoka Road, V.P. House, Western Court, Raisina Road, Canning Lane, Dr. B.R.M. Lane	D34 Telegraph Lane
5	R.P. Road, Mathura Road, Todar Mal Rd, Aurangzeb Road, Ashoka Road, Copernicus Lane.	D33 Dr. Harish Chandra Mathur Lane
6	C-I/II Lodhi Garden, Purana Quila Road, Mathura Road, Lodhi Estate, Pandara Road.	D44, Dr. Zakir Hussain Marg

Note: - If, a Member resides outside the areas covered above, he/she will be allocated the CGHS dispensary situated near his/her residence. A list of CGHS covered cities is available in Annexure-X.

The following Ayurvedic, Homeopathic and Unani wellness centres under CGHS also function in the areas where Government accommodations to Rajya Sabha MPs are provided:

Sl. No.	Wellness Centre	Address
1	Ayurvedic	1. Flat no. 119-121, North Avenue
		2. Kalibari, near RML gate no. 6
2.	Homeopathic	1. Udyan Marg, Near Kalibari
		2. Flat no. 154, South Avenue
3.	Unani	Flat no. 31, South Avenue

37. **A Medical Centre in Parliament House Annexe building (☎: 23034100) also functions with specialist doctors for MPs and ex-MPs. This Medical Centre also has basic laboratory investigation facility along with facility of X-Ray, ECG, Ultrasound etc.**

The facilities available at this Centre are as follows:-

- (i) Complete medical check up and its follow up.
- (ii) Laboratory investigations for blood, urine, stool, sputum, etc.
- (iii) Bio-chemical tests like blood-sugar, blood-urea, serum cholesterol, etc.
- (iv) ECG examination.
- (v) X-Ray/Ultrasound investigation.
- (vi) Physio-Therapy Unit.
- (vii) First-Aid treatment.

The Centre also looks after emergency cases before transporting them to the Hospital by ambulance which is stationed at the Parliament House Annexe. The Centre functions from 10.00 A.M. to 5.00 P.M. on all working days. On Saturdays (except 2nd Saturdays) it functions from 10.00 A.M. to 1.00 P.M. The services of a Surgeon, Dermatologist, Gynecologist, Eye Specialist, ENT Specialist, Dental Surgeon and Orthopedic Surgeon etc. are also available here on some specific days.

38. Members of Rajya Sabha and their eligible family members who are covered under CGHS can avail facility of medical consultation from CGHS empanelled private hospitals once referred/advised by the a Govt. Specialist / CGHS Medical Officer. Besides, they can avail facilities of medical investigations and treatment procedures **which are listed under CGHS** from CGHS empanelled private hospitals and diagnostic centres **on credit basis** once advised by a Govt. Specialist / CGHS Medical Officer without the need for any permission letter from the Rajya Sabha Secretariat.

39. The list of private Health Care Organisations empanelled under CGHS and rates of specific listed procedures/investigations in different cities are available online at <https://cghs.gov.in> under the link: Beneficiary Corner → Empanelled Hospitals, Diagnostic Centres and Rates.

40. To avail credit facility for **unlisted** treatment procedures/investigations a prior permission in the name of the empanelled hospital or diagnostic centre must be obtained by the Member from the M. A. Section, Rajya Sabha Secretariat (Room no. 227, PHA) once the procedure/investigation is advised by Govt. Specialist / CGHS Medical Officer.

41. Members can also claim reimbursement, as admissible under the relevant rules from M. S. & A. Branch (Room no. 228, PHA ☎: 23034228 / 23034224) of the Rajya Sabha Secretariat, in case they avail emergency treatment from any non-empanelled hospital /diagnostic centre. The application form for this purpose can be downloaded from the Rajya Sabha website (<https://sansad.in/rs>) under the link, More → Download Links → Application Forms → M. S. & A. Branch Forms → Form for claiming Reimbursement of medical Expenses'.

42. For further details and assistance in regard to medical facilities under CGHS and reimbursement claims, Members of Rajya Sabha may contact M. A. Section on ☎: 23034227 / 23034059 and M. S. & A. Branch on ☎: 23034228 / 23034224 respectively.

FIRST AID ARRANGEMENTS

43. Following First Aid Posts also function to render immediate medical aid to Members of Parliament in emergency:

A First Aid Post functions in room no. G-69, Near Garud Dwar, Sansad Bhawan. (Tel. No..23082117) to meet emergent medical requirements. If any function is held in the Central Hall, Samvidhan Sadan, this Facility is also provided to the Members in the inner Lobby of the Samvidhan Sadan. The timings of the First Aid Post are as under:-

Session days	From 10.00 AM up to one hour beyond the adjournment of the House.
Inter-Session	On all working days, 10 AM to 6 PM (Daily)
Vitthal Bhai Patel Hosue, Rafi Marg, New Delhi	10:00 AM to 05:00 PM (Monday - Friday) & 10: 00 AM to 01:00 PM (Saturdays except 2 nd Sat.) ☎: 23716399 / 23736264

LIMITED EMERGENCY SERVICE DURING OFF-DISPENSARY HOURS

44. Emergency services (24x7) are available in following **three** identified Wellness Centres in Delhi:-

- (i) North Avenue - 31, North Avenue, New Delhi
☎: 011-23094420
- (ii) South Avenue - 153, South Avenue, New Delhi
☎: 011-23013490
- (iii) Dr. Zakir Hussain Road - CGHS Building, Dr. Zakir Hussain Road,
New Delhi
☎: 011-23092990

45. Timings of Wellness Centres with emergency services are as follows:

- (i) Wellness Centre timing: - 7:30 AM to 1:30 PM
- (ii) Limited Emergency services: - 1:30 PM to 7:30 AM

TREATMENT IN CITIES WHERE CGHS IS NOT IN OPERATION

46. In case a Member or any of his/her family member(s) covered under CGHS, falls ill at a place where CGHS is not in operation, they are governed by the Central Government Services (Medical Attendance) Rules, 1944.

