सत्यमेव जयते

PARLIAMENT OF INDIA
RAJYA SABHA

GENERAL INFORMATION
FOR
MEMBERS OF RAJYA SABHA

2026



INDIAN PARLIAMENT

Rajya Sabha Secretariat
New Delhi

(Website –http://sansad.in/rs)

PREFACE

This booklet has been brought out to provide general information to the Members of Rajya Sabha particularly those who have been newly elected. It contains relevant provisions of the Constitution, the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the Rules made thereunder, Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004 made under the Representation of the People Act, 1951 and the Declaration of Pecuniary Interests under Rule 293 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha).

2. The booklet contains brief information on the aforesaid documents. Members may also refer to the original documents for detailed information.

NEW DELHI;
March 11, 2026.

P. C. MODY,
Secretary-General.

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1. Term of Office

The term of office of a Member elected/nominated to Rajya Sabha is six years. However, a Member elected/nominated to fill a casual vacancy holds office for the remainder of the term of his/her predecessor. The term of office of a Member begins:—

(i) In case of a Member elected/nominated to fill a regular vacancy, from the date on which his name is notified by the Ministry of Law and Justice (Legislative Department) in the Official Gazette.

(ii) In the case of a Member elected/nominated to fill a casual vacancy, from the date of publication in the official Gazette of the declaration of his/her election or of the notification of his nomination, as the case may be.

2. Initial Formalities

2.1 After being elected/nominated to the Rajya Sabha, the newly elected/nominated Member is to first contact or come to the Notice Office (**Room No. G-16, Parliament House, Tel. No. 23083082; 23083083)** where he/she is required to fill in a set of Forms to complete certain formalities. These Forms can also be downloaded from the Rajya Sabha website *(sansad.in/rs)* under the link 'More'- 'Downloads' - 'Parliamentary Notice Forms', 'Application Forms' and 'Forms for New Members'. **Requests received from Members to allow their family Members, relatives and guests to witness their oath taking ceremony from the Distinguished Visitors' Gallery/Public Gallery are forwarded to the CPIC, Rajya Sabha for issuing the passes.**

2.2 The new Member may approach Centralized Pass Issue Cell (Tel. 23035176; 23012197) for obtaining a **Temporary Identity Card / Smart Identity Card–Cum–Railway Pass** on production of his/her Election Certificate or a Certified Copy of the Notification nominating him/her as a Member, as the case may be. The Form can also be downloaded from the Rajya Sabha Website (sansad.nic/rs) under the link 'More'→'Downloads'→'Forms of New Members'.

3. Notice Office

3.1 Notice Office acts as a liaison between Members of the Rajya Sabha and the Rajya Sabha Secretariat. It also serves as the Reception Office for the Members and as a single window interface between Members, various Sections/Branches of the Rajya Sabha Secretariat, other allied agencies and Ministries/Departments of the Government of India.

3.2 The main function of this office is to receive Notices from the Members. In pursuance of the direction of the Hon'ble Chairman issued *vide* para 64263 in the Parliamentary Bulletin Part-II, on 12th June, 2024, submission of physical notices on various parliamentary devices has been discontinued and Members are required to submit all types of notices through the "Digital Sansad Portal". In addition, miscellaneous papers/forms, TA/DA Bills, letters addressed to the Ministers of the Government of India and also other correspondence from Members intended for disposal in the Secretariat are received and forwarded by Notice Office to concerned Sections. Enquiries from Members with regard to Parliamentary work are also attended to by Notice Office. Two all-in-one desktop computers with internet connectivity are also installed in Notice Office for the exclusive use of the Members.

4. Centralised Pass Issue Cell (CPIC)

This office receives and processes the application forms for issue of Smart Identity Cards to Members and their spouse, former Members; and Identity Cards to the spouse of former Members, Public Gallery Passes, Distinguished Visitors' Gallery Passes, Central Hall Passes, Smart Cards/ Bar-Coded Passes to PA/PS & Drivers to Members, Bar Coded Passes to Drivers to former Members, RFID Parking Labels, Vehicle RF Tags to Members and former Members. These forms are available in physical form in CPIC/Notice Office and also in printable format on the Rajya Sabha website (sansad.nic/rs) under the link 'More' → 'Downloads' →'Application Forms' → 'CPIC-PSS' or 'More' → 'Downloads'→ 'Forms of New Members'.

5. Submission of Certificate of Election and Form-III

5.1 A Member (elected/nominated), is required before making and subscribing an Oath or Affirmation under Article 99 of the Constitution and taking his/her seat in the Council, to deposit with the Secretary-General, his/her Election Certificate or a certified copy of the Notification nominating him/her as a Member, as the case may be and also to furnish a statement of particulars and declaration regarding his/her party affiliation in Form-III, as laid down in Rule 4 (2) of the Members of Rajya Sabha Disqualification on Ground of Defection) Rules, 1985. The certificate of Election/certified copy of Notification regarding nomination and Form-III, as stated above, may be submitted in Table Office (Room No. G-15, G.F., Parliament House, Tel. No. 23083098 and 23083099). Form-III can be downloaded from the Rajya Sabha website (*sansad.in*/rs) under the link 'More' - 'Downloads'-'Forms for New Members'-'Table Office'-'Form-III'.

5.2 A Member may make and subscribe Oath or Affirmation in any of the 22 languages in the Eighth Schedule to the Constitution or in English. The choice of language in which a Member wants to make and subscribe Oath or Affirmation may be intimated and the Oath/Affirmation Form may be collected from Table Office. The Oath/Affirmation forms for elected as well as nominated Members are available separately in English and other Scheduled languages. Further, a Member is not entitled to sit, participate and vote in the House/Committees unless he/she has made and subscribed Oath/Affirmation.

5.3 A newly elected/nominated Member has an option to change the style of his/her name for limited purposes of mentioning their names in parliamentary papers only, provided the request for change in name style is accompanied by supporting document(s) issued by Government establishments/University etc.,. To make a change, the Member is required to fill in the prescribed form for the purpose, which is available in Table Office (Address and Telephone No. mentioned above).

6. Important Places in Parliament House/Samvidhan Sadan/Parliament House Annexe/Parliament House Annexe Extension Building

A new Member visiting Parliament House Complex should know and make himself/herself familiar with different rooms, gangways and corridors. He/She should particularly know the locations of the following:—

Parliament House —

Rajya Sabha Chamber
Lok Sabha Chamber
Chairman's Chamber (Room No. RS-09)

Deputy Chairman's Chamber (Room No. RS-07)
Speaker's Chamber (Room No.17)
Room of Secretary-General, Rajya Sabha (Room No.RS-08)
Room of Secretary-General, Lok Sabha (Room No.18)
Notice Office (Room No. G-16)
Papers Laying Unit (Room No. G-16)
Table Office (Room No. G-15)
Bill Office (Room No. S-25A)
Lobby Office (Room No. S-25B)
Legislative Section (Room No. RS-30)
Stenographers' Pool (Room No. RS-26)
Telephone Booths in Lobby } Extended portion of Lobby
Seating Lounges for Members } in front of the RS Chamber
Canteen Facility
Ministers' Rooms
Party Offices
Committee Rooms
Sales Counter, South Utility, PH
First-Aid-Post (near Pantry on Ground Floor)
[*]Parliament Library
[*]Media Unit

Samvidhan Sadan —

Central Hall
Committee Rooms
Sales Counter (Room No. 26-A)
Publication Counter (Room No. 26-A)
Reprography Unit (Room No. 26-C)
Centralised Pass Issuing Cell (Room No. 26)

[*] Located in Parliament Library Building (PLB) adjacent to Parliament House.

