

Government of India
Ministry of Railways
(Railway Board)

RBA NO. 47/2005.

12-08-05.

No. 2005/AC-II/20/8

FA&CAO

(All Zonal Railways & PVs)

Sub:- Guidelines regarding bearing of expenditure by Lok Sabha/Rajya Sabha Secretariat on study tours of Parliamentary Committees.

Please find enclosed copy of Board's letter no. 2005/Parl/29 dated 21-07-05 on the above subject for information and necessary action.

Kindly acknowledge receipt.

DA:- As above.



(J. Srinivas)
Director Finance/CCA
Railway Board

FC

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

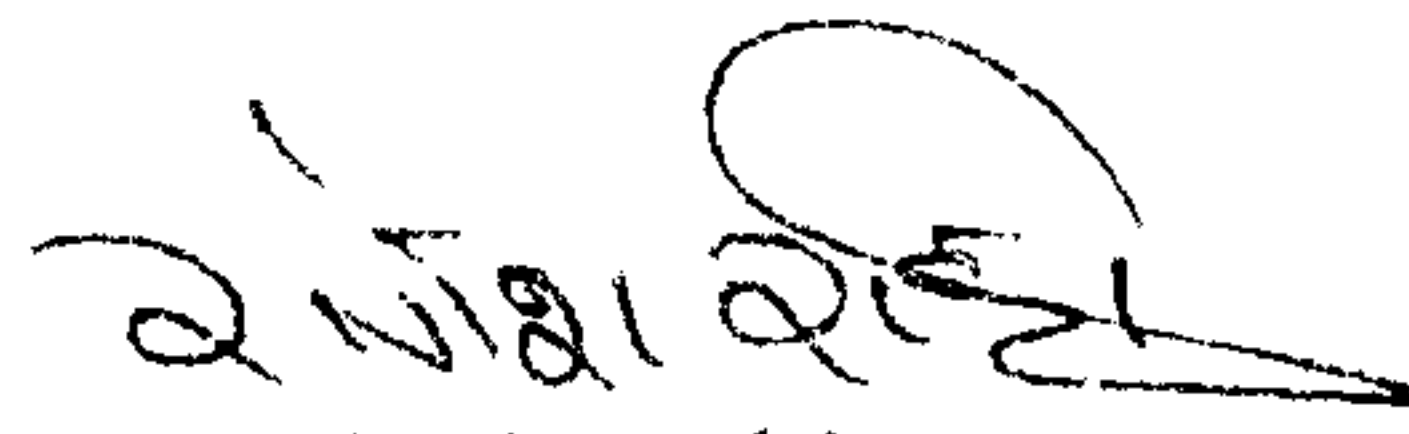
No. 2005/Parl/29

New Delhi, dated 21-07-2005

**The General Managers
All Indian Railways & Production Units
The Chairman-cum-MDs/Managing Directors
Public Sector Undertakings (Under Ministry of Railways)**

Sub: Guidelines regarding bearing of expenditure by Lok Sabha/Rajya Sabha Secretariat on study tours of Parliamentary Committee.

Enclosed please find a copy of O.M. No. 2(16)E-Coord./2005 dated 28th June, 2005 from Department of Expenditure, Ministry of Finance on the above subject for information and compliance.


(Rajesh Rahi)
Under Secy. (Parl.)

Copy to:-

- i) Sr.PPSs/PSs to CRB, FC, MT, ME, MM, MS, ML and Secretary.
- ii) AM(B), AM(Fin.), DF(BC), JS(E) and JD(OL).

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GUIDELINES REGARDING BEARING OF EXPENDITURE BY THE LOK SABHA/RAJYA SABHA SECRETARIAT ON STUDY TOURS OF PARLIAMENTARY COMMITTEES.

Introductory:

It has been decided that henceforth the Lok Sabha and Rajya Sabha Secretariats shall bear expenditure on board, lodging and transport, etc. for members and officers accompanying the Parliamentary Committees. Consequently, the practice of incurring expenditure by the Ministries/Government Organisations/PSUs on study tours of Parliamentary Committees has been discontinued. For the implementation of this decision, broad guidelines are enumerated in the succeeding paragraphs.

I. Administrative arrangements to be made by the Government/organisations concerned:

The Lok Sabha/Rajya Sabha Secretariat will intimate the respective Ministries/State Governments/Organisations/PSUs about the programme of the Committee's visit, as per practice currently in vogue. The organisation(s) concerned will make necessary arrangements for the visit as per the directions of the Lok Sabha/Rajya Sabha Secretariat, including those for board, lodging and transport. In case where more than one organisation is to be visited at one place, the Lok Sabha/Rajya Sabha Secretariat will write specifically as to which of the Ministries/organisations will be the nodal organisation to coordinate with the other organisations for making necessary arrangements for the visit.