MEDICAL FACILITIES TO FORMER MEMBERS OF PARLIAMENT

47. Medical facilities under the CGHS have been extended to former Members of Parliament and their eligible family members in the areas covered under CGHS. The application form [Form BB - Renewal of CGHS Card (pensioners)] for this purpose is available online at <https://cghs.gov.in> under the link Downloads→Application Forms for Plastic Card→ Application for Renewal of Plastic Card (Pensioners).

48. The ex-Members, who wish to avail the facility, are required to pay the prescribed contribution as decided by the Government of India, from time to time. Presently following two options are available:-

Annual subscription fee for CGHS cards	-	₹12,000/-
Contribution for 'whole life' valid CGHS cards	-	₹1,20,000/-

49. The payment of aforementioned contribution can be made either by a Bank Draft or online through Bharatkosh portal (<https://bharatkosh.gov.in>). In Delhi, the Bank Draft is to be made in favour of 'PAO CGHS, New Delhi' while in other CGHS cities the Bank Draft is to be made in favour of PAY & ACCOUNTS OFFICER CGHS, payable at the concerned city.

50. Duly filled in application form along with contribution receipt and other necessary documents (such as Pension Payment Order/Last Pay Certificate, Surrender acknowledgement of old CGHS cards, Photographs, ID & address proof etc.) are required to be submitted in the **O/o Additional Director, CGHS Headquarters, CGHS Bhawan, Sector-13, R. K. Puram, New Delhi-110066** or in the O/o Additional Director of the concerned CGHS city.

51. Former Members of Parliament, who again become Members of Parliament need not contribute on a monthly basis to avail CGHS facility, if they have got issued whole life CGHS pensioner cards. However, new CGHS cards are issued to them and their eligible family members in the capacity of a sitting Member of Parliament for availing CGHS facilities.

MAY I HELP YOU DESK AT MEDICAL CENTRE, PARLIAMENT HOUSE ANNEXE

52. A 'May I Help You' Desk is also run by CGHS, Ministry of Health and Family Welfare, at reception of CGHS Medical Centre, Basement, Parliament House Annexe for convenience of Members of Parliament and former Members of Parliament. The following services are available through the said help desk:

- (i) Verification and submission of Medical Claims (for Ex-Members);
- (ii) Applications for CGHS cards including modifications (for Ex-Members);
- (iii) Procurement of restricted medicines;
- (iv) Information related to treatment in CGHS empanelled hospitals and obtaining permissions to undergo unlisted treatment procedures/implants;
- (v) Assistance in downloading and usage of 'MyCGHS' app and booking of online appointment for consultation through e-Sanjeevani portal;
- (vi) Assistance in IT related matters like downloading and printing of e-Index Card, e-CGHS Card;
- (vii) Storage of CGHS card in Digilocker;
- (viii) Linkage of CGHS number on ABHA portal (Ayushman Bharat Health Account; a Govt. initiative for accessing and sharing health records digitally and receiving digital lab reports, prescriptions and diagnosis); and
- (ix) Updation of Mobile number/e-mail address in CGHS Database.

CPWD SERVICES

FUNCTIONING OF C.P.W.D. SERVICE CENTRES IN MPs' RESIDENTIAL LOCALITIES

53. C.P.W.D. Service Centres are functional in the North Avenue, South Avenue, Ferozeshah Road, Sunehari Bagh, DDU Marg, V.P. House, B.K.S. Marg, SWAJAS and Brahmaputra, Dr. B.D. Marg, etc. for maintenance of bungalows and flats. Members may contact their respective C.P.W.D. Service Centre for the purpose.

C.P.W.D. ENQUIRY OFFICES

Ferozeshah Road	23389376 23381866 23389738
North Avenue	23093997 23092891 23093401
M.S. Flat, B.K.S. Marg	23324084 23739558
South Avenue	23016834 23015250
Sunehari Bagh	23017631 23018746
DDU Marg	35728758
Vithalbhai Patel House (VBPH)	23719780 23720723
Western Court Enquiry (CPWD)	23341238
Constitution Club	23711849 23327337

SUPPLY OF FURNITURE AND ELECTRICAL APPLIANCES

54. Members are supplied durable and non-durable items of furniture and electrical appliances for their respective accommodations.

55. Members may request their respective Service Centre for the supply of furniture to them. Rent is free for furniture up to the value of **₹80,000/- for durable** and up to the value of **₹20,000/- for non-durable**. The electrical appliances provided to Members include air- conditioners, coolers, refrigerators, heaters, water purifiers, geysers, etc. are provided at the allotted regular accommodations of Members on rent basis by the CPWD .

HORTICULTURE

56. The Directorate of Horticulture in the C.P.W.D. is responsible for the maintenance of lawns in the M.Ps' bungalows and flats and nearby areas of M.Ps' residential localities. One *Maali* is posted to look after houses covering an area of one acre in M.Ps' residential localities. Members may contact the office of Deputy Director, Horticulture, CPWD, Indraprastha Bhawan (IP Bhawan), New Delhi on **☎: 23378470** for required work/enquiry.

OTHER AMENITIES

ISSUANCE OF FASTags TO MEMBERS

57. National Highways Authority of India (NHAI) has rolled out cashless payment mechanism (FASTag) at Toll Plazas on National Highways by Electronic Toll Collection (ETC) on Pan India basis. Use of Fastag for payment of toll tax has become mandatory *w.e.f.* 16th February, 2021. **Two FASTags** are issued to Members of Parliament under the **exempted category** for their two vehicles. Application form for this purpose is available with M. A. Section, Notice Office and it is also available on the Rajya Sabha website; <https://sansad.in/rs>.

