

Government of India
Ministry of Communications and I.T.
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

No.51-1/2013-G.I

Dated 16-07-2015

Circular

Sub: Access control of Visitors in Buildings under MHA Security Cover - regarding.

The issue of improving security in Sanchar Bhawan has been under active consideration from some time now. One of the major issues is access control of the visitors. It has now been decided to introduce **VISITOR PASS SYSTEM** in the DOT, Sanchar Bhawan, Ashoka Road and accordingly visitor passes (Serially numbered) have been made available to the Reception Office at Sanchar Bhawan. All visitors are required to prominently display their visitor pass during their visit in Sanchar Bhawan and return the same to the Reception Officer before leaving the building. Reception Officer as well as the officers allowing the visitor should impress upon the visitors for returning the Visitor pass as well as Entry pass to CISF before leaving the Sanchar Bhawan premises.

2. This is in addition to the already existing instructions which require issuance of pass to visitors only on receipt of written requisition in the enclosed format, from the entitled officers and requires the visitor to deposit back the Entry Pass issued by the Reception Officer, duly signed by the officer whom they visited.

3. Visitor pass system in DOT(HQ) is being introduced in Sanchar Bhawan on a trial basis for a period of 15 days w.e.f. the date of issue of this circular and thereafter the system will be reviewed.



(ANIL KUMAR SINGH)
UNDER SECRETARY (T)

Encls: As above.

To,

1. PS to MOC&IT
2. PPS to Secretary(T)
3. PPS/PS to Member(T)/Member(S)/Member(F)/Special Secretary(T)
4. PPS/PS Administrator(USOF)/Wireless Advisor/Advisor(T)/Advisor(F)/Advisor(O)
5. All Sr. DDG/DDG/JS(A)/JS(T)/CVO/JS&LA/JWA
6. All Directors/Deputy Secretary/Under Secretary/ADGs/ADs/Sections Officers/staff of DOT
7. SDE(Civil)/SDE(Elect.)/SDE(Fire)/SDE(Telephone)
8. Reception Officer, Sanchar Bhawan
9. Dy. Commandant, CISF, Sanchar Bhawan- with request to ensure that the visitors while entering Sanchar Bhawan display the visitors pass of same number as indicated in their visitor slip issued to them by Reception Officer. CISF is also requested to collect visitor pass and visitor slip from visitor while leaving Sanchar Bhawan and return the same to Reception Officer either on the same day or the next working day.
10. Notice Board.

Copy to:-

ADG(IT-V) for uploading on the Website of DOT and 'Knowledge Management' Section of e-office.

Ministry of

Deptt. Of

Subject :- Entry of visitors.

The following visitor(s) may be allowed entry in the building:-

1. _____

2. _____

3. _____

(Signature of the officer)

Name & Designation:.....

Date:.....

Tel.No:.....

Seal/ Stamp

Reception Officer