(a) Stay Arrangements:

Arrangements regarding accommodation for the Committee (reference to Committee would include Sub-Committee/Study Group) and the officers shall be made in one Government Guest House (Reference to Government Guest Houses includes Guest House of PSU/MLA Hostel/Circuit House, etc.). It should be ensured that all the necessary facilities are provided and that the

place of stay is clean and the room tidy and no inconvenience is caused to members.

Where Government Guest House is not available or it is not possible to accommodate the entire Committee along with the officers in one Government Guest House, arrangements may be made for the stay of the Committee and the officers in a Government owned Hotel.

Where a Government owned Hotel is not available, arrangements may be made for the stay of the Committee and the officers in a good Hotel befitting the status of a Parliamentary Committee. Arrangements for the Committee, shall be dignified, but shall not be ostentatious and should not leave room for adverse criticism from the media and the public.

Arrangements may be made as under:-

- (i) Stay arrangements for members and officers/staff accompanying the Committee may be made at one place.
- (ii) For the Chairman of the Committee or the Convenor of the Committee/sub-Committee/Study Group, an ordinary suite (i.e., suitable accommodation with facilities for organising meetings, etc. for 5 or 6 persons at a time, besides a living room) may be provided, wherever available.
- (iii) For each member/officer, separate standard room may be provided.
- (iv) In case a member is accompanied by his/her spouse or a companion, he/she may, on request, be provided a double occupancy room. However, the difference in charges between the standard room and the double occupancy room, if any, and other expenditures on boarding, etc., for the companion will be paid by the member.

(b) Control Room:

A room at the place of stay of the Committee, that is, Guest House/Government owned hotel/hotel, etc. may be booked for operating as a Control Room where two or three senior officers of the organisation may be put on duty to provide assistance to the Committee. The Control Room may be provided with telephone, fax machine and computer. The Control Room will be manned by officials of the organisation concerned round the clock.

(c) Telephone Facilities:

Members and officers are not to be provided with STD/ISD facilities. In case a member or officer uses this facility, he/she shall pay for it. No reimbursement shall be admissible for any expenditure incurred on this account. However, to meet functional requirements a telephone with S.T.D. facility will be provided in the rooms of Chairman/Convenor and the senior most officer accompanying the Committee.

(d) Laundry Service:

Laundry service, if any, availed by Members and Officers will be at their own cost and payment. No reimbursement shall be admissible for any expenditure incurred on this service.

(e) Transport Facilities:

- (i) Members and officers are to be provided with transport facility during their stay at the place of visit. Transport shall also be provided to receive the members/officers on arrival as also to see them off at the Airport/Railway Station.
- (ii) One car is sufficient for two members/officers. An additional car to meet any exigency may also be arranged.
- (iii) Considering the extreme climatic conditions in various parts of the country, AC cars may be arranged wherever necessary.
- (iv) In case a member is with his/her spouse and he/she wants a separate car, the member concerned will have to

bear the entire expenditure incurred on using the car exclusively.

- (v) Wherever considered appropriate, an AC coach, instead of a car each for two members/officers, may be engaged and utilised for transport requirements of the Committee members and officers.
- (vi) For making arrangements for the reception and departure of the Committee, a separate van to carry the luggage of members/officers may be arranged.

(f) Arrangements for Board:

- (i) **Breakfast:** Generally, breakfast is included in the hotel tariff. Members and officers may be advised to avail the facilities at the earmarked restaurant/dining hall. If breakfast is not included in the tariff, arrangements for breakfast may be made on the pattern of arrangements to be made for lunches/dinners.
- (ii) **Lunches/Dinners:** In case where official lunches/dinners are not there, arrangements for Buffet lunch/dinner for the members/officers may be made by the nodal organisation in one of the restaurants/dining halls.
- (iii) **Tea/Coffee:** Members/officers may have tea/coffee and snacks through the room service.
- (iv) **Water:** Adequate number of mineral water bottles may be procured from the market by the organization concerned and made available in the rooms of members/officers.
- (v) **Miscellaneous:** Serving of liquor to members and officers or making any demand for it is strictly prohibited. Organisations concerned are also not to serve liquor at official dinners/lunches, etc.
- (vi) In case arrangements are made in the organisation's guest houses, the room/lodging charges as applicable to the

employees of the organisation will be reimbursed by the Lok Sabha/Rajya Sabha Secretariat.

- (vii) In cases where long road journeys are involved, necessary arrangements for refreshments may be made in consultation with the accompanying officials of the Committee at the cost of the Lok Sabha/Rajya Sabha Secretariat.

