



Parliament of India  
Rajya Sabha

SECTIONAL MANUAL OF OFFICE PROCEDURE  
(SMOP)  
PARLIAMENT SECURITY SERVICE

Rajya Sabha Secretariat  
(Parliament Security Service)  
June, 2010

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## **PREFACE**

Article 98 of the Constitution mandates each House of Parliament to have a separate Secretarial staff. Rajya Sabha Secretariat has been established in terms of that Constitutional provision. This Secretariat is bestowed with the responsibility of providing secretarial services, inter alia, to Members of Parliament, which puts on it the onus of providing best quality of service within fair, prompt and transparent manner. To that end, efforts made over a period of time resulted in evolution of certain practices and procedures, which were encapsulated in the Manual of Office Procedure of the Secretariat in 2002 for the first time.

In the light of experience gained since the first publication of the Manual in the year 2002, it was felt that a single Manual for all sections/services makes it voluminous, therefore, it was decided to have a publication in the form of a Manual of Office Procedure of the Secretariat containing only common issues concerning all sections/services. This publication has been brought out consequent to that decision. It would be supplemented by a separate specific manual for various sections/units.

It is hoped that this edition would act as a handbook on standard operating procedure for all inductees in the Secretariat and a reference book for others already working in the Secretariat.

Suggestions for further improvement of the Manual are always welcome.

**V.K. AGNIHOTRI,**  
*Secretary-General.*

NEW DELHI;  
*June, 2010*

## FOREWORD

The first edition of the Manual of Office Procedure (MOP) for the Rajya Sabha Secretariat was published in 2002. Subsequently, a need to update the Manual was felt and it was decided that in view of the changes and modifications in the procedure in the last Eight years, a newer version shall be published. However, to make the MOP compact, it was also decided that Chapters pertaining to a specific Section should be brought out by that Section separately in the Sectional Manual of Office Procedure (SMOP) while O&M Section would bring out only those Chapters, which are common to all, in the Secretariat MOP.

It is hoped that this SMOP would help in providing clear guidance to the new entrants of the Secretariat and would be equally useful as a reference work.

Suggestions, advice and ideas for improving the contents of the manual would be invaluable. When sufficient number of these is received from perspective contributors, they can be incorporated in the subsequent edition of the Sectional Manual.

NEW DELHI;  
*June, 2010*

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## Parliament Security Service At A Glance

The Parliament Security Service of Rajya Sabha and Lok Sabha Secretariat look after the security set up in Parliament House Complex. Director (Security), Rajya Sabha Secretariat exercises operational control over Parliament Security Service, Rajya Sabha, and the administrative authority vests with Rajya Sabha Secretariat. Additional Secretary (Security) of Lok Sabha Secretariat is the overall in charge of the entire Parliament Security including Parliament Security Service of Secretariats, Delhi Police, ITBP, CRPF, *etc.* Parliament Security Service staff, being totally unarmed performs security duties for safeguarding the historical and prestigious Parliament House Complex, Hon'ble Members and VVIPs.

Over the past two decades, the security of VVIPs and the Parliament House Complex has assumed prime importance. Regular intelligence reports reveal that a grave threat persists with regards to the security of the Parliament House Complex. Keeping in view of this, the main objective of Parliament Security is to provide protection to the human resources [VIPs, staff and visitors] and the material resources within the precincts of the Parliament House Complex.

Thus, the main responsibility of Parliament Security Service is to provide and maintain **Pro-active, Preventive and Protective Security measures** within the Parliament House Complex, for safeguarding Members of Parliament, visitors and employees. The whole approach revolves around the principles of **Access Control** based on proper authorization, verification, identification and authentication of human and material resources entering the Parliament House Complex with the help of modern security gadgets. Since the threat perception has been increasing over the years due to manifold growth of various terrorist organizations/outfits, refinement in their planning, intelligence, actions and surrogated war-fare tactics employed by organizations sponsoring and nourishing terrorists, new security procedures have been introduced into the security management to counter the ever-changing *modus operandi* of terrorist outfits/individuals posing threat to the Parliament House Complex.

This avowed objective is achieved in close coordination with various security agencies such as the Delhi Police, CRPF, ITBP, IB, SPG and NSG . The Parliament Security Service acts as the overall coordinating agency. For arranging a fail-proof and user friendly security, the Parliament Security Service maintains proper liaison and effective coordination with these security agencies.

With the passage of time, Parliament Security Service acquired specialization in the field of **Identification of Members of Parliament and VIPs**. The Parliament Security Service staff also performed security duties outside Parliament House Complex at important national ceremonies / functions such as the Republic Day parade at Rajpath, Independence Day function at Red Fort, At Home functions, Oath Taking ceremonies in Rashtrapati Bhavan, functions/dinners hosted by the Chairman, Rajya Sabha, Prime Minister, Speaker, Lok Sabha, Deputy Chairman, Rajya Sabha at Hyderabad House and other places.

One of the important operational activities of the Parliament Security Service is the show round of the Parliament House Complex to the visitors coming to see the Parliament House during inter-session period. The Security Assistants of the Parliament Security Service are deputed to ensure that the visitors, foreign dignitaries and the delegations are escorted properly and given factual and detailed information on the history of the Parliament, its building and the procedures practiced for conducting the proceedings of the Parliament. For the students, it is designed more or less on the pattern of an educational tour. Visitors are also given a brief about the statues and portraits installed in the complex.

## Chapter 1

### Security

**1.1 General Instructions**—Parliament House Complex *i.e.*, Parliament House, Parliament House Annexe and Parliament Library Building, is a high security sensitive area. The security arrangements within the Complex is made at a high level and coordinated with the police authorities and other security organizations for additional support and assistance. The Parliament Security Service (Rajya Sabha/Lok Sabha), being the In-House Security organizations, is responsible for maintaining security and order within the Complex and will be assisted by the various Security and Paramilitary agencies, when called upon to do so and deployed for the purpose. However, Security being of vital importance, all officers and officials must follow all the instructions scrupulously, even at slight inconvenience, in the interest of Security. The following, in particular, must be observed by all officers and officials:—

- (i) While in the Parliament House Complex, everyone must display their Photo Identity Card (**Radio Frequency Tags are not to be displayed as I.D. Card**) prominently to avoid inconvenience.
- (ii) The officers and staff must gain entry only through those Building Gates which have the Door frame metal detectors installed and must pass through them. They must also cooperate with the security staff for getting physically frisked when requested to do so. Ladies will be frisked in a separate closed enclosure.
- (iii) Two wheelers with authorized 'P' label and four wheelers having 'P' label and RF tag with authorized occupants only will be allowed access in the Parliament House Complex. Accompanying persons shall be allowed access only through the respective Reception Offices.
- (iv) The entry of visitors for meetings, *etc.* will be allowed by the Reception only on receipt of written request from the personal staff of the Ministers/Chairmen/Officers concerned sufficiently in advance. The personal staff should be extra vigilant and careful while sending in such requests.
- (v) All suspicious and unattended objects must be reported to the Parliament Security Service staff immediately.

