आज़ादी का अमृत महोत्सव

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड/RAILWAY BOARD)

Azadi Ka Amrit Mahotsav

CIRCULAR

Rail Bhawan is located at Central Vista which is a very sensitive/high security zone due to its proximity to Parliament House, Rashtrapati Bhawan and other Secretariat buildings. Instructions have, therefore, been issued from time to time by Railway Board that officers and staff of Railway Board will have access to Rail Bhawan only on display of their Identity Cards issued by Ministry of Home Affairs (MHA) on their person which will enable the security personnel to maintain proper access control to Rail Bhawan and in distinguishing Railway Board employees from visitors.

It is reiterated that all employees of Railway Board should invariably display their Identity Cards issued by Ministry of Home Affairs (MHA) on their persons while entering Rail Bhawan as well as during the period of their stay in it. To ensure compliance of these instructions, security personnel posted in Rail Bhawan are being advised to deny entry to any officer or staff in Rail Bhawan, irrespective of designation, who do not display their identity card issued by MHA.

A copy of MHA's O.M. No.D-32018/04/2015-SSO dated 11.01.2022 is enclosed on the security arrangements in Govt. Buildings under MHA security cover. All concerned may please note for strict compliance of the important provisions/rules of Central Secretariat Security Instructions, 1976 reiterated by the Ministry of Home Affairs in this O.M.

(T. Srinivas)
Director (GA)/Railway Board

No.2020/G/ IC/3
Dated 19.01.2022

To:

All Officers and Branches in Board's Office , Dayabasti RPSF Camp and NRM office.

DG/RPF, Railway Board, Dir./RPF/Railway Board, ASC/RPF/Railway Board.

No. D-32018/04/2015-SSO
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
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(1/3)

NDCC-II Building, Jai Singh Road,
New Delhi, dated the 11th January, 2022

OFFICE MEMORANDUM 12 JAN 2022

Sub:- Security arrangements in Govt buildings under MHA security cover – reg.

Security/Access Control in Government buildings under MHA security cover is regulated under the provisions of Central Secretariat Security Instructions, 1976 as amended from time to time. This Ministry has been issuing from time to time, instructions on Security arrangements in Government buildings under MHA Security cover. Some of the important provisions of these rules are reiterated below for strict compliance by the security staff posted at the Government buildings. In cases of doubt, these instructions may be referred or clarifications may be sought from Secretariat Security Organisation, Ministry of Home Affairs:-

(a) **Entry of employees and visitors.** Entry into Government buildings under MHA security cover is restricted to bonafide persons holding valid Identity Cards/Photo Passes/Validation slips issued by this Ministry. No Unauthorized person, vehicle or material be allowed access to government buildings, including their premises. Such persons must be directed to meet the Reception Officer concerned for issuing entry pass.

(b) **Special provisions for Members of Parliament.** It must be noted that Members of Parliament are entitled to enter government buildings under MHA security cover on the basis of their Identity Card. However, persons accompanying them have no such relaxation and they will be required to obtain Visitors' Passes from the Reception Officer concerned.

(c) **Checking/frisking of visitors before allowing entry.** Security personnel on duty will search and frisk properly each and every visitor entering government buildings under MHA security cover. In case of suspicion, security staff may also search the belongings of any person at the time of his exit from these buildings.

(d) **Regulation of entry of vehicles.** Only authorized vehicles as decided by building administrators and bearing valid parking labels issued either by concerned building administrator or by Ministry of Home Affairs should be allowed to enter the premises of government buildings. All vehicles including cars, scooters and motor cycles entering the premises should be subject to thorough checking and the persons driving them should also have valid identity card/entry pass/validation slip issued by MHA. Security Personnel will check the Identity Card/Entry Pass/ Validation Slip of the person driving and sitting in the vehicle bearing valid parking labels before allowing them entry into the premises of the Government Buildings. Vehicles should not be allowed to obstruct smooth entry/exit of the building. It should be ensured by the building management that a close coordination with the security staff posted at the building is to be maintained for ensuring this.

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(e) **Exit of Government property from a Government building.** In order to prevent the incidents of pilferage, it must be ensured that no Government property or records are taken out of government buildings without a proper exit permit in Form 'F'. The Exit Challan in respect of any Government property to be taken out of the building is to be issued by the Section Officer of the General Administration Section of the Ministry occupying the said property. This Challan cannot be issued by any other officer, however senior.

