

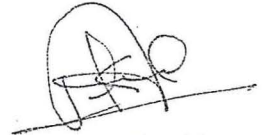
No. 51-1/2013-G.I
Ministry of Communications & IT
Department Of Telecommunications
(20-Ashoka Road, Sanchar Bhawan, New Delhi)

Dated : 11/03/2015

Sub: Tightening of security arrangements in Government buildings - reg.

The undersigned is directed to circulate herewith a copy of MHA O.M No. D-32018/13/2007-SSO dated 08th August, 2014 on the subject cited above for information and strict compliance of the security instructions by the officers/officials of DoT, Sanchar Bhawan..

Encl: As above.



(A. K. Singh)
Under Secretary (T)

- (i) PS to MOC&IT
- (ii) PPS to Secretary (T)
- (iii) PPS/PS to Member (T)/Member(S)/Member(F)/Spl. Secretary
- (iv) PPS/PS to Administrator (USOF)/ Wireless Advisor/ Advisor(T)/ Advisor(F)/ Advisor (O)
- (v) All Sr. DDG/DDG/JS(A)/JS(T)/CVO/JS&LA/JWA
- (vi) All Directors/DS/US/ADGs/Ads/Sections Officers/staff of DoT
- (vii) SDE (Civil)/SDE(Elect.)/SDE(Fire)/SDE(Telephone)

Copy to : (i) Dy. Commandant, CISF (ii) Notice Board (iii) ADG(IT-II) for uploading on the website of DoT

No. D-32018/13/2007-SSO
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

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NDCC-II Building, Jai Singh Road,
New Delhi, Dated the 7th August, 2014.

08 AUG 2014

OFFICE MEMORANDUM

Subject:- Tightening of security arrangements in Government buildings.- reg.

Instructions have been issued from time to time for tightening security arrangements in Government buildings which are under the security cover of this Ministry. However, it has been observed that these instructions are not being followed scrupulously resulting in avoidable security lapses. In view of ensuing Independence Day Celebration, it is therefore, considered necessary that these instructions are reiterated for strict compliance by all the concerned:-

1. Display of Identity Cards

- (i) All officers and staff of the Government of India must display on their person the Identity Cards issued to them by the Ministry of Home Affairs. These must also be shown to the security guards who are guarding the entry/exit points in various Government buildings.
- (ii) The Identity Cards must be on display not only at the time of entry into a building but must remain on display during the entire period of stay in office. This is necessary for the purpose of distinguishing officers and members of staff from visitors, especially those who may have gained entry unauthorisedly.

2. Checking of bags/brief-cases etc.

- (i) Security personnel deployed at the various buildings have instructions to check brief-cases/bags of persons entering/leaving the buildings on suspicion. All officers/staff must cooperate with the security guards in this matter.

3. Regulation of entry of visitors:

- (i) Reception Officers posted at the Reception Counters in various buildings are under instructions to issue visitors passes only after they check with the officer (entitled to receive visitors) concerned whether the visitor is to be permitted to enter the building. The officers (entitled to receive visitors) are, therefore, advised to give prior intimation to the Reception Officers about their visitors or send written requisitions in the prescribed Performa.
- (ii) Officers must be vigilant and must ensure that persons who come to visit them do not leave any articles behind.

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- (iii) It may be ensured that after conclusion of the visit, the visitors are escorted out of building and their passes are returned to the Reception Officers concerned, duly signed and departure time of the visitor recorded.

4. Checking of Corridors, toilets etc.:

- (i) The Corridors must be checked frequently by designated officers of Ministries/Departments/Offices and cleared of any unauthorized visitors who may be loitering about.
- (ii) The almirahs, old files, discarded furniture etc. which may be lying in the corridors should be immediately removed.
- (iii) Bathrooms/toilets should be thoroughly checked by designated officers or members of staff of Ministries/ Departments/Offices at frequent intervals during the day.
- (iv) Files, stationery items etc. stocked in the sections should be checked periodically to ensure that no explosive device is concealed.
- (v) Sweepers should be instructed not to dump garbage collected by them under staircases. They must be asked to dispose of the garbage outside the building immediately.

5. Prevention of entry of unauthorized visitors

- (i) Only authorized staff on duty should be allowed to remain inside the buildings after office hours. Therefore, surprise checks may be conducted by Departmental Security Officers in coordination with MHA security staff to ensure that no unauthorized person stays behind inside the building during night.
- (ii) During lunch hour, the staff normally leave their sections and go out. There is possibility of some mischief being done at that time. It may, therefore, be ensured that one or two members of staff always stay behind in every section.
- (iii) Doors leading to the roofs of the buildings should be kept locked and opened only when required. It should be ensured that, after use, these doors are again properly locked.
- (iv) All the sections/units of the Ministries/Departments may be advised to maintain an inventory of expensive items/equipments kept in their section which may be periodically verified with reference to the availability of such items.
- (v) Caretakers may be specifically instructed to ensure that rooms where expensive items are stored are locked immediately after departure of the officer/staff concerned and are opened only in their presence.

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- (vi) All the rooms having windows on the ground/first floors should be provided with iron grills to prevent pilferage (s) from these outlets. Special measures may be taken for the security of cash rooms or rooms having expensive items.
 - (vii) Theft case, if any, should be reported to the security staff on duty/Delhi Police immediately.

6. Lighting

- (i) A review of the lighting arrangements inside the buildings should be made to ensure that all the areas including staircases, basements, terraces, etc. have proper lighting.

7. Vehicles:

- (i) Officers bringing their own vehicles and drivers of staff cars should be instructed to lock the vehicles properly when parked.
- (ii) Any vehicle which is found lying unattended/unclaimed should be brought to the notice of the security staff/Delhi Police.
- (iii) Vehicles (except authorized ones) should not be parked in closed proximity to the buildings or near the entry/exit points of the buildings.
- (iv) All vehicles including cars, scooters and motor cycles entering the parking places of the buildings should be subject to through checking. The dickeys/bonnets of the vehicles should be checked to ensure that no explosive device is hidden inside.

8. Parking:

- (i) This Ministry has repeatedly emphasized the need to streamline the parking of vehicles in buildings under its security cover. Accordingly, all Ministries/Departments should evolve a system of parking of official vehicles, vehicles brought by the employees and those of visitors in their respective premises by earmarking separate space (s) for each category. Parking labels may also be issued to the official vehicles/vehicles brought by the officers/staff to facilitate easy identification.
- (ii) Parking garages in almost every building are in the basement/ground floor. As these are vulnerable from the security angle, it should be ensured by every Department that the garages are checked frequently.

9. Fire Control

- (i) Fire fighting equipments, installed in the buildings, should be checked periodically to ensure that they are fully functional.
- (ii) Instructions must be issued by the Ministries/ Departments to the staff regarding switching off the mains in case of fire.

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2. The security staff deployed in various buildings under Ministry of Home Affairs' security cover have been suitably briefed to exercise utmost vigilance in and around the buildings.
 3. The Departmental Security Officers of the Ministries/ Departments are requested kindly to bring the above mentioned instructions to the notice of all concerned.



[Amarendra Singh]
Under Secretary to the Government of India

All Ministries and Departments (as per standard list).

Copy to:-

1. Addl CP, New Delhi
2. DIG (GBS) CISF.
3. DCP, New Delhi.
4. DCP (South).
5. DCP (South-West).