



How To Submit A School Session Pass Request

1

Navigate to <https://visit.goavidhansabha.gov.in> , You would get a screen as below



2

As a school, college or any institutional visit during sessions, please choose the following option.



The interface for the Goa Legislative Assembly Online Pass System. At the top is the state emblem of India. Below it, the text "Goa Legislative Assembly" is written in English, followed by "गोवा विधानसभा" in Devanagari script. The title "Online Pass System" is displayed in orange. A prompt "Please choose your category to proceed" is shown. There are two buttons: "Schools / Institutions" with a school icon and "Journalists" with a person icon.

Goa Legislative Assembly
गोवा विधानसभा

Online Pass System

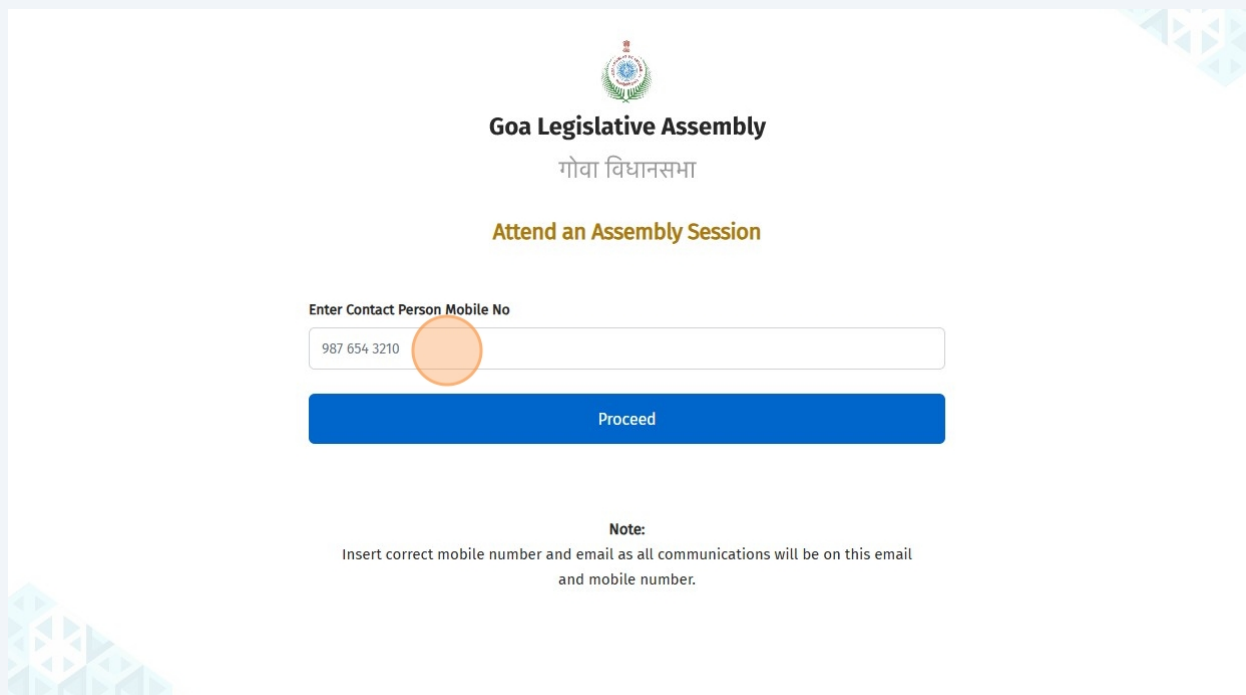
Please choose your category to proceed

Schools / Institutions

Journalists

3

To begin your registration, we will need the mobile number of the liaison / Contact Person who will co-ordinate on your behalf with us. Their information will be added here soon. We begin with verifying the mobile number.