All Officers and staff of Parliament Security Service Rajya Sabha will familiarize themselves with different kind of passes issued for Lobbies, Galleries, Central Hall and Parliament House Complex. All Officers of Parliament Security are deployed on duty points would report for duty in proper uniform and be polite but firm while dealing with visitors. Gentle and polite behavior would be necessary while making queries to visitors before giving them access on the basis of their valid pass. In case a visitor makes any query regarding business before the House or anything concerning Parliament Complex, the Officer on duty should be able to satisfy the visitor and render all cooperation so as to project a friendly image. The following instructions will also be adhered to by the Parliament Security Service staff while on duty at duty points:—

- (i) No person will be allowed access to the precincts of Parliament House or Gallery without being in possession of valid card or pass.
- (ii) No official will leave his place of duty without being properly relieved by a reliever or with the permission of the supervisory Officers.
- (iii) Visitors will not be permitted to take photographs or make sketches and notes while sitting in Galleries, Press correspondents are however, allowed to take notes while sitting in the Press Gallery but not from any other Gallery.
- (iv) Smoking in Parliament House premises is strictly prohibited.
- (v) Visitors will not be permitted to take sticks, Umbrellas, Brief Cases, Handbags, Smoking Materials, Books, Printed Posters or any such material to the Galleries.
- (vi) No visitor will be allowed to carry arms in the Gallery except Sikhs who may be allowed Kripan with a maximum length of 9 cm. (inclusive of 6 cm. blade).
- (vii) No visitor will be allowed to carry Cellular Phone, Pager, *etc.* inside the Parliament House Complex.

- (viii) No visitor or Press Correspondent will be allowed to lean over the railings in the Galleries of the House or the Central Hall.
- (ix) Children below the age of 10 years will not be allowed inside Galleries/Central Hall.
- (x) Visitors are not to be allowed to shift from one Gallery to another Gallery.
- (xi) The staff posted at Iron Gate will ensure that in case they apprehend any security breach from any quarters they will immediately close the Iron Gate and flash a message to Control Room and other Supervisory Officers. They would follow the drill adopted for such contingencies.
- (xii) The staff posted at various duty points will maintain a very high standard of discipline, courtesy and turn out.
- (xiii) In case of any contingency at any duty point, the staff will immediately get in touch with their Supervisory Officers and also inform the Control Room for onward communication to senior officers. The Supervisory Officer will immediately intervene and handle the situation tactfully and firmly.

**1.2 Organisational structure**— The organizational supervisory responsibilities at various levels are as follows:

<b>Director</b>	<ul style="list-style-type: none"> <li>-Overall in charge, reporting to AS(S)/LSS, and to SG/ Secy-RSS</li> <li>-Operations and Planning</li> <li>-Communication</li> <li>-VVIP security and liaison</li> <li>-Technical and materials</li> <li>-Sanitation and Fire</li> <li>-R&amp;D and Training</li> </ul>
<b>JD(S)-CPIA</b>	<ul style="list-style-type: none"> <li>-Issuance of various Passes</li> <li>-Issuance of Identity Cards and RF Tags <i>etc.</i></li> </ul>
<b>JD(S)-Administration, Training and Planning</b>	<ul style="list-style-type: none"> <li>-General Admn. of Parliament Security Services</li> <li>-Welfare, Conduct and Discipline</li> <li>-Communication</li> <li>-Record Management and Security of Classified Documents</li> <li>-Training</li> <li>-Planning</li> <li>-Research and Development (R&amp;D)</li> <li>-CCCS (Central Command and Control Station)</li> </ul>
<b>JD(S)-Ops., PHA</b>	<ul style="list-style-type: none"> <li>-Operational Duties in PHA</li> <li>-Supervision of staff in the precincts of PHA</li> <li>-Access Control in PHA</li> <li>-Interrogation and Investigation in matters of petty theft in PHA</li> <li>-VVIP movement, route at PHA</li> <li>- Briefing of staff at PHA</li> <li>- Carrying out of Contingency plan drills at PHA</li> </ul>
<b>JD(S)-F&amp;T</b>	<ul style="list-style-type: none"> <li>-Fire Prevention and Safety measures</li> <li>-Technical and Material</li> <li>-Matters pertaining to breaches in Security</li> <li>-Verification of Character antecedents of visitors and labourers <i>etc.</i></li> <li>-Loss of Passes</li> <li>-Sanitation Services</li> </ul>
<b>JD(S)-Ops. I, PH</b>	<ul style="list-style-type: none"> <li>-Supervision of staff in PH and PLB</li> <li>-Access Control in PH</li> <li>-VVIP movement, route and alighting</li> <li>- Briefing of staff</li> <li>- Carrying out of Contingency plan /drills <i>etc.</i></li> </ul>
<b>JD(S)-Ops. II, PH</b>	<ul style="list-style-type: none"> <li>-Marshall</li> <li>-Supervisor of Chamber, its Lobbies, Galleries and inner precincts of Rajya Sabha, Parliament House</li> <li>-Briefing of staff</li> </ul>

**JD(S)-IP**

- Interrogation and Investigation in matters of petty theft
- Carrying out of Contingency plan drills
- Supervision of Galleries and Central Hall, First floor, Second floor, Third floor and rooftop (including Parda gallery and false ceiling).
- Committee Meetings in room No. 63 and 67.
- Interrogation and Investigation in the matters of petty theft in his area of responsibility

The general functions are given in the succeeding pages. However, the detailed procedures will be as prescribed in the Operational Manual issued by Additional Secretary (Security)/Lok Sabha.

**1.3 Access regulations for staff—** The following procedure will be followed by all concerned:

- (i) Whenever any officer/staff member losses his Identity Card/Sessional Pass, the matter must be immediately reported to Police, the same day, and a copy thereof sent to the Notice Office and Parliament Security for information so as to reach the same day. Telephonic information must be sent in case it is not feasible to inform in writing the same day.
- (ii) All agencies/Sessional Messengers, *etc.* must have a photo pass with date of expiry prominently given on the obverse.
- (iii) Any person authorized entry into Parliament House Complex on temporary basis for more than a week should have a photo pass which should specify expiry date prominently.
- (iv) There should be a single Identity Card with endorsement. The official concerned should get the card replaced through the Notice Office.
- (v) The issuance of “without restriction” passes is no more in practice as the RF tags are introduced.
- (vi) Adequate coordination would be ensured between Security/Parliament Security and the officers/offices concerned, including the Notice Office. In case of any matter requiring attention, it would be brought to the notice of the Director (Security), Rajya Sabha Secretariat, the Additional Secretary (Security), Lok Sabha, the Secretary-General, Rajya Sabha by security officers at the appropriate level on telephone or personally.
- (vii) All important matters requiring attention would also be communicated in writing at the earliest opportunity, and followed up to ensure adequate and timely response.
- (viii) Dealing with security matters would generally be with the Lok Sabha/Rajya Sabha security as per sectoral demarcation. Officers of either sector will, when called upon to do so, assist the officers having primary jurisdiction.

