

## **Members Of Parliament (Travelling And Dailyallowances) Rules, 1957**

### CONTENTS

#### **CHAPTER 1 :- Preliminary**

1. Short Title
2. Definitions

#### **CHAPTER 2 :- Routes for the performance of any journey**

3. Section 3
- 3A. Section 3A

#### **CHAPTER 3 :-Manner in which fractions of a day should be dealt with for the purpose of determining the daily allowance admissible for the day**

4. Section 4
5. Section 5

#### **CHAPTER 4 :-Admissibility or travelling allowance where the place from which a member commences his journey or to which he returns is not his usual place or residence**

6. Section 6
- 6A. Section 6A
7. Section 7

#### **CHAPTER 5 :-General rules regulating the payment of daily and traveling allowances under the act**

8. Section 8
9. Section 9
10. Section 10
11. Section 11
12. Section 12
13. Section 13
14. Section 14
15. Section 15
16. Section 16
- 16A. Section 16A
17. Section 17
- 17A. Section 17A
- 17B. Section 17B
- 17C. Section 17C
- 17D. Section 17D
- 17E. Section 17E
- 17F. Section 17F
18. Section 18

#### **CHAPTER 6 :-Form certificates to be furnished by member for the purpose**

of claiming allowances under the Act

19. A Member Who Claims Any Travelling Or Other Allowances Under These Rules Shall Support His Claim By A Certificate In The Following Form, Namely

**FORM 1 :-** Form 'A'

**FORM 2 :-** Form B

**FORM 3 :-** Form C

**FORM 4 :-** Form D

**FORM 5 :-** FORM E

**FORM 6 :-** FORM F

**Members Of Parliament (Travelling And Dailyallowances) Rules,  
1957**

S.R.O. 1150 -- The following Rules made by the Joint Committee constituted under sub-section (1) of Section 9 of the Salaries and Allowances of Members of Parliament Act, 1954 (No. 30 of 1954) in exercise of the powers conferred on it by sub-section (3) of the said section, which have been approved and confirmed by the Chairman of the Council of States and the Speaker of the House of the People as required by sub-section (4) of that section, are published for general information:--

**CHAPTER 1** Preliminary

**1. Short Title :-**

(1) these rules may be called the Members of Parliament (Travelling and Daily Allowances) Rules, 1957.

(2) They shall be deemed to have come into force on the 1st day of June, 1954, provided that any claim already settled before the publication of these rules in the Official Gazette shall not be reopened by virtue of any provision contained in these rules.

**2. Definitions :-**

In these rules, unless the context otherwise requires --

"the Act means the Salaries and Allowances of Members of Parliament Act, 1954, 1954 (30 of 1954), as amended (9 of 1955);

"Controlling Officer means an officer of the Lok Sabha Secretariat empowered by the Secretary to the Lok Sabha or an Officer of the Rajya Sabha Secretariat empowered by the Secretary to the Rajya Sabha, to countersign the traveling and daily allowances bills of Members of the Lok Sabha or the Rajya Sabha, as the case may be;

Day means a period of twenty-four hours beginning at midnight;

Form means a form appended to these rules;

Joint Committee means the Joint Committee constituted under sub-section(1) of section 9;

Section means a section of the Act.

## **CHAPTER 2** Routes for the performance of any journey

### **3. Section 3 :-**

(i) Subject to the other provisions of these rules, the railway fare referred to in clause (a) of sub-section (1) of section 4 of the Act shall be calculated by the shortest route, i.e., the route by which a Members may most speedily reach his destination. When more routes than one are equally short, the fare shall be calculated by the cheapest route.

(ii) Where the shortest route is temporarily closed, the extra fare may be allowed by the next quickest route.

(iii)<sup>2</sup>[Where it is not convenient for a Member to travel by the shortest route, he may travel by any route more convenient to him, and in such a case the railway fare shall be calculated by the route by which he actually travelled; Provided that where the difference between the fare by the shortest route and the fare by the route by which he actually travelled exceeds sixty rupees, the difference in fare payable to the Member shall be limited to sixty rupees.]