The interface for attending an assembly session. It features the state emblem of India at the top, followed by "Goa Legislative Assembly" and "गोवा विधानसभा". The title "Attend an Assembly Session" is in orange. A label "Enter Contact Person Mobile No" is above a text input field containing "987 654 3210". A blue "Proceed" button is below the field. A "Note:" section at the bottom states: "Insert correct mobile number and email as all communications will be on this email and mobile number."

Goa Legislative Assembly
गोवा विधानसभा

Attend an Assembly Session

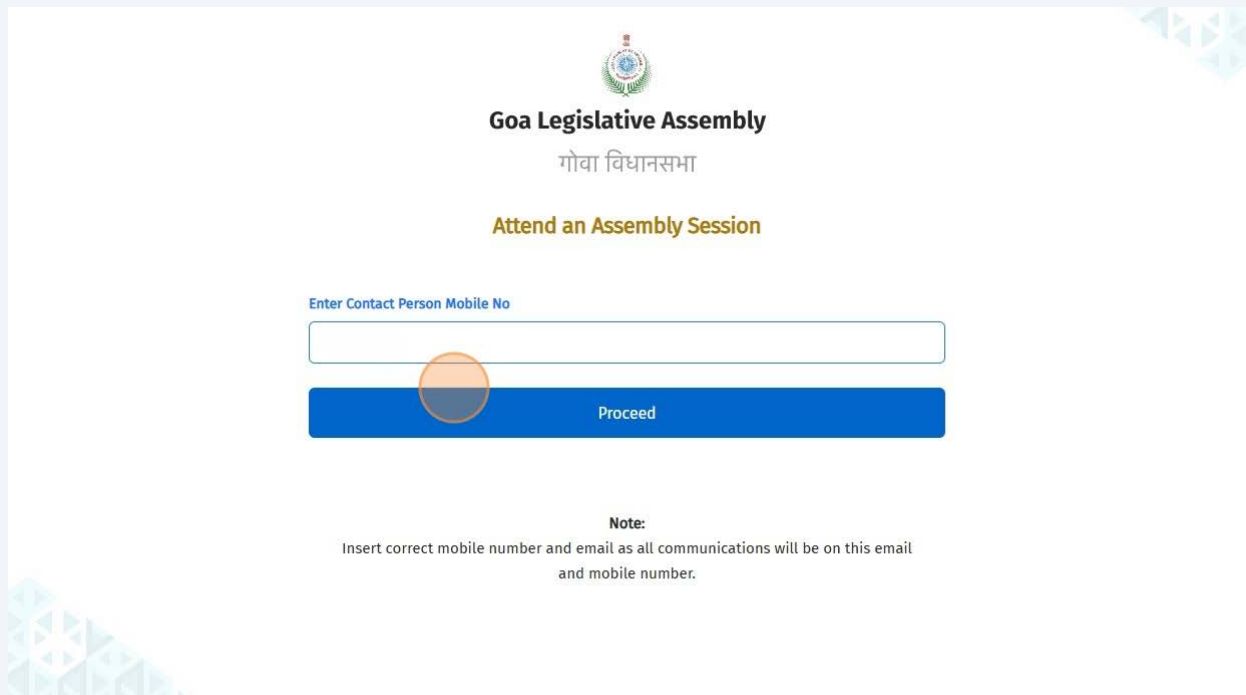
Enter Contact Person Mobile No

987 654 3210

Proceed

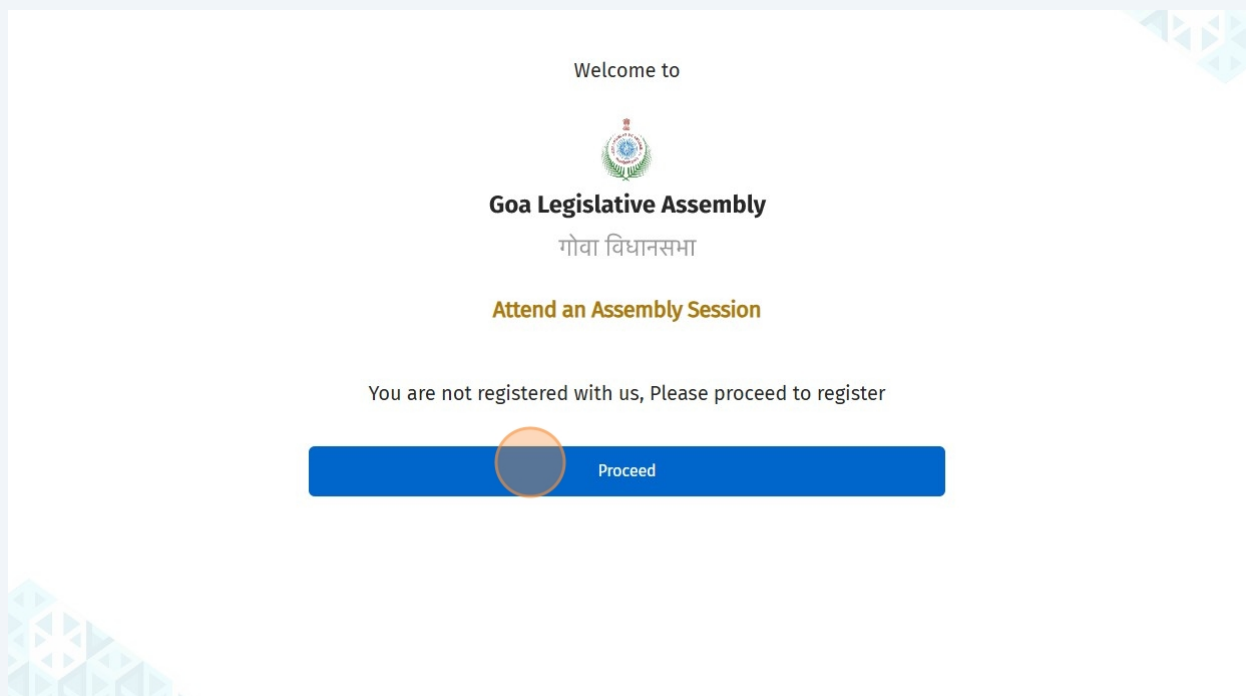
Note:
Insert correct mobile number and email as all communications will be on this email and mobile number.

- 4 Click on "Proceed" to go ahead.



The screenshot shows the Goa Legislative Assembly logo at the top, followed by the text "Goa Legislative Assembly" and "गोवा विधानसभा". Below this is the heading "Attend an Assembly Session". A form field labeled "Enter Contact Person Mobile No" is present, with a blue "Proceed" button below it. A note at the bottom states: "Note: Insert correct mobile number and email as all communications will be on this email and mobile number."

- 5 If you are registering for the first time, you will get a screen like this, which will ask you to Proceed ahead. Click on the "Proceed" Button



The screenshot shows the Goa Legislative Assembly logo at the top, followed by the text "Goa Legislative Assembly" and "गोवा विधानसभा". Below this is the heading "Attend an Assembly Session". A message states: "You are not registered with us, Please proceed to register". A blue "Proceed" button is at the bottom.

6

Enter your Institution's information below, it is preferable you enter the location of the school in the name itself, as shown in the placeholder.



Please enter the below details to complete your registration process

School Details

School name

Government High School - Panaji

Address

City/Town/Village

Constituency

- select -



Landline (Optional)

7

Enter your school address, location, the Constituency the School comes under.



Please enter the below details to complete your registration process

School Details

School name

Peoples High School

Address

City/Town/Village

Constituency

- select -



Landline (Optional)

School Email Address

8

Please enter the official email address as this address will be used for further communications and to receive the approval letter, that will be required to be produced at the time of the visit.

Address

City/Town/Village

Constituency

- select -



Landline (Optional)

School Email Address (Please enter the official email address that will be used for all further communications)

Head of Institution

- select -



Contact Person Details

9

Choose the head of institution from the given choices. Do let us know if there are any positions that are not available, we will try to add them too.

