

VISITORS' CARDS FOR GALLERIES OF LOK SABHA

Guests of members may be admitted to the following Galleries of Lok Sabha:—

- (1) Public Gallery;
- (2) Special Gallery;
- (3) Distinguished Visitors' Gallery; and
- (4) Speaker's Gallery.

Public Gallery

2. Visitors' Cards are issued for the guests of members for the Visitors' Gallery of Lok Sabha on previous day applications from members in yellow application forms available in the Centralised Pass Issue cell. Issue of Visitors' Cards to members is regulated as follows:—

- (i) an application for Visitors' Cards should contain the name of not more than four guests;
- (ii) application should reach the Centralised Pass Issue Cell not later than 16.00 hours on the working day previous to the date for which the Visitor's Card is required; and

(iii) not more than four Visitors' Cards will be issued to a member for a particular day for fixed hour.

3. Applications for Visitors' Cards for group of persons should reach the Centralised Pass Issue Cell, at least one day in advance and full particulars of each of the persons in the group, should be given. Visitors' Cards for the groups are issued for specified hours for the afternoon session only.

4. Visitors' Cards on *same-day* applications from members in red application forms available in the Centralised Pass Issue Cell are issued subject to the following conditions:—

- (i) applications for same-day Visitors' Cards should be addressed to the Secretary-General as early as possible on the date for which the Visitors' Cards are required and such applications should be delivered at the Centralised Pass Issue Cell;
- (ii) for getting same-day passes issued, the Deputy Leader or the Whip of the Party, whosoever is authorised by the Party, should recommend the issue of same-day passes on the application form. The member is also required to take the visitor to the concerned Officer for the purpose. When a member requires a same-day visitor's pass she/he may have her/his guests seated in the Reception

Office or in the MP's Waiting Room in Centralised Pass Issue Cell. Subject to other conditions being fulfilled, such passes are made available for use not earlier than two hours after the time of receipt of application in the Centralised Pass Issue Cell;

- (iii) Same-day visitors' cards are delivered to the member himself/herself who is required to sign the register maintained for this purpose. If the member desires that the visitor's card may be delivered by the Centralised Pass Issue Cell to her/his guest, the member may attest the signature of the visitor concerned on the application form. The Visitor's Card will then be prepared and delivered to the person authorised by the member;
- (iv) the cards applied for should be ordinarily for a person who is a spouse or child or close relative of the member and who has arrived in Delhi on the same-day or the previous night and is not likely to stay in Delhi overnight, and in whose case it has not been possible to comply with the prescribed time limit. In the same-day application form against the space provided for this purpose, the special reasons why the application could not be made within the prescribed time limit should be stated briefly;

- (v) not more than two same-day Visitors' Cards may be issued to a member at a time for a particular day on application made on the form. Such request should be made very sparingly; and
- (vi) issue of these cards will also be subject to a limit of not more than 25 cards per hour.

Special Gallery

5. The following relations of members are eligible for Visitors' Cards for the Special Gallery:—

- (i) Son;
- (ii) Daughter;
- (iii) Father; and
- (iv) Mother.

6. Members are requested not to apply for Special Gallery cards in respect of persons other than their relations mentioned above.

7. Applications for Special Gallery Cards should be made in *white* application forms available in Centralised Pass Issue Cell.

Distinguished Visitors' Gallery

8. The following categories of persons are eligible for Visitors' Cards for the Distinguished Visitors Gallery:—

- (i) Spouse of a sitting Member of Parliament;

- (ii) Ex-Members of Parliament;
- (iii) Members and Secretaries of State Legislature;
- (iv) Judges, Vice-Chancellors and high officials of the Government of India and State Governments;
- (v) Persons of Standing in public life, such as Presidents of recognised All-India political parties; and
- (vi) Distinguished Visitors from foreign countries.

9. Members are requested not to apply for distinguished Visitors' Gallery Cards in respect of other categories of persons.

10. Applications for Distinguished Visitors' Gallery Cards should be made in *Sky Blue* application forms available in Centralised Pass Issue Cell.

Speaker's Gallery

11. The following categories of persons are eligible for Visitors' Cards for the Speaker's Gallery:—

- (i) Presiding Officers of State Legislatures and their spouse;
- (ii) Ministers of State Government and their spouse;

- (iii) Personal guests of the Speaker; and
- (iv) President of recognised All-India political parties, in case they cannot be accommodated in the Distinguished Visitors' Gallery.

12. Members are requested not to apply for Speaker's Gallery Cards in respect of other categories of persons.

13. Applications for Speaker's Gallery Cards should be made in *lemon yellow* application forms available in the Centralised Pass Issue Cell.

Full particulars of visitors must be given

14. Members should fill in all the particulars required in the application forms as follows for all the galleries—

- (i) Visitor's name in *full* Surname First name
Middle name (in block letters)
- (ii) Age
- (iii) Father's/husband's name in *full*
- (iv) Nationality and passport number (for foreigners only)
- (v) Details of occupation
- (vi) Details of occupation of the husband (in case of house wives only)

(vii) *Full permanent address and State*

(viii) *Full Delhi address*

In the absence of full particulars as specified above, applications for Visitors' Cards may not be entertained.

15. Visitors' Cards issued on previous day applications are sent to the members at their residences along with parliamentary papers.

Members' Responsibility

16. Visitors may be asked to carefully read the instructions printed at the back of the cards and abide by them.

17. Special attention of members is invited to the following certificate on the application forms for Visitors' Cards:—

"The above named visitor is my relation/personal friend/known to me personally and I take full responsibility for her/him."

18. Since a member is responsible for any untoward or undesirable conduct in the Visitors' Gallery by a holder of a Card granted at her/him request, she/ he should fully satisfy herself/himself about the antecedents etc. of the person for whom such a Card is applied for.

19. Children below ten years of age are not admitted to the Visitors' galleries.

20. Members should not detach visitors holding visitors' Gallery Cards from queues and bring them out of their turn into the Parliament House in order to avoid complaints from other members and visitors.

[Rule 386 of the Rules of Procedure and Conduct of Business in Lok Sabha.]

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PREFACE

This Abstract is part of the Parliamentary Procedure Abstracts Series and describes the procedure regarding the issue of Visitors' Cards to members for the entry of their Guests to the Galleries of the Lok Sabha. It is based on the rule 386 of the Rules of Procedure and Conduct of Business in Lok Sabha. It is intended to serve as a handy guide for ready reference.

The information contained in this Abstract is, however, not exhaustive. It will, therefore, be prudent to refer to and rely on the original sources for full information.

NEW DELHI

Secretary General