<sup>3</sup>[(iv)The second class fare referred to in clause (a) of sub-section (1) of section 4 of the Act shall be calculated at the rates prescribed for journeys by mail trains irrespective of the train in which the Member actually travels.]

### **3A. Section 3A :-**

(1) Save as otherwise provided in those rules, the air fare referred to in clause (b) of sub-section (1) of section 4, or in clause (b) of section<sup>5</sup>, shall be calculated by the direct route;

Provided that where there are more routes than one, the airfare shall be calculated by the route by which a Member may most speedily reach his destination.

(2) Where the direct route is temporarily closed, or there is no service on a particular day, and the journey is performed by the Member by the next cheapest route, the airfare shall be allowed by that route.

(3) Where it is not convenient for a Member to travel by the direct route, he may travel by any route more convenient to him and in such a case, he shall be allowed an amount which is equal to --

the air fare by the route by which he had actually travelled, or

the air fare by the direct route plus a sum of rupees 5[two hundred and fifty];

whichever is less.

(3aa) Provided that a Member of Parliament shall be entitled to travel by any other route to avoid inconvenience to reach his destination on the same day when connected flights are not available by the shortest route, subject to the permission of the Speaker, Lok Sabha or Chairman, Rajya Sabha as the case may be.

(4) Where a Member travels by a circuitous air-cum-rail route he shall be allowed travelling allowance under section 4 for the journey actually performed air-cum-rail or the travelling allowance by air by the direct route,

whichever is less;

Provided that where the air portion of the journey performed is less than half the total distance by the direct route, the travelling allowance by air shall be allowed for the distance actually travelled by air and for the remainder of the journey, travelling allowance by rail shall be allowed by working out the total rail mileage by the direct route from the starting point to the destination and reducing therefrom the rail mileage from the starting point upto the place a Member travelled by air.

(5) Where the journey by air is performed by, --

a Member under section 4, section 5 or section 6C,

the spouse of the Member under section 6B (iii), or

an attendant of the Member under section 6D, the Member shall produce counterfoil of air ticket of the journey so performed:

Provided that where the counterfoil is lost or has been misplaced, the Member shall produce a certificate from Indian Airlines/Vayudoot for having performed the journey by air.

**CHAPTER 3** Manner in which fractions of a day should be dealt with for the purpose of determining the daily allowance admissible for the day

#### **4. Section 4 :-**

Daily allowance shall be admissible to a Member for each day of residence on duty irrespective of the time of arrival or departure.

7[(4A) Every Member shall be entitled to receive road mileage allowance @ Rs. thirteen per kilometer for the journey or any part thereof performed by road for the purpose of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Act;

Provided that in respect of journey from the usual place of residence in Delhi to the Delhi airport and vice-versa the minimum amount shall be Rs. 120].

Admissibility of travelling allowance where a member is provided with free transit for the whole or any part of a journey.

#### **5. Section 5 :-**

No travelling allowance under section 4 shall be claimed by a Member in respect of any journey or part thereof performed by him in a conveyance provided at the expense of the Government of India or a State Government or a Local Fund but he shall be entitled to draw an allowance at the rate of Rs. 5.25 (Rupees five and paise twenty-five) only per diem, where the duration of such journey lasts for not less than six hours on any day:

Provided that the provisions of the rule shall not apply to a journey performed on any railway.

Note -- the amount of Rs. 5.25 is granted to the Member to cover his incidental expenses during such journeys or parts thereof, and is in lieu of the extra air or steamer fares or road mileage when he performs the journey by a conveyance supplied without charge. This allowance is not an alternative to

the daily allowance of Rs.8[200]per diem which is allowed to him for each day of residence on duty.

**CHAPTER4** Admissibility or travelling allowance where the place from which a member commences his journey or to which he returns is not his usual place or residence

**6. Section 6 :-**

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 usual place of residence or returns to such place he may draw travelling allowance for the actual journey performed or the journey from or to his usual place of residence whichever is less.