Constituency

Panaji



Landline (Optional)

0123456789

School Email Address

Head of Institution

Headmaster



Contact Person Details

Detail of the person who will be communicating on behalf of school with Goa Legislative Assembly

Full name

Mobile number

10

As stated earlier, please enter the Liaison /Contact Person's name, with whom our team will be in touch with.

Panaji

Landline (Optional)

0123456789

School Email Address

Head of Institution

Headmaster

Contact Person Details

Detail of the person who will be communicating on behalf of school with Goa Legislative Assembly

Full name

Mobile number

Generate OTP

11

In order to submit all the information, please click "Generate OTP". The Mobile Number added will receive the SMS with the One Time Pin (OTP).

School Email Address

Head of Institution

Headmaster

Contact Person Details

Detail of the person who will be communicating on behalf of school with Goa Legislative Assembly

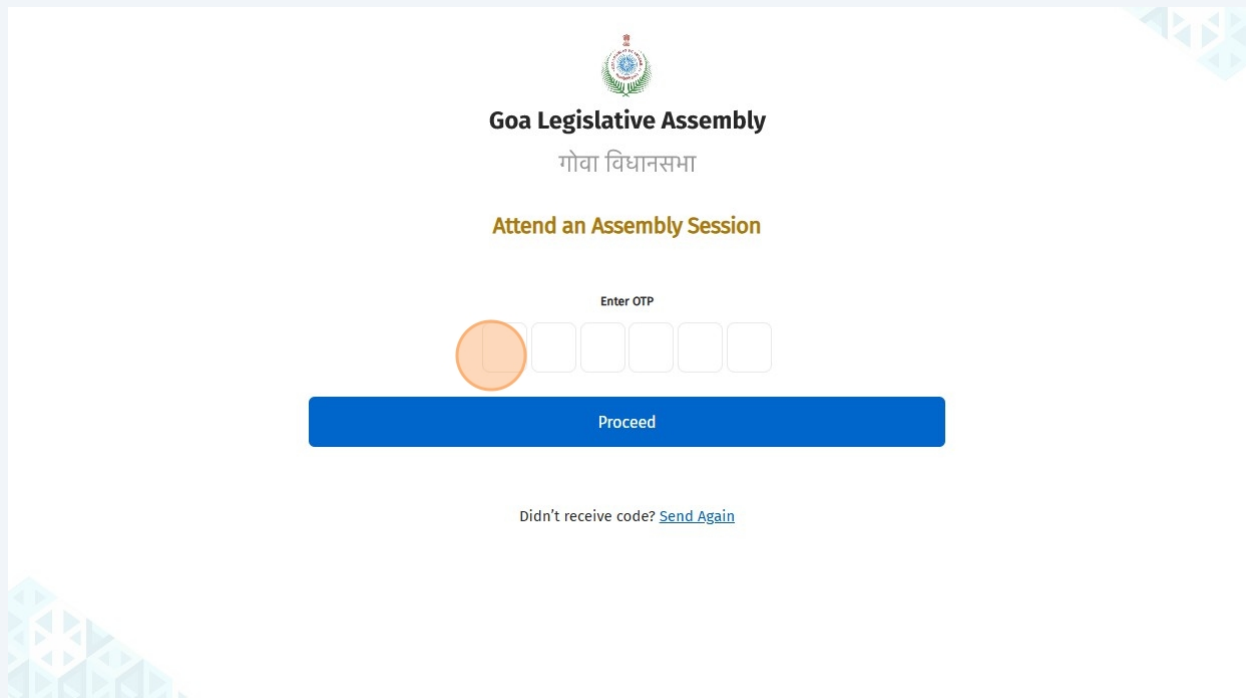
Full name

Mobile number

Generate OTP

12

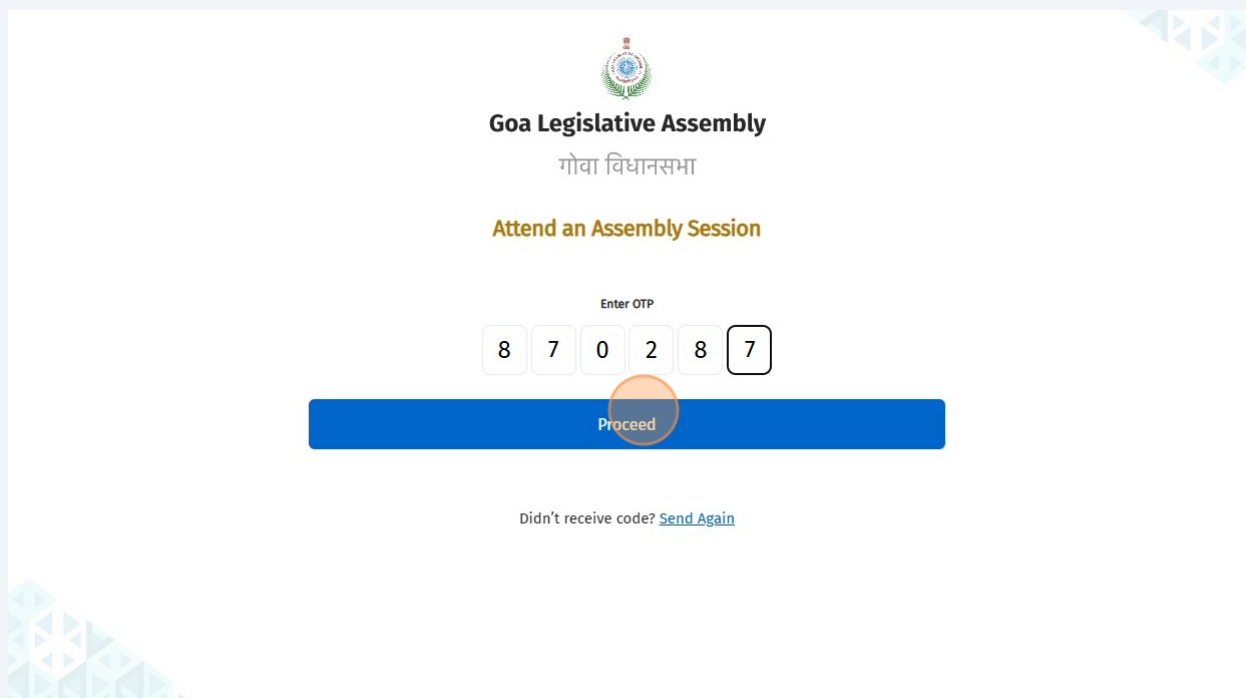
Please enter the One Time Pin (OTP) as received on the Contact Person's Mobile Number



The screenshot shows the Goa Legislative Assembly logo at the top, followed by the text "Goa Legislative Assembly" and "गोवा विधानसभा" in Devanagari script. Below this is the heading "Attend an Assembly Session". The main section is titled "Enter OTP" and features a row of six input boxes. The first box is highlighted with an orange circle. Below the input boxes is a blue "Proceed" button. At the bottom, there is a link that says "Didn't receive code? [Send Again](#)".