Post Office
Railway Booking and Reservation Office
Pay Office of the State Bank of India
Press Rooms
Refreshment Rooms (Room No.70)
Systems Division (Room No.121 & 121-A)

Parliament House Annexe

Basement

Medical Centre
Post Office
Telecom Centre

Ground floor

Committee Rooms
State Bank of India
Banquet Hall
Auditorium
Income Tax Cell
Sales Counter (Room No. 005, Ground Floor)

First floor

Members' Amenities Section (Room No.141-144)
Members' Salaries and Allowances Branch (Room No.141-144)

Second floor

Pay and Accounts Office (Room No.203)
Questions Branch (Room No.229 and 233)

Third floor

Liaison Officer (NDMC) (Room No.314)

Fifth floor

Parliamentary Diplomacy Section (Room No.527)
Liaison Officer (Telephones) (Room No.520)

Sixth floor

Accommodation and Rent Branch (Room No.602)

Parliament House Annexe Extension Building

Block A, First Floor

Committee Rooms
Auditorium
Banquet Hall

Block B

Committee Chairmen's Rooms
Committee Sections

7. Declaration of Assets and Liabilities by Members

7.1 Under sub-rule (1) of Rule 3 of the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004, every elected Member of Rajya Sabha is required to furnish declaration regarding his/her Assets and Liabilities and Assets of his/her spouse and dependent children within 90 days from the date on which he/she makes and subscribes an oath or affirmation for taking his/her seat in the Council. Sub-rule (2) of Rule 3 lays down that every Member shall notify changes, if any, in the information so furnished by him/her under sub-rule (1), as on the 31st March every year, by the 30th June of that year.

7.2 Information furnished by Member should include the assets and liabilities within India and abroad.

7.3 Copies of the prescribed Forms are available in the Notice Office, **Committee Section (Ethics)** and can also be downloaded

from the Rajya Sabha Website (sansad.in/rs) under the links 'More' — 'Downloads — 'Parliamentary Notice Forms-Form for Declaration of Assets and Liabilities by Members'; and also at 'More' — 'Downloads — Application Forms — Committee on Ethics — Form for Declaration of Assets and Liabilities by Members'.

8. Declaration of Interests by Members of Rajya Sabha

8.1 Under Rule 293 of the Rules of Procedure and Conduct of Business in the Council of States, Members of Rajya Sabha are required to furnish declaration regarding five pecuniary Interests as per following details:-

I. Remunerative Directorship

(i) Name and address of the Company
(ii) Nature of Business of the Company
(iii) Salary/fees/allowance/benefits or any other receipts which are taxable (per annum)

II. Regular Remunerated Activity

(i) Name and address of the Establishment
(ii) Nature of Business
(iii) Position held
(iv) Amount of Remuneration received (per annum)

III. Shareholding Of Controlling Nature

(i) Name and address of the Company
(ii) Nature of Business of the Company
(iii) Percentage of shares held

IV. Paid Consultancy

(i) Nature of consultancy
(ii) Business activity of the organisation where engaged as Consultant

(iii) Total value of benefits derived from the Consultancy

V. Professional Engagement

(i) Description

(ii) Fees/Remuneration earned therefrom (per annum)

8.2 **Every Member of Rajya Sabha is required to furnish the information as per the prescribed form, under Rule 293, within ninety days from the date on which he/she makes and subscribes oath or affirmation for taking his/her seat in the Council.**

8.3 Every Member shall notify the changes, if any, in the information so furnished by him/her as on the 31st March every year, within ninety days from that date.

8.4 Information furnished by Members has to be with respect to their pecuniary interests whether held within the country or outside it.

8.5 Copies of the prescribed Forms are available in the Notice Office, **Committee Section (Ethics)** and can also be downloaded from **the** Rajya Sabha Website (sansad.in/rs) under the link 'More' — 'Downloads— Application Forms — Committee on Ethics — Form for Declaration of Interests by Members' and also at 'More' — 'Downloads — Parliamentary Notice Forms — Form for Declaration of Interests by Members'.

9. Members Emoluments and Amenities

9.1 Members are entitled to certain emoluments/amenities, which are provided with a view to enable them to function effectively as Members of Parliament. Broadly speaking, the emoluments/ amenities provided to the Members relate to salary and allowances, travelling facilities, accommodation, telephones, etc. These are governed by the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder. The amenities, etc. are briefly explained below in the succeeding paragraphs.

9.2 Salary and Allowances

Sl. No.	Head	Amount
1.	**Salary**	Rs. 1,24,000/- per month
2.	**Constituency Allowance**	Rs. 87,000/- per month
3.	**Office Expense Allowance**	Rs. 75,000/- per month out of which Rs. 25,000/- for stationery item, postage, etc and Rs. 50,000/- for PA(s) (a Computer Literate Person) for providing secretarial assistance.
4.	**Daily Allowance for the period of residence on duty**	Rs. 2,500/- per day (for attending the Session and sitting of a Committee in Delhi) Rs. 1,250/- per day (for sitting of a Committee outside Delhi when lodging and boarding is free of cost to the Member) *Period of residence on duty includes 03 days preceding and 03 days succeeding in case of Session and 02 days preceding and 02 days succeeding in case of a Committee meeting besides the period of actual business.*

9.3 Pension to Members

9.3.1 A person who has served for any period as Member of the Provisional Parliament or either House of Parliament is entitled to a minimum pension of ₹ 31,000/- per month and for the period exceeding five years, the Member shall be entitled to an additional pension of ₹ 2,500/- per month for every year in excess of five years. The period more than 9 months will be rounded off to a complete year for the purpose of receiving additional pension of ₹ 2,500/- per month.

9.3.2 Spouse or dependant of a deceased Member/Ex-Member, who is neither a sitting Member nor drawing pension under Section 8A of the MSA Act, 1954 is entitled for the remaining period of life of spouse or dependant, who so long continues to be a dependant, a Family Pension equivalent to 50% of the Pension otherwise admissible to such deceased Member/Ex-Member.

9.3.3 The relevant Forms in this regard can be downloaded from the Rajya Sabha website (https://*sansad.in/rs*) under the link - 'More' - 'Downloads' - 'Application Forms' - 'M.S.&A. Branch.

9.4 Accommodation

9.4.1 In order to meet the needs of residential accommodation of the Members, a separate pool of residences for Members has been established. The allotment of residences to Members from this Pool is made by the House Committee, Rajya Sabha. Arrangements for accommodation are made according to criteria laid down by the House Committee. Details in this regard are available with the (M.A. Section Room No. 141-144), First Floor, Parliament House Annexe, Tel. No. 23034227, 23034059. A Member can submit an application for allotment of regular accommodation addressed to the Chairperson, House Committee, on his/her letter head in his/her signature in M. A. Section or e-mail at rsma@sansad.nic.in.