(g) Arrangements for informal sittings during Study Visits:

- (i) In case of visit of the Committee to any plant/office of the organisation concerned, informal sittings of the Committee may be organised, wherever necessary, at the place of visit by the organisation concerned.
- (ii) In case it is necessary to hold informal sittings at the place of stay of the Committee, that is, in the guest house/Government owned hotel/hotel, etc. suitable Conference Hall may be booked. Charges for such hall and other related arrangements, including refreshment will be borne by the Lok Sabha/Rajya Sabha Secretariats.

(h) Medical requirements:

- (i) In case the organisations concerned have medical facilities, i.e., hospitals/dispensaries/doctors, they may be asked to meet emergent medical requirements, if any, of members of the Committee and accompanying officers/staff.
- (ii) In cases where the organisations do not have medical facilities, they may arrange such facilities through a medical panel, where such a panel exists. Expenditure incurred on such arrangements will be met by the Lok Sabha/Rajya Sabha Secretariat as per admissible CGHS rates and excess expenditure, if any, may be regularised after taking approval of the Ministry of Health & Family Welfare as per existing rules.

(i) Gifts:

No organisation shall give any gifts to the members of the Committee and accompanying officers. No gifts are to be accepted by the members and accompanying officers of the Committee.

II. Reimbursement of the expenditure to the Government/organisations:

(a) Guidelines to be followed by the Lok Sabha/Rajya Sabha Secretariat for reimbursement of expenses:

- (i) All bills for reimbursement received in the Lok Sabha Secretariat/Rajya Sabha Secretariat shall be first scrutinised and certified by the Committee Branches concerned and approved by the senior most officer accompanying the Committee regarding the details of the (i) members/officers who went on tours and (ii) utilisation of guest house/hotel rooms and vehicles and thereafter sent to the B&P Branch (Lok Sabha Secretariat)/MS&A and Estt. (A/cs.) (Rajya Sabha Secretariat) for necessary action.
- (ii) Any expenses incurred by a member in respect of his/her spouse/companion taken on tour with or without permission of the Chairman/Speaker shall not be reimbursed and these shall have to be paid by the member concerned.
- (iii) The B&P Branch (Lok Sabha Secretariat)/MS&A, Estt. (A/cs) and Pay and Accounts Office (Rajya Sabha Secretariat) shall examine the bills and settle them as per admissible items and guidelines on the subject.
- (iv) The B&P Branch (Lok Sabha Secretariat)/Estt. (Gen.) in consultation with Pay & Accounts section (Rajya Sabha Secretariat) will work out the budget estimates for the tours and the formats for reimbursement of expenditure on tours.

(b) Reimbursement of the expenditure to the Government/organisation:

- (i) The Lok Sabha/Rajya Sabha Secretariat will reimburse admissible expenditure incurred on board, lodging and transport, informal sittings, Control Room, medical expenses of an emergent nature of members of the Committee and accompanying officers/staff and other admissible items in respect of the Committee serviced by them during the study tour.

- (ii) For each place of visit, only the nodal organisation in coordination with the other organisations concerned shall raise the bills for the actual expenditure incurred on the admissible items for reimbursement by the Lok Sabha Secretariat/Rajya Sabha Secretariat.
- (iii) For each place, a consolidated bill showing the actual expenditure incurred on various items, the details of members and officers/staff and the rooms occupied by them and the cars/coaches used for their transport and expenditure on other admissible items shall be submitted.
- (iv) The consolidated bill should be certified by a senior officer of the nodal organisation designated for the purpose, to the effect that the amount claimed has been actually incurred and is as per approved rates. It should also be certified by the organisation that they have not incurred any expenditure on the items for which reimbursement is being claimed.
- (v) Details of any other expenditure incurred by the Ministry or organisation in connection with the visit of the Committee, shall also be furnished separately.
- (vi) Reimbursement of expenses will be made not on the basis of advance bookings in respect of rooms and vehicles, etc. but on actual occupancy/utilisation basis.
- (vii) Any expenditure incurred by members/officers/staff not admissible as per the guidelines, shall be paid by the members/officers/staff themselves. In case they fail to do so, the same shall be debited to their payable dues in the Lok Sabha/Rajya Sabha Secretariat.

III. Reimbursement of expenditure in the case of Joint Committees.

The respective Secretariat will meet the expenditure on the study tours of the Joint Committees being serviced by them, as per the procedure enumerated in the preceding paragraphs.

IV. Bearing of all expenditure by each Secretariat in regard to the specific Committees of each House:

The expenditure incurred towards board, lodging and transport, etc. of the Committees of Rajya Sabha will be borne by the Rajya Sabha Secretariat. Likewise, the expenditure incurred, in case of the Committees of Lok Sabha will be borne by the Lok Sabha Secretariat, as per the procedure enumerated in the preceding paragraphs.