

**SCHEME OF FINANCIAL ENTITLEMENT OF MEMBERS OF LOK SABHA
FOR PURCHASE OF COMPUTER EQUIPMENT**

(As amended upto 11.08.2015)

**Lok Sabha Secretariat
August, 2015/Shravana, 1937(S)**

**THE PROVISION OF COMPUTER EQUIPMENT (MEMBERS OF LOK SABHA)
RULES, 2009**

(As amended upto 11.08.2015)

1. Short Title and Extent.– (1) These rules may be called The Provision of Computer Equipment (Members of Lok Sabha) Rules, 2009.

(2) These rules shall extend to Members of Lok Sabha.

2. Definitions. – In these rules and the procedures unless the context otherwise requires:-

- (a) “Annexure” means an Annexure to these rules.
- (b) “Authorised dealer/supplier” means a firm authorised by an Original Equipment Manufacturer of computer equipment to sell its products.
- (c) “Committee” means the Committee on Provision of Computers to Members of Lok Sabha.
- (d) “Computer equipment” means all electronic gadgets capable of storing, retrieving, processing, scanning, transferring and printing of data by whatever name called, and includes all equipment specified in the Annexure.
- (e) “Member” for the purpose of these rules means a Member of Lok Sabha.
- (f) “NIC” means the National Informatics Centre of the Department of Information Technology, Government of India.
- (g) “Procedure” means the detailed procedure of procurement of computer equipment and reimbursement/ advance payment to the members under the scheme.
- (h) “Scheme” means the Scheme of Financial Entitlement of Members of Lok Sabha for Computer Equipment, as delineated in Rules 4, 5 and 6.
- (i) “Secretariat” means the Lok Sabha Secretariat.
- (j) “Software” means a programme or a set of programmes used to operate a computer, and includes system software.
- (k) “STAC” means the Standing Technical Advisory Committee constituted under Rule 7.

3. Constitution and functions of Committee.– (1) The Speaker, Lok Sabha shall constitute a committee from amongst the members of Lok Sabha.

(2) The Committee shall be headed by the Deputy Speaker, Lok Sabha.

(3) The Committee shall consider the following matters:

- (i) to suggest modifications from time to time in the [procedure to regulate the purchase of computer equipment]¹ under the Scheme;
- (ii) the items of computer equipment to be included/excluded from Annexure to Rule 2(a) of these Rules;
- (iii) review of the financial entitlement of a member for computer equipment from time to time;
- (iv) addition/deletion in the list of [Original Equipment Manufacturers]² (OEMs) of computer equipment;

¹ Substituted for the words “Procedure for purchase of computer equipment” w.e.f. 13.10.2010.

² Substituted for the words “Authorised dealers/suppliers of Original Equipment Manufacturers” w.e.f. 13.10.2010.

- (v) any other matter relating to computer hardware and software referred to it by the Speaker, Lok Sabha.

4. Scheme of Financial Entitlement of Members for Computer Equipment.– (1) Computer equipment shall be procured by the Members through a Scheme of financial entitlement.

(2) The financial entitlement of a Member for purchasing computer equipment and software under the Scheme during one's term as member of Lok Sabha shall be [Rs.3,00,000, whether elected in General Election/by-election or nominated by the President under Article 331 of the Constitution]³.

(i) [**** **** ****]⁴

(ii) [**** **** ****]⁵

(3) A Member shall be entitled to purchase any or all of the items of computer equipment specified in the Annexure under this Scheme. [***]⁶

(4) A member shall be free to purchase any model of the computer equipment and software, specified in the Annexure, at any time during one's term. Member shall be equally free to purchase [more than one unit of computer equipment]⁷ specified in the Annexure subject to the condition that the total amount of reimbursement/ payment shall not exceed the "entitlement" under sub-rule (2) of this rule.

Provided that in case the cost of equipment purchased by a Member exceeds one's financial entitlement, the difference thereof shall be borne by the Member.

(5) A member shall purchase the computer equipment as specified in the Procedure. [* * *]⁸.

(6) [*** *** ***]⁹

(7) [The computer equipment purchased by a Member under the Scheme shall remain with Member even after one ceases to be a Member.]¹⁰

5. Reimbursement/Payment towards the Purchase of Computer Equipment.– The purchase of computer equipment, reimbursement/payment against Proforma Invoice shall be regulated as per the procedure specified.

6. Maintenance and Insurance of Computer Equipment.– It shall be for the Members to decide whether they wish to get the computer equipment purchased under the Scheme insured. The arrangement for the insurance and maintenance of the computer equipment shall be made by the Member.