TRANSPORT FACILITIES

58. Transport service is provided to Members of Parliament to commute between their residences in Delhi and Parliament House/Parliament House Annexe, on payment of a token amount of **Rs.10/-** for each trip. In view of the inconvenience being felt by Hon'ble MPs in carrying small change/coins, an additional facility of issuing advance coupons for **Rs.10/-** each has been made. The advance coupons are issued in the form of booklet of 100 coupons each. This facility is provided in addition to the existing system of issuing tickets in the vehicles. Members may purchase these coupons in advance as per their requirement and use them as and when they travel in the vehicles provided by the Rajya Sabha Secretariat. The said coupons can be purchased in advance from the drivers of the vehicles or from the M. A. Section, Room No.227, Parliament House Annexe.

59. Members are also informed that the Rajya Sabha Secretariat has **now introduced digital payment system** for payment of trip charges along with cash payment facility for availing ferry service to commute between Parliament House complex and their residences. The Members may avail the digital payment/UPI payment facility by way of scanning QR code available in the ferry vehicle while using the same. Cash payment will also be accepted for the time being.

60. A Transport Desk functions from **Cabin No. 008, (Basement) Parliament House Annexe**, to facilitate aforementioned transportation facilities to Members. Two 📞 connections with numbers **23035139** and **23035183** have been provided at the Transport Desk, in order to enable Members to seek deployment of transport for their use.

61. **This transport facility is for the use of Members only not for his/her PA.** However, the PA of a Member is permitted to use this facility only if he/she is accompanying the Member with whom he/she is attached.

62. It is mandatory under Section 138(3) CMVR/177 of the Motor Vehicles Act to wear the seat belt while sitting in the front as well as rear seat of a vehicle. Therefore, Members who sit in the vehicles, have to wear the seat belt while commuting.

RAILWAY RESERVATION AND AIR TICKET BOOKING

Indian Railway Booking and Reservation Office

63. A Railway Booking & Reservation Office (📞: **23034741/23017369**) functions from **10.00 a.m. to 8.00 p.m.** on all days (including Saturdays and Sundays) in **Room No. 131, 3rd Floor, Samvidhan Sadan, to facilitate Members of Parliament.**

Booking of Air Tickets

64. **IRCTC-** An IRCTC Air ticket-booking counter also functions from **10:00 a.m. to 6:00 p.m.** on all working days (excluding Saturdays and Sundays) in basement, near VIP Gate, Parliament House Annexe for extending ticket booking facility of all airlines to the Members of Parliament for their visits/journeys. For any query/assistance, officials of IRCTC counter may be contacted on 📞:**8287930220 / 8287930215.**

65. **Balmer Lawrie & Company Ltd.** - A Booking Office of Balmer Lawrie & Company also functions in Parliament House (South Utilities at Room No. 17 near Shardul Gate) throughout the year for booking of Airlines tickets. The days and time of Operation of the ticket counter are 09.30 A.M. to 06.00 PM (Monday to Friday)

BANKING AND POST OFFICE

66. **State Bank of India** - Branches of the State Bank of India function on all working days (excluding 2nd & 4th Saturdays and all Sundays) from 10.00 a.m. to 4.00 p.m. throughout the year, in Room No 57, First Floor, Samvidhan Sadan (☎: 23016053 / 23011364 / 23034653) (likely to be shifted to Room No. 10 - 11, North Utility, Parliament House soon) and on the Ground Floor in Parliament House Annexe (☎: 23034477 / 23034241). During Session period, the working hours of branches of State Bank of India at Parliament House/Parliament House Annexe are extended till 6.00 p.m. for the convenience of the Members.

67. **India Post** - A Post Office (☎: 23017346) functions to facilitate Members of Parliament from 10.00 a.m. up to 4.00 p.m. from Mondays to Fridays and from 10:00 a.m. to 01:00 p.m. on Saturdays, throughout the year, on the Ground Floor of Samvidhan Sadan near lift No. 5.

68. A **Sub-Post Office** (☎: 23014121) also functions from 9:30 am up to 4:00 pm (public dealing time) from Mondays to Fridays and from 9:30 a.m. to 01:00 p.m. on Saturdays, throughout the year, in Basement, Parliament House Annexe.

FILING OF TAX RETURNS

69. During the Session periods, an Income-tax Cell is set up by the Ministry of Finance (Department of Revenue), in **Room No. 019** (telephone no. 4062) in Parliament House Annexe to assist members in filing their tax returns and other related matters.

CANTEEN & BEVERAGE FACILITIES

70. Refreshment facilities from India Tourism Development Corporation (ITDC), Coffee Board and Tea Board are available to the Members and former Members in Parliament House complex. The details are given below in the table:-

S.No.	Facility	Location	Contact Details
(i)	ITDC Canteen/Cafeteria	Parliament House	Sangam I- 23082136 Sangam II- 23082139 MPs Dining Room -23082954
(ii)	ITDC Canteen/Cafeteria	Parliament Library Building	23035068
(iii)	ITDC Canteen/Cafeteria	Parliament House Annexe	23034188, 23034185
(iv)	India Coffee Buffet (Coffee Board)	Parliament House	Sangam I- 23082955 Sangam II- 23082959
(v)	India Coffee Buffet (Coffee Board)	Samvidhan Sadan	23034649
(vi)	Tea Board	Parliament House	Sangam I- 23082955 Sangam II- 23082959
(vii)	Tea Board	Samvidhan Sadan	23034651
(viii)	Tea Board	Parliament Library Building	23035270
(ix)	Tea Board	Parliament House Annexe	23034445

COMMON SERVICES

71. The Chairmen of the House Committees of Rajya Sabha and Lok Sabha periodically meet, if required to discuss and resolve the matters of common interest concerning both the House Committees.