9.4.2 In the case of newly elected/nominated Members, the Secretariat also makes temporary arrangements for their accommodation in the concerned State Bhavans/Guest Houses. The Member shall be responsible for the payment of rental charges/dues in respect of such Transit Accommodation from **the 14th Day of the occupation/habitation of his/her regular accommodation** allotted by the House Committee, Rajya Sabha.

9.4.3 Each Member is entitled to a flat or hostel accommodation, without payment of license fee, throughout his/her term of office. Where a Member is allotted a housing accommodation from the Rajya Sabha pool in the form of a bungalow on his/her request, normal license fee is charged.

9.4.4 **Allotment of an accommodation to a Member will stand cancelled <u>one month</u> after the date of his/her retirement, resignation, removal or otherwise or on him/her 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.

9.4.5 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 the MP on payment of concessional licence fee as was being charged and on the same terms as were applicable to the Member immediately before his death.

9.5 Telephone Facilities

Sl. 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 on his/her undertaking regarding foregoing 10,000 telephone calls, out of the 1,50,000/- free calls entitled to an MP in a year.
5.	Mobile SIM (1st)	MTNL	With unlimited calls, mobile data and national roaming facility

6.	Mobile SIM (2^{nd})	MTNL or BSNL	With unlimited calls, mobile data and national roaming facility
7.	Mobile SIM (data only)	MTNL or BSNL	With unlimited Data for internet connectivity in tablet/ipad etc.
8.	FTTH *(Fiber-to-the-Home)*	MTNL	High speed broadband on the Fibre to the Home network with wi-fi facility at MP's residence in Delhi

9.5.1. A Member is entitled for a total of 1,50,000 local calls which cover the calls made from above-mentioned telephone/mobile connections in a year. The unutilized calls, out of the available free quota in a year shall be carried forward to the subsequent year till MP's term. Similarly, calls made in excess to the available quota in a year shall be adjusted against the quota available for the next year.

9.5.2. 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, Room No. 141-144, First Floor, PHA *(email: rsma@sansad.nic.in)* at least 24 hours before the commencement of the journey.

9.5.3 The application forms for these telephone/mobile/internet facilities are available in M.A. Section (Room No. 141-144, First Floor, PHA) and Notice Office, Rajya Sabha Secretariat as well as on the Rajya Sabha Website *sansad.in/rs*, under the link mentioned at para 9.3.1.

9.5.4. Retention of telephone facilities by the family in case of death of member

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.

9.6 FASTags to Members of Rajya Sabha under exempted category

National Highways Authority of India (NHAI) has rolled out cashless payment mechanism at Toll Plazas on National Highways in the form of FASTags. Two FASTags are issued free of cost for two vehicles of Members of Rajya Sabha (one for New Delhi and one for his/her State) under exempted category. For further details, Members may contact M. A. Section, Room No. 141-144, First Floor, Parliament House Annexe. Tel. nos. 23034227, 23034059.

An NHAI executive also sits in front of the Room no. 26-B, Samvidhan Sadan, on all working days for providing services related to FASTags.

9.7 Advance for Purchase of Conveyance

A Member is entitled to an advance, not exceeding Rupees Four lakh or the actual price of the conveyance, which is intended to be purchased, whichever is less. Advance granted, together with simple interest at prevailing rates as applicable to Central Government servants, is recoverable from the salary bill of the Member concerned in not more than 60 equal monthly installments, which shall not extend beyond the tenure of his/her Membership. While drawing the conveyance advance, Member

shall execute an Agreement in Form-I and after purchase of conveyance he/she shall further execute a mortgage bond in Form-II hypothecating the conveyance to the Central Government as security for the advance. The conveyance purchased from the advance shall also be insured against full loss by fire, theft and accident as per Form-III, by which the Insurance Company agrees to pay to the Central Government in respect of loss or damage to the conveyance. All forms are available with MS&A Branch (Room No. 141-144 First Floor, Parliament House Annexe, Tel. No. 23034224/ 23034228) and can also be downloaded from the Rajya Sabha Website *(sansad.in/rs)* under the link- 'More' – 'Downloads' - 'Application Forms' - 'M.S.&A Branch' – Form for claiming advance for purchase of conveyance by the Members of Rajya Sabha.

9.8 Free Rail Travel Facility to Former Members

Former Members of Parliament, along with a companion, are entitled to travel in any railway in India in air-conditioned two-tier class or entitled to travel alone in any train by any railway in India in air-conditioned first class without payment of any charges on the basis of Ex-M.P. Identity Card issued by the Secretariat of either House of Parliament, as the case may be.

9.9 Stenographic/Typing assistance (English and Hindi) for Members

The services of English and Hindi stenographers are made available to Hon'ble Members to assist them in typing out their Notices of Amendments, Questions, Resolutions, Motions and other allied matters of public importance pertaining to the business of the House. The assistance is available in the Stenographers' Pool, Room No. RS 26, First Floor (Tel No. 23083096, 23083097), Parliament House. Hon'ble Members may, however, personally visit this Section for their Parliamentary work during session of

Rajya Sabha, keeping in view the rush of work in this period, so that their work receives adequate priority.

The staff of Stenographers' Pool have instructions not to undertake work of non- parliamentary nature. Hon'ble Members should, therefore, give only parliamentary work not exceeding five or six pages of dictation and/ or typing at a time in the Stenographers' Pool.

9.10 Reprographic Service for Members

A photocopier is available in Room No.26-C, Ground Floor, Samvidhan Sadan, situated in the Outer Lobby (Tel. No. 23034862). Photocopies of documents are done on payment for MPs.

9.11 Medical Facilities

9.11.1 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 Rs.1000/- deducted from the salary of the Member to this effect.

9.11.2 On request of Members, individual CGHS cards are issued to MPs and their eligible family members for availing the medical facility. The application form in this regard is provided by the M. A. Section and Notice Office and the same is also available on the Rajya Sabha website *(sansad.in/rs)*.

9.11.3 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). The CGHS Wellness Centres near the Members' residential areas in New Delhi are located at North Avenue, South

Avenue, Telegraph Lane, Pandara Road and Dr. Zakir Hussain Marg.

9.11.4 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.

9.11.5 Members of Rajya Sabha and their eligible family members who are covered under CGHS can also 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.

9.11.6 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.

9.11.7 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. 141-144, First Floor, PHA) once the procedure/investigation is advised by Govt. Specialist / CGHS Medical Officer.

9.11.8 Members can also claim reimbursement, as admissible under the relevant rules from M. S. & A. Branch (Room no.141-144, First Floor, 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 (sansad.in/rs) under the link 'More' — 'Download Links' — 'Application Forms' — 'M.S.&A. Branch' 'Forms' — 'Form for claiming Reimbursement of medical Expenses'.

FIRST AID ARRANGEMENTS

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

- In room no. G-69, Near Garud Dwar, Sansad Bhawan.
- 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.
- In Vitthal Bhai Patel Hosue, Rafi Marg, New Delhi.