**1.4 Regulation of movement of store items in and out of the Parliament House Complex—** All movement of stock and store items from one building to another or out of the complex will be regulated through the issue of Gate passes as follows:

- (i) In respect of items issued by Computer Cell/Stores, *etc.* the Executive Officer (E.O.), in charge will issue the gate pass, specifying the item with complete description, make and serial no., its destination, name of persons (and organization) authorized to carry the item and the date and time period fixed for the purpose, and mode of transport if any.
- (ii) In respect of items already issued to sections/officers, where movement of the item is on account of temporary deployment, repair or return to store, *etc.*, the E.O. or PA/PS of the officer/Committee Chairman concerned will issue the gate pass on above lines.
- (iii) In respect of items brought in from outside for repair or demonstration (*e.g.* computers or sample items brought by vendors), separate incoming and outgoing gate pass will be issued by the E.O., PA/PS concerned.

Whenever an item is taken in or moved out of a building, the gate pass will be checked by Parliament Security Service against the item, and the gate pass will be cancelled/endorsed giving date and time of the movement through the gate, and the gate number.

All cases of unauthorized movement of stock/stores will be brought to the notice of Deputy Director, Parliament Security Service, PH/PHA, by the Parliament Security Service staff, who will institute necessary inquiries if necessary and also inform the officer/section concerned immediately.

**1.5 Maintenance of Order within Parliament House Complex—** In order to keep various areas and passage free and open for Members, the following are prohibited within the Parliament House estate:—

- (i) Holding of any public meeting.
- (ii) Assemblage of 5 or more persons.
- (iii) Carrying of firearms, ammunitions, explosives, banners, placards, lathies, spears, swords and bricks.
- (iv) Shouting of slogans.
- (v) Making of speeches, *etc.*
- (vi) Processions and demonstrations.
- (vii) Any other activity and conduct which may cause or tend to cause any obstruction or hindrance to the Members of Parliament (*e.g.* engaging rope party to avoid media persons and visitors in important meetings).

For the purpose of deployment of the Parliament Security Service staff and other security staff the entire Parliament Complex has been divided into sectors. The Parliament Security Services, Rajya Sabha is responsible for the Rajya Sabha sectors allotted from time to time.

**1.6 Responsibilities of Parliament Security Service—** Security within Precincts of Parliament under control of Rajya Sabha is with the Rajya Sabha Secretariat's Parliament Security Service which is headed by the Director (Security). The service will act in conjunction with the sister service in the Lok Sabha sector and under the overall operational control of Additional Secretary/(Security)/Lok Sabha. Duties of Parliament Security services include:

- (i) Coordination of protection measures for the VVIPs/VIPs and Members of Parliament.
- (ii) Maintenance of access control for vehicles, men and material.
- (iii) Guarding of the Rajya Sabha Chamber, Galleries, Central Hall and other areas of Parliament Complex against any act of sabotage.
- (iv) Maintenance of order within the premises of Parliament Complex.
- (v) Regulation of admission of visitors, staff and ensuring their thorough searching/frisking.
- (vi) Ensuring thorough anti-sabotage and anti-explosive checks of all vital areas of Parliament Complex.
- (vii) Fire and sanitation services.

The Parliament House Complex has been divided into two distinct portions, *i.e.*, inner precincts and outer precincts:

- (i) Inner precincts comprise the Rajya Sabha Chamber, Lobbies, Gallery, Central Hall, Members waiting hall, connected corridors and Committee Rooms. Responsibility for the security of inner precincts is with the Parliament Security Services only.
- (ii) Outer precincts comprise the area within the peripheral walls of the Parliament House Complex, excluding the inner precincts as mentioned in the para above. Responsibility for the security of the outer precincts is vested with the Parliament Security. In case of any armed intrusion/ crowd control, the Parliament Security Service takes assistance of Para-military Forces along with the Delhi Police and other Government Agencies deputed in outer precinct by the MHA, and acts under the general control of the Speaker, Lok Sabha and the Chairman, Rajya Sabha, through Director (Security), Rajya Sabha Secretariat/Additional Secretary (Security), Lok Sabha Secretariat to control the situation.

## Chapter 2

### Parliament Security Service Duties

#### 2.1 At Iron Gates, Building Gates and TKR Gates—

- (i) The Parliament Security staff deployed at Iron Gates, Building Gates (1, 9, 10, 11 and 12, PH; BPST Gate, PLB; Staff Entry and VIP Gate, PHA) in Parliament Complex will help establishing the identity of the Ministers/MPs and Officers/staff so as to avoid any undue harassment to any MP and staff working in the Parliament Complex and ensure that no imposter/unauthorized person gets entry in the Parliament Complex.
- (ii) The Parliament Security staff will ensure that all visitors, staff, official of the Ministries/Departments are permitted entry through Gates only on the basis of their valid entry permits and Identity Cards. In the normal course, the media personnel will be allowed through Iron Gate 8, PH and on specific occasions as per requirement, entry will be allowed from various other gates on prior information.
- (iii) If any MP/Ex-MP/official brings their personal guests in their vehicle, they would be requested to bring their guests through Reception office of the respective buildings.
- (iv) The staff posted at Iron Gates will also ensure that no unlabelled/ unauthorized vehicles enter Parliament House Complex. If any M.P. arrives in a commercial or unlabelled private vehicle, he would be requested to use Ferry Car from Iron Gates to Building Gate and *vice versa*.
- (v) The staff also ensures that all bags/briefcases of visitors are screened by the police officials through baggage scanners installed at Building Gates 1 and 12. Due care is to be taken to ensure that visitors screened/searched/frisked are not harassed or harsh words exchanged during checking.
- (vi) Lady visitors may be searched only by female Security staff and in a separate curtained enclosure.
- (vii) Only Parliament Security Service officials are authorized to ask for Identity Cards/Passes. Police officials present for assistance of the Parliament Security officials are not required to check Identity cards.
- (viii) The chauffer of all the vehicles with the authorized P labels must also possess a valid entry permit while gaining access into the Complex.

**2.2 In Lobbies, Galleries and Central Hall—**The Parliament Security staff deployed in Outer Lobby, Official Gallery, Special Box and entries to Central Hall shall ensure that only Member/Ex-MPs and authorized persons are permitted access in Outer Lobby and Central Hall.

**2.3 Galleries—**The Parliament Security staff posted at Public Gallery Checking Post will ensure that all visitors are searched/frisked through Door Frame Metal Detector/Hand Held Metal Detector (DFMD/HHMD). Staff will carefully check the visitor's Card and also compare it with the approved list given to them.

**2.4 Inside Public Gallery—**The visitor's Gallery Cards issued by CPIC are checked before entry into Public Gallery. Visitors will be allowed inside the Gallery after they have been searched through DFMD/HHMD. The male security staff will also physically frisk each male visitor and the lady security staff will frisk lady visitors in a separate enclosure. The Parliament Security staff inside Public Gallery will maintain a very close vigil on the visitors and ensure that they maintain silence and do not indulge in any kind of mischief or disturbance like shouting of slogan/attempting to throw leaflets/pamphlets or any other objectionable item or attempt to jump into the Chamber. Supervisor in the Gallery will take care of the seating arrangements of the visitors and the Security Assistants deputed in the Gallery will help visitors to acquaint with the use of headphones *i.e.*, volume control and channels selector, provided in the Gallery.