**EXTRACTS FROM THE RULES OF PROCEDURE AND CONDUCT
OF BUSINESS IN THE COUNCIL OF STATES (RAJYA SABHA)**

Chapter XVII-C

HOUSE COMMITTEE

212P. House Committee -- There shall be a House Committee.

212Q. Constitution—(1) The Committee shall consist of ten members who shall be nominated by the Chairman.

(2) The Committee nominated under sub-rule (1) shall hold office until a new Committee is nominated.

(3) Casual vacancies in the Committee shall be filled by the Chairman.

212R. Chairman of Committee—(1) The Chairman of the Committee shall be appointed by the Hon'ble Chairman amongst the members of the Committee.

212S. Quorum – (1) In order to constitute a meeting of the Committee, the quorum shall be three.

(2) The Chairman of the Committee shall not vote in the first instance but in the case of an equality of votes on any matter, he shall have and exercise, a casting vote.

212T. Power to take evidence or call for papers, records or documents: -

(1) The Committee shall have power to require the attendance of persons or the production of papers or records, if such a course is considered necessary for the discharge of its duties:

Provided that Government may decline to produce a document on the ground that its disclosure would be prejudicial to the safety or interest of the State.

(2) Subject to the provisions of this rule, a witness may be summoned by an order signed by the Secretary General and shall produce such documents as are required for the use of the Committee.

(3) It shall be in the discretion of the Committee to keep any evidence tendered before it as secret or confidential.

212U. Functions – The functions of the Committee shall be –

(1) to deal with all matters relating to residential accommodation of members;

(2) to exercise supervision over facilities for accommodation, telephone, medical aid and other amenities to members; and

(3) to consider and provide such amenities to members as may be deemed necessary from time to time.

212V. Presentation of report – The report of the Committee shall be presented to the Council by the Chairman of the Committee or, in his absence, by any member of the Committee.

212W. Regulation of procedure – The Committee shall determine its own procedure in connection with all matters connected with accommodation and other amenities to Members.

ANNEXURE-I

Accommodations under Rajya Sabha Pool					
Sl. No	Location	Category	Accommodation number	Type	Total
1.	Ashoka Road	Bungalow	11-A & 18	VII	2
2.	BKS Marg	Flat	B-103, 202 & 303	VI	3
3.	BRM Lane	Bungalow	15	VII	1
4.	Brahmaputra	Flat	101, 102, 201, 202, 301, 302, 401, 402, 403, 404, 501, 502, 503, 504, 601, 602, 603, 604, 701, 702, 703, 801, 802, 803 & 804	VI	25
5.	Copernicus Lane	Bungalow	20	VII	1
6.	Ferozeshah Road	Bungalow	4, 5, 10, 11, 12-B, 12-E, 13-B, 13-D, 14-A, 14-D, 15, 16-B, 16-C, 16-D, 16-E, 17, 18, 19, 21, 27 & 29	VI	21
7.	GRG Road	Bungalow	3, 7, 15, 17, 20, 26, 28 & 34	VI	8
8.	Humayun Road	Bungalow	C-1/6, C-1/11, C-1/12, C-1/19 & C-1/22	VI	5
9.	Janpath	Bungalow	11	VII	2
			16	VI	
10.	Lodhi Estate	Bungalow	8-A, 10, 11, 15, 28, 33, 49, 64 & 80	VII	9
11.	Lodhi Garden	Bungalow	C-1/2 & C-1/12	VI	2
12.	Mahadev Road	Bungalow	6,7 & 24	VI	3
13.	Meena Bagh	Flat	4, 5, 6, 7, 18, 28, 30, 34, 35, 36, 40, 42 & 43	V	13
14.	North Avenue	Flat	Duplex 9, 10, 11 & 12	VII	04
			Twin flats 79-81, 103-105, 116-117, 129-131, 133-134, 135-137, 136-138 & 151-153	VI	08
			Single Flat 74, 77, 88, 90, 99, 111, 112, 113, 120, 132, 141, 143, 150, 171, 186, 191, 198, 205, 211, 216, 220, 223 & 228	V	23
15.	Pandara Park	Bungalow	C-1/12, C-1/12A, C-1/16 & C-1/37	VI	4

16.	Pandara Road	Bungalow	AB-5, AB-8 & AB-15	VII	3
17.	RS Shukla Lane	Bungalow	7 & 12-A	VI	3
			32	VII	
18.	Purana Quila Road	Bungalow	AB-2	VII	1
19.	RP Road	Bungalow	10 & 32	VI	2
20.	Safdarjung Lane	Bungalow	4,9,12 & 15	VII	4
21.	Shahjahan Road	Bungalow	AB-79, AB-86, AB-89, AB-92, AB-93, AB-97 & AB-98	VII	7
22.	South Avenue	Flat	Twin flats 53-55, 95-96,102-104 & 138-140	VI	4
			Single flats 7, 8, 9, 11, 12, 21, 23, 24, 25, 41, 54, 57, 60, 61, 62, 63, 66, 67, 75, 76, 78, 79, 83, 88, 93, 94, 97, 98, 99, 100, 113, 122, 124, 135, 139, 141, 157, 162, 165, 176, 177, 179, 181, 183, 190, 191	V	46
23.	SWAJAS Deluxe	Flat	102, 201, 202, 301, 302, 401, 402, 501, 502, 601, 602, 701 & 702	VI	13
24.	SWAJAS	Flat	102, 103, 104, 201, 202, 203, 204, 301, 302, 303, 304, 401, 402, 403, 404, 501, 502, 503, 504, 601, 602, 603, 604, 701, 702, 703 & 704	VI	27
25.	Talkatora Road	Bungalow	137	VI	2
			15	VII	
26.	Teen Murti Lane	Bungalow	12	VII	1
27.	Tughlak Lane	Bungalow	5	VIII	1
28.	VP House	Suite	17, 22, 23, 109,123, 124, 209, 218, 222, 223, 226, 303, 304, 310, 325, 326, 415, 418, 419, 422, 523	Single Flats	21
			14, 120, 127, 207, 314, 320, 407, 505, 512	Twin Flats	9
29.	ZH Marg	Bungalow	B-5	VII	1
30.	Deen Dayal Upadhyay Marg	Flats at Tower A-2	A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, A-10, A-11, A-12, A-13, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13	VII	26
				Total	305

