

PROCEEDINGS OF THE DIRECTOR OF SOCIAL JUSTICE
(Present: Anupama T.V IAS)

Order No: PC2-17911/17

Thiruvananthapuram
Dated: 4.5.2017.

Sub: SJD: Study Tour Programme of The Parliamentary Standing Committee on Social Justice and Empowerment - deputing Officials – Reg.

Ref: Govt. Lt.No: C1-307/2017/SJD , dated :29/04/2017

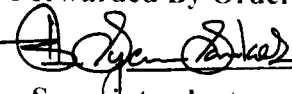
A Study Tour Programme of The Parliamentary Standing Committee on Social Justice and Empowerment to Kochi is Scheduled to be held on 15/05/2017 and 16/05/2017. Govt. have directed to make necessary arrangement for the said programme as per ref. cited. In these circumstances the under mentioned officers are deputed to make necessary arrangements of the programme.

1. **Sri. V S Venu , State project Director, Social Justice, (Ph No. 9446327185) - Nodal officer.**
2. **Sri. John Joshi , Superintendent, Asha Bhavan –Men ,Ernakulam – Liaison officer.**
3. **Sri. V. N Prakasan ,Junior Superintendent, Dist. Social Justice Office, Ernakulam - Liaison officer.**
4. **Sri. Hussain , Junior Superintendent, ICDS Project , Paravoor - Liaison Officer.**

(Sd/-)
Director of social Justice

Copy to : Officers Concerned

Forwarded By Order

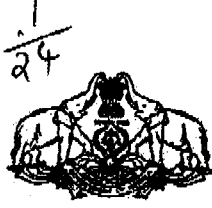

Superintendent

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db@15

Email: swdkerala@gmail.com , website: www.sjdkerala.gov.in

17911



FAX

GOVERNMENT OF KERALA

No:SJD-C1/307/2017-SJD

Social Justice (C) Department
Thiruvananthapuram,
Dated:29/04/2017.

From
The Special Secretary to Government

To
✓ The Director, Social Justice Department, Vikas Bhavan,
Thiruvananthapuram.

✓ The Managing Director, Kerala State Women's Development
Corporation, Thiruvananthapuram.

Madam,

Sub: SJD - Study tour programme of the Standing Committee on
Social Justice and Empowerment to Kochi and
Lakshadweep from 15/05/2017 to 17/05/2017 - reg.

Ref : Office Memorandum No.6/2/CSJE/2016 dated 21/04/2017
from the Director, Lok Sabha Secretariat, New Delhi.

I am to enclose herewith a copy of reference cited along with
copy of the Tour Programme and to request you to make necessary
arrangements for the Study tour programme of the Standing
Committee on Social Justice and Empowerment to Kochi on
15/05/2017. Also to attend the discussions with relevant
details/records as instructed in the Office Memorandum.

Yours Faithfully,
MINIMOL T
DEPUTY SECRETARY

For Special Secretary to Government.

Approved for Issue,


Section Officer.

*Planing
Pat up-urgent.*

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LOK SABHA SECRETARIAT

Secy (PAD)

MOST IMMEDIATE

PARLIAMENT HOUSE ANNEXE
NEW DELHI

(STANDING COMMITTEE ON SOCIAL JUSTICE AND EMPOWERMENT)

Fax No. : 21410256

No. 6/2/CSJE/2016

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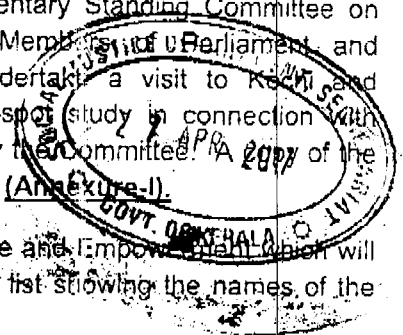
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21 April, 2017

OFFICE MEMORANDUM

Subject : Study Tour Programme of the Standing Committee on Social Justice and Empowerment to Kochi and Lakshadweep from 15.05.2017 to 17.05.2017.

