

## LOK SABHA

### BULLETIN-PART II (General Information relating to Parliamentary and other matters)

**Nos. 39-60]**

**[Sunday, June 23, 2024/ Ashadha 02, 1946 (Saka)]**

**No. 39**

**Table Office (B)**

#### **Oath or Affirmation**

Members will make and subscribe the oath or affirmation as required by Article 99 of the Constitution on Monday, the 24th June, 2024 from 11 A.M. onwards in the House. A member who is unable to make and subscribe the oath or affirmation on that day may do so on any subsequent sitting of Lok Sabha at 11 A.M. after giving advance intimation to the Secretary General by 10 A.M. on that day.

2. The following procedure has been laid down for making and subscribing the oath or affirmation:-

‘On the name of a member being called by the Secretary General, the member may proceed from the place she/he is occupying to one of the two podiums placed on either side of the Speaker’s Chair. A copy of the form for oath or affirmation in accordance with the Third Schedule to the Constitution of India, as the case may be, will be kept for the use of the member. The member will face the House while making the oath or affirmation and then, wish the Chair. Thereafter, the member will proceed to sign the Roll of Members which will be placed on the Table of the House. Thereafter, the member will take seat in the House.’

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**No. 40**

**Table Office (B)**

#### **Oath or Affirmation**

Members are requested to bring the original election certificate at the time of making and subscribing of oath or affirmation.

2. Kind cooperation of members is solicited.

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**No. 41**

**Parliament Security Service**

#### **Security Arrangements in Parliament Estate**

Members are requested to co-operate with the Security Staff on security duty in Parliament House Complex and show their Identity Cards on request.

To strengthen the security arrangements in Parliament House Complex, Door-frame Metal

Detectors have been installed at various gates. Visitors accompanying Members of Parliament and former Members of Parliament are requested to pass through the Door-frame Metal Detector and may undergo physical search. The baggage, etc., being carried by them may also be scanned/ searched by the Security Staff.

Kind cooperation of Members is solicited.

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**No. 42**

**Parliament Security Service**

**Entry Regulations into the Central Hall, Samvidhan Sadan**

Entry in Central Hall, Samvidhan Sadan is regulated according to Rules and Directions issued by the Hon'ble Speaker from time to time. No person without a valid pass is allowed to gain entry even when accompanied by the Hon'ble Members of Parliament. This is in the interest of security in Parliament Estate.

Entry of Governors, Chief Ministers, Ministers of State Governments and Ex-MPs to the Central Hall, Samvidhan Sadan will remain open as in the past.

Kind cooperation of Hon'ble Members is solicited.

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**No. 43**

**Parliament Security Service**

**Restrictions on Admission into Lobby of the Lok Sabha during the Session**

The admission to Lobby is restricted to Hon'ble Members and the following categories of persons connected with official business or otherwise: -

- i. Persons holding passes valid for "LOBBY"; and
- ii. C.P.W.D. staff working in the Sansad Bhawan whose presence is functionally required in connection with the discharge of their official duties.

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**No. 44**

**Parliament Security Service**

**Carrying or display of Fire Arms in Parliament Estate**

The carrying or display of arms and ammunition in any part of the Parliament Estate is strictly prohibited. Only security personnel specifically deployed in the Parliament House with authorization

from Parliament Security are permitted to carry arms and ammunition.

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

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**No. 45**

**Parliament Security Service**

**Distribution of Literature, Pamphlets, Press Notes, Leaflets within the Precincts of the Parliament Estate**

As per established convention, no literature, questionnaire, pamphlets, Press Notes, leaflets or any matter printed or otherwise should be distributed without the prior permission of Hon'ble Speaker within the precincts of the House. Placards are prohibited inside the Parliament Estate.

Kind cooperation of Hon'ble Members is solicited.