13

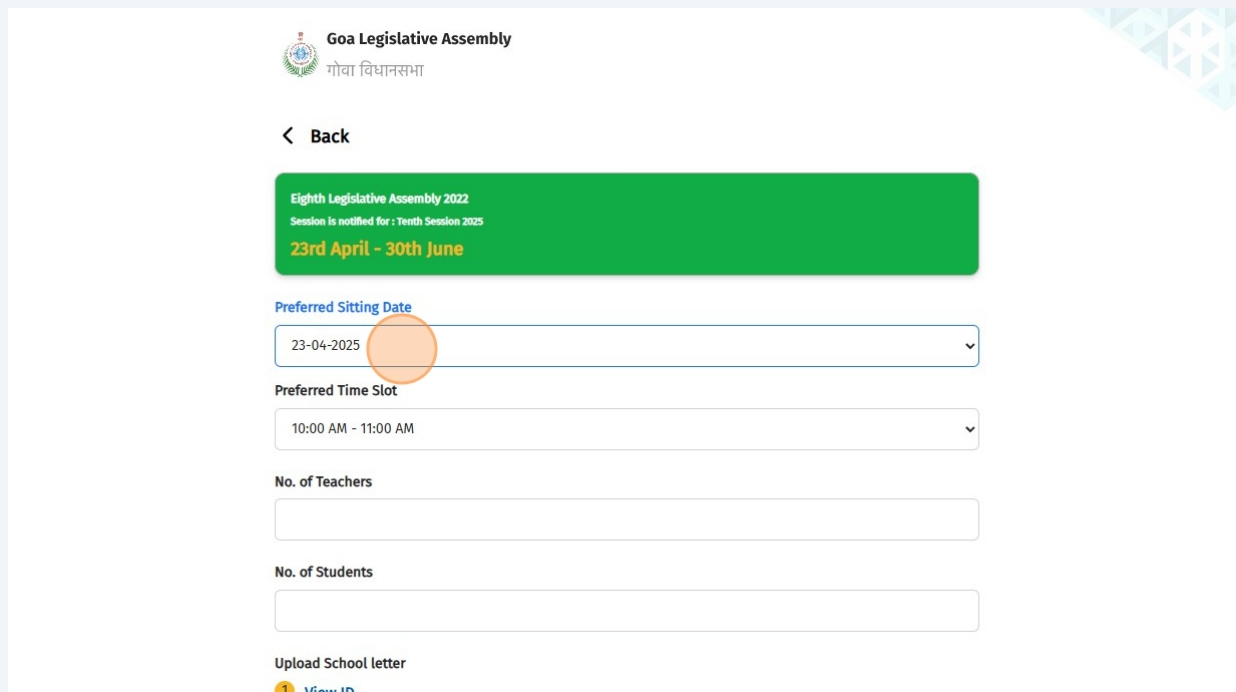
Click "Proceed" once you have added the One Time Pin (OTP)



This screenshot is identical to the previous one, but the OTP "870287" has been entered into the six input boxes. The "Proceed" button is now highlighted with an orange circle, indicating it is the next step to click. The rest of the interface, including the logo, text, and link, remains the same.

14

Once you have submitted the above step or if you are registered in the past, you would be taken to a screen like below where any active session present is visible to you, to register to attend. Here, choose the preferred sitting date & time slots from the given choices. Please note, that these are your preferences and not confirmed dates and time slots, The GLA Team will allocate based on availability and communicate via the approval letter.



Goa Legislative Assembly
गोवा विधानसभा

< Back

Eighth Legislative Assembly 2022
Session is notified for : Tenth Session 2025
23rd April - 30th June