**SERVANT QUARTERS & MOTOR GARAGES IN
RAJYA SABHA POOL**

AREA	Servant Quarter Nos.	Motor Garage Nos.
North Avenue	47, 48, 49, 52, 55, 62, 65, 67, 105, 112, 114, 116, 123, 124, 130, 134, 145, 151, 165, N-1, N-2, N-3, N-5, N-6, N-7, N-9, N-13, N-14, N-21	3, 14, 101, 103, 105, 115, 123, N-1, N-2, N-3, N-9, N-11, N-12, N-27, N-28, N-32, N-34, N-35, N-36, N-38, N-39
South Avenue	3, 10, 11, 12, 17, 21, 22, 26, 27, 37, 48, 47, 48, 51, 52, 65, 68, 72, 74, 78, 79, 85, 87, 88, 89, 104, 107, 108, 109, 110, 111, 113, 116, 117, 122, 127, 128, 129, 130, 131, 137, 143, 150, 151, 152, 153, 155, 160, S-1	1, 4, 6, 7, 10, 12, 15, 16, 18, 19, 20, 21, 25, 101, 107, 111, 112, 116, S-2, S-4, S-8, S-14, S-17, S-18
V. P. House	5, 12, 16, 29, 32, 33, 37, 42, 45, 52, 53, 46, 54, 56, 59, 61, 65	4, 5, 8, 10, 21, 23,
Meena Bagh	4, 5, 6, 7, 18, 28, 30, 34, 35, 36, 37, 40, 42, 43	5, 16, 17, 20
Ferozeshah Road	5, 10, 11, 15, 17, 19, 24, 26, 27, 29, 32, 33, 35, 36, 37, 38, 39, 40, 43, 44, 48, 49, 50, 54, 58, 68	55, 56, 57, 60, 63, 64, 65, 66, 67, 68, 69, 72

Note - Flats at Meena Bagh, B.K.S. Marg Swarn Jayanti Sadan (SWAJAS), Brahmputra and SWAJAS Deluxe and DDU Marg have attached servant/staff quarters

ANNEXURE-III**GUIDELINES REGARDING ALLOTMENT OF ACCOMMODATION
TO MEMBERS OF RAJYA SABHA**

<u>Sl. No.</u>	<u>Category of M.P.</u>	<u>Entitlement of Bungalows/Flats</u>
1	Former Union Cabinet Minister <u>and</u> Former Speaker of Lok Sabha/ Former Governor of a State/Former Chief Minister of a State/Former Chief Election Commissioner	- Type VIII
2 (i)	Former Union Cabinet Minister/Former Governor of State/Former Chief Minister of State/ Former Speaker of Lok Sabha	- Type VII
(ii)	Members who have completed three *full Terms in Lok Sabha/Rajya Sabha	- Type VII
3 (i)	Former Ministers of State in the Union Cabinet	-
(ii)	Former Deputy Chairman, Rajya Sabha/Former Deputy Speaker, Lok Sabha	-
(iii)	Former Deputy Chief Ministers in States	-
(iv)	Former Cabinet Ministers/Speakers in States	- Type VI bungalows/ MS Flats/Twin flats
(v)	Members who have completed one *full term in Lok Sabha/Rajya Sabha	-
(vi)	Nominated Members	-
(vii)	Floor leaders of national parties in Rajya Sabha, recognized by the Election Commission	-
(viii)	Former Members of State Legislative Assembly /Legislative Council.	-
4	First term Members of Parliament	- Type V single Flats/ Bungalows
The Chairman, House Committee can allot accommodation to a Member, higher than his/her entitlement, on case-to-case basis in exceptional circumstances/special cases.		

* One full term in Lok Sabha means the period from the date of constitution of Lok Sabha to the date of its dissolution.

* One full term in Rajya Sabha means the period from the date of election of a Member to Rajya Sabha, to the date of cessation of his/her Membership, due to his/her retirement/resignation/removal etc., irrespective of the time period of his/her Membership.

