

The Punjab Legislative Assembly (Allowances of Members) Rules, 1957

PUNJAB

India

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Rule

THE-PUNJAB-LEGISLATIVE-ASSEMBLY-ALLOWANCES-OF-MEMBERS of 1957

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The Punjab Legislative Assembly (Allowances of Members) Rules, 1957Published vide Notification Punjab Government Gazette Extraordinary, dated 16.7.1957.

1. Title and Commencement.

- These rules may be called the Punjab Legislative Assembly (Allowances of Members) Rules, 1957, and shall come into force at once.

2. Definitions.

(1)In these rules :-(a)"The Act" means the Punjab Legislative Assembly (Allowances of Members) Act, IV of 1942, as adapted and amended from time to time;(b)"Chief Public Office" means :-(i)At the headquarters of a district. - The Court of the Deputy Commissioner;(ii)At a cantonment. - The Station Church;(iii)At an outpost or tehsil. - The Court of the Officer-in-charge of the outpost or tehsil; and(iv)At all other places. - The Police Station or if there be no Police Station, the Post Office, or if there be no Post Office the point so declared for the purpose of these rules by the Speaker;(c)"Secretary" means the Secretary of the Punjab Legislative Assembly.(d)["Controlling Officer" means the Secretary or such officer not below the rank of an Under Secretary as may be designated by the Secretary to perform all or any of the functions of the Controlling Officer subject to such directions as may be given by him from time to time.] [Substituted vide Punjab Gazette Extra dated 20.1.1981.](2)Words and Expressions used in these Rules and not defined therein shall have the meanings assigned to them in the Act.

3. Travelling Allowance to the Speaker.

- The Speaker shall be entitled to travelling allowance for journeys mentioned below on the same scale as is admissible to a minister: (a) from his place of residence to the venue of the Assembly when proceeding to join office and back to his normal place of residence after relinquishment of office; (b) (i) From Chandigarh to his constituency (headquarters) at the end of each session of the Assembly and for the return journey to Chandigarh at the beginning of the next session; (ii) from Chandigarh to his constituency (headquarters) when the Assembly is adjourned for two or more days and for the return journey after the period of break and from Chandigarh to his constituency (headquarters) and back once a month in off session periods; (c) to attend a Conference or a Committee of Presiding Officers of Legislative Bodies in India or for a visit to the venue of some other Legislative Body to study its procedure, working and organisation : Provided that for tours undertaken by him outside India in the discharge of his official duties, he shall be entitled to such travelling and daily allowances as the State Government may, in each case, determine; (d) to attend or participate in any public function or any function arranged by the State or Central Government or any local or statutory authority or to receive a civic address or for attending meetings connected with, or for visiting sites or places of developmental or constructive activities, undertaken by the State or Central Government or by any body financed partly or wholly by the State or Central Government; (e) in the event of a change of the headquarters of the Assembly a journey from his home, or from the old headquarters of the Assembly in case he is residing there at the time of the move, to the new headquarters of the Assembly; and (f) such other journeys as may be certified by the Speaker to have been performed in the discharge of duty.

4. Halting Allowance to the Speaker.

- The Speaker shall be entitled to halting allowance at the same rates and on the same conditions as daily allowance to a Minister.

4A. Payment of advance of Travelling Allowance and Halting Allowance.

- There may be paid to the Speaker an advance of Travelling Allowance and Halting Allowance admissible to him under these rules.

5. Travelling Allowance/Halting Allowance to Deputy Speaker.

(1) The Deputy Speaker shall be entitled to Travelling Allowance for journeys mentioned below on the same scale as is admissible to a [Minister of State] [Amended vide Notification No. PLA-76/90, 25.10.1976.] - (a) from his place of residence to the venue of the Assembly when proceeding to join office and back to his normal place of residence after relinquishment of office; (b) (i) from Chandigarh to his constituency (headquarters) at the end of each session of the Assembly and for the return journey to Chandigarh at the beginning of the next session; (ii) from Chandigarh to his constituency (headquarters) when the Assembly is adjourned for two or more days and for the return journey after the period of break and from Chandigarh to his constituency (headquarters) and back once a

month in off session periods;(c)for journeys performed by him under the orders of the Speaker -(i)to attend the Conference of Presiding Officers of Legislative bodies in India; and(ii)for the purpose of attending to any other business connected with his duties as Deputy Speaker.(2)The Speaker may also allow the Deputy Speaker to travel by air to save time, in which case he shall be entitled to travelling allowance for journey by air on the same scale as is admissible to a Government servant of first grade entitled to travel by air.(3)The Deputy Speaker shall be entitled to Halting Allowance at the same rates and on the same conditions as Daily Allowance to a [Minister of State.] [Amended vide Notification No. PLA-76/90, 25.10.1976.](4)The Speaker shall be the Controlling Officer for the purpose of countersigning the Travelling Allowance Bills of the Deputy Speaker.