LIMITED EMERGENCY SERVICE DURING OFF-DISPENSARY HOURS

9.11.10 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

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

9.12 Travel Facilities

9.12.1 A Member is entitled to travelling allowances for the journeys performed from his/her usual place of residence for attending a Session of the House or a meeting of a Committee or for the purpose of attending to any other business connected with his/her duties as a Member, and for the return journey from such place to his/her usual place of residence as follows:—

(a) If the journey is performed by Air, an amount equal to one air fare for each such journey;

(b) If the journey or any part thereof cannot be performed by rail or air—

(i) where the journey or any part thereof is performed by steamer an amount equal to one fare (without diet) for the highest class in the steamer;

(ii) where the journey or any part thereof is performed by road, a road mileage at the rate of ₹ 16/- per Kilometer for each such journey or part thereof.

9.12.2 Members residing within a distance of 300 kms. from Delhi are entitled to road mileage for the journeys performed by road, irrespective of rail connection. Similarly, Members residing in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim or Tripura are entitled to road mileage for the journeys performed by road from their usual place of residence to their nearest airport, irrespective of rail connection.

9.12.3 For the purpose of claiming travelling allowance for attending a Session of Parliament or a meeting of a Committee, Members are required to travel only after the issue of summons for attending a Session or after the issue of Notice of meeting for attending the meeting of a Committee.

9.12.4 Where a Member performs a journey for the purpose of attending a Session of a House of Parliament or a meeting of a Committee or for the purpose of attending to any other business connected with his duties as a Member from a place, other than his/her usual place of residence or returns to such place, he/she may draw travelling allowance for the actual journey performed or the journey from or to his/her usual place of residence, whichever is less.

9.12.5 A Member is entitled to travel by any other route to reach his/her destination on the same day to avoid inconvenience when connecting flights are not available by the shortest route, subject to the permission of the Chairman, Rajya Sabha.

9.12.6 Spouse of an MP can travel any number of times by railway in first class air-conditioned or executive class in any train from the usual place of residence of the Member to Delhi and back.

9.12.7 Spouse of an MP can travel by air from the usual place of residence of the Member to Delhi or back when Parliament is in session subject to the condition that the total number of such journeys shall not exceed eight in a year.

9.12.8 The spouse of a Member residing with him at a distance of 300 Kms. from Delhi is also entitled to road mileage for the above journeys performed by road irrespective of rail connection. Similarly, spouse of the Members residing in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim or Tripura are entitled to road mileage for the

above journeys performed by road from their usual place of residence to their nearest airport, irrespective of rail connection.

9.12.9 Every Member is entitled to 34 free single air journeys in a year from any place in India to any other place in India for self or along with spouse or any number of companions or relatives. Out of this 34 free air journeys, spouse or companion of a Member is entitled to travel alone up to a maximum of 8 air journeys a year to visit such Member. However, where the number of journeys performed by any Member by air in a year is less than 34, the balance number of journeys not availed by him/her shall be carried forward to the following year. (Please contact M.S.&A. Branch for detailed information.) Air journeys performed in excess of 34 in a year, subject to a maximum of eight may be adjusted from the 34 air journeys available for the next following year.

9.12.10 For the purpose of claiming TA/DA, the Member is required to tender claim to the M.S.&A. Branch in the prescribed form (Arrival/Departure Report/Intermediate journey form) with complete details of their journeys and used original air-tickets and in the case of e-ticket, electronic ticket duly countersigned by the Member along with boarding pass.

9.12.11 In the cases where the air ticket is lost, the Member is required to produce a certificate from the concerned airlines for having performed the journey by air.

9.12.12 The forms for claiming TA/DA are available with M.S.&A. Branch (Room No. 141-144, First Floor, Parliament House Annexe, Tel. No. 23034224/23034228) and Notice Office (Room No. G-16, Parliament House, Tel.No.23083082/3083). The Form can also be downloaded from the Rajya Sabha website (*sansad.in/rs*) under the link - 'More' - 'Downloads' - 'Application Forms' - 'M.S.&A. Branch Forms' - 'Form for claiming TA/DA'.

9.13 Smart Identity Card–Cum–Railway Pass

9.13.1 Every Member is provided with a Smart Identity Card – Cum – Railway Pass, which entitles him/her and spouse to travel in First Class Air-conditioned or Executive Class at any time, by any railway in India, along with a companion in AC two-tier. Such pass is valid for the term of his/her office. On the expiration of the term, the pass is required to be surrendered to the CPIC, Rajya Sabha.

9.13.2 For the travel of the spouse by rail from the usual place of residence of the Member to Delhi and back, a separate First Class Air-conditioned or Executive Class non-transferable a Smart Identity Card-cum-Railway Pass is issued on receiving of a request from the Member. The Form in this regard can be downloaded from the Rajya Sabha website (sansad.in/rs) under the link - 'More' →'Downloads' → 'Forms for New Members' → 'CPIC-PSS'→ 'Proforma for submission of Demographic data of Hon'ble Members, Spouse and Former Members' and 'M.S.&A. Section' – 'Declaration of usual place of residence'. The spouse railway pass is returnable to the CPIC, Rajya Sabha on the expiration of Membership. (Please contact CPIC/ MS&A Branch for details.)

9.14 Loss of Smart Identity Card-cum-Railway Pass

The loss of Smart Identity Card-cum-Railway Pass of the Member or the spouse; or former Member should be immediately reported to the Chairman, Rajya Sabha and the nearest Police Station. The Member/former Member has to apply to the CPIC, enclosing a copy of the report of the lost article issued by the police authorities, for re-issuance of the New Identity Card.

10 Railway Reservation

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

10.2 An IRCTC Air 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 airlines to the Members of Parliament for their visits/journeys. For any query/assistance, IRCTC counter may be contacted on **8287930300** / 8287930215.

11 Issue of Diplomatic Passport to Members of Parliament and their Spouses

11.1 Members of Parliament and their spouses are entitled for Diplomatic Passports which are issued by the CPV Division, Ministry of External Affairs (MEA), Patiala House, New Delhi. As per revised instruction issued by the MEA, Members and their spouses who wish to obtain Diplomatic Passports must apply online on through the MEA website: (www.passportindia.gov.in). A printout of the completed application, duly signed by the applicant, may then be forwarded to the Parliamentary Diplomacy Section (Room Nos. 534, Parliament House Annexe; Tel. No. 23034527) along with a request letter. The application must be accompanied by two to three copies of recent coloured photographs (size 4.5 cm × 3.5 cm), front-facing with both ears visible, and with a white background.

11.2 Members or their spouses who have been issued any other passport in their names may also enclose the same with the application forms for being kept in safe custody.

12 Use of Diplomatic Passports by Members of Parliament or their Spouses

12.1 The guidelines issued by the Ministry of External Affairs *vide* their letter No. VII/403/1/2010 dated 21st January, 2010 in this regard are reproduced below, for information of Members:—

"The question of Diplomatic Passports being used by Hon'ble Members of Parliament or their spouses for non-official or non-Parliament related work, say, for a holiday, or for professional work as a lawyer, doctor, businessperson or an architect, *etc*. has been raised.

