

RAJYA SABHA SECRETARIAT
(M.S.&A BRANCH)

**INTIMATION REGARDING ENGAGEMENT OF PERSON(S) BY MEMBERS OF
RAJYA SABHA FOR OBTAINING SECRETARIAL ASSISTANCE OUT OF
OFFICE EXPENSE ALLOWANCE**

I have appointed Shri/Smt./Kum. _____
son/daughter/spouse of _____
resident of _____
as _____ with effect from _____ (date)
for obtaining secretarial assistance.

An amount of Rs. # _____ Rupees _____
_____) may be paid to him/her as per his /her following
bank details:

- a) Bank Name.....
- b) Branch Name & address.....
- c) BSR Code/IFSC Code.....
- d) Account No.....

Signature of the person engaged: _____
(whose name is given above)

* It is certified that
Shri/Smt./Kum. _____ is a computer literate.

Signature: _____
Name of Member: _____
I.C. No: _____
Div. No: _____

Share out of the total amount of Rs.30000/-.

* applicable only for the person who is a computer literate.

Note: Separate form should be filled-in for different persons as engaged by the Member

To

MS&A Branch, Rajya Sabha Secretariat,
Room No.228, Parliament House Annexe,
New Delhi-110001.

RAJYA SABHA SECRETARIAT

**APPLICATION FOR ISSUE OF IDENTITY CARD TO MEMBER AND NON
TRANSFERABLE FIRST CLASS RAILWAY PASS TO HIS/HER SPOUSE**

Dated_____

From

_____, M.P.

To,

The Secretary General,
Rajya Sabha
New Delhi

Sir,

Kindly arrange to provide me the following:-

(i) Identity Card cum Railway Pass from any railway station to anyother Railway Station
in India.

(ii) Entry Pass cum Railway pass for the use of my spouse Smt./Shri _____

_____ from

_____ (nearest Railway Station from my usual
place of residence) to Delhi/New Delhi and back once during every session of Rajya Sabha.

Yours faithfully,

Signature of the Member, Rajya Sabha

For Office use:

Issued: (i) Members I.C. No. _____

(ii) Spouse's Railway Pass No. _____