(f) **Checking of gunny bags of vendors.** A thorough checking of gunny bags belonging to vendors is to be conducted to ensure that no office items are taken away unauthorizedly. Random patrolling in the corridors may be conducted, after closure of office, to ensure that the rooms are locked.

(g) **Entry of Non-Gazetted staff after office hours and holidays.** All Non-Gazetted Government servants holding valid Identity Cards or Passes and desiring entry into government buildings between 19:00 and 07:00 hrs on a working day, or at any time on a Sunday or holiday, shall enter their particulars and also append their signatures in the "In-and-Out" Register kept with the security staff on duty. They shall also enter in the said register the time of their leaving the government buildings.

(h) **Taking of Gadgets having security implications in Govt buildings.** No person shall be allowed to take Camera, Tape recorder, Binocular or carry any fire arms or weapons inside the Government buildings except with the prior permission, in writing of the Chief Security Officer. Provided that this provision will not apply to those officers who have to carry weapons with them as part of their official duty or uniform and Sikhs who carry a Kirpan of the authorized length.

(i) **Seizure of Expired Identity Cards by Security Staff.** The Security Staff on duty shall seize all Identity Cards/Passes the periods of validity of which have expired or which are in a mutilated condition, and send them to the Secretariat Security Oganisation for cancellation. The Security Staff shall issue necessary receipts in Form 'E' in token of confiscation of such Identity Cards/Passes.

(j) **Entry of visitors after office hours on Saturdays, Sundays and holidays.** Entry of visitors into Government buildings under MHA security cover after office hours, on Saturdays, Sundays and holidays will be allowed on the basis of written request from concerned officers of the level of Deputy Secretary and above only or through their Personal Staff in a prescribed format to the security staff on duty. In order to maintain a record of people entering the buildings beyond office hours, the security staff will hand over all such written requests to the concerned Reception Offices on the next working day.

(k) **Entry of Casual Labours after office hours on Saturdays, Sundays and holidays.** Entry of causal labourers into government buildings under MHA security cover for carrying out civil works on holidays or after and before office hours will be allowed on the basis of order after approval of CSO. The existing procedure in this regard is that the concerned Government departments or the CPWD have to obtain advance pass valid for a day or for a specified period from the concerned Reception Officer. After passes are obtained in the name of individual labourer,

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the concerned Government Department or the CPWD, as the case may be, writes to CSO, in duplicate, giving such details as the names of the labourers, pass numbers issued by the Reception Officer, dates/period, time etc. seeking his permission for their entry to Government buildings beyond office hours or on holidays. On approval of CSO, the names of the labourers alongwith temporary pass numbers are entered in a diary called "Roznamacha" for instructing security staff and appropriate orders along with diary number are recorded on both the copies of the application before returning one copy of the application to the bearer.

(l) **Entry of Advocates/Litigants and members from public visiting various Tribunals/Commissions etc. located in various Government buildings.** Entry of Advocates/Litigants and members from public visiting various Tribunals/Commissions etc. located in various Government buildings under MHA security cover is allowed on the basis of entry passes issued from Reception after verifying their original Photo-ID document (Driving License/PAN card etc.) and original notice issued by the Tribunal to fix the name and date of hearing. In order to prevent unwarranted crowding, it must be ensured that not more than one person be allowed to accompany a petitioner inside the building.

(m) **Entry of Private Courier staff inside Government buildings**. Entry of private courier staff inside Government buildings for delivering official Dak/letters is not desirable on security considerations. In order to streamline their entry, the Reception staff posted in Government buildings are required to contact the concerned consignee over telephone, as and when the courier comes for them, asking them to come down or send somebody to the reception and receive the consignment. However, any consignment/letter brought outside office hours will either have to be dropped into the letter box or brought to the office on the next working day.

2. This issues with the approval of Chief Security Officer, MHA.

11/11/22

[C.S.Thakur]
Under Secretary to the Government of India

To,

1. All Ministries/Departments located in various government buildings under MHA security cover.
2. DIG (GBS), CISF, Jamnagar House, with a request to brief the security staff for implementing these revised instructions.
3. Commandant, SSF, NDCC II building, MHA for similar action.
4. AC, RPF, Rail Bhawan.

Copy for information to:

1. Sr. PPS to JS(A), MHA.
2. CSO, MHA