5A. Travelling Allowance to Chairmen of Committees

. - A Chairman of a Committee constituted under the Rules of Procedure and Conduct of Business in the Punjab Legislative Assembly shall be entitled to travelling allowance at the same rates as prescribed in sub-rule (i) of rule for journey performed and him under orders of the Speaker for attending a Conference of Chairmen of the corresponding Committees of Legislative Bodies in India.

6. Travelling Allowance of Members.

- (i) Subject to the proviso to section 4 of the Act, there shall be paid Travelling Allowance to each member in respect of every journey performed by him for the purpose of attending a Session of the Assembly or a meeting of a Committee or for the purpose of attending to any other business under orders of the Speaker connected with his duties as a member, from his usual place of residence to the place where the session or the meeting is held or the other business is to be transacted and for the return journeys from such place to his usual place of residence :-(a)if the journey is performed by rail, an amount equal to one first class fare, inclusive of tax on passengers fares, if any, plus one-half first class railway fare, exclusive of tax on passenger fares, for each such journey;(b)[for journeys performed by road between places not connected by rail, at the rate of] [Vide Punjab Government Gazette Extra, dated 8.8.1975.] [rupee one and paise twenty five] [Modified vide Punjab Government Gazette Extra, dated 9.3.1981.] per kilometre.(c)[if the journey is performed by air, travelling allowance on the same scale, as is admissible to a Government servant of Grade I entitled to travel by air.] [Substituted vide Punjab Government Gazette Extra, dated 8.9.1970.](ii)[Notwithstanding anything contained in sub-rule (i), a member who performs a journey by road, by his own car between places connected by rail, either wholly or in part and gives a certificate that he travelled by his own car, may draw the mileage allowance referred to in sub-rule (i)(b) in place of Travelling Allowance which would have been admissible to him if he had travelled by rail] [Vide Punjab Government Gazette Extra, dated 14.1.1976.] :Provided that where a member who performs a journey by road between places connected by rail either wholly or in part, by means of car not owned by him, he may draw the mileage allowance referred to in sub-rule (i)(b) in place of Travelling Allowance which would have been admissible to him if he had travelled by rail, but the total amount of Travelling Allowance drawn by him for the entire journey shall not exceed the amount which would have been admissible to him had he performed such journey by rail :Provided further that in the case of a journey performed by road, the Chief Public Office shall be deemed to be the point of commencement and termination of the journey.Note 1. - For the purpose of calculating

travelling allowance, a journey between two stations shall be deemed to be performed by the shortest or the cheapest of two or more practicable routes, whichever is less. Note 2. - If the usual place of residence of a member is outside the Punjab, the travelling allowance shall be calculated as from and to the headquarters of the constituency from which he is elected. For the purposes of this note Delhi shall be deemed to be within the Punjab. Explanation. - For the purposes of this note, the phrase "headquarters of the constituency" shall be interpreted as under :- (a) in the case of a constituency comprising a part of a district, it shall mean the place by which the constituency in question is known. (b) in the case of a constituency consisting of parts of more than one district, it shall mean the headquarters of any one of such districts. Note 3. - When under the rules of the railway, return tickets are issued and the route of the return journey and the period within which it will be performed are covered by such rules, return tickets at reduced rates should always be purchased. The mileage allowance for the forward and the return journey admissible under this rule, wherever such return tickets are available and are purchased or could have been purchased, will be the actual cost of the return tickets, plus the usual allowance admissible for incidental expenses each way. The Secretary shall be competent to decide whether a member should have known that he could return within the time allowed for return tickets and could have taken a return ticket.

7. Intermediate Journey.

- Omitted vide Notification No. PLA-81/15 dated 20.11.1981.