**6A. Section 6A :-**

Where during a Session of a House of Parliament or a sitting of a committee a Member performs a journey from the place where such session or sitting is held to any other place for the purpose of attending to any business connected with his duties as a Member, he shall be entitled to receive-travelling allowance, in respect of such journey to such other place and for the return journey, at the rates specified in section 4;and daily allowance for each day during any period of residence on 10[7\* \* \* \* \*]

**7. Section 7 :-**

**CHAPTER5** General rules regulating the payment of daily and traveling allowances under the act

**8. Section 8 :-**

Every Member shall, as soon as possible after he is elected or nominated, declare his usual place of residence to the Controlling Officer, and any subsequent change in the usual place of residence so declared shall be notified to the Controlling Officer in Form A as early as possible.

**9. Section 9 :-**

Notwithstanding that a Member has not taken his seat in a House of Parliament to which he is elected or nominated, he shall be entitled to receive travelling allowances for the journey performed by him for the purpose of taking his seat in the House.

**10. Section 10 :-**

(1) For absence for a period of 15 days or more during a session of a House of Parliament or a meeting of a Committee for visiting any place in India, no

travelling or daily allowance will be admissible. The period of absence of a Member shall be reckoned in terms of days beginning and ending at midnight.

Explanation -- If a Member comes back on the 15th day, whether in the forenoon or in the afternoon, his absence shall be treated as being less than 15 days.

(2) The term during a session or a sitting of a Committee occurring in section 5 and in sub-rule (1) of this rule does not include a period of three days immediately preceding the commencement of and three days immediately succeeding the end of the session or two days immediately preceding the commencement of the business and two days immediately succeeding the conclusion of the business of the Committee.

11[Provided that nothing in this rule shall apply to availing of \*[Thirty two single air journey during any year from any place in India to any place in India in terms of the provision of sub-section (2) of section 5 of the Act].

### **11. Section 11 :-**

### **12. Section 12 :-**

If a Member leaves the place where a session of a House of Parliament or a sitting of a Committee is held before the commencement of the interval between the adjournment of the session or the sitting of a Committee sine die and the Commencement of another session or sitting such interval not exceeding a period of seven days, his absence from that place shall be treated as intermediate absence during a session of a House or a sitting of a Committee, as the case may be and the provisions of section 5 shall apply accordingly.

### **13. Section 13 :-**

Travelling allowance for a return journey to the usual place of residence shall be admissible to a Member who leaves the place of a session of a House of Parliament or a sitting of a Committee during the continuance of such session or sitting and returns to the place of the session or sitting after the conclusion of the business of the session or the sitting, as the case may be, before finally returning to his usual place of residence.

### **14. Section 14 :-**

All cases regarding the admissibility of travelling allowance to a Member whom arrives at the place where a session of a House of Parliament or a sitting of a Committee is held, without knowledge of the postponement of the session or the Sitting, including cases of such Members as arrive after the session or the sitting is adjourned suddenly shall be determined by the Speaker of the House of the People or the Chairman of the Council of States, as the case may be, having regard to the circumstances of each case.

### **15. Section 15 :-**

Where a Member is provided with free board and lodging at the expense of the Government of India or a State Government or a Local Fund, he shall be entitled To receive only one-half of the daily allowance admissible to him under section 3. If only board or lodging is allowed free to a Member, he shall be entitled to receive Three-fourths of the daily allowances admissible to him under that section.

**16. Section 16 :-**

(1) Where a Member loses his Identity Card-cum-Railway Pass 13[or Spouses Railway Pass ] and a duplicate thereof is required to be issued to him, he shall make an application to the Speaker of the House of the People or the Chairman of the Council of States, as the case may be, explaining the circumstances under which the loss occurred and if the Speaker or the Chairman, as the case may be, is satisfied, a duplicate Identity Card-cum-Railway Pass 14[or Spouses Railway Pass] shall be issued to the Member.