**2.5 Press Gallery—**A register is maintained for marking the attendance of Media personnel with the endorsement column that he/ she is not carrying any mobile phone in the gallery.

**2.6 Reception Office—**Only those visitors are allowed to come to Reception Office, Parliament House Complex who have some business in the Parliament House. The Reception Office will issue Casual Entry Passes as per the norms. The visitors having finished their business will not stay unnecessarily in the Reception office. Staff posted there is responsible for security matters. Staff will ensure that no objectionable material is brought in by any visitor.

On special occasions, such as the first sitting after biennial election, when rush of visitors is likely to be heavy, the Parliament Security Service will ensure that there is sufficient coordination with the Notice Office and only eligible visitors are given passes at the reception to enable them to get gallery passes from the Notice Office/CPIC.

**2.7 Issue of Casual Entry Passes to Visitors**—Security Officer, Rajya Sabha Reception will not issue passes to any visitor without getting written clearance from authorized Official of the concerned party office. Staff will keep in touch with the personal staff of Ministers/Senior Officers/Party Offices and shall ascertain that the pass is issued only to genuine visitor for whom the written request has been received. No entry pass for Parliament House will be issued to labourers during session days.

**2.8 Visitors wishing to meet Member**—In case a visitor wants to meet a Member, Rajya Sabha, a slip is sent to the Lobby Assistant and instructions of the concerned Member are ascertained before issue of visitor's pass upto the Notice Office where he can meet the Member. The computerized photo entry pass is issued after the particulars of the visitors are entered in the computer kept in the Reception Office for official purpose.

The Casual entry permit must be got signed from the person whom the visitor was permitted to see and the same must be returned to the Security Staff posted at the exit gate. The format is shown at **Annexure A**.

**2.9 Show Round of Parliament House**—During inter-session period on the request of any Member of Rajya Sabha and Officer of the Secretariat, guests may be taken for 'show round' of the Parliament House by the Parliament Security Service Staff between 10.30 a.m. and 5.30 p.m. However, 'show rounds' will not be conducted during session/holidays and one week preceding the sessions.

**2.10 Same Day Visitors Pass**—The Same Day visitors passes for Galleries are issued during Session days for two persons per Member only provided the requisition from Members is duly forwarded and recommended by either the leader of the party or Chief whip/Deputy Chief whip of the Parliamentary party concerned. In view of the prevailing security scenario and shortage of time for verification of visitors, issuance of the same day pass will be restricted to only spouse, children and close relatives of Members of Parliament. Members may be requested to avoid making requests for issuing the SAME DAY VISITORS' CARD.

**2.11 Passes for Media Personnel and Photographers**—All press correspondents and journalists holding permanent/temporary identity cards valid for Press Gallery, Central Hall, Outer Lobby, *etc.* issued by the Rajya Sabha Secretariat gain entry into the Parliament House/Annexe/PLB building as per the validity of their passes.

The electronic media along with their crew members and the still photographers are issued with Parliament pass by the Press and Media Cell of the Rajya Sabha Secretariat and the Press and Public Relation (PPR) Section of the Lok Sabha Secretariat for covering the events taking place in Parliament on special occasions. Apart from this the empanelled still photographers of the Lok/Rajya Sabha Secretariat are also issued with passes for covering special events within the premises of Parliament. No Journalist, Electronic Media or Still Photographers will be allowed to gain access in the precincts of the Parliament without a proper Parliament pass.

## Chapter 3

### Roles and Responsibilities

#### 3.1 Responsibilities of Supervisory Officer of Parliament Security Service—

- (i) The area in-charge (SO/AD(S)) will insure that all the specific norms and regulation of their area of responsibility are properly implemented without any dilution and the staff is briefed properly.
- (ii) Security Officer/Assistant Director (Security) will ensure proper checking of passes of persons moving inside Parliament House building and put up cases of misuse, if any to the Deputy Director (Security).
- (iii) They will ensure that no passes are issued to the labourers during Session period.
- (iv) They will ensure that the searches of Ducts/Chamber are carried out in their supervision. They must immediately initiate action in case any unauthorized person enters the restricted areas or Lobby/Chamber.
- (v) All Supervisory Officers must take frequent rounds of their respective area of responsibility to intercept any person moving around in a suspicious manner.
- (vi) They will ensure that security arrangements in and around Lobbies, Chambers and Central Hall are maintained properly and that all security personnel detailed on duties at Iron Gates, Building Gates, Lobbies, Official Gallery and Special Box are alert/ vigilant.
- (vii) They will maintain close coordination with AIG (SPG) and ensure smooth passage for SPG Protectees within the Complex.
- (viii) They will ensure that the Parliament Security staffs on duty are in proper uniform with identity cards properly displayed.

**3.2 Security Briefing**—A security briefing for staff is always arranged before each function / Session held in Parliament Complex so as to discuss the security scenario/threat perceptions to VVIPs/VIPs and how to counter these.

**3.3 Role of Marshals**—The post of the Marshal is a distinguished post. The basic responsibility of the Marshal is to assist, advice and protect the Chair. The Marshal shall be responsible for discharging the duties of ushering as well as liaising in respect of meeting /functions and business of the House presided over or attended by the Chairman, Rajya Sabha. The charter of duties and responsibilities of Marshal is enumerated below:

(i) **Ushering Duties**

Marshal will receive the Chairman in the Parliament House Complex and accompany him to his Chamber or other place of function as and when he comes to Parliament House Complex. He will remain with the Chairman till he leaves the PH Complex.

(ii) **Announcement Duty**

After ensuring the quorum of the House before the Hon'ble Chairman arrives on the Chair in the Chamber, the Marshal makes the announcement "Mananiya Sabhasadhon Mananiya Sabhapatiji or "Mananiya Sabhasadhon Mananiya Upabhapatiji, in case of Deputy Chairman, to inform the members regarding the arrival of the Presiding Officer to preside over the House for commencement of the House.

(iii) **Chamber related Duties**

The Marshal is responsible for the safety and security of the Chairman. He has to take *suo motu* action to protect the Presiding Officer and act as per the directions of the Presiding Officer. During the Question Hour, the two Marshals perform the duties of apprising the Chairman about the names of those absentee Members whose names appear in the starred question list. Marshal will also intimate the Chair about the names of the Members who raise their hands for asking supplementary questions.

In case of division in the House, the Marshal when directed by the Chair turns on the Quorum Bell (Division Bell) and, thereafter, ensures that the lobby is clear and informs the Chair accordingly. After completion of the voting process, the Marshall shall take the permission from the Chair for opening of the lobby gates.