AsCSJ

The undersigned is directed to state that the Parliamentary Standing Committee on Social Justice and Empowerment comprising about 20 Members of Parliament and 5 accompanying Officers of Lok Sabha Secretariat will undertake a visit to Kochi and Lakshadweep from 15.05.2017 to 17.05.2017 for an on-the-spot study in connection with examination of the subjects selected for detailed examination by the Committee. A copy of the Tour Programme of the Study Visit of the Committee is enclosed (Annexure-I).



2. The final Composition of the Committee on Social Justice and Empowerment which will undertake the study visit would be intimated in due course. A list showing the names of the Members of the Committee is at Annexure-II.

3. The Ministry of Social Justice and Empowerment (Department of Social Justice and Empowerment), Ministry of Tribal Affairs, Ministry of Minority Affairs and Ministry of Finance (Department of Financial Services) are requested to issue necessary instructions to authorities concerned to make necessary arrangements to receive Members and officers of the Committee and to provide suitable facilities regarding board, lodging, transport etc. These arrangements are to be made as per the guidelines issued by Hon'ble Speaker, Lok Sabha enumerated in Annexure-III.

4. As per the guidelines, the Lok Sabha and Rajya Sabha Secretariats shall bear expenditure on board, lodging, transport etc. It is requested that the bills for reimbursement of admissible expenditure incurred on board, lodging and transport etc. for Members and accompanying officers should be furnished by the nodal organizations to this Secretariat within 15 days after conclusion of the tour to facilitate timely settlement. The bills for reimbursement should be separate for Members and separate for accompanying officers and in consolidated form for each category.

5. The procedure to be followed by the Ministries/Organizations at each place of visit regarding reimbursement of the expenditure to the Government/Organizations has been given in Annexure IV.

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6. The necessary arrangements including board, lodging, transport etc. at the places of visit are required to be made by the Ministry of Social Justice and Empowerment (Department of Social Justice and Empowerment), Ministry of Tribal Affairs, Ministry of Minority Affairs and Ministry of Finance (Department of Financial Services) along with nodal organizations as per the guidelines enumerated in Annexures III and IV and details of arrangements specified in **Annexure - V**. The Ministry shall ensure the presence of all those with whom interaction is to take place at the places of visit.
7. **Copies of the instructions issued to the authorities concerned in regard to the visit of the Committee may kindly be forwarded to this Secretariat for information by 1st May, 2017.**
8. The names, designation and telephone, mobile, e-mail and Fax numbers (both office and residence) of the Liaison Officers for the meetings with the Heads and other officials of Organizations at each of the place to be visited by the Study Group who can be contacted in connection with the arrangements for the visit and also the addresses and telephone numbers of the places of stay arranged for the Study Group may kindly be intimated to this Secretariat **latest by 1st May, 2017 positively** so that the Chairperson and Members of the Committee could be informed of the same in advance.
9. In this connection, the guidelines to be followed by the Chief Liaison Officers at the places of visit are given in **Annexure-VI** and may be followed by the Chief Liaison Officers at each station to make the stay of the Committee comfortable and convenient.
10. As per rules, Members and Officers are entitled to reach the place of Assembly **two days in advance** i.e. 13.05.2017 from the date of commencement i.e. 15.05.2017 of the tour and **stay back for two days** at the place of dispersal after conclusion of the tour. All arrangements may, therefore, please be kept in hand **at the place of assembly i.e. Kochi** from 13th May, 2017 and **at the place of dispersal i.e. Lakshadweep** upto 17th May, 2017. Board, lodging and transport arrangements may also please be made accordingly.
11. As per Guidelines of Hon'ble Speaker, arrangements regarding accommodation for the Committee and the accompanying 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 a 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. In case stay arrangement is made in private hotels, the nodal organization may give reasons in writing and certify the reasonableness of the tariff.

