

**MEMBERS OF THE KERALA LEGISLATIVE ASSEMBLY (PROVIDING
THE ASSISTANCE OF STAFF AND PAYMENT OF STAFF ALLOWANCE)**

RULES, 2012

{ Issued in GO (Ms) No. 10/2012/PAD dated 29th June, 2012 (S.R.O.No.471/1012)}

{ As amended vide GO (P) No.20/2012/PAD dated 27-9-2012 (S.R.O.No.696/2012) and
GO(P) No.1/2016/PAD dated 05-03-2016 (S.R.O.No.283/2016)}

RULES

1. *Short title and commencement.*- (1) These rules may be called the Members of the Kerala Legislative Assembly (Providing the Assistance of Staff and Payment of Staff Allowance) Rules, 2012.

(2) They shall be deemed to have come into force on the 2nd day of April, 2012.

2. *Definitions.*- In these rules, unless the context otherwise requires,-

(a) “Form” means form appended to these rules.

(b) “Member” means every member of the Legislative Assembly, other than the Speaker, the Deputy Speaker, the Leader of the Opposition, the Chief Whip and the Ministers;

(c) “Secretary” means the Secretary to Kerala Legislative Assembly;

(d) “Staff” means a person who is appointed to assist a member in the performance of his duties as such member and who is not in service of the State/Central Government or a Local Authority or any Corporation owned or controlled by the Government.

3. *The Secretary to be the appointing authority.*- (1) The Secretary shall be the appointing authority of the staff to be appointed under these rules, whose number does not exceed two at a time for each member.

(2) No person shall be appointed as staff under sub-rule (1) unless he has attained the age of eighteen on the date of such appointment.

4. *Member to intimate choice of staff to the Secretary.*- A member desirous of having the services of staff to assist him in the performance of his duties as such member, shall intimate the Secretary in Form 1, with the particulars of the person to be appointed, annexed thereto.

5. *Appointment of Staff.*- On receipt of the intimation under rule 4, the Secretary shall after proper verification, by order in writing, appoint such person as a staff of the member and a copy of the order shall be forwarded to the member concerned.

6. *Term of Staff appointed under these rules.*- (1) A person appointed under these rules shall hold office during the pleasure of the member for whose assistance he was appointed or till the member ceases to be a member, or till the dissolution of the Assembly or till he

obtains a regular appointment in any of the services mentioned in clause* (d) of rule 2.

(2) Any staff appointed under these rules shall request, at any time, in writing to the Secretary with the consent of the member, to relieve him of his duties of assisting the member and there upon the Secretary shall relieve him of his duties;

7. *Payment of Staff Allowance.*- (1) A staff appointed under these rules shall be entitled to receive an amount at the rate of rupees twenty thousand only per mensem as staff allowance.

(2) The allowance under sub-rule (1) for a particular month or fraction thereof may be drawn and disbursed to the staff before 15th of the succeeding month positively, by the drawing and disbursing officer of the Legislature Secretariat, on production of a duty certificate in Form II addressed to the Secretary, Kerala Legislative Assembly, once in three months issued by the member concerned.

(3) No staff appointed under these rules shall be eligible for any other pay or special pay or travelling allowance or overtime allowance or daily allowances or any other service benefits other than those admissible under sub-rule (1) during their term of office.

8. *Decision of the Speaker is final.*- The decision of the Speaker on all matters covered by these rules, shall be final.

FORM 1

(See Rule 4)

INTIMATION TO SECRETARY TO APPOINT STAFF TO ASSIST THE MEMBER

From

.....

Member,

Kerala Legislative Assembly.

To

The Secretary,

Kerala Legislative Assembly.

Sir,

I desire to have the service of Shri/Smt*whose particulars are annexed herewith as my staff to assist me in the performance of my duties as such member.

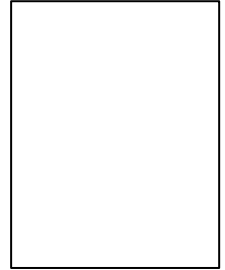
Please issue formal orders in the matter.

Yours faithfully,

+.....

.....

ANNEXURE
PARTICULARS OF THE PERSON TO BE
APPOINTED AS STAFF



Name :
Sex : M/F
Name of the Father/Mother/Husband Nationality :
Address to which communications are
to be sent with Telephone Number :
Permanent Address
(Proof to be attached) :
Age and Date of Birth
(Attested copies of proof to be attached) :
Educational qualifications
(Attested copies of proof to be attached) :
Religion and Caste :
Specimen signature :
(1)
(2)
(3)
Left hand thumb impression

Declaration

Certified that the details furnished above are true to the best of my knowledge and belief
Place :
Date :

Name and Signature

Recommendation by the Member

I recommend to appoint the above incumbent as one of my staff to assist me.

Place :

Date :

Name and Signature of Member

FORM II

{ See sub-rule (2) of Rule 7 }

DUTY CERTIFICATE

This is to certify that Shri/Smtwho has been appointed as staff to assist me in the performance of my duties had satisfactorily undertaken the works assigned to him/her during the period from..... to and that he/she is eligible for the monthly staff allowance admissible under rule 7 of the Members of the Kerala Legislative Assembly (Providing the Assistance of Staff and Payment of Staff Allowance) Rules.

Signature

Place :

Date :

.....MLA

To

The Secretary,
Kerala Legislative Assembly.

By Order of the Governor
RAJESH KUMAR SINHA,
Secretary to Government