12.2 Diplomatic Passports are issued to persons who hold diplomatic status and are sent on diplomatic assignment abroad or to those who hold certain positions determined by the Central Government. Diplomatic Passports are issued to the spouses of such persons to accompany them on their travels abroad. While Diplomatic Passports can be used for private visit [tourism or to visit friends/relatives], they are not meant to be used when traveling abroad for private business.

12.3 While issuing visa notes addressed to foreign Missions, the purpose of visit is specified, *viz*. official or private. However, it remains the prerogative of the foreign missions to grant or decline visa to an applicant, regardless of the visa note from this Ministry."

13. Issue of Visa Notes for private visits of Members/Spouses to foreign countries

13.1 For private visits [tourism or to visit friends/relatives] of Members and their spouses to such foreign countries where visas

are required, visa notes are issued by the Ministry of External Affairs, Patiala House, New Delhi on receiving a specific request from the Members concerned.

13.2 Members desirous of having visa notes issued for private visits may send their requisitions (in the name of the Secretary-General, Rajya Sabha) to the Parliamentary Diplomacy Section, along with the photocopies of their Diplomatic Passports and appropriate Political Clearance from the Ministry of External Affairs, for obtaining visa notes. Political Clearance may be applied at https://www.epolclearance.gov.in/.

13.3 Visa endorsements on the Diplomatic Passports of Members and their Spouses from the concerned foreign Embassy/High Commission may be arranged by the Members themselves.

13.4 The above is also applicable to Members travelling abroad in their personal capacity for participation in Conferences, Seminars, etc. by virtue of their expertise and domain knowledge, with or without foreign hospitality.

14 Members Visiting Abroad

14.1 Members are requested to send information of their visit abroad, stating the purpose, to the Secretary-General at least 3 weeks in advance so that the Ministry of External Affairs and the concerned Indian Mission/Post could be informed of the same. Members are also requested to e-mail their itineraries, as soon as they are finalized, to Joint Secretary, Parliamentary Diplomacy at rscp@sansad.nic.in.

14.2 As per OM No. AA/122/43/2006 dated 11th September, 2006 and 3rd October, 2016 issued by the Ministry of External Affairs, the Indian Missions/Posts are not authorized to incur expenditure on private visits of dignitaries/officials. However, on receipt of a

request from the Member, the Ministry of External Affairs and the Embassy/Post concerned will be requested to extend protocol and assistance to the Members on arrival/departure on their private visits abroad to the extent possible and permissible.

14.3 The above is also applicable to Members travelling abroad in their personal capacity for participation in Conferences, Seminars, etc. by virtue of their expertise and domain knowledge with or without foreign hospitality.

14.4 Members are kindly advised to exercise due caution while using mobile services, specifically BSNL/MTNL connections provided by the Secretariat, during their official or private visits abroad. To avoid excessive international roaming charges, Members are encouraged to consider using locally available SIM cards or available free Wi-Fi facilities. Furthermore, Members may consider deactivating non-essential applications, check the background app permissions and ensuring that mobile data remains disabled when not explicitly required to prevent unintended data consumption. During official visits, the concerned Indian Mission generally arranges for local SIM cards with specified call/data restrictions, for the Delegation Members, to facilitate local coordination. Members may kindly verify the applicable facilities and data caps on the provided SIM cards with the accompanying officers or the Mission staff, prior to use. For general internet access during such visits, Members are encouraged to avail themselves of free Wi-Fi services, usually provided at airport lounges, hotels, or the conference/event venues. Members may also kindly refer to the bulletins issued by the Secretariat from time to time regarding the use of mobile phones during foreign visits, for latest information.

15 Acceptance of Foreign Hospitality by Members of Parliament

15.1 Members are required to obtain prior permission of the Central Government for accepting any foreign hospitality during their private visits abroad or visits abroad in their personal capacity, under Section 6 of the Foreign Contribution (Regulation) Act, 2010.

15.2 The Government *vide* Notification dated 14.12.2015 (copy available on FCRA web portal) has mandated to provide services under the FCRA, 2010 only through online portal www.fcraonline.nic.in. Accordingly, Members are requested to submit their application in online mode only. Detailed guidelines for consideration of proposals for acceptance of foreign hospitality under the Foreign Contribution (Regulation) Act, 2010 have been issued by the Ministry of Home Affairs vide their OM No. II/21022/58(97)/2011-FCRA-I dated 21st November, 2022.

15.3 To avoid any delay, Members are advised that their applications for acceptance of foreign hospitality must reach the Ministry of Home Affairs at least two weeks before the proposed date of onward journey. For applying the necessary FCRA Clearance, Members may be requiring a forwarding letter from this Secretariat. Therefore, Members are requested to kindly submit a request to the Parliamentary Diplomacy Section (either in physical form at Room No. 534, PHA or through email: rscp@sansad.nic.in) along with the copy of the invite and their passport(s), well in advance. The forwarding letter may be collected from Room No. 534, PHA or will be sent to the official email of the Member, within seven working days.

15.4 Before accepting the hospitality, the Members should satisfy themselves about the credentials of the organization/institution

extending the hospitality.

16. Political Clearance from Ministry of External Affairs

16.1 All invitations from any foreign source, namely, Government of any country or any foreign entity are expected to be routed through the Ministry of External Affairs. However, in case such an invitation is received directly, Members are required to bring it to the notice of the Ministry of External Affairs and necessary political clearance of that Ministry should also be obtained for the purpose.

16.2 Members, when using Diplomatic Passport, are required to apply for prior political clearance directly to the Ministry of External Affairs by using the link www.epolclearance.gov.in and ensure that before proceeding abroad the requisite political clearance has been obtained. Requests may kindly be made at least 3 weeks in advance.

16.3 Seeking timely political clearance from MEA will enable them to make a recommendation to the Member taking into account the stature of the foreign entity extending the invitation, the appropriateness of the forum, public interest, etc.

16.4 The above is also applicable for private visits (tourism, visiting friends/relatives, etc.).

16.5 In case of official visits, political clearance from MEA would be sought by the Rajya Sabha Secretariat on behalf of the Members.

16.6 It may kindly be ensured that none of their activities during those visits give an unintended impression that Members are on an official visit on behalf of Indian Parliament.

17. Membership of Indian Parliamentary Group

17.1 The Indian Parliamentary Group is an autonomous body formed in the year 1949 in pursuance of a motion adopted by the Constituent Assembly (Legislative) on 16 August, 1948. Membership of the Indian Parliamentary Group is open to all the Members of Parliament (Lok Sabha and Rajya Sabha) and Ex-Members of Parliament. All Members of the Rajya Sabha who have not yet become member of the Group are requested to join the Group.

17.2 The life membership of the Group can be obtained on payment of Rs.1000/- in the prescribed form available in the Parliamentary Diplomacy Section (Room No.534, Parliament House Annexe, Tel. No.23034527). The duly filled form along with the requisite fee can be submitted to the Conference Branch, Lok Sabha Secretariat, Room No. 340, Parliament House Annexe.