(2) Where a Member 15[Spouse]travels by rail without his Identity Card-cum-Railway Pass 16[Spouses Railway Pass] he shall be governed by the ordinary railway rules in regard to such travel.]

**16A. Section 16A :-**

(1) Where a Member loses his Steamer Pass or the Spouses Steamer Pass and a duplicate thereof is required to be issued to him, he shall make an application to the Speaker of the House of the People or the Chairman of the Council of States, as the case may be , explaining the circumstances under which the loss occurred and if the Speaker or the Chairman, as the case may be, is satisfied a duplicate Steamer Pass or the Spouses Steamer Pass , shall be issued to the Member.

(2) Where a Member or his Spouse travels by steamer without the Steamer Pass, he shall be governed by the ordinary rules in regard to such travel.

**17. Section 17 :-**

(1) Whenever a Member undertakes a journey by using the railway pass provided under section 6, he shall fill in a Members railway journey form as setout in Form B before commencement of the journey and hand over the form to the railway ticket collecting staff on the termination of the journey at the detraining station. For this purpose, a booklet containing twenty-five machine-numbered copies of Form B shall be supplied to each Member.

(2) Whenever a Member wants to reserve accommodation on the railway, he shall fill a form as set out in form C.

**17A. Section 17A :-**

Whenever the spouse of a Member undertakes a journey by using the railway pass provided under 19[Section6B], a railway journey form as set out in Form B-I shall be filled in by the Member before the commencement of the journey. The form so filled shall be handed over to the railway ticket-

collecting staff on the termination of the journey at the detraining station. For this purpose, a booklet containing twenty-five machine-numbered copies of form B-I to be used by the spouse of the Member, shall be supplied to a Member, on request].

**17B.** Section 17B :-

Whenever a person accompanies the Member when he travels by rail, by using the railway pass provided under 21[Section6B], a railway journey form as set out in Form B-II shall be filled in by the Member before the commencement of the journey. The form so filled shall be handed over to the railway ticket-collecting staff on the termination of the journey at the detraining station. For this purpose, a booklet containing twenty-five machine-numbered copies of Form B-II shall be supplied to each Member.

**17C.** Section 17C :-

Whenever a Member undertakes a journey by using the Steamer Pass provided under Section 6A, he shall fill in a Members Steamer Journey Form as set out in Form B-III before the commencement of the journey and hand over the form to the Master of the Vessel on the completion of the voyage. For this purpose, a booklet containing twenty-five machine-numbered copies of Form B-III shall be supplied to the Member concerned.

**17D.** Section 17D :-

Whenever the spouse of a Member undertakes a journey by using the Steamer Pass provided under section 6A, Steamer Journey Form as set out in Form B-IV shall be filled in by the Member before the commencement of the journey. The form so filled shall be handed over to the Master of the Vessel on the completion of the voyage. For this purpose, a booklet containing twenty-five machine-numbered copies of Form B-IV to be used by the spouse of the Member, shall be supplied to the Member, on request.

**17E.** Section 17E :-

Whenever a person accompanies a Member, when he travels by steamer by using the Steamer Pass provided under section 6-A, a Steamer Journey Form as set out in Form B-V shall be filled in by the Member before the commencement of the journey. The form so filled shall be handed over to the Master of the Vessel on the completion of the voyage. For this purpose, a booklet containing twenty-five machine-numbered copies of Form B-V shall be supplied to the Member.

**17F.** Section 17F :-

(1) A member who is so physically incapacitated as to require an attendant to accompany him by air shall, along with his application addressed to the

Chairman of the Council of States or the Speaker of the House of the People, as the case may be append therewith a certificate from a panel of doctors of Dr. Ram Manohar Lohia Hospital, New Delhi, certifying the nature of incapacity whether permanent or temporary.

(2) If the nature of the incapacity is temporary, the period of such incapacity shall be specified and shall not initially exceed six months.

(3) If the Member feels that an attendant is required for travel by air along with him even after the period referred to in sub-rule (2), the Member shall appear again before the panel of doctors referred to in sub-rule(1) for obtaining a certificate to which the provisions of sub-rule (2) shall apply.

