

No. 14/3/2014-Parliament
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner
(MSME)

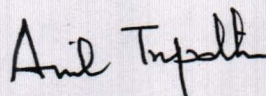
Nirman Bhavan, New Delhi
Dated, the 25th January, 2021

CIRCULAR

Subject: Fifth Session of 17th Lok Sabha Lok Sabha & 253rd Session of Rajya Sabha - Issue of passes and parking labels for entry into Parliament House - Necessity and facility to conduct Covid-19 test at Parliament House – reg.

Centralized Pass Issue Cell (CPIC), Lok Sabha Secretariat vide OM No. 5/17/(i)OM/CPIC-2021, dated 19th January, 2021 has issued the following instructions:-

1. The Officials issued with **Official Gallery** passes must carry/ show their RT-PCR '**Negative**' report for **COVID-19** not more than 72 hours before their visit to Parliament House.
 2. The official issued with General Entry Sessional Passes must carry/ show their Rapid Antigen '**Negative**' report for the same day of their visit to Parliament house.
 3. The facility to conduct RT-PCR and Rapid Antigen tests is available at GMC Balayogi Auditorium Library Building from 10 AM to 2 PM from 27-01-2021 onwards. **To avail the tests facility, the officials may alight and enter through Gate No. 1, Parliament Library Building, GRG Road, New Delhi.**
2. The above mentioned O.M. dated 19th January, 2021 under their email dated 20.01.2021 was circulated by Parliament Section.
3. In view of the above, the officers/ officials, who are required to visit Parliament House may take necessary action, in advance, as per the instructions mentioned above.


(Anil Tripathi)
Director (Parliament)

To

- PS to Hon'ble Minister (MSME)
- PS to Hon'ble Minister of State (MSME)
- PPS to Secretary (MSME)
- PS to AS&DC (MSME)
- JS (ARI), JS (SME), JS (AFI)
- ADC(SM), ADC(PS), ADC(AS),DDG(DPS)
- AIA, JDC(DR), Director (UCS), Director (OPM), Director (SC), Director (VS)/ All JDs/DDs
- SENET Division – for uploading on the website.

Copy for information and necessary action to:

- ADC (Admin.) may arrange both the tests for the staff of O/o DC(MSME) as per requirement.
- JS(AFI), M/o MSME, Udyog Bhawan to arrange both the tests in r/o staff of M/o MSME as per requirement.

LOK SABHA SECRETARIAT

Parliament Security Service
(CENTRALISED PASS ISSUE CELL)

Telegrams : LOKSABHA, NEW DELHI
FAX : 23010756

E.mail :: cpic-iss@sansad.nic.in

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No. 5/17/(i)OM/CPIC-2021

Dated the 19th January, 2021

OFFICE MEMORANDUM

Subject :: 5th Session of 17th Lok Sabha - Issue of Passes/Parking Labels for entry into Parliament House Estate.

1. SESSIONAL PASSES AND OFFICIAL GALLERY PASSES ::

The undersigned is directed to state that requests for issue of (i) Passes for entry into Parliament House Estate and (ii) Official Gallery Passes for the 5th Session of 17th Lok Sabha may please be sent by the Ministries/Departments, so as to reach this office by Thursday, the 21st January, 2021.

INSTRUCTIONS ::

- 1.1 It may please be ensured that only essentially required numbers of Passes are requested for keeping in view the prevailing situation of Covid-19 and guidelines issued by the Govt. of India.
- 1.2 All requisite details such as Name, Designation, Official I/Card No., purpose of visit etc. may be mentioned clearly and sent in the enclosed proforma as at Annexure - I.
- 1.3 The Official Gallery Passes shall be issued in the following manner :
 - a. Official Gallery Passes for the Additional Secretary of the each Ministry/Department shall be given as per their essential requirement only.
 - b. One (01) Pass shall be given to the Joint Secretary of the Parliament Section of each Ministry/Department.
 - c. One (01) Pass shall be given to one Officer from Director to Section Officer of each Ministry/Department.
 - d. One (01) Pass shall be given to any of the non Gazzetted official of each Ministry/Department,
 - e. Two (02) Pass shall be given to any of the personal staff of Hon'ble Minister.
 - f. Official Gallery Passes shall be given as per the agenda of the Lok Sabha. Passes shall be given to only those officials whose presence is essentially required in the Lok Sabha.
- 1.4 It should be ensured that requests for the Day to Day Official Gallery Passes are made in favor of those officials whose presence is essential in the Official Gallery in connection with the business of the House.
- 1.5 One General Entry Pass shall be given to the each attendant of Hon'ble Ministers to assist them while the dignitaries are in their rooms only.
- 1.6 No request for other General Entry Pass will be entertained by the branch for the Session keeping in view the pandemic situation of Covid-19 and to avoid crowding in PH Complex.
- 1.7 The request for such passes must be signed by an officer not below the rank of Deputy Secretary (Incharge of Parliament Section).

