

No. 8034

Parliament Security Service

Issue of PA/PS Passes

Entry Pass for only one PA/PS, to a Member for entry into Parliament House Complex (Except for Sansad Bhawan), valid for Session/ Inter Session period, is issued on an application made by the Member concerned on a prescribed format available in Centralised Pass Issue Cell, near Reception Office, Parliament House Complex, New Delhi. On every fresh appointment of the PA/ PS, Hon'ble MP's signature is mandatory in the register kept in CPIC.

The following supporting documents i.e. duly filled in prescribed form along with Character Verification Form, Undertaking by Hon'ble MP, two self-attested copies of Aadhaar {in case the applicant bears two addresses (Permanent & Correspondence), supporting documents for both the addresses are required}, old PA Pass (in case of renewal/ change of PA) and one Passport size photograph are required. The verification of PA/ PS being appointed will be processed by the Verification Cell of Parliament Security Service and Entry Pass will be issued only after a positive verification report is received.

Hon'ble Members are requested to direct their drivers and PA/PSs to comply with security and traffic regulations for ensuring decongestion and security at the Makar Dwar & Building Gate No.1. The drivers may also be directed to strictly adhere to designated circulation routes and park their vehicles at the specified parking areas.

Kind co-operation of Hon'ble Members is solicited.

No. 8035

Parliament Security Service

Show round of visitors to Parliament House during Inter-Session period

The Show Rounds of Parliament House to the visitors will be arranged as usual on all working days during Inter-Session period between 1030 hrs. and 1730 hrs. except during weekend, Gazetted Holidays and prior to 05 working days to the commencement of the Session 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. 8036

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.