8. Omitted.

9. Forms of claim and Mode of payments.

- Bills for [Compensatory Allowance, Travelling/Halting Allowances, Constituency, Secretarial and Postal Facilities Allowance, the reimbursement of the amount of Air fare/difference of fare between the First Class and the Air Conditioned First Class to members and the reimbursement of telephone charges to them shall be prepared in duplicate on the forms set out in Schedules I, II, IV, V and VI, respectively, annexed to these Rules, which shall be filled in and sent to the Secretary, in duplicate, one copy being stamped and receipted. The Controlling Officer shall countersign the Bills. The Bills after countersignature will be returned to the member for encashment. Payment will be made, at the option of the member either at the Headquarters of the Government or at the District Treasury or a sub-Treasury (to be specified in the bill). The member may, at his option, endorse the bill in favour of his bankers for collecting and crediting the proceeds of the bill to his account] [Substituted vide Notification No. PLA-81/15 dated 20.1.1981.] : Provided that claim on account of Travelling/Halting Allowances of Members for attending the meeting of committees appointed by Government shall be paid after pre-audit by the Accountant General, Punjab.

10. Time-barred claims.

(1) No claim on account of allowances of members not preferred within [one year] [Substituted for the words 'six months' vide Notification No. PLA-68/16 dated 4.5.1968, Punjab Government

Gazette, dated 10.5.1968.] of its becoming due shall be paid without pre-audit of the Accountant General, Punjab.(2) Claims on account of allowances of members which have been allowed to remain in abeyance for a period exceeding [eighteen months] [Substituted for the words 'one year' vide Notification No. PLA-68/16 dated 4.5.1968, Punjab Government Gazette, dated 10.5.1968.] shall not be pre-audited by the Accountant-General, Punjab, except under sanction of the Speaker.

11. Rent for Accommodation provided to Members at Chandigarh.

- A member shall be charged for the accommodation in his capacity as such provided to him at Chandigarh at the rates specifies in Schedule III.

12. Recoveries of Rent and other State dues.

- The rent and other State dues from a member in his capacity as such shall be paid by him either directly in cash or the same may be deducted by the Secretary from his allowances.[Schedule I] [See Notification No. PLA-74/520, dated 30th April, 1974, Punjab Government Gazette (Extra), dated 30.5.1974.]For use by Members of the Punjab Legislative Assembly onlyDistrict of

Head of Service Chargeable.....

Major Head..... 211 - State Legislature

Sub-Major Head..... B-State Legislature

Minor Head..... (a) Legislative Assembly

Sub-Head..... (b) Legislative Assembly

Object of Expenditure..... Salaries (Voted)

Compensatory/Attendance Allowance Bill of _____ Member, Punjab Legislative Assembly for the month of _____19

Compensatory allowance at Rs. 500 per mensem..... 1. Received payment and certified that I have actually attended not less than 90 per cent of the total number of meetings held during the month or have satisfied the Secretary of the Assembly that I was prevented from attending the required number of meetings by reason of ill-health or other sufficient cause.

Attendance allowancemeeting at Rs.20 for each meeting actually attended 2. Received payment and certified that I actually attended the meetings for which allowance has been claimed.

Deduct - Rent due to Government for residential quarters

Other deductions

Attendance allowance

meeting at Rs. 20 for each meeting actually attended

Total deductions

Signature of Member, Punjab Legislative Assembly Net claim-----

Rupees Payment of this bill may be made to.....

Date.....Member, Punjab Legislative Assembly, Countersigned (Date) Passed for
Rupees Controlling Officer, Treasury Office Date..... Accountant-General's

Office, Punjab Objections Audit register page..... Objection Slip

No..... T.A.S. Dated Amount-----Rs. P. Admitted Disallowed Held under
objections awaiting clearance amount less drawn

Auditor Examiner Superintendent

II

For use by Members of the Punjab Legislative Assembly only

District of Usual Place	Head of service chargeable.....
Of residence..... Major Head	211-State Legislature
..... Sub-Major Head	B-State Legislature
Minor Head	(a) Legislative Assembly
Sub - Head	(1)-Legislative Assembly
Object of Expenditure	Travel Expenses (Voted)

Please see Instructions below :- Instruction for preparing Travelling Allowance Bills

1. Journeys of different kinds and journeys and halts should not be entered on the same line.

2. Dates of departure and arrival should be entered in column 2 and 5, respectively, and hours in columns 3 and 6.

3. Number of kilometres travelled should be entered in all cases of journeys by road in column 11.

4. Fraction of a mile in the total of a bill for any one journey should not be charged for.

5. Name of the district and the usual place of residence should be entered in the place provided for the purpose.

N.B. - Ordinarily where a return journey is performed by member audit will presume that it must have been performed on a return journey ticket in case where under the rules of the Railway Company such ticket is allowed. In the case of journeys in respect of which the controlling officer is satisfied that the member making the journey could not purchase a return ticket either because he

could not expect to return within the time allowed on return tickets or because it was not possible for other reasons it will be necessary for the controlling officer to indicate for the facility of audit either on the back of the travelling allowance bill at one place or preferably against the relevant journey in the bill that he is satisfied that in respect of the specific journeys it was either not possible or not considered necessary in the interest of public service to purchase a return ticket.

