

## LOK SABHA

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### BULLETIN – PART II

(General information relating to Parliamentary and other matters)

[Tuesday, July 17, 2018/ Ashadha 26, 1940(Saka)]

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No.7041

CPIC

#### Visitors' Cards

Hon'ble Members are requested to ensure that the visitors for whom they apply for visitors' cards are very well known to them personally.

2. Special attention of Hon'ble Members is invited to the following certificate, which is to be given by them while applying for visitors' cards for the Galleries of Lok Sabha: –

“The above mentioned visitor/visitors is/are my relation/personal friend(s)/ Known to me personally and I take full responsibility for him/her/them.”

3. Hon'ble Members are also requested to ensure that the particulars required in the application forms are duly filled in. The names of visitors are required to be given in full (in Capital letters) not with initials. The father's/husband's name of a visitor should also invariably be given in full.

4. It will not be possible to issue Visitors' Cards in the absence of full particulars as required in the application form.

5. Hon'ble Members are further requested that the application forms for the visitors' cards should be delivered in the Centralised Pass Issue Cell preferably,

**by 1600 hours on**

**the working day, previous to the date for which the visitors' cards are required.**

6. Kind co-operation of Hon'ble Members in this regard is solicited for strict enforcement of the above regulation, inter alia, in the interest of security.

**SNEHLATA SHRIVASTAVA**

**Secretary General**