**3.4 During Meetings and Conferences**— During the Committee meetings and conferences, the Parliament Security staff shall ensure adequate security arrangements, including the following:—

**3.4.1 Meetings:**

- (i) Parliament Security Service shall be directly responsible for co-ordination and ensuring the timely opening, cleaning, *etc.* of the Committee Rooms;
- (ii) That only those staff members are allowed inside the Committee Rooms who are connected with the Committee work;
- (iii) That thorough manual-visual checks are conducted in the Committee Room before the start of meeting;
- (iv) That after the meeting is over; the Committee Room is searched by the Parliament Security staff on duty, thereafter, get the Committee Room locked;
- (v) That if any article is found during search, it is deposited with Assistant Director (Security) or the staff earmarked for the purpose. The concerned Committee Officer/Section is also informed in case any article is found after the meeting.

**3.4.2 Conferences:** During the Conferences, the Parliament Security staff is deputed as per the requirements of the Conferences. The staff is deputed at Airport, Hotels and Venue of the Conferences. A liaison is kept with the Rajya Sabha Secretariat/Lok Sabha Secretariat Conference Sections for details of duties, in addition to regular duties. The Parliament Security staff sticks to the instruction given for performing the duties at different points of their duties.

**3.5 Duties of Parliament Security Staff outside Parliament House Complex**—In Addition to duty in PH complex the Parliament Security Service staff performs duties outside Parliament House complex as follows:—

- (i) At President House during AT HOME function and oath taking ceremonies whenever held.
- (ii) The Republic Day celebrations at Raj Path on 26<sup>th</sup> January and Beating Retreat Ceremony at Vijay Chowk on 29<sup>th</sup> January every year.
- (iii) Independence Day celebrations at Red Fort on 15<sup>th</sup> August every year.

## Chapter 4

### Administration Training and Planning Wing (ATP)

While operational control and daily deployment will be under the overall supervision of Director (Security)/Additional Secretary (Security)/Lok Sabha Secretariat, all personnel matters relating to appointment, deputation, posting, transfer, leave, disciplinary proceedings, pay and allowances and conditions of service will be dealt in Personnel/Establishment (General) Section of the Rajya Sabha Secretariat as in the case of other employees of the Secretariat. Personal files and service books will also be maintained by Personnel/Establishment (General) Sections.

In all matters of establishment, papers from Parliament Security Service Officials/Officers will be sent to Personnel/Establishment Section through Director (Security) who may at his discretion or as per standing orders issued from time to time, obtain orders/advice of Additional Secretary, Rajya Sabha Secretariat.

**4.1 Administration Wing**—The Administration Wing of Parliament Security Service is entrusted with the task of handling the administrative matters pertaining to the officers/ staff of Parliament Security Service such as career progression, livery, space requirement, work allocation, welfare and grievances, *etc.*

Apart from this, various other matters such as security arrangements at the offices of the Rajya Sabha Secretariat located at Flat Nos. 19, 75, 193 and 223, North Avenue, New Delhi and official residence of Secretary-General, Rajya Sabha are also looked after by this wing. Financial approvals to accord expenditure sanction with respect to the bills raised by the outsourced security providing agency regarding the security arrangements at North Avenue and official residence of the Secretary-General, Rajya Sabha is maintained by the administrative wing. The revision of agreement between the Rajya Sabha Secretariat and the agency, on a yearly basis is also undertaken by this wing.

#### Responsibilities

1. Preparation of Annual Report.
2. Preparation of Annual Action Plan.
3. Review of Annual Action Plan.
4. Work pertaining to Annual Confidential Reports.
5. Preparation of Performance Profile.
6. Work allocation of officers/ staff and make-shifts arrangements for the Parliament Session, transfers and postings of Officers/Security Assistants to wings of Parliament Security Service.
7. Preparation of Monthly Action Taken Report.
8. Preparation of plans and proposal related to the infrastructural/working conditions, issues such as demands for additional space, remodeling of rooms, *etc.*
9. Proposals for changes desired in Methods and Conditions of Service for Security Personnel.
10. Matters pertaining to manpower requirement, computerization, transportation, uniform or livery items of officers/ staff, *etc.*
11. Preparation of minutes of meetings of Secretary, Rajya Sabha, Additional Secretary [S] and Director [S].
12. Preparation of Annual Inspection Report.
13. Maintaining records pertaining to new joining/recruitment in Parliament Security Service and maintaining leave records of Security Assistants posted in CCS, prior / *ex-post facto* sanction to accord compensatory holiday in lieu of duties performed by them on holidays , *etc.*
14. Work pertaining to weeding out of old records.
15. Processing of applications of staff members for further studies and various posts outside/ inside Parliament of India.
16. Various administrative work pertaining to organizing of 13th December Martyr's Day Function.
17. Work related to welfare, issue of Commendation Certificates and Appreciation Letters, Award and Reward Scheme to motivate the staff.
18. Processing of grievances and representations received from the staff members.
19. Work related to conduct, discipline, punctuality and attendance.

**4.2 Training Wing**—Training Wing of Parliament Security Service makes arrangements for sending the staff of the Parliament Security for training by rotation. The training programmes are:—

- (i) Induction Level Training Courses (ILTC).

- (ii) Courses relating to Intelligence, Security, *etc.*
- (iii) Bomb Disposal Course (NSG Institute, Manesar and ITBP Centre, Mussoorie).
- (iv) Personal Security Officer of VIPs (NSG Institute, Manesar)
- (v) In-House Attachment Course
- (vi) Training on Fire services (Delhi Fire Service and Civil Defence Institute, Nagpur).
- (vii) MPs Identification and Familiarization Training Programme.
- (viii) In-House Refresher Course.

After Completion of training, the staff, on return from training undergone by them, submits a feedback stating, its relevance, and issues arising from the training that can be of utility to the Parliament Security. In respect of programmes of two weeks or more, interactive session is held for all Security Officers to maximize the utility of such programmes.

### **Responsibilities**

1. Preparation and Updation of the Training policy for the Parliament Security Service.
2. Preparation of Training Calendar each year based on the present and future requirements of the staff for up-gradation of their professional skills.
3. Exploration of Training programme conducted by various training institutes.
4. Liaison with various training institutes, correspondence for grant of training slots available.
5. Preparation of training expenditure.
6. Obtaining of Financial approvals.
7. Finalizing of the training syllabus, *etc.* (for Induction level trainings)
8. In case of in-house programmes, Liaison with Guest Faculty.
9. Finalizing / approval of the training kit and livery items, *etc.*
10. Coordination with various sections of the Rajya Sabha Secretariat such as Training Unit, GA Section, Estt. Accounts Section and Stores section.
11. To coordinate with the allied services in Parliament House such as CPWD [Civil, Electrical, A/C, Horticulture, Sound], Railway Catering services, CRPF, Delhi Police, Fire Service.
12. To collect the feedback after the completion of the training and process them / indulge in follow up action as desired.
13. Other administrative work related to training such as putting up requests of the staff members for exemption from a particular training, sending messages to staff members on leave to join office immediately, send reminders to various sections / allied agencies / individuals on various issues related to training, *etc.*

**4.3 Planning Wing**—The Planning Cell of Training and Planning wing has been entrusted the task of planning and projecting the future needs and requirements of security in Parliament House in view of the prevailing security scenario, with an ultimate aim of countering the threats, dangers and coping with future workload through a strategy of planned preparedness. The objective of this wing is to explore and come out with innovative ideas in the field of training, planning, knowledge up-gradation and welfare of the security personnel. The basic thrust is to enhance organizational efficiency by improving professional skills of the security personnel, developing the right attitude and aptitude in an individual so that his/ her skills can be utilized in the best possible way.