### **18. Section 18 :-**

(1) Travelling allowance bill for any return journey of the nature referred to in sub-section (10) of section 4 of the Act may be paid to a Member not more than seven days in advance of the date on which the journey is to be performed by him.

Provided that in case the Member does not subsequently perform the journey on such date, the amount of the travelling allowance taken in advance shall be refunded forthwith.

(2) A bill on account of daily allowance is payable only up to the date of the presentation of the Bill.]

2528[additional facilities allowance] travelling allowance, daily allowance, medical reimbursement claims and any other allowances and claims whatsoever, payable to such Member under the provisions of the Act and the rules framed there under for the time being in force and which remain unpaid to him at the time of his death.

(2) Every nominee under sub-rule (1) shall, before claiming payment, furnish a bond in Form F to the Secretariat of the House to which the deceased Member was elected or nominated.]

**CHAPTER 6** Form certificates to be furnished by member for the purpose of claiming allowances under the Act

### **19. A Member Who Claims Any Travelling Or Other Allowances Under These Rules Shall Support His Claim By A Certificate In The Following Form, Namely :-**

29 I certify that the information given by me is true to the best of my knowledge. I have not claimed the TA/DA from any other official source for the period mentioned in this Bill.

21 [ deleted ]

23. (1) Whenever any Government dues such as house rent, telephone dues, etc., are reported to be outstanding against a Member and appropriate claims or bills in support thereof are received from the authority concerned, an amount equivalent to such dues shall be deducted from the next salary or

travelling and daily allowances bills to be prepared for and on behalf of the Member and the balance shall be paid to him.

(2) Ordinarily any non-Governmental dues outstanding against a Member shall not be recovered from his salaries or allowances but where such dues are on account of certain services rendered to him in the course of his parliamentary duties, such as, when he is on tour with a parliamentary committee and the arrangements for such services have been made by or at the instance of semi-Government institutions or private parties at the request of officers of the Lok Sabha or the Rajya Sabha Secretariat and where such Member in spite of repeated requests had failed to make payment of such dues, recovery thereof may be effected from the salary or travelling or daily allowance bills of such Member.

24. If any question arises as to the interpretation of these rules, the question shall be referred to the Joint Committee and its decision thereon shall be final.

**FORM 1**

Form 'A'

[ See Rule 8 ]

I have changed my usual place of residence from .....  
to.....With effect from.....due to.....  
(Here state the reasons)

I may hence-forward be allowed travelling allowances from.....

**FORM 2**

Form B

[ See Rule 17 (1) ]

No.....	No.....
Lok Sabha Secretariat	Lok Sabha Secretariat
Rajya Sabha Secretariat	Rajya Sabha Secretariat
MEMBER'S RAILWAY JOURNEY  FORM  (BOOK FOIL )	MEMBER'S RAILWAY JOURNEY  FORM  ( FOIL )
I am travelling by Class *.....	I am travelling by Class *.....
From..... Station to..... Station via..... 34[and have commenced my journey on .....19.....] accompanied/unaccompanied by one person in first class .....	From..... Station to..... Station via..... 35[and have commenced my journey on .....19.....] accompanied/unaccompanied by one person in first class ..... My Identity Card-cum-Railway Pass No.

My Identity Card-cum-Railway Pass No. is ..... Lok Sabha Div. No.....Member, Rajya Sabha *I/II/III/ACIII/Sleeper Coach etc. (To be retained by Members)	Is..... Lok Sabha Div. No.....Member, Rajya Sabha *I/II/III/ACIII/Sleeper Coach etc. (To be handed over to the Railway ticket collecting staff on the termination of the journey.)