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**No. 46**

**Parliament Security Service**

**Stoppage of entry of Armed Escorts/ P.S.O. coming to Parliament House Estate**

Consequent to the decision taken by the General Purposes Committee of the Rajya Sabha and Meeting of Hon'ble Speaker with Leaders of Parties and Groups in Lok Sabha, "Armed Escorts/ P.S.O. (Personal Security Officer) of Hon'ble Ministers/Hon'ble Members of Parliament would not be permitted inside the Parliament House Estate." They may peel off from the vehicle at the respective Iron Gates itself.

Kind cooperation of the Hon'ble Members is solicited.

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**No. 47**

**Parliament Security Service**

**Speed Regulation of Vehicles entering Parliament Estate**

With the installation of modern security gadgets in Parliament Estate, it is essential to observe certain speed regulations for vehicular movements within the Estate. The speed of vehicles may be kept restricted to 10 Kms per hour till the vehicles cross the last barrier at the Iron Gates. Necessary warning signages have been prominently displayed at suitable locations.

Hon'ble Members of Parliament are requested to kindly give suitable instructions to their drivers for observance of speed regulations while driving inside the Estate.

Kind cooperation of Hon'ble Members is solicited.

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**No. 48****Parliament Security Service****Advisory for Pedestrians regarding movement through Iron Gate No.1**

Security Gadgets have been installed at Iron Gate No. 1 to regulate vehicular movements and to strengthen the security arrangements in the Parliament Estate. Pedestrians are, therefore, requested not to cross these Gadgets on foot.

Hon'ble Members of Parliament are requested to use Ferry Services at this gate for their movement from the Iron Gate to Building Gates of Parliament Estate & back and avoid movement on foot through this gate.

Kind cooperation of Hon'ble Members is solicited.

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**No. 49****Parliament Security Service****Physical Check of Cars / Vehicles and Briefcases**

For security reasons, Hon'ble Members are advised to check their cars and briefcases before coming to the Parliament Estate. In case of self-driven cars, Hon'ble Members are requested to check the dickey, seats, engine etc. before proceeding to the Parliament House Complex.

Hon'ble Members who desire to use bicycle as transport may gain access through Iron Gates and are requested to park bicycle at earmarked place in Self-driven Vehicle Parking at Talkatora Road and lock the bicycle properly. The bicycles used by Hon'ble Members will be treated as self-driven vehicles.

Kind cooperation of Hon'ble Members is solicited.

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**No. 50****Parliament Security Service****Switching Off the Mobile Phones and Alarm Bell inside Lok Sabha Chamber**

In order to ensure smooth and unhindered proceedings of Lok Sabha and as a mark of respect to the Chair, Hon'ble Members are requested to switch off their mobiles and deactivate alarm bells before entering into the Lok Sabha Chamber.

Kind cooperation of Hon'ble Members is solicited.

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### **Regulation of Vehicular Entry/Alighting/Parking Arrangement in Parliament Estate**

All types of vehicles viz. Private cars of members, Taxis / Auto-rickshaws / Two-wheelers and other types of vehicles etc. without valid Parking Labels issued by Lok Sabha Secretariat will not be allowed entry inside the Parliament House precincts.

Members are informed that reception lounges have been established between Gates TKR-I & TKR-II and at IG-7 along with provision for ferry service to facilitate transportation to Parliament House, Samvidhan Sadan etc. Members using chauffeur driver cars are requested to alight at the newly constructed lounges at the locations referred to above and use battery operated cars for their movements to Parliament House / Samvidhan Sadan and back. This eco-friendly initiative will also contribute towards reducing congestion near Makar Dwar and its vicinity. Details about traffic movement plan and parking is given below:-

