

**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. for a period from \_\_\_\_\_ to \_\_\_\_\_

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. 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 engaged in any work other than assisting me in my parliamentary duties.

Yours faithfully,

**Member of the Rajya Sabha,**  
**Division No. \_\_\_\_\_**

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**Note:- Only one General Pass for PS/PA is issued.**