Pay Rupees Treasury Officer

Dated

Accountant-General's Office, Punjab, Objections Audit Register page Amount Rs. p. Objection Slip No.
_____ 19

Dated T.A.S.

Admitted Disallowed Held under objections awaiting clearance, amount less drawn

Auditor Examiner Superintendent

III

Per 24 hours or part thereof, Per month

(a) One Room in the Legislator's Hostel	Rs. 2-8-0 per suit and in addition annas 8 for water and electricity
(b) One Room in the Legislator's Flat	Rs. 3 per day inclusive of water and electricity
(c) Legislator's Flat	Rs. 6 per flat inclusive of water and electricity	Rs. 120 exclusive of water and electricity
(d) Servant's quarter	Rs. 6-6-0
(e) Garage	Rs. 6-9-0

Note. - Room in the Legislator's Flats will be allotted only in case of non-availability of accommodation in the Legislator's Hostels.[Schedule IV] [Vide Notification No. PLA-76/56, dated 25.5.1976, Punjab Government Gazette (Extraordinary), dated 2.4.1979.]For use by Members of the Punjab Legislative Assembly only

Head of Service chargeable

Major Head	211 - State Legislature
District of ----- Sub-Major Head	B State Legislature
Minor Head	(a) - Legislative Assembly
Sub-Head	I - Legislative Assembly
Object of Expenditure	Salaries (Voted)

Constitutency, Secretarial and Postal facilities allowance at Rs. 500 per Mensem Received

Payment Signature of Member, Punjab Stamp Legislative Assembly Rupees _____ Payment of
this Bill may be made to Member, Punjab Legislative
Assembly, (Countersigned). Date _____ (Date) _____ Passed for Rupees Controlling
Officer [Schedule V] [Added vide Notification No. PLA-81/5, dated 20.1.1981.] (Referred to in Rule

9) For use by Members of the Punjab Legislative Assembly only

District of Usual place of residence Head of Service chargeable_____

Major Head	211 - State Legislature
Sub-Major Head	B - State Legislature
Minor Head	(A) Legislative Assembly
Sub-Head	1-Legislative Assembly
Object of Expenditure	Travel Expenses (Voted)

Air fare/Difference on account of travel by Air-conditioned Coach
 Certified that I alongwith my spouse/dependent child/children or an attendant actually performed the journey(s) by Air/Air-conditioned Coach for which reimbursement has been claimed under proviso to Section 4-B (1)(a) of the Punjab Legislative Assembly (Allowances of Members) Act 1942 and counterfoil(s) of Air ticket/Railway Receipt is/are enclosed.

Total Other Deductions
 Further certified that my son/daughter who accompanied me/my spouse is wholly dependent upon me

Total Deductions
 Signature Stamp of Member Punjab Legislative Assembly,

Net Claim
 Payment of this Bill may be made to _____ Member Punjab Legislative Assembly. Countersigned

Rupees
 For Rupees

Dated

Controlling Officer Date : [Schedule VI] [Added vide Notification No. PLA-81/5, dated 20.1.1981.] (Referred to in Rule 9) Telephone Charges Form (For use by Members of the Punjab Legislative Assembly only)

District of Treasury/Sub-Treasury Head of Service Chargeable

Major Head	211-State Legislature
Sub-Major Head	B-State Legislature
Minor Head	(a) Legislative Assembly
Sub-Head	1 - Legislative Assembly
Object of Expenditure	Other Charge (Voted)

Bill for payment of monthly telephone charges and rental charges, etc. to

Shri/Sardar/Shrimati/Sardarni Comrade, Member, Punjab Legislative Assembly, for the month of19.Rs. P.

1. Amount of local/trunk calls etc. charges Telephone No.	1. Received payment and certified that the telephone(s) in respect of which the payment has been claimed in this bill continue(s) to be installed to my permanent residence/other place intimated to the Punjab Legislative Assembly Secretariat.
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2. Payment of rent of telephone
for the period
from.....to.....

2. Further certified that I have actually made the payment of the
telephone bill(s) for which the re-imbursment is being claimed.

3. Installation fee if any

Total

Deduction if any

Total Deduction

Net claim

Signature of Member, Punjab Legislative Assembly Payment of this bill may be made
to.....Member, Punjab Legislative Assembly Rupees Dated Contersigned

Passed for Rupees Controlling Officer