Preferred Sitting Date
23-04-2025

Preferred Time Slot
10:00 AM - 11:00 AM

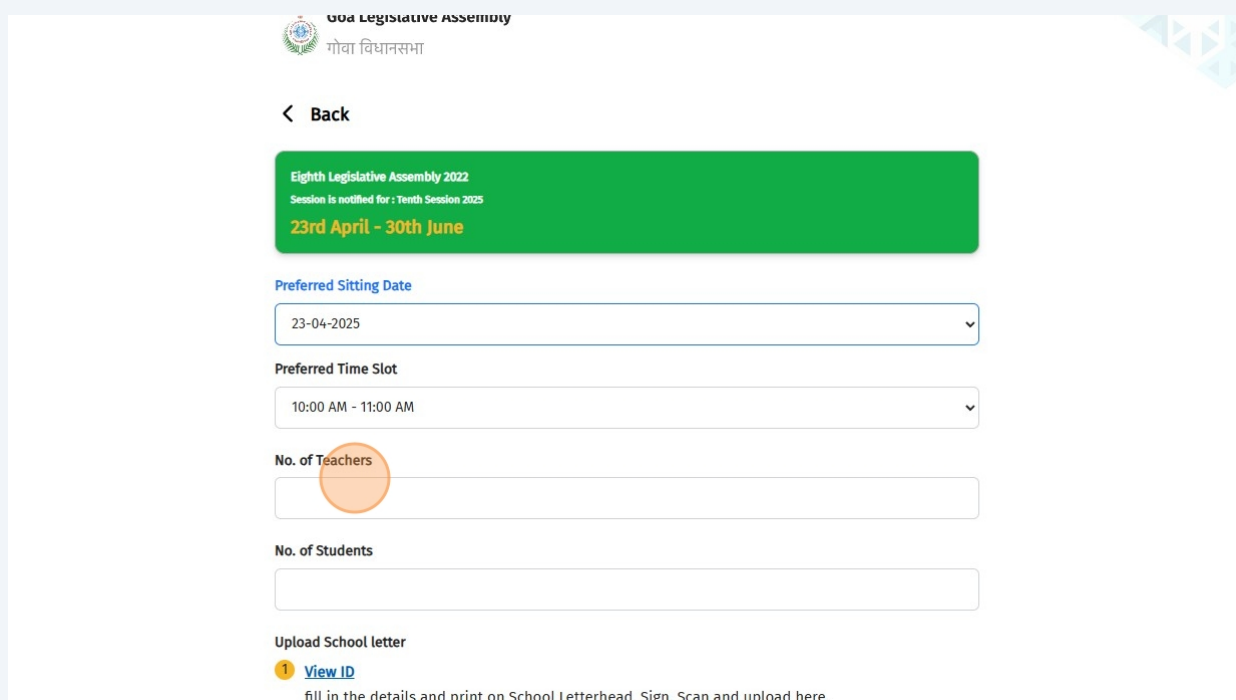
No. of Teachers

No. of Students

Upload School letter
[View ID](#)

15

Enter the number of teachers planned to accompany the students.



Goa Legislative Assembly
गोवा विधानसभा

< Back

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No. of Teachers

No. of Students

Upload School letter
[View ID](#)

fill in the details and print on School Letterhead, Sign, Scan and upload here.

16

Please enter all the teachers's names as they would be needed to identify themselves at the gates.



< Back

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23rd April - 30th June

Preferred Sitting Date

23-04-2025

Preferred Time Slot

10:00 AM - 11:00 AM

No. of Teachers

4

Teacher 01 Name



Photo ID Proof

Upload photo

No image uploaded

17

Please upload any photo identity proof of the respective teacher. It could be school identity card, Driver's License, Voters' ID Card. Choose "Upload photo" to upload the same.

23-04-2025

Preferred Time Slot

10:00 AM - 11:00 AM

No. of Teachers

2

Teacher 01 Name

teacher 1

Photo ID Proof

Upload photo

No image uploaded

Teacher 02 Name

Photo ID Proof

Upload photo

No image uploaded

No. of Students

18

Enter the number of Students that are planned to come. You need to send an official letter on your letterhead. Click on "Download Draft Letter". Update this document with the details, print the same on your institution letterhead, signed by the head of institution, stamp and scan the same into a pdf document.

Teacher 02 Name

Photo ID Proof

 No image uploaded


No. of Students

Upload School letter

1 [Download Draft Letter](#)

fill in the details and print on School Letterhead, Sign, Scan and upload here.

2



Tap to Upload

19

Upload the scanned Letter pdf document by clicking on "Tap to Upload"

Photo ID Proof

 highlight_pic_9.jpg

Teacher 02 Name

Photo ID Proof

 offer_pic_91.jpg


No. of Students

Upload School letter

1 [View ID](#)

fill in the details and print on School Letterhead, Sign, Scan and upload here.