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12. It is requested that arrangements made for board, lodging, transport etc. for the Members and officers accompanying the Committee during the study visit may kindly be intimated at the following address latest by 1st May, 2017:-

Smt. Madhu Bhutani,
Deputy Secretary,
Standing Committee on Social Justice and Empowerment,
Room No. 615, Sixth Floor, PHA Extension Building,
New Delhi-110001
Tel No. 23035757/21410393
Fax No. 21410256

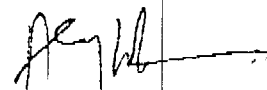
13. List of Points which will form the basis of informal discussion at the places of visit will be forwarded in due course. The Ministries/organizations concerned should keep ready copies of the requisite replies (20 in English and 20 in Hindi) to the List of Points and brief notes (20 in English and 20 in Hindi) on the subjects to be discussed for circulation among the Members and the accompanying officers immediately on their arrival at the respective stations. The replies/brief notes should be stitched neatly, duly paginated and furnished appropriately. In the meantime, it is requested that 5 copies of the brief note (along with soft copy) in respect of the subjects proposed to be discussed during the tour may be furnished to this Secretariat latest by 1st May, 2017.

14. The Ministries/Organizations are requested to nominate their representatives for the visits/discussions at respective stations (as indicated in the tour programme enclosed at Annexure-I. It is requested that apart from the Heads/Chiefs of the Organizations to be visited, concerned Senior Officers of the administrative Ministry/Department may also attend all visits/discussions. The Organizations should be represented by their Chiefs and other officers in these discussions.

15. Air India and Ministry of Railways (Railway Board) are being addressed separately to make necessary reservations for the journeys of the Committee.

16. The Ministry of Social Justice and Empowerment (Department of Social Justice and Empowerment), Ministry of Tribal Affairs, Ministry of Minority Affairs and Ministry of Finance (Department of Financial Services) are also requested to bring to the notice of the establishments etc. to be visited by the Committee that all discussions to be held with the officers/establishments are to be treated as confidential and no one having access to and concerned with these discussions either directly or indirectly should communicate to the Press or any unauthorized persons any information relating to matters covered in the discussions.

17. The receipt of this communication may kindly be acknowledged.



(ASHOK SAJWAN)
DIRECTOR

TEL. NO. 23035670/23035757/
21410393

Fax No. 21410256

E-mail: sjs-iss@sansad.nic.in

Encls: as above

21 April, 2016

Copy together with a copy each of the Annexures I, II, III, IV, V & VI forwarded for information and necessary action to:-

1. The Ministry of Social Justice and Empowerment,
Department of Social Justice and Empowerment
(Smt. G. Latha Krishna Rao- Secretary)
Government of India,
Shastri Bhawan,
New Delhi- 110001
2. The Ministry of Tribal Affairs,
(Smt. G. Latha Krishna Rao – Secretary, Deptt. of SJE and
Additional Charge of M/o Tribal Affairs),
Government of India,
Shastri Bhawan,
New Delhi- 110001
3. The Ministry of Minority Affairs,
(Shri Ameising Luikham - Secretary),
Government of India,
11th Floor C.G.O. Complex,
Lodhi Road,
New Delhi - 110003
4. The Ministry of Finance,
Department of Financial Services,
(Ms. Anjuly Chib Duggal - Secretary),
Government of India,
Jeevan Deep Building,
3rd Floor,
New Delhi - 110001


(ASHOK SAJWAN)

DIRECTOR

TEL. NO. 23035670/23035757/

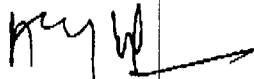
21410393

No. 6/2/CSJE/2016

6/24

21 April, 2017

Copy together with a copy of Tour Programme (ANNEXURE-I) forwarded to the Ministry of Home Affairs (Shri Rajiv Mehrishi - Secretary) Government of India, New Delhi, with the request that concerned authorities at Kochi and Lakshadweep may be issued necessary instructions (with a copy to this Secretariat) to provide adequate security to the Members of the Committee.