@ Revised in House Committee meeting held on 19.4.2017

T&C for allotment of Regular accommodation to MPs

- (i) The allotment is made subject to the Member agreeing to pay all the Government dues from time to time as deduction from his/her salary bills or T.A/D.A or through direct online payment.
- (ii) The accommodation allotted to the Member is intended for him/her and bonafide members of his/her family only.
- (iii) The Member will not sublet or share the accommodation with any unauthorized person. The Member will also not allow any encroachment in the premises of the accommodation allotted to him/her.
- (iv) If it comes to the notice of the House Committee that a Member has sublet his/her accommodation or allowed any unauthorized person to stay in his/her residence, servant quarter and the garage allotted to him/her, the matter will be reported to the Chairman, House Committee, for such action which the Chairman, House Committee, may like to take.
- (v) The Member will not undertake or allow any construction in the accommodation allotted to him/her. It may be noted that no agency other than the CPWD is permitted to carry out any work in the accommodation allotted to the Members of Parliament. If any addition/alteration is desired in the allotted accommodation, a requisition to this effect would be sent by the Member to Chairman, House Committee which will be sanctioned keeping in view the existing instruction on the subject. The approved addition/alteration work will be carried out by CPWD as a deposit work on behalf of the Member. The Member will be advised by the Rajya Sabha Secretariat to deposit such portion of the cost of work with CPWD that exceeds the monetary ceiling provided for additions/alterations (present ceiling Rs. 1,50,000/-).
- (vi) The Member can retain accommodation for a maximum period of one month after retirement, resignation, removal or otherwise or on ceasing to be a Member of Parliament on the same terms as were applicable to him/her immediately before the occurrence of that event. Damage Charges will be recovered for the period of overstay beyond normal concessional period unless otherwise decided by the House Committee in any particular case on merits.
- (vii) When a residence is allotted to a Member its possession should be taken through the C.P.W.D. Enquiry Office in that locality and not directly from the Member who may be surrendering it. Similarly, when the accommodation allotted to a Member is to be surrendered by him/her, its vacant possession should be given either to the C.P.W.D. Enquiry Office or to the Receptionist of the Hostel concerned, as the case may be. Till such vacant possession is given, the Member concerned will be deemed to be in occupation of the residence and he/she will be personally responsible for the license fee and also for any loss or damage to the Government property supplied in the residence. When the Member wants to exchange his/her residential accommodation with other Member mutually, he/she may do so only with the prior permission of the Chairman of the House Committee.
- (viii) In case of Member residing in **Transit accommodation**, the Member shall be responsible for the payment of rental charges/dues in respect of the Transit Accommodation from the 14th Day of the occupation/habitation of regular accommodation offered by the Rajya Sabha Secretariat. The Member will be liable to pay overstay charges, if any, directly to the State Bhawans or the rental dues for the overstay period will be recoverable from the Salary/TA/DA admissible to the MP.
- (ix) In case of change of accommodation, responsibility for payment of rent etc. in respect of the newly allotted residence would commence from the 4th day from the date of occupation and his/her allotment of the old residence would be deemed to have been cancelled from the 4th day from the date of occupation and rent etc. at market rate charged for the old residence till finally surrendered and vacated subject to the proviso to Rule 5 of the Housing and Telephone Facilities (Members of Parliament) Rules, 1956 (as amended).

(x) C.P.W.D. Enquiry Office of Member's residential locality is to be intimated sufficiently in advance about vacating accommodation so that the staff of the Enquiry Office could take possession of the premises after verifying the articles of furniture and electrical fittings as per inventory.

(xi) While occupying/vacating the accommodation, Liaison Officer, NDMC, Room No. 314, Parliament House Annexe, New Delhi may be contacted (Tel:23034314) for connection/disconnection of water/electricity to enable NDMC to provide proper service and billing in this regard. Indraprastha Gas Limited (IGL) may also be contacted (Tel: 46074845) for PNG connection/disconnection in the accommodation. In areas where electricity services are provided by BSES, Area Manager, BSES (011-41249039) may be contacted for connection/disconnection of electricity to enable BSES to provide proper service and billing in this regard.

(xii) The accommodation is allotted to the Member subject to the rules contained in Housing and Telephone facilities (Members of Parliament) Rules, 1956 (as amended).

ANNEXURE-V

GUIDELINES FOR ALLOTMENT OF GUEST ACCOMMODATION

- (i) Guest accommodation is allotted to sitting Members of Rajya Sabha by the Chairman, House Committee, subject to availability, only if the guest is a former Member of Rajya Sabha.
- (ii) Guest accommodation may be allotted only in V.P. House. Residential flats of North Avenue, South Avenue, etc. will normally not be allotted. However, in exceptional circumstances, Chairman, House Committee may allow the use of these flats as guest accommodation.
- (iii) Request of the ex-MP for allotment of guest accommodation along with the undertaking of the sponsoring Member should be submitted in a prescribed form. Requests for allotment of guest accommodation, if not received in prescribed form, will not be processed.
- (iv) No Member will be allotted more than one guest accommodation (for long term).
- (v) The guest accommodation would be allowed for a maximum period of three months only on advance payment of market rent. However, in exceptional circumstances, extension beyond this period for another three months may be granted by the Chairman, House Committee **on valid grounds**.
- (vi) The sponsoring Member **shall ensure** that the guest accommodation is transferred in his/her name in the official records from the date of its allotment. All the liabilities, including rent, etc. would be borne by the sponsoring Member, irrespective of whether the allotment is transferred in his/her name or not. The Member will also be liable for payment of dues, if any, in case his/her guest overstays beyond the allotment period.
- (vii) Requests of Members for carrying out renovation work in the guest accommodation allotted to them will not be entertained.
- (viii) The request of Members for allotment of servant quarters and motor garages along with the guest accommodation will not be entertained.
- (ix) Members will be allotted two ACs, one refrigerator and one water purifier in addition to furniture on demand, from the old stock available with CPWD, in the guest accommodation.