18. Non-Official Visits abroad by Members of Parliament

18.1 The following guidelines are to be observed by Members in connection with their non-official visits abroad:-

(i) If any invitation from any foreign source namely, Government of any country, foreign organizations, etc. is received directly by a Member, a copy of such invitation letter giving full details of the purpose of the visit and the hospitality to be accepted should be sent to :

(a) the Ministry of External Affairs for political clearance; and

(b) the Secretary, Ministry of Home Affairs (Foreigners Division (FCRA), NDCC-II Building, Jai Singh Road, Near Jantar Mantar, New Delhi) for accepting any foreign hospitality being offered during visits

abroad.

(ii) On receipt of e-political clearance from the Ministry of External Affairs and FCRA permission from the Ministry of Home Affairs, the Member concerned shall keep the Hon'ble Chairman, Rajya Sabha informed, inter-alia, of the purpose of the visit and the hospitality proposed to be received.

(iii) It may kindly be ensured that none of their activities during those visits give an unintended impression that Members are on an official visit on behalf of Indian Parliament.

(iv) Before accepting the hospitality, the Members should satisfy themselves about the credentials of the organization/ institution extending the hospitality.

19. Supply of Publications

19.1The publications received from the various Ministries and Departments of the Government of India for distribution are made available to Members from the Publications Counter, Room No.26-A, Samvidhan Sadan, New Delhi. (Tel. No. 23034648).

20 Miscellaneous Facilities

20.1 Catering Facilities

Refreshments facilities from India Tourism Development Corporation (ITDC), Coffee Board and Tea Board are available to the Members and former Members in Parliament House, Samvidhan Sadan, Parliament House Annexe and Parliament Library Building. 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

20.2 Clubs and Common Halls

Common Halls have been provided for relaxation and recreation of Members in North and South Avenues. There is also the Constitution Club on Rafi Marg, which all Members can join on payment of the prescribed subscription fee of ₹ 1,000/- annually or ₹ 5,000/- for life Membership.

20.3 Bank and Post Office

20.3.1 **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. (public dealing), throughout the year, in Room No 57, First Floor, Samvidhan Sadan (Tel nos. 23016053 / 23011364 / 23034653) and on the Ground Floor in Parliament House Annexe (Tel nos. 23034477 / 23034241).

20.3.2 During Session periods the working hours of branches of State Bank of India at Samvidhan Sadan/Parliament House Annexe are extended till 6.00 p.m. for the convenience of the Members.

20.3.3 **India Post -** A Post Office (Tel no. 23017346) functions to facilitate Members of Parliament from 10.00 a.m. up to 4.30 p.m. (public dealing time) 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.

20.3.4 A Sub-Post Office (Tel no. 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.

20.4 Transport Facility for Members of Rajya Sabha

20.4.1. Transport service to the Members is provided between their residences and Parliament House/Parliament House Annexe. As decided by House Committee, Rajya Sabha, the charging of ₹ 10/- per trip for availing service of MP Special Ferry Vehicle for commuting to and fro between Members' official residences and Parliament House Complex, has been **discontinued.**

20.4.2. A Transport Desk functions from Cabin No. 008, (Basement) Parliament House Annexe, to facilitate aforementioned transportation facilities to Members. Two telephone 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.

20.4.3. 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.

20.4.4. 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.

20.4.5. Members are requested not to hold the vehicles (s) with them for long, in order to avoid inconvenience to other Members, who are seated in the vehicles or/are waiting for the vehicles. Members are also requested to share the vehicle with other Members who are going to /in the same destination/direction and co-operate with the staff of Transport Desk.

20.5 Filing of Tax Returns

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.

20.6 NDMC Liaison Office

Throughout the year, an NDMC Liaison Office functions in Room No. 314, Parliament House Annexe, New Delhi

(Tel. No. 23034314, 23034316) for the convenience of the Members with regard to connection/disconnection, and preparation of bills in respect of water and electricity consumption and allied matters pertaining to their residences.

20.7 Supply of D.O. Stationery

Standardized D.O. stationery is sold to Members on a no-profit no-loss basis through the Sales Counter, adjacent to the Publications Counter at Room No. 26-A, Samvidhan Sadan, New Delhi. (Tel. No. 23034648).

20.8 RFID Car Parking Labels

20.8.1 For Sitting Members:

To enable Members to have unhindered entry of their vehicles into the precincts of Parliament House Complex, two RFID Car Parking labels (One 'MP' Label & one 'P' Label) with validity till the Membership Term ending date are issued, as per the approved guidelines, by CPIC on receipt of an application in the prescribed form available in CPIC and Notice Office. In case of a Member being appointed as Minister, an additional 'MP' Label is issued for the official vehicle of the Minister on receipt of request from the concerned Ministry/Department of Govt. of India.

20.8.2 For Former Members:

The Former Members are issued one RFID Parking Label with validity till last day of December of the calendar year, which may be renewed for the subsequent calendar year on receiving of request in the prescribed Proforma from the former Member.

The Forms for RFID Car Parking Labels can also be downloaded from the Rajya Sabha website (sansad.in/rs) under the link - 'More' → 'Downloads' → ' Forms For New Members' → 'CPIC-PSS' → Proforma for Integrated RFID Vehicle Label for

Hon'ble Members and Former Members'.

In case the vehicle, for which RFID Car Parking Label is being requested, is not registered in the name of Member/former Member, an undertaking in the prescribed Proforma is also required to be attached alongwith the request form. The Undertaking Proforma can also be downloaded from the Rajya Sabha website (sansad.in/rs) under the link - 'More' → 'Downloads' → ' Forms For New Members' → 'CPIC-PSS' → 'Undertaking for Car Park Label (for Sitting MP)'.

20.8.3 Loss/Damage of RFID Car Parking Labels or Change of vehicle

The loss of RFID Car Parking Labels should be immediately reported to the CPIC, Rajya Sabha and the nearest Police Station. The Member/former Member has to apply to the CPIC, enclosing a copy of the report of the lost article issued by the police authorities, for re-issuance of the RFID Car Parking Labels.

In case of damage of RFID Car Parking Label the Member/former Member may request for replacement after returning the damaged Label.

In case of change of vehicle: Member/former Member may request for issuing of RFID Car Parking Label for new vehicle after depositing the previously issued label and an application in the prescribed Proforma along with requisite documents of the new vehicle.

20.9 IT Facilities

20.9.1 The mandate of the **Committee on Information and Communication Technology Management in Rajya Sabha** is to decide parameters with regard to application of Information Technology in the functioning of the Council; decide norms for provision of computer hardware and software to be made

available to Members from time to time; ensure increasing use of electronic mode of information dissemination in the Council; and take suitable measures, including training, to encourage Members to be proficient in the use of IT tools.