Contd.....2/-

- 1.8 It is reminded that all Official Gallery and other General Passes issued to the Officials of Ministries/Departments for the Session period are required to be surrendered immediately after *Sine-die* of the House.
- 1.9 Strict compliance of these instructions may please be ensured.

2. **PARKING LABELS ::**

Sessional Parking Labels are issued to the Ministries/Departments etc. of Government of India, which may be obtained, against written requests. On the basis of these Parking Labels, the Staff Cars are permitted to enter in PHA/PLB/EPHA and parked in the respective parking areas accordingly.

INSTRUCTIONS ::

- 2.1 In order to avoid inconvenience to senior officers (JS & above) and differently able officials, ferry car is provided at all outer Iron Gates, PH Complex for dropping them at the required Building Gate in PH.
- 2.2 In view of the present security scenario in the country, the issue of parking labels has been reviewed and the following guidelines have been approved by the Competent Authority for strict compliance by all the Ministries/Departments of the Government of India :-
- Two 'MP' Parking Labels** (one each for official car and personal car) of Cabinet Ministers/MoS will be issued;
 - One Annual 'Parking' Label** would be issued for the official vehicle to be used by the Secretaries of Ministries /Deptts.;
 - One Sessional 'Parking' Label** would be issued for the official vehicle of Joint Secretary in charge of Parliament Section of each Ministry/Department of Govt. of India; and
 - One Sessional 'Parking' Labels** would be issued for use of staff cars of Ministries/Departments.
- 2.3 Ministries/Departments are accordingly requested to apply for the Parking Labels for their vehicles, keeping in view the above guidelines. The details of such vehicles must be sent well before the commencement of the ensuing Session.
- 2.4 It may further be added that all officials accompanying/escorting VIPs (e.g. Governors, Chief Ministers, Foreign dignitaries etc.) to Parliament House Complex, whether during Session or inter-Session periods, should obtain Passes/Parking Labels in advance to obviate any inconvenience to the dignitaries in their access.
- 2.5 All Ministries/Departments are informed that all Sessional Parking Labels issued to their Official Vehicles/Officials will be valid during Session only. In order to avoid any misuse of the Parking Labels the Nodal Officer should surrender the Sessional Labels issued for the Session immediately/with-in three working days after the *Sine-die* adjournment of the Session.

3. **PASSES FOR VISITING PARLIAMENT HOUSE ANNEXE ::**

Only Two Group "D" Officials of each Ministry/Department shall be given Passes for the purpose of delivering/receiving Dak at Distribution Branch and to visit other branches of the Lok Sabha Secretariat located in the Parliament House Annexe only.

Contd.....3/-

INSTRUCTIONS ::

- 3.1 Officers & Staff coming to the Parliament House Complex should always carry their official/permanent photo Identity Card issued by the respective Ministry/Department, in addition to the Sessional passes/RF tags and official gallery passes issued by this Secretariat, which will be valid only when shown with their photo I/Cards.
- 3.2 It is reminded that all RF tags issued to officials except the Secretary of Ministries/Departments are valid during session only. In order to avoid any inconveniences, the Nodal Officer should surrender the RF tags immediately after transfer/superannuation of officials in order to re-issue RF tags in favor of new officials appointed.
- 3.3 The nodal officer of the concerned Ministry/Department are requested to send their request to extend the validity of the RF tags issued to the Secretaries for the current year (2021) or the date of superannuation of the Secretary, whichever is earlier.

4. REHEARSAL OF GROUP 'D' STAFF ATTACHED TO MINISTERS ::

Attention of Ministries/Departments is invited to Chapter XVII of this Secretariat publication entitled "Government and Parliament - Procedure to be followed by Ministries in connection with Parliamentary work (11th Edition)" regarding Messenger service within the Lok Sabha Chamber.

INSTRUCTIONS ::

- 4.1 The name of ~~only One~~ Group 'D' Official attached with Hon'ble Ministers and deputed for duty in Parliament House during the 5th Session of 17th Lok Sabha, may be communicated by 21st January, 2021.
- 4.2 Such Group 'D' officials may be directed to contact/report in their uniform to the Deputy Director (Security)/Security Officer, House Keeping Wing (Lok Sabha Secretariat), Outer Lobbies, Parliament House at ☎: 2303-4666 & 2303-5505 for briefing and full dress rehearsal of their duties in the Parliament House and particularly in the Lobbies.
- 4.3 Such Group 'D' officials should also bring a letter, duly signed by the concerned Nodal Officer, affirming their attachment with the Minister for duty in Parliament House, so as to valid their Passes for Central Hall and Outer Lobby of Lok Sabha.