ANNEXURE -VI

T&C for allotment of guest accommodation to MPs

- (i) The guest accommodation allotment is purely on temporary basis for a specific period and no extension beyond the period will be given without specific orders of the Chairman, House Committee, Rajya Sabha. Guest accommodation may be allotted only in V.P. House. Residential flats (North Avenue, South Avenue, etc.) will normally not be allotted. However, in exceptional circumstances, Chairman, House Committee may allow the use of these flats as guest accommodation.
- (ii) No Member will be allotted more than one guest accommodation (for long term). The request of Members for allotment of servant quarter and motor garages along with the guest accommodation will not be entertained.
- (iii) The sponsor Member will ensure that the guest accommodation is transferred in his name in the official records from the date of its allotment. All the liabilities, including rent, etc. would be borne by the sponsor Member, irrespective of whether the allotment is transferred in his name or not. The Member will also be liable for payment of dues, if any, in case the guest overstays beyond the allotment period. The amount of rent for the period of allotment will be deposited in advance with the Superintendent, Rent Parliament Section (Room No. 602), Directorate of Estates, Parliament House Annexe, New Delhi before accommodation is provided.
- (iv) The Member will have no objection to the outstanding dues, if any in respect of his/her guest being recovered by the Rajya Sabha Secretariat from his/her salary/TA and DA Bills.
- (v) The Member will not undertake or allow any construction in the guest accommodation allotted to him/her. It may be noted that no agency other than the CPWD is permitted to carry out the work of addition/alternation in the accommodation allotted to the Members of Parliament.
- (vi) The Member will not allow any commercial activity in the guest accommodation.
- (vii) The Member will not allow the use of the premises of the guest accommodation by any person other than the allottee guest.
- (viii) Hire Charges on account of furniture, etc., if taken, are recoverable in addition.
- (ix) The Member will be personally responsible for vacation of the accommodation by the guest at the expiry of the period of allotment.
- (x) Till vacant possession is given to the CPWD, Member will be personally responsible for the loss or damage occurred during his/her de-facto or de-jure occupation of the residence. Failure to hand over the vacant possession in time will render the Member liable to compensate for the loss or damage to Government.
- (xi) Due care will be taken to see that no such avoidable action, as may disturb the peace of the neighbour, is taken.
- (xii) The sanitary conditions in and around the residence will be maintained according to the approved standard of Health Authority.
- (xiii) Possession of the premises may be taken from CPWD Enquiry Office, North Avenue, New Delhi.

(xiv) The authority slip/occupation slip may be obtained from M.A. Section, Rajya Sabha Secretariat (Room No.227) Parliament House Annexe, New Delhi.

(xv) If the Member does not collect the authority slip/occupation slip within 07 days of issue of the letter, the allotment of guest accommodation would be deemed to have been cancelled.

(xiv) While occupying/vacating the allotment, Liaison Officer, NDMC, Room No.314, Parliament House Annexe, New Delhi may be contacted (Tel: 23034314) for taking connection/disconnection of water and electricity to enable NDMC to provide proper service and billing in this regard.

(xv) Breach of terms and conditions listed above may lead to cancellation of allotment of guest accommodation.

T&C For extension in retention of allotted accommodation

- (i) The allotment would stand cancelled after the expiry of the authorized retention period. Therefore, stay beyond the said date will be treated as unauthorized, and damage charges, as notified by Rajya Sabha Parliamentary Bulletin Part-II No. 61925 dated 27.04.2022, would be liable to be paid till the actual date of vacation.
- (ii) The facility of electricity and water shall continue till the date of vacation of the accommodation on chargeable basis.
- (iii) The charges of telephone/internet/broadband facilities will be borne by the occupant for such period of usage of the facility.

TERMS & CONDITIONS OF ALLOTMENT OF ACCOMMODATION IN WESTERN COURT HOSTEL, JANPATH, NEW DELHI

(i) The rates of usual license fee for accommodation in Western Court Hostel effective from 18.09.2018 are as under:-

Duration	AC Single Suite (Per Day)	AC Double Suite (Per Day)
1-3 days	₹ 1000/-	₹ 1500/-
4-7 days	₹ 2000/-	₹ 2000/-

(ii) **Extra charges of ₹ 200/- per additional guest per day are payable along with license fee. Not more than 3 guests would be allowed to stay in single suite and not more than 5 in a double suite.**

(iii) **A security deposit of ₹ 1500/- in respect of single suite (AC) and Rs 2000/- in respect of double suite (AC) is charged from the guests of MPs while giving the possession of room in Western Court Hostel. The security is refundable to the guest at the time of vacation of the suite in cash subject to the adjustment of any rent outstanding against him/her in respect of stay in that suite.**

(iv) Possession of the premises may be taken from the Superintendent, Western Court Hostel, New Delhi. Allotment would stand cancelled automatically if it is not occupied within 24 hours from the date of allotment.

(v) In his/her request, the MP will specifically write the name(s) of the guest(s) with full particulars and specific period for which the accommodation is required. The Receptionist, Western Court Hostel will ask for the photo I.D. of the guest(s) and then make entries in this regard in the Register before the suite is actually provided to the guest(s) of the Member. The signature of the guest(s) may also be obtained in the Register. **The Superintendent, Western Court Hostel will not entertain any application for guest accommodation directly from MPs.**

(vi) The guest(s) must submit a copy of his/her identification proof at the Reception Counter of Western Court Hostel for obtaining key(s) of the suite(s). The Superintendent/Receptionist, Western Court Hostel will ensure that no suite(s) is allotted in the absence of ID proof of the guest(s).

(vii) The amount of room charges for the period of allotment will be deposited in advance with the Cashier, Western Court Hostel, before accommodation is provided. Hire charges on account of extra furniture etc., if taken, are to be paid in addition.

(viii) **The Member will have no objection to the outstanding dues, if any, in respect of his/her guest(s) being recovered by the Rajya Sabha Secretariat from his/her salary or TA & DA bills etc.**

(ix) **The Member will be personally responsible for vacation of the accommodation by the guest(s) at the expiry of the period of allotment and immediate action will be taken by the Superintendent Western Court to evict the guest(s) from the suite(s) allotted to him/her on completion of the allotment period unless the period of allotment is formally extended and the advance room charges paid therefore.**

(x) **The Hostel accommodation if allotted will be retained by the guest(s) for a maximum period of three days unless extension is obtained in writing from the Chairman House Committee, Rajya Sabha. In the absence of the Chairman House Committee, Rajya Sabha, Officer of the House Committee Rajya Sabha will give extensions. The extension will not be allowed beyond one week.**

(xi) **Unless extension is granted by the Chairman, House Committee, Rajya Sabha or by the Competent Officer of the Committee in absence of the Chairman, the allotment of accommodation will stand cancelled automatically.**

(xii) The Rajya Sabha Secretariat will make the allotment of the suite(s) with specific number along with the name(s) of the guest(s) who will be required to give an undertaking to the effect that he/she/they will vacate the suite after the period of allotment is over.