- (i) **Self-driven Vehicles Parking for MPs:** Outside South Utility at Raisina Road and North Utility of Sansad Bhavan at Red Cross Road respectively. Members can enter Parliament Estate through Reception Office from these parkings.
- (ii) **Chauffeur-driven Vehicles Parking for MPs:** Behind Rail Bhawan near Vijay Chowk outside and behind Parliament House Annex at Gurudwara Rakabganj Road outside.
- (iii) Iron Gate-I and Talkatora Road I & II: Entry/ Exit of authorized labeled vehicles of Hon'ble Members as per practice in vogue.
- (iv) **Facility of Transit Lounge at Iron Gate No.7 (Vijay Chowk Side):** Alighting point of members outside the gate. Members can avail the facility of ferry car/e-vehicle/golf cart upto Makar Dwar of Sansad Bhavan or other buildings in PH Complex. For departure also, these vehicles will be available in front of Makar Dwar or Building Gate No.1 up to Transit Lounge.
- (v) **Facility of Transit Lounge at Talkatora Road:** Alighting point of members. Members can avail the facility of ferry car/e-vehicle/ golf cart upto Sansad Bhavan, Samvidhan Sadan and Parliament Library Building. For departure these vehicles will be available in front of Makar Dwar or Building Gate No.1 at Parliament House Complex upto Transit Lounge.

Kind cooperation of Hon'ble Members is solicited.

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### Issue of PA/PS Passes

Entry Pass for only one PA/PS for entry into Parliament Estate, valid for Session/ Inter Session period, is issued on an application made by the Member on a prescribed format available in Centralised Pass Issue Cell, North Utility Block at Red Cross Road. 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, old PA Pass (in case of renewal/ change of PA) and one Passport size photograph are required. Entry Pass will be issued to PA/PSs only after verification of documents.

Hon'ble Members are requested to direct their drivers and PA/PSs to comply with security and traffic regulations. 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.

### Access Control of Vehicles

Modern Security Gadgets are installed in the vicinity of Iron Gates within the Parliament House Estate. These security gadgets, equipped with safety features, are designed to allow access to LMV-NT vehicles viz. Motor Cars, Jeeps, SUVs only. As an additional security feature, Radio Frequency Tags have been issued to all authorized vehicles and accordingly, access control of vehicles is regulated through RF Readers installed at the locations. To ensure safety and security of Members of Parliament, vehicles other than those in LMV-NT category viz. Motor Cars, Jeeps, SUVs (carrying authorized Car Parking Label and Radio Frequency Tag), will not be permitted to enter through Iron Gates of Parliament House Estate.

Kind co-operation of Members is solicited.

### Functioning of Reception Office and Centralised Pass Issue Cell in Sansad Bhavan

Hon'ble Members are informed that the Reception office and Centralised Pass Issue Cell (CPIC) Counters will remain functional at North Utility Block at Red Cross Road and South Utility Block of the Sansad Bhavan at Raisina Road (Opposite Rail Bhavan). The Reception Office and CPIC can be approached through roundabout at Rail Bhavan Red Cross Road & Raisina Road. This is in addition to the already existing arrangements in Parliament House Complex.

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

### Guidelines for Operation of Security Gadgets in Parliament Estate

1. Modern Security Gadgets have been installed in the Parliament House Complex to restrict unauthorized entry.
2. A distance of at least five feet between two vehicles may be maintained while crossing the Boom Barrier as the system allows clearance of only one vehicle at a time. In case any vehicle accidentally hits the Boom Barrier, the driver must **STOP** the vehicle immediately.
3. Kindly adhere to the speed limits displayed at appropriate locations while entering through security gadgets. Members are requested to brief their drivers accordingly.
4. Occupants of vehicles are to be identified at the second Boom Barrier. Members are accordingly requested to stop for checking at Boom Barrier-II.
5. It may be ensured that the speed of the vehicle does not exceed 10 kmph till the vehicle crosses the last gadget at the Iron Gates. The gadgets are designed in such a manner that they may get activated immediately in an emergency. In case the speed of vehicles exceeds the speed limit of 10 kmph, it may be difficult for the person driving the vehicle to bring the vehicle to a safe halt. **Impact against the Tyre Killers and Road Blockers can cause serious damage to the vehicle and injuries to the occupants.**
6. Security Power Fence (SPF) has been installed in the entire perimeter of PH Complex. The power fence will give a deterrent shock (as per internationally permissible standards) to any person coming in contact with the fence. Kindly avoid coming close to the power fence.
7. In case Bollards are being lowered for giving passage to bigger vehicles, the vehicles, which are following such big vehicles, should wait till the Bollards are fully raised and clearance given by the security official at the spot.
8. Pedestrians are requested not to walk over the security gadgets which are installed on road. It may cause grievous hurt in case of sudden activation.
9. Walking on foot behind a vehicle crossing a Boom Barrier is dangerous. The Boom will suddenly hit the person, once the vehicle cross the Boom Barrier. Use only pedestrian path near Boom Barrier.
10. Hon'ble Members are requested to keep Alarm / Reminder Tones of their mobile phones in OFF mode to maintain the decorum in the House and as a consideration to fellow members.