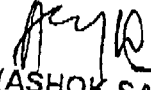

(ASHOK SAJWAN)
DIRECTOR
TEL. NO. 23035670/23035757/
21410393

No. 6/2/CSJE/2016

7/24

Copy together with a copy of Tour Programme Annexures I... forwarded
information and necessary action to: 21 April,

1. ✓ Smt. Nalini Netto,
Chief Secretary,
Government of Kerala,
Mahathma Gandhi Rd, Statue, Palayam,
Thiruvananthapuram, Kerala-695001
2. Shri Farooq Khan,
Administrator,
UT of Lakshadweep
Secretariat, Kavaratti,
Lakshadweep-682555
3. Shri Thariq Thomas, Collector,
Secretary and Adviser to Administrator,
Government UT of Lakshadweep,
Secretariat, Kavaratti,
Lakshadweep-682555


(ASHOK SAJWAN)
DIRECTOR
TEL NO. 23035670/23035757/
21410393

8/24

21 April, 2017

Copy together with a copy each of the Annexures I, II, III, IV, V & VI forwarded for information and necessary action to:-

1. Shri Shyam Kapoor,
CMD, NSFDC,
14th Floor, Scope Minar,
Core 1 & 2, Laxmi Nagar,
Delhi - 110092
2. Sr. Lincitta,
Chief Functionary,
Karuna Bhawan Social Centre,
Sreemoola Nagram P.O.,
Vaya Kaladi Alua, Ernakulam District,
Pin-683580
3. Shri Ali Asgar Pasha,
Managing Director
The Kerala State Development Corporation
for Scheduled Castes and Scheduled Tribes Limited,
P.B. No. 523, Town Hall Road, Thrissur-680 020,
Kerala
4. Mrs. Bindu VC,
Managing Director,
Kerala State Women's Development Corporation,
'BASANT', TC 20/2170,
Opposite Manmohan Bunglow, Kowdiar
P.O. Thiruvananthapuram-3
5. Md. Shahbaz Ali,
Managing Director,
National Minorities Development and Finance Corporation,
SCOPE Minar, Core1, 1st Floor,
Laxmi Nagar,
Delhi - 110092

9/24

6. Prof. A.P Abdul Vahab
Chairman
The Kerala State Minority Development
Finance Corporation Ltd.(KSMFDC)
Building No 1/1170a,
Resurvey No 1-17/701
KURDFC Building,
Chakkorath Kulam,
West Hill
Kozhikode - 673005
Kerala, India
7. Shri V.K. Akbar,
Managing Director,
The Kerala State Minority Development
Finance Corporation Ltd.(KSMFDC)
Building No 1/1170a,
Resurvey No 1-17/701
KURDFC Building,
Chakkorath Kulam,
West Hill
Kozhikode - 673005
Kerala, India
8. Shri G. Ramesh Kumar, IAS
Chairman-cum-Managing Director,
NSTFDC,
15, NBCC Tower, 5th Floor,
Bhikaji Cama Place,
New Delhi - 110066
9. Shri Anil P.C. Raven,
DGM (Project)
NSTFDC,
15, NBCC Tower, 5th Floor,
Bhikaji Cama Place,
New Delhi - 11006
10. Shri Reuben Mathew Jacob, IRS,
Managing Director,
Lakshadweep Development Corporation Ltd.,
Botanical Gardens, Kavaratti - 681555
UT of Lakshadweep

10/24

11. Shri Asarpal Singh,
Addl. Resident Commissioner
Lakshadweep House, Plot No. 16,
State Guest House Area, Chanakyapuri,
New Delhi – 110021
12. Dr. Kishore Sansi,
Managing Director and CEO
Vijaya Bank,
41/2, Trinity Circle, M.G. Road,
Bangalore – 560001
13. Shri Nageshwara Rao Y.,
Executive Director,
Vijaya Bank,
41/2, Trinity Circle, M.G. Road,
Bangalore – 560001


