due to administrative and security concerns. **During inter-session period Group Show round are restricted to maximum 50 persons in one requisition and request for the same should reach 3 working days prior to the visit for verification of antecedents. Show round will not be conducted if the verification is not received or received with adverse remarks.**

Kind co-operation of Members is solicited.

No. 8093   **Parliament Security Service**

Issue of Visitors' Gallery Passes During Session Period

Hon'ble Members are informed that five (5) visitor per member per day for gallery pass are allowed.

1- Members are requested to insist upon their guests/visitors to provide their correct addresses, contact number, a copy of the Aadhar card with the application form for issuing of public gallery passes.

2- Members of Parliament are requested to send the request of sponsored visitors/ guests at least before three (3) working days of their scheduled visit for police verification.

3- Passes are issued on first cum first served basis as the seating capacity in the visitor gallery is limited.

4- Group passes and same day passes for the Visitors' Galleries are discontinued due to security reasons.

5- Gallery Passes will be issued subject to the completion of necessary verification of character and antecedents through local police/state police. Passes will not be issued if the verification is not received or received with adverse remarks. All visitors will be subjected to thorough security checks as per norms.

6- Members may avail of the online mode of application only for issue of Gallery Passes by accessing Indian Parliament- Digital Sansad website i.e. https://sansad.in/ls and login through members login credentials followed by clicking on 'Gallery Pass' as per the prescribed procedure and norms mentioned therein. In case of any difficulty in accessing the portal Members may kindly contact (i) CPIC: 011-23034672/5073/5838 or (ii) NIC 011-23034576.

Steps involved in Online Application and Access of visitors protocol in the Visitors' Management System

1. **QR Code Approval:**

Upon approval of Lok Sabha/ Rajya Sabha Visitors' Gallery visit, the visitor will receive a QR code on his/her mobile phone, as entered in the online application form.

2. **Visit Day Protocol:**

On the day of scheduled visit, the visitor will present the QR code (hard copy to be arranged by visitor) at the respective Lok Sabha / Rajya Sabha counter at the South Utility Reception along with original Aadhar card for spot verification.

3. **Verification and Smart Visitors' Gallery Card Issuance:**

After verification of credentials by the Reception Officer, the Issuing Authority at the Reception Counter will take a biometric impression & photograph of the visitor and issue a Smart Visitors' Gallery Card to the visitor.

4. **Access to Visitors' Gallery with Smart Card:**

To access the Lok Sabha/Rajya Sabha Visitors' Gallery, the visitor will be required to tap the Smart Visitors' Gallery Card and submit their Biometric impression simultaneously at each Flap Barrier along the designated route.

5. Smart Visitors' Gallery Card Deposit during Exit :

Upon completion of the visit, the visitor will proceed to the exit gate at the South Utility Block and tap the Smart Visitors' Gallery Card at the exit point Flap Barrier to gain exit. The Smart Visitors'Gallery Card must be compulsorily handed over to the Security Officer deployed at the Exit Gate.

6. Non-deposition of Smart Visitors' Gallery Card :

Failure to hand over the Smart Visitors' Gallery Card upon completion of the visit by the respective visitor will lead to automatic blacklisting of details of the particular visitor from the Visitors' Management System of Parliament House Estate and such visitor(s) will be permanently debarred from entering the Parliament House precincts.

Kind co-operation of the Hon'ble members is solicited.

UTPAL KUMAR SINGH
Secretary General