³ Inserted w.e.f. 13.01.2015.

⁴ Omitted the words '(i) Upto Rs.2,00,000 to a member elected to Lok Sabha in general election and a member nominated by the President under Article 331 of the Constitution' w.e.f. 13.01.2015.

⁵ Omitted the words '(ii) Upto Rs.1,50,000 to a member elected in by election/nominated by the President and whose term is less than three years' w.e.f. 13.01.2015.

⁶ Omitted the words "However, purchase of eReader device shall be mandatory for a member to avail the above financial entitlement" w.e.f. 13.01.2015.

⁷ Substituted for the words "any mix of computer equipment" w.e.f. 13.10.2010.

⁸ Deleted the words "from an authorized dealers/suppliers of the OEMs" w.e.f 13.10.2010.

⁹ Omitted w.e.f. 14.09.2011.

¹⁰ Substituted for the words "The computer equipment purchased by a Member under the Scheme shall remain with Member. However, Members shall have to deposit depreciated cost of the computer equipment as per prevailing Income Tax Rules after ceasing to be a member" w.e.f. 11.08.2015

7. Standing Technical Advisory Committee (STAC).— (1) The Secretary General shall constitute from time to time a Standing Technical Advisory Committee (STAC) comprising officers of the Secretariat, NIC or any other organization having expertise in Information Technology. The Chairperson of STAC shall be from Lok Sabha Secretariat.

(2) Functions: STAC shall advise on the following matters:

- (i) review of the Scheme, particularly with regard to revision of financial entitlement of Members and additions/deletions/modifications in the list of computer equipment in the Annexure;
- (ii) preparation of and updating the [list of OEMs of]¹¹ computer equipment from time to time;
- (iii) to suggest the standard and configuration for procurement of computer equipment;
- (iv) to suggest modification in the procedure for procuring computer equipment from time to time; and
- (v) any other matter as may be referred to it for technical advice.

8. Power to Amend the Rules.— Notwithstanding anything contained in these rules, any amendment/relaxation shall be made in these rules with the approval of Speaker, Lok Sabha.

9 Repeal.— The Provision of Computers to Members of Parliament, offices of Political Parties and Officers - Rules and Procedures, 1999 are hereby repealed without prejudice to anything done under the said rules before coming into force of these rules.

¹¹ Substituted for the words “list of authorized dealers/suppliers of OEMs from whom member may procure” w.e.f. 13.10.2010.

ITEMS OF COMPUTER EQUIPMENT AND SOFTWARE

[refer Sub-rule (4) of Rule 4]

1. Desktop computer
2. Laptop Computer
3. Pen drive
4. CDs/DVDs (maximum number of 100)
5. Printer (DeskJet/ LaserJet/Multi-function/portable)
6. Scanner
7. UPS (with desktop only)
8. Handheld Communicator/Palmtop computer
9. Data internet cards
10. MS Office suite
11. Anti-virus Software
12. Language software and Speech Recognition Software
- [13. Other Computer Accessories]¹²
- [14. e-Reader]¹³

¹² Inserted w.e.f. 13.10.2010.

¹³ Inserted w.e.f. 14.09.2011.

PROCEDURE TO REGULATE THE PURCHASE OF COMPUTER EQUIPMENT UNDER THE PROVISION OF COMPUTER EQUIPMENT (MEMBERS OF LOK SABHA) RULES, 2009

The Provision of Computer Equipment (Members of Lok Sabha) rules, 2009 have been approved by the Speaker, Lok Sabha. Accordingly, [a Member of Lok Sabha who has been elected in General Election/by-election or nominated by President is entitled to purchase computer equipment within the monetary ceiling of Rs.3,00,000]¹. On ceasing to be a member, computer equipment shall remain with member. The procedure for procurement of computer equipment and reimbursement thereof or advance payment towards the computer equipment shall be as follows:

I. Admissible Hardware/Software

1. A member may procure all or any of the following computer equipment subject to one's financial entitlement as provided in rule 4 of the Rules:

- (i) Desktop computer
- (ii) Laptop Computer
- (iii) Pen drive
- (iv) CDs/DVDs (maximum number of 100)
- (v) Printer (DeskJet/ LaserJet/Multi-function/portable)
- (vi) Scanner
- (vii) UPS (with desktop only)
- (viii) Handheld Communicator/Palmtop computer
- (ix) Data internet card
- (x) MS Office suite
- (xi) Anti-virus Software
- (xii) Language software and Speech Recognition Software
- [(xiii) Other Computer Accessories]²
- [(xiv) e-Reader]³