(xiii) The amount of charges for the period of allotment will be deposited in advance with the Cashier Western Court Hostel before accommodation is provided.

(xiv) On failure to pay advance charges for the suite(s), the allotment would stand cancelled and the dues would be recovered from the sponsoring Members of Parliament through the salary bills etc.

(xv) Due care is to be taken by the occupant(s) to see that no activity/action takes place which is likely to disturb the peace of the neighbor(s).

(xvi) The sanitary condition in and around the Hostel will be maintained according to the approved standard of Health authorities.

(xvii) Till vacant possession is given to the Receptionist, Member will be personally responsible for the loss or damage or otherwise occurred during his/her de facto or de jure occupation of the residence. Failure to hand over the vacant possession in time will render the Member liable to compensate for the loss or damage to the Government.

(xviii) A guest already sponsored by a Member of Parliament and staying in the Western Court Hostel will not be allowed to stay as guest of another Member.

(xix) The rates of overstay in WCH i.e. rates in case of non-vacation of the accommodation in WCH over and above the initially allotted period, by guests of Members, have been fixed at ₹2500/- per day for AC Single suites and ₹ 3000/- per day for AC Double suites, over and above the normal rent liable to be paid. Accordingly, the rates of overstay in WCH are fixed as under:

Rates for overstay in WCH		
Duration	AC Single Suite (per day)	AC Double Suite (per day)
Day 2 to Day 3	1000+2500=₹3500/-	1500+3000=₹4500/-
Day 4 to Day 7	2000+2500=₹4500/-	2000+3000=₹5000/-

TELEPHONE FACILITIES FOR MEMBERS

S.No	Type of Connection/Facility	Operator	Installation / Remarks
1.	Landline Telephone	MTNL	At MP's residence in Delhi or New Delhi or At MP's office in Delhi or New Delhi
2.	Landline Telephone	MTNL or BSNL	At MP's usual place of residence, or at a place selected by him/her, being a place- (i) situated within the State which he/she represents or within the State in which he/she resides in the case of a Member of the Council of States, other than a Member nominated to that House; or (ii) approved by the Chairman of the Council of States or the Speaker of the House of the People, as the case may be, in the case of nominated Members.
3.	Landline Telephone along with Broadband/internet connection	MTNL or BSNL	(a) at MP's office situated at his/her residence in Delhi New Delhi; or (b) at MP's usual place of residence; or (c) at a place, selected by MP, within his/her State; or (d) within the State in which MP resides.
4.	Additional Broadband connection	MTNL or BSNL	Can be installed on any landline connection provided by MTNL or BSNL in capacity of MP
5.	Mobile SIM	MTNL/BSNL	With unlimited mobile data and national roaming facility
6.	Mobile SIM	MTNL/BSNL	With unlimited mobile data and national roaming facility
7.	Mobile SIM (data only)	MTNL/ BSNL	For internet connectivity in tablet/ipad etc.
8.	FTTH	MTNL	High speed broadband on the Fibre to the Home network with wi-fi facility at MP's residence in Delhi

Note:- Liaison Officers of MTNL and BSNL for Members of Parliament remain available in room no. 520, PHA during office hours. The contacts are:

1. Liaison Officer, MTNL - Shri Raj Kumar Sharma (9013130399 / 011-23014477)
2. Liaison Officer, BSNL - Shri Manoj Kumar Jha (9968697636/ 011-23094265/
011- 23094383)

LIST OF CIITES COVERED UNDER CGHS IN INDIA

Sl. No.	Name of CGHS Covered City	Sl. No.	Name of CGHS Covered City
1.	Agartala	38.	Jammu
2.	Agra	39.	Jodhpur
3.	Ahmedabad	40.	Kannur
4.	Aizwal	41.	Kanpur
5.	Ajmer	42.	Kohima
6.	Aligarh	43.	Kolkata
7.	Allahabad (Prayagraj)	44.	Kochi
8.	Ambala	45.	Kota
9.	Amritsar	46.	Kozhikode
10.	Baghpat	47.	Lucknow
11.	Bengaluru	48.	Meerut
12.	Bareilly	49.	Moradabad
13.	Berhampur	50.	Mumbai
14.	Bhopal	51.	Muzafferpur
15.	Bhubaneshwar	52.	Nagpur
16.	Chandigarh	53.	Nellore
17.	Chennai	54.	Panaji
18.	Chhapra	55.	Patna
19.	Cuttack	56.	Puducherry
20.	Darbhanga	57.	Pune
21.	Dhanbad	58.	Raipur
22.	Dehradun	59.	Ranchi
23.	Delhi & NCR: Delhi, Faridabad, Ghaziabad, Greater Noida, Noida, Gurgaon, Indirapuram, Sahibabad	60.	Rajahmundry
24.	Dibrugarh	61.	Saharanpur
25.	Gandhinagar	62.	Shillong
26.	Gangtok	63.	Shimla
27.	Gaya	64.	Silchar
28.	Gorakhpur	65.	Siliguri
29.	Guwahati	66.	Sonepat
30.	Guntur	67.	Srinagar
31.	Gwalior	68.	Thiruvananthapuram
32.	Hyderabad	69.	Varanasi (Benaras)
33.	Imphal	70.	Tiruchirapalli (Trichy)
34.	Indore	71.	Tirunelveli
35.	Jabalpur,	72.	Vadodara
36.	Jaipur	73.	Vijayawada
37.	Jalandhar	74.	Vishakhapatnam