IMPORTANT INSTRUCTIONS ::

- i. The Nodal Officers of all the Ministries/Departments are requested that all requests for issuance of Passes/Parking Labels should reach to **CPIC latest by Thursday, the 21st January, 2021**.
- ii. A meeting with all the Nodal Officers shall take place at **1100 hrs on 22.01.2021 in the Committee Room 'C', PHA, New Delhi** in connection with the issuance of Passes/Labels for the ensuing session followed by High Tea. Entry for the venue will be from Talkatora Road-I and II. All Nodal Officers are requested to attend the meeting positively.
- iii. The officials issued with 'Official Gallery' Passes must carry/show their RT-PCR **NEGATIVE** Report for COVID-19 not more than **72** hours before their visit to Parliament House.
- iv. The official issued with General Entry Sessional Passes must carry/show their Rapid Antigen **NEGATIVE** Report for the same day of their visit to Parliament House.

- v. The facility to conduct RT-PCR and Rapid-Antigen tests is available at GMC Balayogi Auditorium, PLB from 1000 hrs to 1400 hrs from 27.01.2021 onwards. To avail the facility, the officials may alight and enter through Iron Gate No.1, PLB, GRG Road, New Delhi.
- vi. It may please be ensured that only that officials of Ministries/Departments shall be allowed entry into Parliament House Complex, whose Covid Test is **NEGATIVE**.
- vii. Only those officials shall be permitted to enter Parliament House Complex who are **not infected** and undergone **Covid Test recently**.
- viii. They should carry their Test Report all the time, while in Parliament House Complex.
- ix. The officials should not come from **Containment Zones** and they must have downloaded the **Aarogya Setu**, in their Mobile Phones, being carried by them.


(AAQIL NAFEES)
Joint Director (S)

For Joint Secretary (Security)

☎ : 2303-5073 & 4672 (F) : 2301-1724

To ::

- i. President's Secretariat,
- ii. Prime Minister's Office,
- iii. Cabinet Secretariat,
- iv. NITI Aayog,
- v. All Ministries/Departments of the Government of India.

AAQIL NAFEES
Joint Director (S)
Lok Sabha Secretariat
New Delhi

Copy for kind information to: -

- vi. JD (PSS) to Secretary-General
- vii. PS to Joint Secretary (Security)
- viii. PS to JS (L)
- ix. Director (S), Ops., PH.
- x. Addl. Director (S), PSS Office, PH
- xi. CPIA
- xii. Reception Office, PH/PHA & PLB.
- xiii. PSS Office, PH/PHA & PLB.
- xiv. Distribution Branch, LSS.
- xv. Notice Office, Rajya Sabha/Lok Sabha Secretariat
- xvi. P. P. R. Section, LSS.


(AAQIL NAFEES)
Joint Director (S)

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AAQIL NAFEES
Joint Director (S)
Lok Sabha Secretariat
New Delhi

Fifth Session of 17th Lok Sabha Lok Sabha & 253rd Session of Rajya Sabha - Issue of passes and parking labels for entry into Parliament House - Necessity and facility to conduct Covid-19 test at Parliament House – reg.

From : dunichand.dcmsme <dunichand@dcmsme.gov.in>

Mon, Jan 25, 2021 12:58 PM

Subject : Fifth Session of 17th Lok Sabha Lok Sabha & 253rd Session of Rajya Sabha - Issue of passes and parking labels for entry into Parliament House - Necessity and facility to conduct Covid-19 test at Parliament House – reg.

1 attachment


To : pstomin <pstomin-msme@gov.in>, pstomosmsme2019 <pstomosmsme2019@gmail.com>, Dr Guruprasad Mohapatra <secretary-msme@nic.in>, AS&DC <dcmsme@nic.in>, Joint Secretary (ARI) <js.ari@nic.in>, Alka Nangia Arora <js.sme@nic.in>, Ateesh Singh <js.afi-msme@gov.in>, Santanu Mitra <santanu.mitra@nic.in>, Piyush Srivastava <adc1@dcmsme.gov.in>, anand sherkhane <anand.sherkhane@nic.in>, Dhananjay Prasad Srivastava <dprasad.s@nic.in>, Shanmuganathan G <shanmuganathan.g@gov.in>, Deepak Rao <deepak.rao@nic.in>, UmeshChandra Shukla <umeshshukla@dcmsme.gov.in>, opmehta.dcmsme <opmehta@dcmsme.gov.in>, Sanjeev Chawla <schawla@dcmsme.gov.in>, VIRINDER SHARMA <virindersharma@dcmsme.gov.in>

Sir/ Madam,

Please find enclosed herewith on the subject cited above for necessary action.

With Regards,

Duni Chand Chambail,
Consultant(Parliament)
Ministry of MSME

 **COVID 19 test.pdf**
320 KB