II. Procurement of Desktop Computers/Printers

2. A member may procure the [Desktop Computers]⁴ from the authorized dealers/suppliers of the following OEMs:

- (i) M/s Acer India Ltd.
- (ii) M/s Dell Ltd.
- (iii) M/s HCL Infosystems Ltd.
- (iv) M/s HP India Ltd.
- (v) M/s Lenovo India Ltd.
- (vi) M/s PCS Ltd.
- (vii) M/s Wipro Ltd.
- [(viii) M/s Apple Inc.]⁵
- [(ix) M/s Sony India Ltd.]⁶
- [(x) M/s Samsung India Ltd.]⁷

¹ Substituted for the words "a Member of Lok Sabha who has been elected in general election/nominated by President or elected by by-election/nominated for period of less than three years is entitled to purchase computer equipment within the monetary ceiling of Rs.2,00,000 or Rs.1,50,000 as the case may be" w.e.f. 13.01.2015.

² Inserted w.e.f. 13.10.2010.

³ Inserted w.e.f. 14.09.2011.

⁴ Substituted for the words "above computer equipments" w.e.f. 14.09.2011.

⁵ Inserted w.e.f. 13.01.2015

⁶ Inserted w.e.f. 13.01.2015

⁷ Inserted w.e.f. 13.01.2015

3. A member has the liberty to purchase Printer, Scanner and UPS of any brand. [* * *]⁸

4. In case a member purchases a desktop of a reputed brand, which is not one of the approved brands mentioned in para 2 above, the bill/claim for the same will be admitted subject to the [approval of the Chairperson of the Committee]⁹.

5. Members should, ideally, purchase desktop computers from the authorized dealers/suppliers of the above manufacturers. They may also purchase [desktop computers of the above OEMs and other peripherals]¹⁰ 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-sale service support.

III. Laptop/Palmtop Computers

6. Members shall have complete freedom of choice in respect of Laptop Computer and Palmtop Computer and may purchase any model/brand thereof, from any vendor. However, they should satisfy themselves about the genuineness of the products, warranty cover and the quality of after-sales service support.

[IV. eReader]¹¹

7. [A member may procure iOS or Android based eReader device or equipment having facilities of eReader devices in view of customized Parliamentary applications for easy access of Parliamentary papers and reduce dependency on paper copies of Parliamentary documents out of one's financial entitlement.]¹² However, Member should satisfy about the genuineness of the product, warranty cover and the quality of after-sale service support.

[*****] ¹³

[*****] ¹⁴

V. Other Equipment/Software

8. In case of purchase of a Data Internet Card by a Member, reimbursement towards such tariff plans, in which the cost of Data Internet Card was inbuilt, shall be allowed.

9. Members should purchase licensed software for use in the computer procured under the Scheme specified in the Rules.

⁸ Deleted w.e.f. 13.10.2010.

⁹ Substituted for the words, "approval of the Committee" w.e.f 13.10.2010.

¹⁰ Substituted for the words, "desktop computers and printers of the above OEM" w.e.f. 13.10.2010.

¹¹ Inserted w.e.f. 14.09.2011

¹² Substituted for the words "A member shall have to mandatorily purchase iOS or Android based eReader device in view of customized Parliamentary applications for easy access of Parliamentary papers and reduce dependency on paper copies of Parliamentary documents out of one's financial entitlement. Member may procure **eReader device of iOS based Apple iPad or Android based Samsung Galaxy TAB** ideally from the authorized dealers/suppliers of the Apple or Samsung OEMs." w.e.f. 13.01.2015.

¹³ Omitted the sub-para "In case a Member purchases iOS or Android based eReader device of OEMs other than Apple and Samsung, the bill/claim for the same will be admitted subject to the approval of the Chairperson of the Committee." w.e.f. 13.01.2015.

¹⁴ Omitted the sub-para Where a Member prefers to purchase computer equipment without eReader, financial entitlement shall be restricted to the amount of Rs.1,50,000 or Rs.1,00,000, as the case may be" w.e.f 13.01.2015

10. The member shall be entitled for an upgradation of computer hardware after a period of three years from the date of purchase. However, such upgradation shall be within the limit of [Rs.3,00,000]¹⁵ as mentioned in the rule 4 of the Provision of Computer Equipment (Members of Lok Sabha) Rules, 2009.