**[ Form 'B-1]36**  
[ See Rule 17 (a) ]

No. ....	No. ....
Lok Sabha Secretariat Rajya Sabha Secretariat SPOUSES RAILWAY JOURNEY FORM (BOOK FOIL) My wife/husband, Shrimati / Shri .....is travelling by.....*class from .....(usual place of resi-dence ) to Delhi/New Delhi &from Delhi/New Delhi to..... (usual place of residence) via..... ..... commencing the Journey on..... in respect of .....Session Lok Sabha/Rajya Sabha.	Lok Sabha Secretariat Rajya Sabha Secretariat SPOUSES RAILWAY JOURNEY FORM (FOIL) (To be delivered to the Railways on the termination of the Journey.) My wife/husband, Shrimati / Shri .....is travelling by.....*class from .....(usual place of resi-dence ) to Delhi/New Delhi &from Delhi/New Delhi to..... (usual place of residence) via..... ..... commencing the Journey on..... in respect of .....Session Lok Sabha/Rajya Sabha
My Identity Card-cum-Railway Pass no. is..... My spouse's Railway Pass No. is..... Lok Sabha Div. No. .... Member,	My Identity Card-cum-Railway Pass no. is..... My spouse's Railway Pass No. is..... Lok Sabha Div. No. .... Member, Rajya Sabha

Rajya Sabha	
*I/II/III/ACIII/Sleeper Coach etc.  (To be retained by Member and returned to Lok Sabha/Rajya Sabha Secretariat after use).	*I/II/III/ACIII/Sleeper Coach etc.  (To be handed over to the Railway ticket collecting staff on the termination of journey.).

**37[Form 'B-II']**  
[See Rule 17-B]

No. ....	No.....
Lok Sabha Secretariat  Rajya Sabha Secretariat	Lok Sabha Secretariat  Rajya Sabha Secretariat
RAILWAY JOURNEY FORM FOR THE USE OF ONE PERSON TO ACCOMPANY THE MEMBER OF PARLIAMENT  (BOOK FOIL)	RAILWAY JOURNEY FORM FOR THE USE OF ONE PERSON TO ACCOMPANY THE MEMBER OF PARLIAMENT  (FOIL)
	(To be delivered to the Railway at the termination of the journey)
<p style="text-align: center;">Certified that Shri/Shrimati..... .....who is accompanying me has travelled from..... .....to..... (station) (station) in I class, via..... commencing the Journey on .....19..... My Identity Card-cum-Railway Pass No. is..... Lok Sabha Div. No. ....Member, Rajya Sabha.</p>	<p style="text-align: center;">Certified that Shri/Shrimati..... .....who is accompanying me has travelled from..... .....to..... (station) (station) in I class, via..... commencing the Journey on .....19..... My Identity Card-cum-Railway Pass No. is..... Lok Sabha Div. No. ....Member, Rajya Sabha.</p>
(To be retained by Member and returned to Lok Sabha/Rajya Sabha Secretariat after use).	(To be handed over to the Railway ticket collecting staff on the termination of the journey).

**38[Form 'B-III']**  
[ See Rule 17-C ]

No.....	No.....
_____	_____
Lok Sabha Secretariat Rajya Sabha Secretariat	Lok Sabha Secretariat Rajya Sabha Secretariat
MEMBER'S STEAMER JOURNEY FORM (BOOK FOIL)	MEMBER'S STEAMER JOURNEY FORM (FOIL)
I am travelling by..... Class (without diet) from ..... .....(Port)to..... (Port), and have commenced my Journey on.....19 My Steamer Pass No. is ..... Div. No..... Member, Lok Sabha/Rajya Sabha	I am travelling by..... Class (without diet) from ..... .....(Port) to..... .....(Port), and have commenced my Journey on .....19 My Steamer Pass No. is..... Div.No..... Member, Lok Sabha/Rajya Sabha
( To be retained by Member and returned to Lok Sabha/Rajya Sabha Secretariat after use).	(To be handed over to the Master of the Vessel on the completion of the voyage).