2



Tap to Upload

20

Once uploaded, you will get a green success check mark, then click on "Submit" button

Photo ID Proof

Upload photo offer_pic_91.jpg

No. of Students

200

Upload School letter

1 [View ID](#)

fill in the details and print on School Letterhead, Sign, Scan and upload here.

2

Test.pdf

Submit

21

Your application has successfully reached us. The summary is shown below. You can review your application status by clicking on "Track Request"

< Back

Congratulations, !

You have successfully applied your school for the session pass and it's under review. Please find your session details below. You can also track your request.

Session name:
Eighth Legislative Assembly 2022
Tenth Session 2025

School: Peoples High School

Date: 23rd Apr 2025

Time: 10:00 AM to 11:00 AM

No. of Teachers: 2

Teachers 1 : teacher 1

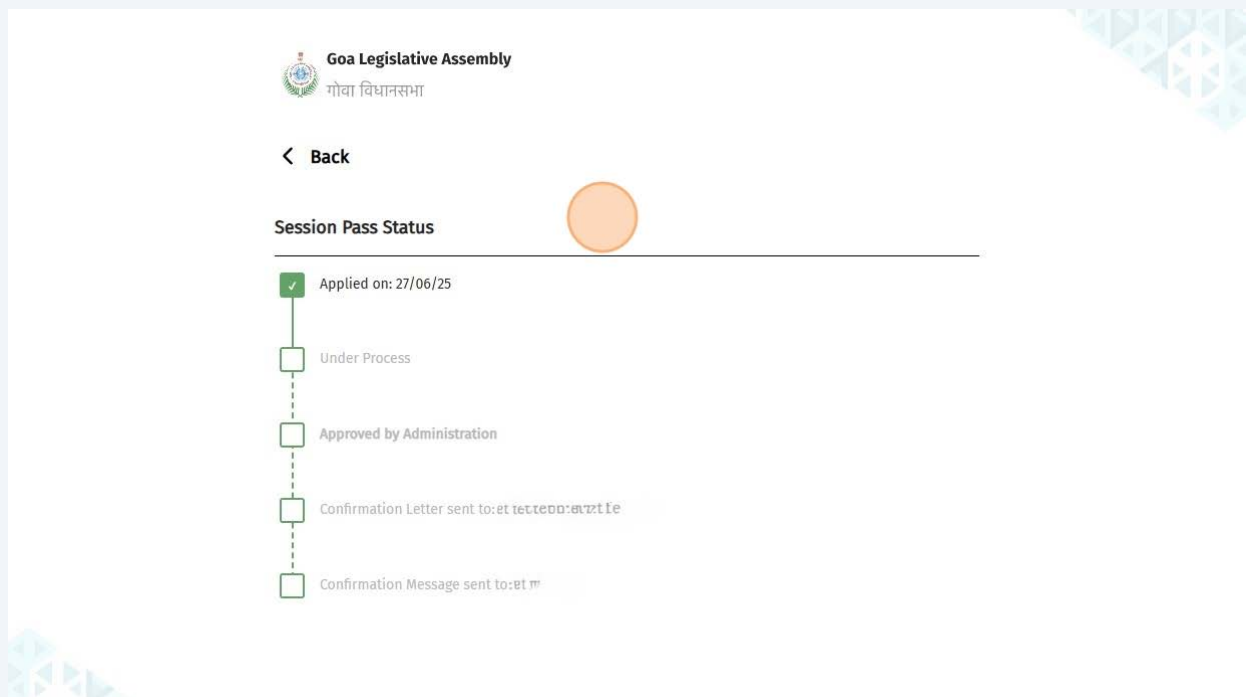
Teachers 1 : teacher 2

No. of Students: 200

Track Request

[Go to dashboard](#)

22 You will be able see the progress status of the Application here.



You will receive the Permission letter via email on the official email address given as well as on WhatsApp on the Contact Person's mobile number. You can login again and track the status here.