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

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### **Entry Regulations in the Sansad Bhavan**

The entry regulations in the Sansad Bhavan will be as under:

<b>MAKAR DWAR</b>	:	<b>Hon'ble Members of Parliament</b>
(Opposite Building Gate No. 1 Samvidhan Sadan)		
<b>GAJ DWAR</b>	:	<b>Ceremonial Gate/VVIP Gate</b>
(Towards Iron Gate No. 2)		
<b>HANS DWAR</b>	:	<b>Hon'ble Speaker/Ministers/MPs</b>
(Near North Utility Block adjacent to Red Cross Road)		
<b>GARUD DWAR</b>	:	<b>Officials, Media, Visitors coming to Lok Sabha Galleries and Material gate</b>
(Towards round about Rail Bhawan)		
<b>SHARDUL DWAR</b>	:	<b>Hon'ble Ministers/MPs/Officials/Media and Visitors coming to Rajya Sabha Galleries</b>
(Near South Utility Block adjacent to Raisina Road)		
<b>ASHVA DWAR</b>	:	<b>Hon'ble Chairman/ Deputy Chairman, Rajya Sabha</b>
(Towards Iron Gate No. 1)		

Entry in the Sansad Bhavan is regulated according to Rules and Directions issued by the Hon'ble Speaker from time to time. No person without a valid pass is allowed to gain entry even accompanied by Hon'ble Members of Parliament. This is an essential requirement in the interest of the security of Hon'ble Members of Parliament and PH Estate.

Kind cooperation of Hon'ble Members is solicited.

### **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 05 working days prior 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. Show rounds are restricted 05 days before the commencement of the Session till the adjournment *sine die* of the Session.

Kind co-operation of Members is solicited.

### **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 24<sup>th</sup> and 25<sup>th</sup> 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 27<sup>th</sup> 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.

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**No. 59**

**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 **27<sup>th</sup> 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 spouse 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., 27<sup>th</sup> 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 received or received with adverse remarks. All visitors will be subjected to thorough security checks as per norms.

10. 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. 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.**

11. Members may also avail offline mode of application by downloading Public Gallery (Visitors Card) applicant form from <https://sansad.in/ls/download> and 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 by the respective visitor may lead to debarment of the visitor from future visit to the Parliament House precincts.

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

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**Shifting of Centralised Pass Issue Cell (CPIC) and Reception Office-PH**

Members are informed that due to the ongoing redevelopment of external areas in the Parliament House Complex, the Centralized Pass Issue Cell (CPIC) and Reception Office-PH presently situated at Talkatora Road-II are functional in the North Utility Block of Parliament House on the Red Cross Road. The telephone numbers of the concerned offices are as under:

Centralized Pass Issue Cell (CPIC): 011-2308 2675/ 2676/2677/2681/2685.

Reception Office : 011-2308 2221/2222

Kind co-operation of Members is solicited.

**UTPAL KUMAR SINGH**  
**Secretary General**