

**RAJYA SABHA SECRETARIAT**  
**Application for a General Pass for Personal Staff of Members**

Dated the \_\_\_\_\_

To

**THE SECRETARY GENERAL,  
RAJYA SABHA.**

Sir,

Please issue a General Pass for entry to the Parliament House in favour of my P.S./P.A. His/Her particular are given below:-

1. Name in full  
(in Block Letters) \_\_\_\_\_

2. Age \_\_\_\_\_

3. Father'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. Whether permission is required to bring  
Mobile Phone. If yes, mention No. (Only one) \_\_\_\_\_

9. Specimen signature of  
P.S. or P.A. \_\_\_\_\_

The above named person is known to me personally and he/she is my P.S./P.A. 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, he/she will not engage in any work other than assisting me in my parliamentary duties.

Yours faithfully,

Signature \_\_\_\_\_

NAME \_\_\_\_\_

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

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- Note:-**
- i) **Only one General Pass for PS/PA is issued.**
  - ii) **Kindly attach three recent photographs of person.**
  - iii) **Kindly fill the enclosed proforma for the purpose of police verification.**
  - iv) **Kindly attach ID proof.**
  - v) **Kindly attach proofs of permanent & Delhi addresses.**
  - vi) **If a person does not have proof of Delhi address, a declaration by the M.P. on his/her letter head stating the person's residential address would be accepted as address proof for verification purpose.**

*Detail 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:-**

**Add more than one 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.**