20.9.2 The facility of Computer Equipment is made available to the Members to enable them to discharge their functions/duties through a "Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment". Under the Scheme, Members are entitled to purchase any or all of the items of computer equipment specified below:

1) Desktop computer
2) Laptop Computer
3) Pen drive
4) Printer (DeskJet/ LaserJet/Multi-function/portable)
5) Scanner
6) UPS (with desktop only)
7) Handheld communicator/computer/smart phone
8) Data internet cards
9) MS Office suite
10) Language softwares and Speech recognition softwares
11) E-reader
12) Computer Monitor
13) External Hard Drive
14) Smart Projector
15) Portable Projector Screen
16) Smart Television
17) Smart Display
18) Tablet Computer with Keyboard
19) Smart Speaker/Wearables
20) Ancillary items/necessary accessories to the IT equipment –
    (i) Anti-Virus Software
    (ii) Speakers
    (iii) Headphone

(iv) Microphone
(v) WebCam
(vi) Bluetooth Headset/Apple Airpods
(vii) Stylus (compatible)
(viii) External Keyboard, Smart Keyboard
(ix) Laptop Bag
(x) Cooling Pad
(xi) Phone/eReader Cover
(xii) Tempered Glass/Screen Guard
(xiii) Warranty extension packs

21) Any other equipment with approval of the Chairman of the Committee

20.9.3 The financial entitlement of a Member for purchasing computer equipment and software under the Scheme is as follows:

(a) **Rs. 2,50,000/-** if elected/nominated to Rajya Sabha for a term of more than three years.

(b) **Rs.2,00,000/-** if elected/nominated to Rajya Sabha in bye-election on a casual vacancy for a term of three years or less.

(c) Additional **Rs 1,50,000/-** would be available to a Member after a period of three years of his/her term subject to condition that minimum period of term left is not less than three months.

20.9.4 Members can avail of the Scheme by purchasing the computer equipment from a vendor and passing on the proof of payment to the Systems Division (Room No. 121 & 121-A, 3rd Floor, Samvidhan Sadan) for reimbursement. On certification by the Systems Division, the MS&A Branch makes the

reimbursement to the Member.

20.9.5 Members may also keep in view the following stipulations regarding the purchase of computer equipment under the Scheme of Financial Entitlement:

(a) Members have complete freedom of choice in respect of purchase of the admissible computer equipment as enumerated in para 21.9.2 above, and may purchase any model of reputed brands from the Original Equipment Manufacturers or their authorized vendors. Members may also purchase the equipment from a vendor of their choice; however, in that case, they should satisfy themselves about the genuineness of the products, warranty cover and the quality of after-sales-service support.

(b) As per the decision of the Committee on Information and Communication Technology Management in Rajya Sabha, Members will not be allowed to purchase computer equipment and submit claim thereof for reimbursement during the last three months of their membership in Rajya Sabha. Accordingly, bill received from Members for computer equipment purchased during the last three months of their term will not be entertained, and if received, the same will be returned to the Member.

20.9.6 Arrangements for obtaining warranty services, maintenance and insurance towards the computer equipment that Members purchase using their financial entitlement are to be made by Members themselves. The computer equipment purchased by a Member under the Scheme remains with him even after he ceases to be a Member.

20.9.7 Members can obtain more information on the Scheme and rules governing it by approaching the Systems Division (Room No. 121 & 121-A, 3rd Floor, Samvidhan Sadan) or from the Rajya Sabha website (sansad.in/rs) by following the path ***Committees→ Standing Committees → Committee on***

Information and Communication Technology Management in Rajya Sabha → Rules.

20.9.8 **Multimedia Devices in Rajya Sabha Chamber**: As part of the efforts to achieve the aim of a digital/paperless Parliament, multimedia devices have been installed at the seats of all Members inside the Chamber. The devices provide Members access to daily Business and other Parliamentary Papers, Reference/Rule books and material, information about Members, multilingual simultaneous interpretation of the proceedings of the House and enable Members to raise requests to speak and participate in the ongoing discussions, and also to register their votes whenever the Chair calls for a Division on any issue. Each device shows detailed information about the Member for whom it is configured. Members may choose the language in which they prefer to see the User Interface of the device between English and Hindi, by opting for the preferred language through the device settings. A user Guidebook and Video tutorial for Members on using the Multimedia Devices are available to Members for reference in their Members Portal Accounts. They can be viewed under **Quick Links** tab on the Home Page. The Guidebook is also available in the Multimedia Device itself under the **Documents** tab.

20.9.9 **E-mail Facility**: E-mail facility is provided to Members by the National Informatics Centre (NIC) free of charge. For availing this facility, a form is required to be filled up by the Member mentioning desired username. The form is available with Systems Division (Room No. 121 & 121-A, 3rd Floor, Samvidhan Sadan) or can be downloaded from the Rajya Sabha Website (sansad.in/rs) by following the path ***More→Download Application Forms/Forms for new Members→Systems Division→NICNET Application Form***. The NIC email services website (https: //email.gov.in) is to be used to access the emails.

20.9.10 **Broadband Facility**: Members can also avail of

broadband facility of MTNL/BSNL by choosing to forego 10,000 of their telephone calls out of the 1,50,000/- free calls for each broadband connection.

20.9.11 **Members' Portal**: The Member's Portal, accessible at https://mprs.nic.in, is a secured Web Application for information services delivery and inter-communication system integrated with Mobile SMS and NIC's E-mail messaging Service. It is a bilingual portal and Member may choose either English or Hindi language to use the portal. Further, a revamped Members' Portal may also be accessed under the **'Login'** tab on the Rajya Sabha website (sansad.in/rs). The portal has security features like two factor authentication for Login (User Name/Password and Mobile OTP) with captcha for secured access by Members with OTP being sent to the registered mobile number of the Member.

20.9.12 **Facility for online Reference Service:** A facility for online requisition and access of Parliament Library References for Members of Rajya Sabha is available and the link for the same has now been given under the Members' Portal of Rajya Sabha (https://mprs.nic.in) as well as under the new Members' Portal that can be accessed at sansad.in/rs (under the link **'Requests'** present in the left navigation panel). Members may avail of this facility by logging into the Portal through their account credentials already provided by NIC.

20.9.13 **Geo Fencing feature (Country wise access control) on official e-mail:** A facility of enabling the Country Policy for NIC email access in other countries is available and Members of Rajya Sabha can access their e-mails while travelling abroad.

20.9.14 **Secured high speed Wi-Fi facility in Parliament House Complex:** Secured Wi-Fi facilities in the Parliament House Complex including the Lobbies and Chamber of Rajya Sabha have been set up by the National Informatics Centre (NIC).

A Member can register for a maximum of three portable devices for Wi-Fi access in the Parliament House. For this purpose, a Form is required to be filled and submitted in the NIC Computer Centre, First Floor, 64-G or Room No. 110, Third Floor, Samvidhan Sadan (Old Parliament Building) or in the Systems Division, Room No. 121 & 121-A, 3rd Floor, Samvidhan Sadan. The requisite Form is also available in physical copy in Notice Office, Rajya Sabha. It is also available on the Rajya Sabha website (sansad.in/rs) under the link ***More→Download Application Forms→ Systems Division→Wi-Fi access request form.***

Members can utilize the Wi-Fi services using the User Id and Password which shall be sent on their Official "Sansad" e-mail accounts/registered mobile number.

