

Issued
17/4/2015

**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 15-4-2015

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

A copy of Office Memorandum No.I-25016/02/2015-SSO dated 31.03.2015 received from Ministry of Home Affairs, Secretariat Security Organization, New Delhi, on the subject cited above is enclosed for information and necessary action.



(ANIL KUMAR SINGH)
UNDER SECRETARY(T)

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
10. Notice Board.

Copyto:-

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

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JS(A)
F120555/2015)CR
06/04

NDCC-II Building, Jaisingh Road,
New Delhi dated the 27 March, 2015.

OFFICE MEMORANDUM

31 MAR 2015

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

The undersigned is directed to say that the existing instructions regarding access of visitors in Government buildings have been reviewed. As per prevailing instructions visitors to Government buildings are issued visitor passes for entry in the building to meet officers of the level of Deputy Secretary and above after confirming from them over telephone that they agree to meet the said visitor. In order to strengthen the access control of visitors in Government buildings, it has been decided that the visitor pass may be issued by Reception Officer on receipt of a written request in prescribed format enclosed at "Annexure" from the office of concerned officer whom he propose to meet.

2. All the Ministries/Departments are requested to note the above instructions regarding regulation of entry of visitors in the Government buildings for compliance with immediate effect.

(Dushy Singh)
CSO & Dir.(Adm.) 27/3

To

1. Joint Secretary (Admn.) of all Ministries/ Departments.
2. Chief Supervisor and all Reception Officers for ensuring compliance.

For your P.
for 7/4
Dir (PZA)
- on files on 'x'
For n.a of compliance.
Admn.
25/4/15
US (TP)
US (CAN)
80 (PZA)
7/4
7/4

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