## Chapter 5

### Fire and Technical (F&T) and Sanitation

**5.1 Fire and Technical Wing**—There is a Fire Section in Parliament House and it is the responsibility of this Section to look after all the fire hydrants points in the building including maintenance of all fire extinguishers provided in Parliament precincts. The F&T Wing of Parliament Security Service also looks after the safety and security of the building round the clock against any act which may cause damage to life and property due to fire or otherwise. Practical fire demonstration in collaboration with the Delhi Fire Service by the F&T Wing is arranged to train the Parliament Security Service staff regarding handling situations whenever a fire is noticed. Use of various types of extinguishers against fire and other precautionary measures are part of the training in case fire is detected at any place in the Parliament House Complex.

- (i) The Control Room is informed immediately; and
- (ii) the nearest Parliament Security Service officials will rush to the point of fire and take steps as the situation warrants to safeguard men, material and records.

**5.2 Verification of character/antecedents**—Verification of character/antecedents of Casual Labourers, Journalists and PA/PS (attached with MPs) is conducted through the concerned authorities. Instant Verification of visitors of Public Gallery/DVG/Press Gallery is also conducted through DCP/ Spl. Branch during Session. Regarding the Casual Labourers engaged for erecting the tents/ repair works in PH/PHA, the same procedure is adopted by the F&T Wing.

**5.3 Loss of Pass/Identity Cards/Parking Labels/RF-Tags**—On receipt of information regarding loss of Pass/Identity Cards/Parking Labels/RF-Tags from MPs/Ex-MPs/Officials of the Secretariat and other agencies, the required particulars of the lost item along with a copy of FIR/NCR are forwarded to the Security Control Room for making an announcement for information to all concerned so that misuse of the same can be prevented. Comprehensive list of the loss of passes are sent to the concerned officers for their information and necessary action.

**5.4 Sanitation Wing**—Sanitation Wing was created to take care of the Secretariat's cleanliness. The Sanitation Wing is supervised by the Joint Director (Security). The Sanitation Wing will undertake the following functions:

- (i) Ensure proper locking and unlocking of various office rooms and proper custody of keys of such rooms.
- (ii) Daily deployment and supervision of the work of sanitation staff (Farash/Safai Karamchari) according to duty roster.
- (iii) Liaison with various CPWD agencies like Civil, Electric, Air Conditioner, Horticulture, Fire fighting unit, *etc.*
- (iv) Ensure regular and timely removal of waste papers from various branches and their transportation to wastepaper godowns designated.
- (v) Conduct enquiries into petty theft and other cases reported from the rooms.

Apart from this, house keeping arrangements at room nos. 103, 104, 208, 213, 214, 307, 308, 309, 330, 331 and 331-A for the offices allotted to Judges Inquiry Committee, Rajya Sabha Secretariat located at Vigyan Bhavan Annexe, New Delhi are also being looked after by this wing. Financial approvals to accord expenditure sanction with respect to the bills raised by the outsourced house-keeping agency regarding the house-keeping arrangements at Vigyan Bhavan Annexe, New Delhi is maintained by the Sanitation Wing. The revision of agreement between the Rajya Sabha Secretariat and the agency on a yearly basis is also undertaken by this wing.

Cleaning and Dusting of the offices of the Rajya Sabha Secretariat at North Avenue, New Delhi (Flat Nos. 19, 75, 193 and 223) are also looked after by this wing.

**5.5 Zones**—The entire complex is divided into zones and distributed amongst the Sanitary Jamadars who are responsible for getting the work done in their areas of functioning. Every Sanitary Jamadar is provided with a Farash and Safai Karamchari for sanitation works of the Secretariat.

The Farash is responsible for dusting and cleaning of the furniture and other paraphernalia provided for holding and storing equipment and files, *etc.* He is also responsible for closing and opening the rooms.

The Safai Karamchari is responsible for sweeping and mopping of the rooms, floors and corridors. He is also to maintain the cleanliness of the toilets of the Secretariat. The room should be cleaned and made ready for use before the office hours so that the Secretariat employees are not disturbed.

Sanitation staff works in shifts. First Shift starts from 0700 hrs to 1500 hrs and Second Shift from 1400 hrs to 2200 hrs. The Night Shift starts from 2000 hrs to 0800 hrs. One or two staff of sanitation wing are also deputed for emergency duties during office hours *i.e.*, 1000 hrs to 1800 hrs.

Apart from the allotted zones of PH Complex, Sanitation staff also performs sanitation work in the flats of North Avenue, New Delhi, allotted to the Rajya Sabha Secretariat.

**5.6 Sanitation during Office Hours**—The sanitation staff, as per the requirement is utilized during the day in order to achieve the maximum utility with optimum efficiency. Wherever any complaint is received it is entered in a register kept for the purpose and attended to. The progress is monitored on a daily basis to ensure that work is not kept pending. The format is shown at ***Annexure F***.

**5.7 Stores and Stock**—The Sanitation Wing is provided with material and equipment by the Store Section of the Rajya Sabha Secretariat in order to carry out their work. The material and equipment supplied by the Stores Section is on a monthly basis. A Register is maintained by the Sanitation Wing to keep the stock supplied by the Stores Section. A senior Jamadar is responsible for receipt and issues of stock. Proper entries are made in the stock register meant for this purpose. The format is shown at ***Annexure G***.

## Chapter 6

### CPIA - Centralised Pass Issuing Cell

**Centralised Pass Issuing Authority** functions under the direct supervision of AS(S)/JS(S). It has two sections viz. CPIC Lok Sabha Secretariat and CPIC Rajya Sabha Secretariat, which reports to JD(S) CPIA for their daily deliverables.

The major functions of the CPIC Rajya Sabha Secretariat and Lok Sabha Secretariat are mentioned below:

#### **CPIC—Rajya Sabha Secretariat**

- (1) All kinds of passes issued for Rajya Sabha for Public and Distinguished visitors galleries.
- (2) Official Gallery Passes for officers of various Ministries and Government Departments during session period.
- (3) Issue of RF Tags to MPs, Staff and other authorities of the Rajya Sabha Secretariat.

#### **CPIC—Lok Sabha Secretariat**

- (1) All kind of Gallery passes issued for the Lok Sabha.
- (2) Official Gallery Passes for officers of various Ministries and Government Departments during session period.
- (3) All kind of Media Passes (out side and inside) during session
- (4) Issue of RF Tags to MPs and Staff of the Lok Sabha Secretariat.
- (5) Issue of RF Tags to Media/Allied services/Ministries officials.