VI. Reimbursement/Payments against Proforma Invoice

11. Subject to provisions of sub-rule (2), sub-rule (3) and sub-rule (4) of Rule 4, a Member shall avail of the Scheme by adopting one of the following procedures:

(i) Member may purchase the computer equipment of an OEM and pass on the proof of payment (in original) to the Computer (Hardware & Software) Management Branch for reimbursement. On certification by the Computer (Hardware & Software) Management Branch, the Members Salary and allowances Branch (MSA) shall make the reimbursement to the Member;

OR

(ii) Member may bring a Proforma Invoice for the computer equipment to be procured. On certification by the Computer (Hardware & Software) Management Branch, the Members Salary and Allowances Branch (MSA) shall make the payment directly to the authorised dealer/supplier. The member shall make available the proof of purchase in original, duly attested by member, within 30 days from the date of release of payment to the Secretariat for the purpose of settlement and audit.

12 A bill/invoice/any other document, issued by the supplier, would constitute an admissible proof of purchase provided it contains/reflects:

- (i) the serial number of each equipment sold;
- (ii) the fact that the goods have been delivered; and
- (iii) the fact that the payment has been received in full.

VII. Removal of Difficulties

13. If any difficulty arises in giving effect to this procedure, the Committee may make such provisions, not inconsistent with the provisions of the Rules, as appear to be necessary or expedient for removing that difficulty.

¹⁵ Substituted for the words “Rs. 2,00,000 or Rs.1,50,000 as the case may be” w.e.f 13.01.2015.

**PROVISION OF COMPUTER EQUIPMENT (LEGISLATURE PARTY IN LOK
SABHA AND OFFICERS) RULES, 2009**

(As amended upto 18.04.2015)

**Lok Sabha Secretariat
April 2015/Chaitra 1937(S)**

**THE PROVISION OF COMPUTER EQUIPMENT (LEGISLATURE PARTY IN LOK
SABHA AND OFFICERS) RULES, 2009**

(As amended upto 18.04.2015)

1. Short Title and Extent.– (1) These rules may be called The Provision of Computer Equipment (Legislature Party in Lok Sabha and Officers) Rules, 2009.
- (2) These rules shall extend to the Offices of Legislature Parties in Lok Sabha and Officers of the Secretariat.
2. Definitions. – In these rules unless the context otherwise requires:-
 - (a) “Committee” means the Committee constituted under rule 3 of the Provision of Computer Equipment (Members of Lok Sabha) Rules, 2009.
 - (b) “Computer equipment” means all electronic gadgets capable of storing, retrieving, processing, scanning, transferring and printing of data by whatever name called, and includes all equipment specified in Rule 3.
 - (c) “Leader/Chief Whip” means the leader or chief whip in Lok Sabha of a legislature party by virtue of one’s membership in Lok Sabha.
 - (d) “Legislature Party” shall have the same meaning as assigned to it under Tenth Schedule of the Constitution and has been provided office accommodation by the Lok Sabha Secretariat in Parliament House complex.
 - (e) “Officer” means an officer holding the post of Joint Secretary and above or equivalent in the Secretariat including those on deputation [or on contract.]¹
 - (f) “Secretariat” means the Lok Sabha Secretariat.
 - (g) “Software” means a programme or a set of programmes used to operate a computer, and includes system software.
 - (h) “STAC” means the Standing Technical Advisory Committee constituted under Rule 7.

COMPUTER EQUIPMENT TO OFFICES OF LEGISLATURE PARTIES

3. Provision of Computer Equipment for Offices of Legislature Parties.– (1) Each office of a Legislature Party which has been allotted accommodation in Parliament House Complex shall be entitled for the following computer equipment:
 - (i) One Desktop Computer duly loaded with operating system and anti-virus.
 - (ii) One Printer
 - (iii) One UPS
 - (iv) Internet Connection on Desktop through NIC
 - (v) Any other item as recommended by the Committee.

[However, one additional set of above mentioned computer equipment shall be provided to offices of Legislature Parties having 20 or more Members on functional grounds.]²

¹ Inserted w.e.f. 18.04.2015

² Inserted w.e.f. 18.04.2015

(2) The computer equipment so supplied at the office of a legislature party shall not be replaced before three years from the date of issue. However, in case it is not technically feasible to rectify the defect or to upgrade the computer within this period, it shall be replaced by a new one on the advice of STAC.

(3) The Leader/Chief Whip of a legislature party shall receive the said computer equipment on behalf of one's Legislature Party. The Leader/Chief Whip shall execute an undertaking (in Form-I) for the proper use, safe custody and to surrender the computer equipment. After ceasing to be Leader/Chief Whip during the term of a Lok Sabha, the computer equipment shall be surrendered to the Secretariat. In case, the representation of legislature party ceases to exist in Lok Sabha, the computer equipment shall be returned to the Secretariat as per Rule 5 of these Rules.