(ASHOK SAJWAN)
DIRECTOR

TEL. NO. 23035670/23035757/
21410393

21 April, 2017

Copy forwarded to:-

1. Sr. PS to Secretary General.
2. PS to Chairperson, Standing Committee on Social Justice and Empowerment, Room No. 113, Block-B, PHA Extension Building, New Delhi.
3. Sr. PA to AS (AK), Room No. 018, PHA, New Delhi.
4. PA to JS(SC), Room No. 009, Ground Floor, PHA, New Delhi.
5. PS to Director (PT & SJ), Room No. 107-A, PH, New Delhi.
6. Additional Director (CC&SJ), Room No. 153, PHA, New Delhi.
7. MSA, P&A (MG) and B&P Branches.
8. Pay and Accounts Officer, Lok Sabha.
9. Pay and Accounts Officer, Rajya Sabha.
10. DACR Concurrent Audit (P) Branch, P.H.A., New Delhi.
11. MSA Section, Rajya Sabha Secretariat.
12. Standing Committee on Social Justice & Empowerment Branch, Room No.615, Block-B, PHA Extension Building, New Delhi. (20 spare copies).
13. LSTV.

Madhu Bhutani
21.04.2017

(MADHU BHUTANI)
DEPUTY SECRETARY
TEL. NO. 23035757/21410393

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ANNEXURE - I

STUDY TOUR PROGRAMME OF THE STANDING COMMITTEE ON SOCIAL JUSTICE AND EMPOWERMENT TO KOCHI AND LAKSHADWEEP FROM 15.05.2017 TO 17.05.2017.

<u>DATE & DAY</u>	<u>TIME</u>	<u>PROGRAMME</u>
15.05.2017 (Monday)	1000 hrs.	Assembly at Kochi
	1030 hrs. onwards	Meeting with the representatives of Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Ltd./Kerala State Women's Dev. Corporation and representatives of Department of Social Justice and Empowerment regarding impact analysis of Micro Credit Finance Scheme of NSFDC in the State of Kerala.
	1430 hrs. onwards	Visit to Karuna Bhavan Social Centre, Sreemoolanagar, Kalady, Ernakulam, an NGO implementing integrated Programme for Welfare of Older Persons followed by meeting with the officials of the NGO and Department of Social Justice and Empowerment.
		Night Halt at Kochi
16.05.2017 (Tuesday)	1000 hrs. to 1130 hrs.	Meeting with the representatives of Kerala State Minority Development Corporation Ltd. (KSMFDC) and representatives of Ministry of Minority Affairs regarding implementation of various Schemes of NMDFC in the State of Kerala.
	1200 hrs. onwards	Meeting with the representatives of Vijaya Bank on Priority Sector lending to SCs, STs, OBCs, Minorities and differently abled persons.
		Night Halt at Kochi

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17.05.2017 (Wednesday)	1005 hrs.	Departure for Agatti Island, Lakshadweep by AI-95
	1125 hrs. 1150 hrs.	Arrival at Agatti Island, Lakshadweep Departure to Bangaram Island
	1500 hrs. to 1600 hrs.	Discussion with the representatives of the Lakshadweep Development Corporation Ltd. and representatives of Ministry of Tribal Affairs regarding implementation of schemes of the NSTFDC in Lakshadweep.
	1630 hrs. onwards	Meeting with Administrator and other officials of Lakshadweep and representatives of Ministry of Tribal Affairs regarding implementation of schemes for welfare and development of Scheduled Tribes.
DISPERSAL		

COMPOSITION OF THE STANDING COMMITTEE ON SOCIAL JUSTICE AND EMPOWERMENT (2016-2017)**SHRI RAMESH BAIS - CHAIRPERSON****MEMBERS****LOK SABHA**