**6.1 Issue, use of RF tags—** The CPIC issues RF tags (individual/vehicular) to the categories as mentioned below:

- (i) MPs/ Ex-MPs of Rajya Sabha/Lok Sabha.
- (ii) Officers/Staff of the Rajya Sabha Secretariat/Lok Sabha Secretariat.
- (iii) Officers/Staff of the office of the Chairman, Rajya Sabha.
- (iv) Officers/Staff of allied agencies.

When an individual/Vehicle carrying RF tag approaches any access point of the Parliament House Complex, it will be read by RF Readers which are placed at all access points and security gadgets get activated accordingly.

## Chapter 7

### Security Breaches

**7.1 Dealing with breaches of Security**—In case, the Parliament Security Service staff detects any breach of security in the Rajya Sabha Sector or any breach likely to have implications for security arrangements under the purview of the Rajya Sabha Secretariat, the staff will immediately get in touch with their Supervisory Officers and also inform the Control Room for onward communication to senior officers.

In case the circumstances indicate commission of an offence punishable under the law, the matter will be reported to the police authorities by the Parliament Security Service as per instructions governing such matters, including directions of Chairman and Speaker. In case, it appears that the offence was committed by a Member or staff of the Rajya Sabha Secretariat, prior written approval of Chairman will be taken before reporting the matter to the police authorities.

The Parliament Security Services may however conduct internal inquiry or preliminary investigation regarding any breach of security with the approval of the Secretary-General in case of a MP and Director (Security)/Additional Secretary (Security)/LSS in case of an official of the Secretariat. However, if it appears that an offence has been committed, by an official or there has been a breach of rules by an official, the matter will be reported in writing through the Director (Security) in-charge of security in the Rajya Sabha Secretariat for obtaining permission to report the matter to the police authorities or to initiate disciplinary action.

No statements or documents or other information obtained during internal inquiry by the Parliament Security Service shall be made available to any other investigating agency without obtaining orders in writing from the Director (Security) / competent authority.

Any matter which is likely to involve the privilege of the Rajya Sabha or its Members shall be referred by the Director (Security) of the Rajya Sabha Secretariat for obtaining orders of the Chairman through the Secretary-General.

**7.2 Dealing with breaches of Discipline**—Since security of Parliament Complex is the paramount consideration, breaches of discipline by the Parliament Security Service Staff will necessarily have to be taken more seriously than breaches by other Secretariat staff. All cases of unauthorized leave, absence from duty, disobedience of lawful orders of senior officer, carelessness, discourtesy, lack of devotion to duty, unbecoming conduct will be reported to the Director (Security) in-charge by the immediate superior of the delinquent official, in writing without delay, detailing the circumstances. Summary inquiry will be conducted in the first instance within 48 hours and the Director (Security)/Additional Secretary/Lok Sabha (Security) / Secretary-General will be kept informed. A complete record will be maintained on the file. In case it appears that the matter is sufficiently serious to warrant disciplinary action, orders will be obtained and will be sent through Director (Security) immediately.

In case an oral complaint or file containing a complaint from Additional Secretary/Lok Sabha Secretariat (Security) is received, a similar procedure will be followed, on a parallel file of the Rajya Sabha Secretariat and the Additional Secretary/Lok Sabha Secretariat (Security) shall be informed of the outcome within 48 hours.

In respect of breach of discipline allegedly committed by the Lok Sabha Security staff, the matter will be reported in writing to the Director (Security), who shall intimate Additional Secretary/Lok Sabha Secretariat (Security).

**7.3 Curbing Disturbances in Visitors Galleries**— In case a person or a group of persons, indulges in any act prohibited in the precincts of Parliament House/Parliament House Annexe or indulges in an act of throwing leaflets, shouting slogans, applause or disturbances of any kind from Visitor's Gallery, he/she or a group of persons shall be liable for breach of privilege or contempt of the House.

In case if an incident takes place in the Visitor's Gallery or any part of the premises of Parliament House/Annexe/PLB, the person will be taken into custody by the Parliament Security Services staff. The visitor's entry card/slip issued to the person shall be immediately taken into possession and the Control room immediately alerted. The miscreants, so over-powered will be brought to the Parliament Security Service office. The details of the incident will be put up on file and sent to the Secretary-General immediately and the Parliament Security Services will, thereafter, act as per the direction of the Presiding Officer/Secretary-General.

**7.4 Loss or Damage to Property**—All cases of loss or damage to property will be intimated in writing to the Director (Security) immediately, giving details of the item and the circumstances of the case. All such cases will be recorded in a Register maintained by the Deputy Director (Security) in the format at ***Annexure B***.

The Parliament Security Service will conduct an enquiry in the matter and inform the Section/Officer concerned and take further action. In case action under the law is to be taken, the matter will be reported on file to the Secretary-General. The same procedure will be followed in respect of un-claimed/stolen property recovered within the complex.

## Chapter 8

### Documentation and Purchase

**8.1 Files and Record Keeping** — In respect of all files received from the Lok Sabha Secretariat on security matters, parallel files will be opened in the Rajya Sabha Secretariat and orders taken on that file from competent authority. Interim correspondence will also be made in that file. In case a final decision or position is to be communicated to the Lok Sabha Secretariat, it will be recorded on the Lok Sabha Secretariat's file on the basis of the approval on the Rajya Sabha Secretariat file and the Lok Sabha Secretariat's file will be returned after retaining copies of the paper required for future reference.

**8.2 Store Purchase and Issue** — Technical stores will be purchased as per approved specifications. In case of joint purchase, necessary debit will be raised to the Rajya Sabha Secretariat budget. In all other cases, purchases will be made as per the prescribed procedures, including the provisions of Chapter 8 'Stores' of the General Financial Rules.

All Stores purchased are to be first entered in a stock register maintained in the format as mentioned at *Annexure C*. All Stores Items issued will be entered in the Itemized Issue Register formats as mentioned at *Annexure D*.

In addition, individual-wise ledger will be maintained so as to know at a glance all the items issued to a Security Official, in the format shown at *Annexure E*.

## Chapter 9

### Miscellaneous

**9.1 Rehearsal—** In order to ensure proper alertness and effective performance of duties by the Parliament Security staff, a rehearsal including fire drill is organized two or three days prior to the commencement of each Session of the Parliament.

In the event of an emergency an alarm bell can be sounded by using the Fire ‘Pushbuttons’ located in the buildings. The in-charge Security/ Parliament Security should also be informed.

**9.2 Arrangements during Holidays and at night—** The security staff carries out round the clock patrolling in Parliament House/PHA apart from staff posted at Building Gate No. 1 and staff gate PHA on holiday. The staff will ensure that a thorough search is carried out of all persons seeking entry in the Building. The staff will also go for frequent rounds in the building and submit their report at the earliest to the Officer-in-Charge (Security), Rajya Sabha, both during Session and Inter-Session period. Particulars of staff entering Parliament House at night or on holidays must be recorded with the purpose, time of entry and departure.

