

## RAJYA SABHA SECRETARIAT

### FORMAT OF COVERING LETTER REQUIRED FROM HEAD OF SCHOOLS/COLLEGES & OTHER GOVERNMENT INSTITUTIONS RECOMMENDING ISSUE OF PUBLIC GALLERY (PG) PASS(ES) FOR STUDENTS/STAFF

*(To be issued on official letter head)*

Date: \_\_\_\_\_

To,

The Secretary-General,  
Rajya Sabha.

Subject: Issue of Public Gallery Passes for Students/Staff of \_\_\_\_\_  
for the sitting of Rajya Sabha.

Sir,

Kindly provide PG pass(es) for the Students/Staff of \_\_\_\_\_ (*Name of the School/College/Government Institution*), as per the details mentioned in the enclosed format, to watch the proceedings of the Rajya Sabha for the sitting to be held on \_\_\_\_\_.

2. I certify that all the students/Staff as mentioned in the prescribed format are bonafide students/Staff of \_\_\_\_\_ (*Name of the School/College/Government Institution*) and I take full responsibility for their conduct and behaviour in the precincts of Parliament House Complex.

Yours sincerely,

**Signature:** \_\_\_\_\_

**Name of Head of the School/College/  
Government Institution:** \_\_\_\_\_

**Official Stamp & Contact No.** \_\_\_\_\_

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#### **Instructions for Head of the Schools/Colleges/Government Institutions for issuance of Public Gallery Pass for their students/staff :-**

- (i) The request should be made to the Secretary-General, Rajya Sabha through a letter in the prescribed format on an official letter Head of the School/College/Govt. Institution.
- (ii) The application should be submitted in Notice Office by 3 p.m. on a working day at least two clear days in advance of the date of sitting for which the pass (es) is/are required.
- (iii) The application will not be entertained if all the particulars required have not been furnished.
- (iv) Students below 10 years of age are not allowed admission to the Gallery.
- (v) The pass shall not be handed over to the visitors directly, but will only be handed over to the staff or any person authorized in writing by the Head of the School/College/Govt. Institution.
- (vi) If pass is to be handed over to the staff or to any other person, then an authorization in writing of the person so authorized should also be submitted alongwith photo ID proof.

**PROFORMA FOR FURNISHING DETAILS OF STUDENTS/STAFF FOR WHOM  
PUBLIC GALLERY (PG) PASS (ES) IS/ARE REQUIRED**

<b><u>Full Name of Students/ Staff (in BLOCK LETTERS)</u></b>	<b><u>Full Name of Father/Husband (in BLOCK LETTERS)</u></b>	<b><u>Age</u></b>	<b><u>Occupation</u></b>	<b><u>Permanent Address(es) of the Students/Staff</u></b>	<b><u>Delhi Address(es) of the Students/Staff</u></b>	<b><u>Nationality and Passport No. with Photocopy of Passport (for foreigners only)</u></b>

**Signature:** \_\_\_\_\_

**Name of Head of the School/College/**

**Government Institution:** \_\_\_\_\_

**Official Stamp:** \_\_\_\_\_