No.6-9(131)/2002 E III

Date. 04.06.2014

OFFICE MEMORANDUM

To strengthen security arrangement in CSIR Headquarter, the Competent Authority has issued following instruction to regulate entry of persons making official/personal visits to CSIR Headquarter:

1. All staff members of CSIR Headquarters should mandatorily display their Identity Cards at the entrance gate and punch their Identity Card to mark their attendance. The identity card must be on display not only at the time of entry into the office building but must remain on display during the entire period of stay in the office. In case identity card of any staff member is misplaced/lost/damaged, he/she may contact General Section immediately and obtain duplicate punching cards.

2. Security staff posted at entry gate will ensure that all the visitors including those from sister Laboratories/Institutes report to the Receptionist at reception counter for issue of visitor pass. Entry of their names and other details in the register kept at the Reception will be ensured by the Reception staff.

3. Visitors who indicate their purpose of visit as personal will meet the concerned person at the Reception area.

4. Visitors who wish to meet officers of the level of Under Secretary and above on official purpose may be permitted to meet the concerned officer after ascertaining his /her availability. All other officials will be required to meet their visitors in the Reception.

5. Security Guards manning the entrance and the Reception Area will ensure that no unauthorized person is loitering in the area.

(Purnima Arora)
Section Officer

Copy to:
1. Office of VP,CSIR
2. US O/o DG,CSIR
3. US O/o JS (Admn.)
4. PA to FA,CSIR
5. PS to CVO,CSIR
6. PS to LA,CSIR
7. Heads of all Division/Section of CSIR Hqrs.
8. PA to Sr.DS(HR)
9. PS to DS(CO)
10. Reception Staff - with the request to issue visitors pass to all visitors after confirmation from the concerned officer whom they are visiting.
11. SO (Gen. Section)/Security in-charge- with the request to instruct the security staff at the Reception to check ID/Visitor's pass before allowing visitors in the building.
12. IT division with the request to upload in the CSIR website.
13. All notice Boards.
14. Office copy