

Guidelines for a common man to watch the proceedings of Lok Sabha are as under:

- a- The procedure to watch the proceedings of the Lok Sabha for a common man is that he has to fill an application form available at the CPIC / Reception office (Lok Sabha)/ official website of Lok Sabha (www.parliamentofindia.nic.in), providing the details (Applicant's and his father's name in full, age, occupation, full local address and permanent address.) required in the proforma and duly signed by an Hon'ble M P (Lok Sabha) from his constituency or any other constituency. The passes for the galleries may be issued one-day advance only. Children below the age of 10 years are not permitted. The proceedings can be watched during the session period (i.e. when the House is in session) subject to the availability of the seats in the public gallery.

- b- The educational tour (show round) can be organized subject to the application being sent to the Reception office forwarded by an elected representative of the house, i.e. Member of Parliament (Lok Sabha) from his constituency or any other constituency or an application through the head of the institution addressed to the Hon'ble Speaker of Lok Sabha or the Secretary General of the Lok Sabha giving full details of the individuals i.e. full name, father's name, age and address of the visitors. The show round can be organized only during the intersession period.

**APPLICATION FOR VISITOR'S CARD
(Public Gallery)**

ONLY FOUR VISITOR'S CARDS MAY BE APPLIED FOR
ON ONE APPLICATION FORM

To
THE SECRETARY-GENERAL,
LOK SABHA.

Dated the

Sir,

Please send me visitor's cards for the persons named below for the sitting of Lok Sabha to be held on the

1. Visitor's names in full (in block letters)

S No.	NAME	Age
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Father's/Husband's names in full (i) _____ (ii) _____

(iii) _____ (iv) _____

3. Nationality and Passport number
(for foreigners only)

4. Details of occupation

5. Details of occupation of the husband
(in case of housewife only)

6. Full permanent address and State: (i) _____

(ii) _____

(iii) _____

(iv) _____

7. Full Delhi Address: (i).

(ii) _____

(iv).

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

Yours faithfully,

Member of Lok Sabha

(Identity Card No.....)

Name.....

1. This application should reach the Centralised Pass Issue Cell not later than 16.00 hours on the working day previous to the date for which visitor's card is required.
2. This application will not be entertained if all the particulars required above have not been furnished.
3. Children below 10 years of age are not admitted to the Gallery.