**39[Form 'B-IV']**  
[ See Rule 17-D ]

No.....	No.....
_____	_____
Lok Sabha Secretariat Rajya Sabha Secretariat	Lok Sabha Secretariat Rajya Sabha Secretariat
SPOUSE'S STEAMER JOURNEY FORM (BOOK FOIL)	SPOUSE'S STEAMER JOURNEY FORM (FOIL)
My wife/husband, Shrimati/Shri..... .....is travelling by .....class (without diet) from..... ..... (usual place of residence of Member)	My wife/husband, Shrimati/Shri..... .....is travelling by .....class (without diet) from..... ..... (usual place of residence of Member)

<p>.....</p> <p>(nearest port in the main land of India)</p> <p>to.....</p> <p>(nearest port in the main land of India)</p> <p>.....</p> <p>(usual place of residence of Member)</p> <p>commencing the Journey on.....</p> <p>in respect of.....Session, Lok Sabha/Rajya Sabha.</p> <p>My Steamer Pass No. is.....</p> <p>My Spouses Steamer Pass No. is .....</p> <p>Div. No.....</p> <p>Member, Lok Sabha/Rajya Sabha.</p> <p>(To be retained by Member and returned to Lok Sabha/Rajya Sabha Secretariat after use).</p>	<p>.....</p> <p>(nearest port in the main land of India)</p> <p>to.....</p> <p>(nearest port in the main land of India)</p> <p>.....</p> <p>(usual place of residence of Member)</p> <p>commencing the Journey on.....</p> <p>in respect of.....Session, Lok Sabha/Rajya Sabha.</p> <p>My Steamer Pass No. is.....</p> <p>My Spouses Steamer Pass No. is .....</p> <p>Div. No.....</p> <p>Member, Lok Sabha/Rajya Sabha.</p> <p>(To be handed over to the Master of the Vessel on the completion of the voyage).</p>
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**40[Form 'B-V']**  
[See Rule 17—E]

No.....	No.....
<p>-----</p> <p>-----</p> <p>Lok Sabha Secretariat</p> <p>Rajya Sabha Secretariat</p>	<p>Lok Sabha Secretariat</p> <p>Rajya Sabha Secretariat</p>
<p>STEAMER JOURNEY FORM FOR THE USE OF ONE PERSON TO ACCOMPANY THE MEMBER OF PARLIAMENT</p> <p align="center">(BOOK FOIL)</p>	<p>STEAMER JOURNEY FORM FOR THE USE OF ONE PERSON TO ACCOMPANY THE MEMBER OF PARLIAMENT</p> <p align="center">(FOIL)</p>
<p>Certified that Shri/Shrimati.....</p> <p>who is accompanying me has travelled from.....(Port)</p> <p>to.....(Port)</p> <p>in the lowest class (without diet), commencing Journey on.....</p> <p>My Steamer Pass No. is.....</p> <p>Div. No.....</p> <p>Member, Lok Sabha/Rajya Sabha</p>	<p>Certified that Shri/Shrimati.....</p> <p>who is accompanying me has travelled from.....(Port)</p> <p>to.....(Port) in the lowest class (without diet), commencing Journey on.....</p> <p>My Steamer Pass No. is.....</p> <p>Div. No..... Member, Lok Sabha/Rajya Sabha</p>
(To be retained by Member and returned to	(To be handed over to the Master of the Vessel

FORM 3

Form C

[ See Rule 17 (2)]

LOK SABHA

RAJYA SABHA

The Station Superintendent/Master

.....

Please reserve one -----class berth for my journey  
ex.....to..... by train No.-----  
-----on.....

Signature

Lok Sabha

Member-----

Rajya Sabha

Identity Card-cum-Railway Pass No.....

Division No.-----

Address-----

FORM 4

Form D

I certify that the information given by me is true to the best of my knowledge. I have not claimed the TA/DA from any other official source for the period mentioned in this Bill

Signature:

Name:

Member: Rajya Sabha/Lok Sabha

I.C. No.:

FORM 5

FORM E

[See Rule 18B (1)]

NOMINATION FORM

-----

(TO BE FILLED IN DUPLICATE)

I.....Member of Lok/Rajya Sabha hereby nominate the person(s) mentioned below who is/are member(s) of my family and confer on him/them the right to receive Salary/ 43[Additional Facilities Allowance]/Travelling/Daily Allowance/Medical Reimbursement Claims and any other allowances and claims whatsoever which becomes due to me from the Lok/Rajya Sabha Secretariat and remain unpaid to me in the event of my death.