2. Shri Kantilal Bhuria
3. Shri Santokh Singh Chaudhary
4. Shri Sher Singh Ghubaya
5. Shri Jhina Hikaka
6. Shri Sadashiv Kisan Lokhande
7. Smt. K. Maragatham
8. Shri Kariya Munda
9. Prof. Seetaram Azmeera Naik
10. Shri Asaduddin Owaisi
11. Sadhvi Savitri Bai Phule
12. Dr. Udit Raj
13. Smt. Satabdi Roy (Banerjee)
14. Kunwar Bhartendra Singh
15. Prof. Sadhu Singh
16. Smt. Mamata Thakur
17. Shri Mansukhbhai Dhanjibhai Vasava
18. Shri Tej Pratap Singh Yadav
19. Vacant
20. Vacant
21. Vacant

RAJYA SABHA

22. Smt. Jharna Das Baidya
23. Dr. Tazeen Fatma
24. Shri Chunibhai Kanjibhai Gohel
25. Shri Ahamed Hassan
26. Smt. Sarojini Hembram
27. Dr. Narendra Jadhav
28. Smt. Vijila Sathyananth
29. Smt. Wansuk Sylem
30. Smt. Chhaya Verma
31. Shri Ramkumar Verma

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ANNEX

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/organizations 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 organization(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 organization is to be visited at one place, the Lok Sabha/Rajya Sabha Secretariat will write specifically as to which of the Ministries/organizations will be the nodal organization to coordinate with the other organizations 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, arrangement 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.

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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 organizing 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 organization 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 organization 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.

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(e) **Transport Facilities:**

- (i) Members and officers are to be provided with transport facility during the 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 utilized 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) **Arrangement 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 organization 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.

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- (v) **Miscellaneous:** Serving of liquor to members and officers or making any demand for it is strictly prohibited. Organizations 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 organization 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 organization concerned, informal sittings of the Committee may be organized, wherever necessary, at the place of visit by the organization 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 organizations 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 case where the organizations 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 regularized after taking approval of the Ministry of Health & Family Welfare as per existing rules.

(i) **Gifts:**

No organization 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.

19/04

Reimbursement of the expenditure to the Government/Organizations:-

- (i) For each place of visit, only the nodal organization in coordination with the other organization concerned shall raise the bills for the actual expenditure incurred on the admissible items for reimbursement by the Lok Sabha Secretariat/Rajya Sabha Secretariat.
- (ii) 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.
- (iii) The consolidated bill should be certified by a senior officer of the nodal organization 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 organization that they have not incurred any expenditure on the items for which reimbursement is being claimed.
- (iv) Details of any other expenditure incurred by the Ministry or organization in connection with the visit of the Committee, shall also be furnished separately.
- (v) Reimbursement of expenses will be made not on the basis of advance bookings in respect of rooms and vehicles, etc. but on actual occupancy/utilization basis.
- (vi) 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.

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ANNEXURE - V

STUDY TOUR PROGRAMME OF THE STANDING COMMITTEE ON SOCIAL JUSTICE AND EMPOWERMENT TO KOCHI AND LAKSHADWEEP FROM 15.5.2017 TO 17.5.2017

Details of arrangements to be made and the Ministry/Organisation responsible for making arrangements.

Date	Place	Ministry/Organisation	Arrangements to be made
(1)	(2)	(3)	(4)
15.05.2017	Kochi	Vijaya Bank to make arrangements for board, lodging and transport and also to make necessary arrangements for holding meetings in coordination with State Government of Kerala.	<p>(i) As per rules Members/Officers are entitled to reach Kochi two days before the date of assembly (i.e. 18th June, 2016). Arrangements for board, lodging and transport may please be made till the departure of Study Group for Chandigarh. <u>While making the arrangements, it should be ensured that the guidelines issued by the Hon'ble Speaker, Lok Sabha regarding Tours of Parliamentary Committees (Annexure III) are adhered to strictly.</u></p> <p>(ii) Members/Officers are to be received on their arrival at Kochi Airport/Railway Station. A detailed programme and Brief for discussion with organization may also be prepared and supplied to each Member and Officer of the Committee immediately after their arrival.</p> <p>(iii) Exact place where accommodation has been reserved may be intimated by e-mail at csie-ls@sansad.nic.in / by Fax by 5th May, 2017 positively so that members are informed accordingly.</p>

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(iv) Cars provided to the Members and Officers of the Corporation should be serially numbered. Whenever considered appropriate, an AC Coach, instead of cars, may be engaged and utilized for transport requirements.

