No. 87   **Parliament Security Service**

Issue of Visitors' Gallery Passes during Session Period

Hon'ble Members are informed that total five (5) visitors' passes per member will be issued for Oath taking ceremony on 24th and 25th June 2024 and 05 visitors per member per day for 02 visitors in a single time slot for remaining session period except President address on 27th June 2024.

1. Members are requested to provide correct addresses, contact numbers, copies of the Aadhar card of the guests/visitors 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 three (3) working days before their scheduled visit for 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 verification of character and antecedents through local police/state police. Passes will not be issued in the absence of verification or in case of an adverse remark. All visitors will be subjected to thorough security checks as per norms.
6. Members may avail of the online mode of application for issue of Gallery Passes by accessing https://darshan.sansad.in and login through members login credentials followed by steps mentioned therein. In case of any difficulty in accessing the portal, Members may kindly contact (i) Shri Divyansh Sharma: 9560 924 942 and (ii) Shri Dheeraj Chamyal: 9717 494 836.
7. Members may also avail offline mode of application by downloading Public Gallery (Visitors Card) applicant form from https://sansad.in/ls/download. Gallery passes forms are also available at CPIC, North Utility Block at Red Cross Road.

STEPS INVOLVED IN ONLINE APPLICATION AND ACCESS OF VISITOR'S 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 may lead to permanent debarment of the visitor from entering the Parliament House precincts.

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

No. 88   **Parliament Security Service**

Issue of Visitor`s Cards to the Guest of Hon`Ble Members (Lok Sabha) on the occasion of President`s Address to the Members of both Houses, in the Lok Sabha Chamber of the Parliament House

Applications for Visitors' Passes for the Galleries of the Lok Sabha Chamber for **27th June, 2024,** at the time of address by the Hon`ble President to both the Houses of Parliament assembled together may be sent by Hon'ble Member by 2 P.M. on Wednesday, 26th June, 2024 at the latest.

2.   On the top of the applications for Visitors' Cards, Hon'ble Members may please write **"For President's Address".**

3.   As the seating capacity in Visitors' Galleries of the Lok Sabha Chamber for the guests of the Members of Lok Sabha is *limited*, Hon'ble Member may apply for Visitor's ***Card for one person only.*** Preference will be given to the <u>spouse</u> of a Member. The number of Visitors' Cards to be issued will be determined by the availability of seats in Visitors Galleries. Any pending requests for Gallery Passes may be considered for the business of Lok Sabha to be held on the same day, i.e., 27th June, 2024, half-an-hour after the conclusion of the President Address.

4.   Visitors' Cards issued for the President's Address will also be valid for the galleries of Lok Sabha on that day.

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

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

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

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

9.   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 report is not