

Instructions for General Visitors:

1. Provided information should be complete and accurate.
2. No initials should be mentioned while indicating the name.
3. **Aadhaar Card and Police Clearance Certificate (PCC) are mandatory for all the applicants.**
4. Applicants need to provide their Delhi address. Visitors from outside Delhi may provide address of the place where they are staying during their Delhi visit.
5. No Mobiles/Laptops are allowed inside the Parliament House Complex. These will have to be deposited at the security gate and tokens will be issued.
6. *Visitors may note that Parliament House Complex is single-use plastic-free Zone.*
7. The Parliament Complex is under CCTV surveillance and if someone is caught violating the code of conduct/ misuse of resources, appropriate actions will be taken against the culprit.
8. Visitors' access is restricted to Parliament Library located at `A` Block, Room No.G-045 of the Parliament Library Building, named “Sansadiya Gyanpeeth”.
9. Once the slots are booked, seat availability will change dynamically after the booking and no more slots can be booked further for the day if maximum limit is reached.
10. Passes are non-transferable and valid only for the issued date and time.
11. Issuance of Library Pass is completely at the discretion of the Competent Authority.
12. All visitors may follow the COVID Protocols:
 - i. Proper wearing of mask covering the nose and mouth is mandatory.
 - ii. Individuals, household groups or those visiting together must maintain a safe social distance of at least 6 feet from other visitors. Those visiting as a group should remain together.

Instructions for Researchers/Academicians/Media persons:

1. Recommendation letter from the sponsoring member of Parliament/University/Institution/Ministry/Institution/Head of Dept./ Supervisor, etc. should be uploaded and presented in original for physical verification. The letter should clearly state that the recommending authority will be solely responsible for the applicant with his mobile number.
2. The Library pass is issued initially for one month.

3. The Library facility is provided only for consultation of documents. However, facility of photocopying the documents is available on payment basis, subject to the provisions of the Copyright Act.
4. **All the documents including Police Clearance Certificate (PCC) are mandatory for all the applicants.**
 - i. *Delhi Applicants* - Before submitting the Application Form to the Parliament Library, the applicants may apply online for getting verification report of antecedents. For this, they may visit the website of Delhi Police at www.delhipolice.nic.in>Police Clearance Certificate (PCC)>Register>User Manual. Upload Police Clearance Certificate before submitting the Application Form.
 - ii. *Outside Delhi Applicants* - The Applicant staying outside Delhi may obtain 'No Objection Certificate' from his/her nearby Police Station and upload the same while registration.
5. In case of foreign research scholar, following documents are to be uploaded while registration:
 - i. A copy of the Passport
 - ii. A letter from the Embassy/Legation in India recommending the name of the researcher.
6. Pen drive, external Hard disk or any other storage/data transfer device is **not** allowed inside the complex. Strict legal action may be taken for any violation.
7. Parliament Library has dedicated Personal Computers with high-speed internet facility. Research scholars and students are encouraged to use the facility.

For any queries, mail can be sent to ap-lss@sansad.nic.in