(v) To make arrangements for meeting with the representatives of Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Ltd. and representatives of Department of Social Justice and Empowerment regarding impact analysis of Micro Credit Finance Scheme of NSFDC in the State of Kerala.

(vi) To make arrangements for visit to Karuna Bhavan Social Centre, Sreemoolanagar, Kalady, Ernakulam, an NGO implementing integrated Programme for Welfare of Older Persons and meeting with the officials of the NGO and Department of Social Justice and Empowerment

(vii) To make arrangements for meeting with the representatives of Kerala State Minority Development Corporation Ltd. (KSMFDC) and representatives of Ministry of Minority Affairs regarding implementation of various Schemes of NMDFC in the State of Kerala

(viii) To make arrangements for departure of Members/Officers to Agatti Island Lakshadweep by AI-9505 on 17.05.2017.

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17.05.2017

Lakshadweep

Administrator UT of Lakshadweep to make arrangements for board, lodging and transport and also to make all arrangements for holding all the meetings in Bangaram.

(i) To receive the Members/Officers on their arrival at Agatti Island, Lakshadweep from Kochi on 17.05.2017. A detailed programme and brief for discussion with organization to be visited may also be prepared and supplied to each Member and Officer of the Committee immediately after their arrival.

(ii) To make arrangements for board, lodging and transport during their stay at Lakshadweep. While making the arrangements, it should be ensured that the guidelines issued by the Hon'ble Speaker, Lok Sabha regarding Tours of Parliamentary Committees (Annexure III) are adhered to strictly.

(iii) Exact place where accommodation has been reserved may be intimated by e-mail at csje-iss@sansad.nic.in / by fax by 5th May, 2017 positively so that Members are informed accordingly.

(iv) Cars provided to the Members and Officers of the Committee should be serially numbered. Whenever considered appropriate, AC Coach, instead of cars, may be engaged and utilized for transport requirements.

(v) To make arrangements for discussion with the representatives of the Lakshadweep Development Corporation Ltd. and representatives of Ministry of Tribal Affairs regarding implementation of schemes of the NSTFDC in Lakshadweep.

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ANNEXURE-VI

GUIDELINES FOR LIAISON OFFICERS AT PLACES OF STAY

1. On arrival of the Committee at the place of stay, the Main Liaison Officer should immediately contact the Secretary to the Delegation from the Lok Sabha Secretariat and brief him about all the arrangements made regarding board, lodging, transport, visits and interactions/discussions at places of visits of the Committee.
2. One Liaison Officer to be attached with each Member.
3. At each station, detailed minute-by-minute programme of the Committee indicating departure time, arrival time at the place of visit, venue of meeting/discussion, lunch, dinner timings and programme chalked out for any other engagement should be prepared in advance and included in the folder containing material, pen, pad etc. to be handed over to the Members/Officers on arrival.
4. A chart with the name of the Member/Officer, Room No., Car No., Name of Escort Officer, telephone Nos. of the important Officers and a copy of minute-to-minute programme should be kept in each Room.
5. Liaison Officers should have copies of minute-by-minute programme with them.
6. Liaison Officer's duties are:-
 - (a) To escort the Members from their respective hotel rooms.
 - (b) To take them to their respective cars and.
 - (c) To accompany the Members at all places of visit, but not to enter the Rooms meant for interaction/discussion.
 - (d) Should have knowledge about places to be visited and about the route.
7. Accommodation may be so arranged that the Members and Officers of the Committee are lodged in the same premises preferably on the same floor.
8. Each Car should have a label "Parliamentary Committee on Social Justice and Empowerment and Sl. No. 1, 2, 3, etc.", on the wind screen (Front & Rear).
9. Arrangements for Medical Facilities for the Committee should be made available.