To fill the form, Media Access Control (MAC) address of the device i.e. mobile phone, i-PAD, laptop etc. shall be required and in order to access the MAC address of a device following steps may be followed:-

Finding the Wi-Fi MAC Address on Android Phone

1. On the Home screen, tap the **Menu** button and go to **Settings**.
2. Tap **About Phone**.
3. Tap **Status**.
4. Scroll down to see your **Wi-Fi MAC address.**

Or,

1. On the Home screen, tap the Menu button and go to **Settings.**
2. Tap **About Phone.**
3. Tap **Hardware information.**
4. Scroll down to see your Wi-Fi MAC address.

Or,

1. On the Home screen, press the **Menu** key and select **Settings.**
2. Now select **Wireless and network.**

3. Select **Wi-Fi Settings.** You will find the MAC address under the Advanced section.

Find the Wi-Fi MAC Address on a Windows Mobile Device

To locate the MAC Address of your Windows Mobile device, follow these steps:

1. On **Start,** flick left to the App list.
2. Tap **Settings,** then **About,** then **More info.**
3. Note the MAC Address.

To locate the MAC Address of your iPad, iPhone or iPod Touch, follow these steps:

1. Tap **Settings.**
2. Select **General.**
3. Then select **About.**
4. The MAC address is listed as **Wi-Fi Address.**

Wi-Fi Access through Laptop Computers:

To Find a Laptop's MAC Address of Wi-Fi (Windows 7, Vista, Windows 8.1 & windows10)

Option1:

1. Click the Start button at the bottom left of your screen.
2. Type **ncpa.cpl** into the search box and press ENTER
3. Right-click your Wi-Fi controller and select Status.
4. Click Details and the Physical Address is your MAC Address

Option2:

1. Click on the Windows Logo in the bottom left corner.
2. In the search box, type in **cmd** and press enter.
3. In the command prompt, type in **getmac** (with no spaces) and push enter.
4. The MAC address is labeled Physical Address of Wi-Fi controller

Option3:

1. Click on the Start Menu, then select the Run item.
2. Type **cmd** in the text field.
3. A terminal window will appear on the screen. Type **ipconfig** /all and return.
4. There will be a block of information for each adapter on your computer. Look in the description field for wireless. The Physical Address for that block is your wireless MAC address.

How to Find Your MAC Address (Wi-Fi controller) in Mac OS X

Option 1:

1. Select System Preferences from the Apple menu at the top left of your screen.
2. Click Network from the System Preferences menu.
3. Choose Wi-Fi from the list of interfaces on the left and click the Advanced button.
4. Choose the Hardware tab under which you will see the MAC address of your wireless card.

Option 2:

1. Click on the Apple Menu, and choose the Location menu item.
2. Click on Network Preferences.
3. Click on the Show menu and choose the AirPort item.
4. The AirPort ID is your wireless MAC address.

How to Find Your MAC Address (Wi-Fi controller) on Laptop with Linux OS

1. In a terminal window type **ifconfig** and return.
2. You'll see a list of interfaces. Your wireless interface will likely be named wlan0 or wifi0. The wireless MAC address will

be in the field labeled HWaddr.
3. You can also use iwconfig to find your wireless MAC address if you have it installed.

Wi-Fi (restricted) facility in Rajya Sabha Chamber:

In order to provide access to all the government websites and websites of both the Houses of Parliament, Wi-Fi facility has been provided inside the Rajya Sabha Chamber. Hon'ble Members can use their mobile devices (phone/e-reader/laptop etc.) to use this facility. **Inside the Chamber, Members will be able to access only Government websites.** However, once they come out, they can disable/enable the Wi-Fi so that they start accessing full Internet without restrictions.

In case of any difficulty/clarification, Members may kindly contact Computer Centre, NIC, 110, Samvidhan Sadan, at Tel No: 23034399/ 23034067/23018006 or at e-mail:nic64g@sansad.nic.in/ sanjay@nic.in (M)-981499498.

20.9.15 **IT Helpdesk for Members of Parliament:** An IT helpdesk is set up in Members Lounge Area near Rajya Sabha Chamber during the Session days for facilitation of Members for Device Configuration and for resolution of their queries and concerns on IT related issues. NIC officials are available at the helpdesk to resolve Members' queries then and there.

20.9.16 **e-Notice facility:** A facility for online submission of notices by Members of Rajya Sabha through a secured web portal https://rsnotices.nic.in is available (also accessible from https://mprs.nic.in or through eNotice module available on revamped Member Portal under login of the Digital Sansad site sansad.in/rs). This web based facility will allow online submission of notices by Members in respect of various devices for raising issues in Rajya Sabha under the rules such as Questions, Zero Hour, Special Mention, Calling Attention and

Short Duration Discussion etc.

20.9.17 **Training**: Various training programmes and awareness sessions for Members and their personal staff are organized by the Secretariat in collaboration with the NIC to train them in computer operations and to inform and update them about the Rajya Sabha websites and various IT applications relevant for their use.

20.9.18 **Websites**: The bilingual Rajya Sabha Website (sansad.in/rs) in English and Hindi is exclusively dedicated to Rajya Sabha and can also be accessed through Parliament of India website (sansad.in). The Rajya Sabha Website, at present, contains information regarding various aspects of the functioning of the House and its Committees including Questions, Bills, Assurances, Debates, Committee matters, etc. Members' bio-data with search facility has also been provided and information relating to the MPLADS can also be accessed from this site. Most of the information is supported by online databases. The information available is updated almost on real time basis, especially with regard to List of Business, Papers to be laid on the Table, Part I and Part II Bulletins, etc. so that Members can see the Parliamentary information well in advance. Besides, Rajya Sabha also maintains a Rajya Sabha Debates website (http://rsdebate.nic.in) which contains digitized Debates of Rajya Sabha with search facility. In this Debate portal, all the printed volumes of Official Debates of Rajya Sabha since its first sitting on 13th May, 1952 have been scanned and converted into electronic form. The Digital repository of debates contains the Debates in Text (pdf) format as well as Image (pdf) format so that it is possible to make free text search on the debates as well as to keep the original format of the printed debates intact. The Debates comprise Part I (Parliamentary Questions and Answers) and Part II (proceedings other than Question and Answers).

20.9.19 **Live Telecasting/Webcasting of Proceedings**: During the Session period, there is live webcast of the proceedings of the House which can be viewed from the Rajya Sabha Website (sansad.in/rs). Also, during Sessions of Parliament, Sansad Television provides live coverage of the proceedings of Rajya Sabha.

20.9.20 **Video Clips of Individual Speeches of Members on Members' Portal and on Pen Drives:** The video clips of individual speeches of Members delivered in Rajya Sabha are made available to them through their Members' Portal Account and can be downloaded from there. As the Audio Visual and Telecasting Unit of the Lok Sabha Secretariat preserves the video recordings of the proceedings of both the Houses for archival purposes, Hon'ble Members desirous of obtaining the video recordings of their participation in the proceedings of the House may get the same in pen drive on complimentary basis from the that Unit. Members may send their requests indicating the date(s), time and subject(s) of their participation to the AV&T Unit, Room No. G-140, Parliament Library Building, Phone Nos. 23034505, 23035347, email: avunit-lss@sansad.nic.in.