

**RAJYA SABHA SECRETARIAT**

**APPLICATION FOR BAR-CODED PASS FOR PA/PS OF MEMBERS**

Date \_\_\_\_\_

To,  
The Secretary-General,  
Rajya Sabha.  
Sir,

Please issue a Bar-Coded Pass for entry to the Parliament House Complex in favour of my P.A./P.S.  
His/Her particulars are as given below:-

1. Name in full  
(in Block Letters) \_\_\_\_\_
2. Age \_\_\_\_\_
3. Father's/Husband's Name (in full) \_\_\_\_\_
4. Qualifications \_\_\_\_\_
5. (a) Whether employed  
Full time/Part time \_\_\_\_\_  
(b) If part time, details  
of other occupation \_\_\_\_\_
6. Permanent Address  
(in full) \_\_\_\_\_
7. Delhi Address  
(in full) \_\_\_\_\_
8. Photo Identity Proof with address  
Mention the nature of ID and No.(attach photocopy): \_\_\_\_\_
9. Whether permission is required to bring  
Mobile Phone. If yes, mention mobile no. (Only one) \_\_\_\_\_
10. Specimen signature of P.A. or P.S. \_\_\_\_\_

The above named person is known to me personally and he/she is my P.A./P.S. actually working for me and assisting me in my Parliamentary work. I take full responsibility for him/her and certify that while in the precincts of Parliament House Complex, he/she will not engage in any work other than assisting me in my parliamentary duties.

Yours sincerely,

Signature \_\_\_\_\_

Name of Member \_\_\_\_\_

IC No. \_\_\_\_\_

Division No. \_\_\_\_\_

Tel. No./Mobile No. \_\_\_\_\_

**RECOMMENDATION OF NOTICE OFFICE**

Kindly issue a Bar-Coded PA/PS pass in favour of Shri/Smt. \_\_\_\_\_, PA/PS to  
Shri/Smt. \_\_\_\_\_, M.P. for a period of \_\_\_\_\_ month(s)  
w.e.f. \_\_\_\_\_.

**UNDER SECRETARY  
NOTICE OFFICE**

**CPIC (Rajya Sabha), Parliament House**

**INSTRUCTIONS**

- i)** Only one Bar-Coded Pass for PA/PS will be issued.
- ii)** Kindly attach two recent photographs of the concerned person.
- iii)** Kindly fill the enclosed proforma for the purpose of police verification.
- iv)** Kindly attach proofs of Permanent & Delhi addresses.
- v)** If a person does not have proof of Delhi address, a declaration by the M.P. on his/her letter head stating that the person is actually staying at the given residential address and the same may be accepted as address proof for verification purpose.

**Details of an individual required for verification**

**Personal Details**

**Name of Applicant\***

**Alias, if any**

**Fathers Name\***

**Mothers Name\***

**Marital Status\***

**Name of Spouse**

**Blood Group**

**Place of Birth\***

**Applicant's DOB\***

**Gender\***

**Applicant's Mobile No.**

**Applicant's Email ID**

**Nationality\***

**Religion\***

**Present Address\***

**Permanent Address\***

**Present Address Duration\***

**(For Present Address use only)\***

**From:-**

**To:-**

: 4 :

Add more than one Delhi address here	From	To
Address		
Address		

**Police Station\***

**District\***

**Educational Details**

**Educational Qualification\***

**Details of Course\***

**Criminal History\***

**Category\***

**Note:- \* Information is mandatory for the verification process.**

**(Signature of Applicant)**

Yours sincerely,

**(Signature)**

**Name of the Member** \_\_\_\_\_

**Division No.** \_\_\_\_\_

**IC No.** \_\_\_\_\_

**Tel. No./Mobile No.** \_\_\_\_\_