4. Maintenance and Insurance of Computer Equipment.— The maintenance for computer equipment shall be provided by the Secretariat. The Leader/Chief Whip of a legislature party shall be liable to get the computer equipment insured immediately after receiving the same from the Secretariat at the cost of one's Party. The charges for consumables shall also be borne by the Party.

5. Return of Computer Equipment:— Where a Leader/Chief Whip ceases to be a Leader/Chief Whip or a Member of Lok Sabha, computer equipment shall be return to this Secretariat. In case of failure to return the same, Leader/Chief Whip shall be liable to deposit the cost of the computer equipment. In case of failure to deposit the cost of the computer equipment, the same shall be recovered from the amount payable to Leader/Chief Whip by the Secretariat. If the cost is not recovered from the amount payable to Leader/Chief Whip, the outstanding amount shall be treated as arrears of land revenue and appropriate action shall be initiated by this Secretariat to recover the same.

[6. Retention of old computer equipment. - In case the computer equipment is more than five years old, Party Office may retain the computer equipment for Party Office on payment of depreciated cost to be calculated as per the prevailing Income Tax Rules. The cost of software and maintenance shall, however, not be taken into account while calculating depreciation.]³

PROVISION OF COMPUTER EQUIPMENT FOR OFFICERS

7. Computer Equipment to Officers: (1) Notwithstanding anything contained in rule 3 of these rules, each Officer shall be provided the following computer equipment at their residence:

- (i) One Desktop/Laptop
- (ii) One Palmtop Computer
- (iii) One UPS (in case of Desktop)
- (iv) One Printer (Laserjet/Multifunctional)
- [(v) One E-Reader device]⁴

³ Inserted w.e.f. 18.04.2015

⁴ Inserted w.e.f. 26.12.2012

(2) The computer equipment shall be provided once during one's tenure in the Secretariat. The officer may retain the computer equipment at depreciated cost on one's superannuation [or on expiry of contract.]⁵ The depreciated cost shall be calculated as per prevailing Income Tax Rules. The cost of software and maintenance shall, however, not be taken into account while calculating depreciation.

(3) The maintenance and insurance of the computer equipment provided to the officers at their residences shall be provided by the Secretariat. The consumables shall also be supplied by the Secretariat.

(4) The computer equipment so supplied at the residence of an Officer shall not be replaced before three years from the date of issue. However, in case it is not technically feasible to rectify the defect or to upgrade the computer within this period, it shall be replaced by a new one on the advice of STAC.

8. Power to Amend the Rules.— Notwithstanding anything contained in these Rules, any amendment/relaxation shall be made in these rules with the approval of Speaker, Lok Sabha.

⁵ Inserted w.e.f. 18.04.2015

FORM-I
UNDERTAKING
(To be furnished by the Leader/Chief Whip of a recognized Legislature Party)

Whereas one Desktop Computer, one Printer (Inkjet/Deskjet/ Laserjet/ Multifunctional), one UPS, related software and manuals as described in the enclosed Schedule have been made available to me for the use of my Party Office in Parliament House Complex under the Provision of Computer Equipments (Legislature Party in Lok Sabha and Officers) Rules, 2009, I hereby undertake the following:

1. I shall keep the equipments in proper condition and be responsible for their safe custody;
2. I shall get the computer equipment insured immediately and inform the Secretariat accordingly.
3. My Party will bear the expenditure on account of procurement of consumables like floppies, ink/tonner, batteries, etc. for smooth running the computer.
4. I shall not ask for the replacement of computer with a newer model until the present one is in working condition.
5. If I relinquish the post of the Leader/Chief Whip or ceases to be the Leader/Chief Whip of my Party during the tenure of _____ Lok Sabha, I shall surrender the same to the Lok Sabha Secretariat.
6. If the representation of my legislature party ceases to exist in Lok Sabha, I shall return the computer equipment to the Secretariat.

I undertake to return the computer equipment on or before the last day of the last session of the _____ Lok Sabha or as and when demanded by the Lok Sabha Secretariat.

I also undertake that I shall deposit the cost of computer equipments in case of non-return of the computer equipments on or before I relinquish the office of Leader/ Chief Whip or ceases to be Leader/Chief Whip or the representation of my legislature party ceases to exist in Lok Sabha, failing which I shall have no objection to effecting deduction/recovery from amount payable to me from the Secretariat as per prevailing rules.

(SIGNATURE)

Dated: _____

Name: _____

Designation: Leader /Chief Whip

Party: _____

Permanent Address:

[To be submitted to Computer (HW&SW) Management Branch of Lok Sabha Secretariat, FB-149, Parliament Library Building, New Delhi]