ORIGINAL NOMINEE ALTERNATIVE NOMINEE

Name and address Relationship Age, Name and address Relationship Age  
of nominee with member of nominee with member

Dated this .....day  
of.....20.....at.....

Witness to signature:

1.....  
Name.....  
Address.....

2.....  
Name.....  
Address.....

Signature of Member

Name.....

DIVISION NO.....

Note: The member is advised that it would be in the interest of his nominee if copies of the nominations and related notices and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.

FORM 6

FORM F

[ See Rule 18B(2)]

FORM OF BOND OF INDEMNITY FOR DRAWING ARREARS OF SALARY, ADDITIONAL FACILITIES ALLOWANCE, TRAVELLING AND DAILY ALLOWANCES, MEDICAL REIMBURSEMENT CLAIM AND ANY OTHER ALLOWANCES AND CLAIMS WHATSOEVER DUE TO A DECEASED MEMBER OF LOK SABHA/RAJYA SABHA.

WHEREAS .....was at time of his death

(Name of deceased)

a Member of Lok/Rajya Sabha and there was due to him the sum of Rs.....

(Rupees.....) (for Salary, 45[Additional Facilities Allowance], Travelling and Daily Allowances and Medical Reimbursement Claim in respect of his said office) AND WHEREAS the bounden.....

(Name of Claimants).

.....(Hereinafter called the Claimant) claims to be entitled to the said sum as heir/heirress of the said.....

(Name of deceased)

but has not obtained letters of administration of or a succession certificate to the property and effects of the said .....

(Name of deceased)

.....including the said sum of Rs.....(Rupees.....)

AND WHEREAS the claimant has satisfied the Lok Sabha/Rajya Sabha Secretariat that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the claimant were required to produce letters of administration of or a succession certificate to the property and effects of the said.....

(Name of deceased)

.....including the said sum of Rs..... (Rupees.....).

AND WHEREAS the Lok Sabha/Rajya Sabha Secretariat desire to pay the sum of Rs.....(Rupees.....) to the claimant but require the claimant first to execute a bond with one surety/two sureties to indemnify and keep indemnified and harmless the Lok Sabha/Rajya Sabha Secretariat against all claims to the sum of Rs..... (Rupees.....) due as aforesaid to the said .....before the said sum can be paid to the claimant.

(Name of deceased)

K N O WALL MEN by these presents that I.....

(Full name of claimant with place or residence) (State relationship to the deceased)

and I/We.....(Full name or names of sureties) sureties for him/her are held firmly bound to the President of India in the sum of Rs.....(Rupees.....) to be paid to the President, FOR WHICH Payment to be well and truly made, each of us jointly and severally binds himself and his heirs, executors, administration and assign firmly by these presents.

PROVIDED that if after payment of the said sum of Rs..... (Rupees.....) has been made to the Claimant, the Claimant or the surety/sureties shall, in the event of a claim being made by any other person(s) against the Lok Sabha/Rajya Sabha Secretariat with respect of the aforesaid sum of Rs..... (Rupees.....) or any part thereof pay, or cause to be paid, the said sum or such part thereof as may be the subject of claim by third person(s) or shall otherwise indemnify and save the Lok Sabha/Rajya Sabha Secretariat harmless from all liability in respect of the aforesaid sum and all cost and expenses incurred in consequence of any such claim thereto THEN the above written bond or obligation shall be void BUT OTHERWISE the same shall remain in full force and virtue.

IN WITNESS WHEREOF WE

W I T N E S S (1).....(Claimant above named)

W I T N E S S (2).....(Surety above named)

W I T N E S S (3).....(Surety above named)

named)

have hereunto set out hands this .....day

of.....20.....