**9.3 Communication Arrangements—** Communication control is the nerve centre of any security organisation. It’s main role is to provide smooth and efficient security communication during movements of VVIPs/VIPs and render effective assistance in maintaining the overall security arrangements for this purpose. All Officers of Parliament Security have been provided with Walkie-Talkie sets. In addition to this all-strategic duty points are also provided with wireless facility. Wireless communication will be kept open at all times as per instructions issued from time to time and used only for official purposes.

**9.4 Sitting Arrangements during President Address / Functions—** On the occasion of President’s address during Joint Session, allotment of seats will be made by Table Office, Lok Sabha Secretariat in accordance with the prescribed procedure. The Lobby of the Central Hall will be reserved as follows:-

**Lobby (A)** President’s family members and his guests, Prime Minister’s guests, Governors of states, visiting foreign dignitaries and guests of Chairman/Deputy Chairman Rajya Sabha and Speaker/Deputy Speaker Lok Sabha.

**Lobby (B)** Head of Foreign Missions.

**Lobby (C)** Passage for Presidential procession.

**Lobby (D)** Two or three rows in front will be reserved for the President’s Secretariat and Diplomats. The rest of the area will be kept free for passage of the Presidential procession in case of rain.

**Lobby (E)** Secretaries of Government of India, Lok Sabha/Rajya Sabha Secretariat Officers, *etc.*

Details and reservation of Lobbies for other functions are given in ‘Procedure and Practice’ of the Notice Office, Lok Sabha Secretariat.

**9.5 Parking—** Only Two wheelers with authorized ‘P’ label and four wheelers having ‘P’ label and RF tag are to be allowed inside subject to specific Instructions on entitlement. Occupants of a vehicle without any proper pass with valid car parking label may be requested to alight at the Iron Gate and proceed to the Reception Office to obtain an entry Pass in their favour. ‘MP’ Labels for Members and ‘P’ Labels for staff are issued by the Notice Office. These labels are to be displayed on the top left hand corner of the windshield of the vehicles. Commercial vehicles (Auto-rickshaws, taxis, *etc.*) will not be allowed into Parliament House and Members coming in commercial vehicles may use the ferry cars.

Reception Office will coordinate with the traffic staff and ensure proper parking of vehicles in area close to Iron Gate No. 8. Armed escorts/PSOs of Ministers/Members are required to alight outside the vehicular entry Gates.

**9.6 Arrangements during Presidential and Vice-Presidential election—** The Secretary-General of Lok Sabha and Rajya Sabha are invariably on alternate basis, appointed as the Returning Officer for the Presidential and Vice Presidential election. The Electoral College for the Presidential election is constituted by the elected Members of Lok Sabha and Rajya Sabha and the Members of the Legislative Assemblies of the States. The Parliament Security Service of Lok Sabha and Rajya Sabha play a very important role in the entire election process. First of all, as soon as the room for election is finalized, the Parliament Security Service takes over the

room in its custody and puts it under constant security cover. Thereafter, every entry and exit in the room is strictly monitored and restricted.

For the Presidential election, the voting process is conducted in Parliament House and simultaneously in all the Legislative Assemblies, thereafter the ballot Boxes from all the states are brought to the Parliament House where counting takes place.

The movement of the ballot boxes from the Election Commission to Parliament House and from Airport, Railway Station & Bus Station is ensured through secured vehicles under Armed Escorts arranged by the local Police through the Parliament Security Service. The Ballot boxes received from all the States are placed in the voting room of Parliament House, under round the clock surveillance of Armed guards. After the counting of the votes and declaration of the result, the Ballot boxes under armed escorts are handed over to the Election Commission. During the entire process, the staff and officers of the Parliament Security Service maintain the access control and play an important role in the entire exercise.

During the Vice-Presidential election the entire process remains the same except that the voting is held only in Parliament House as the voters in this case are the Members of Lok Sabha and Rajya Sabha only.

**Specimen of the Visitor's Slip/Casual Entry Permit**

**RAJYA SABHA SECRETARIAT**

It is requested that a Casual Entry Permit may be issued on—— at ——hrs. for Room No.—— in favour of my following guests :

- 1.
- 2.

Signature of Officer/ MP \_\_\_\_\_  
 Name of Officer/ MP \_\_\_\_\_  
 Designation of Officer \_\_\_\_\_  
 Date \_\_\_\_\_  
 Delhi Address \_\_\_\_\_

Reception Officer

Sr. No.

Not Transferable

**RAJYA SABHA SECRETARIAT  
 PARLIAMENT HOUSE/ANNEXE**

**Visitor's Slip/Casual Entry Permit (Manual Pass)**

(THIS PERMIT IS VALID FOR THE DATE OF ISSUE ONLY AND IT MUST BE RETURNED TO THE SECURITY STAFF ON COMPLETION OF THE VISIT AT THE EXIT GATE.)

Date \_\_\_\_\_ Time \_\_\_\_\_ A.M./P.M.

Shri/Smt. \_\_\_\_\_ is permitted to proceed to Room No. \_\_\_\_\_ on Floor No. \_\_\_\_\_ by Lift No. \_\_\_\_\_ of the Parliament House /Annexe from Gate No. \_\_\_\_\_ for the purpose of \_\_\_\_\_

Signature of the permit holder

Receptionist  
 Rajya Sabha Secretariat

Signature of the person whom the visitor was permitted to see.

*(The Visitors are requested to visit only the person /place specified in the visitor's slip.)*

**Not Transferable**

**Pass No.**

**RAJYA SABHA SECRETARIAT, PARLIAMENT HOUSE, NEW DELHI  
 Casual Entry Permit**

**Accompanied Persons**

**Date  
 Time  
 Visitors Name**

**Is permitted to proceed to**

**R.No. Floor No.  
 Lift No. Gate No.  
 Purpose**

**Signature of Visitor**

**Signature of Receptionist**

**Signature of the Person whom the visitor was permitted to see — (see instructions overleaf)**

**Instructions overleaf**

**Instructions**

1. The Visitors are requested to visit only the person specified in the visitor slip.
2. After the visit is over, deposit the slip at the Exit Gate.
3. The Visitors are not permitted to take mobile phones, cameras, fire-arms *etc.*, inside the building.

<b>Sl. No.</b>	<b>Date &amp; Time of Report</b>	<b>Nature of Loss/Damage</b>	<b>Circumstances reported</b>	<b>Reporting Official</b>	<b>Final Position</b>

<b>Items</b>			
<b>Date of Purchase</b>	<b>Quantity</b>	<b>Source</b>	<b>Remarks (Sl. Nos. etc)</b>

<b>Item</b>				
<b>Date of Issue</b>	<b>Issued to</b>	<b>Identification No. of item</b>	<b>Signature of</b>	<b>Date of back as stock</b>



Sl.No.	Nature of complaint	Room No.	Time	Signature	Attended by	Sign. with time

<u>Sl. No.</u>	<u>Name of the Item</u>	<u>Date of Receipt</u>	<u>Qty./No. of Item</u>	<u>Date of Issue</u>	<u>Qty./No. of Pieces Issued</u>	<u>Balance</u>