



सत्यमेव जयते

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DIRECTORATE GENERAL: DOORDARSHAN
COPERNICUS MARG: NEW DELHI-110 001
(SECURITY WING)



सत्यमेव जयते

DFA

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F.No. 21018/08/2014-Scty

Dated: 11 Dec, 2015

Sub:- Security Arrangements in Prasar Bharati, Directorate General : Doordarshan Installations – regarding Standard Operating Procedure on Security

This is in continuation to Directorate Circular letter dated 07 May 2014 regarding Standard Operating Procedure on Security. Some important provisions of security are reiterated below for strict compliance towards achieving enhanced security and safety of our installations, and smooth functioning of security set up:-

- (i) **Entry of Employees and visitors:-** Entry into Prasar Bharati, Directorate General, Doordarshan installations is restricted to bonafide persons holding valid Identity Cards/Photo Passes/Validation Slips issued by Prasar Bharti/Doordarshan/ All India Radio. 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.
- (ii) **Special Provisions for Memes 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 Visitor's Passes from the Reception Officer concerned.
- (iii) **Checking /frisking of visitors before allowing entry:-** Security personnel on duty will search and frisk properly each and every visitor entering Prasar Bharati, DG:DD, premises. In case of suspicion, security staff may also search the belongings of any person at the time of his exit from these buildings.
- (iv) **Regulation of Entry of vehicles:-** Only authorized vehicles as decided by building administrators/HOO of concerned Station/ Kendra and bearing valid parking labels should be allowed to enter the premises of Prasar Bharati. Vehicles should not be allowed to obstruct smooth entry / exit of the building. All vehicles including cars, scooters and motor cycles entering the premises should be subject to thorough checking. It should be ensured by the concerned H.O.O that a close coordination with the security staff posted at the building is to be maintained for ensuring this.

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- (v) **Exit of Government Property from a Government Building:-** In order to prevent the incidents of pilferage, it must be ensured that no Government / Prasar Bharati property or records are taken out of government buildings without a proper Gate Pass. The Gate Pass in respect of any Government / Prasar Bharati property to be taken out of the building, is to be issued by the concerned Officer i.e. custodian of the said property. This Gate Pass cannot be issued by any other officer, however senior.
- (vi) **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 unauthorized Random patrolling in the corridors may be conducted, after closure of office, to ensure that the rooms are locked.
- (vii) **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 1900 and 0700 hours 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.
- (viii) **Taking of Gadgets having security implications in Government 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 Security Officer/ HOO of the concerned installation. Provided that his 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.
- (ix) **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 Security Wing, DG: Doordarshan/ HOO of the concerned installation for cancellation. The Security Staff shall issue necessary receipts in token of confiscation of such Identity Cards/ Passes.

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(x) Entry of Visitors after office hours, on Saturdays, Sundays and Holidays:-

Entry of visitors into Prasar Bharati, DG:Doordarshan premises after office hours, on Saturdays, Sundays and holidays will be allowed on the basis of written request from concerned officers (preferably Officer of the level of Under 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.

(xi) Entry of Casual Labours after office hours, on Saturdays, Sunday and holidays:-

Entry of casual labourers into Prasar Bharati, DG: Doordarshan 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 Security Officer, DG:DD/HOO of concerned Kendra /Station. The existing procedure in this regard is that the concerned section under whose supervise the work is being carried out/undertaken 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, the concerned Officer/section, as the case may be writes to Security officer, 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 Security Officer, the names of the labourers alongwith temporary pass numbers are entered in a Register kept at the Gate for instructing security staff.

(xii) Entry of Advocates/Litigants and members from public visiting various Tribunals/ Commissions etc. located in various Prasar Bharati, Directorate General, Doordarshan Premises:-

Entry of Advocates/Litigants and members from public visiting various Prasar Bharati, DG:Doordarshan premises is allowed on the basis of entry passes issued from Reception after verifying their original Photo-ID documents (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 much be ensured that not more than one person be allowed to accompany a petitioner inside the building.

(xiii) **Entry of Private Courier staff inside Doordarshan premises:-** Entry of private courier staff inside Doordarshan premises for delivering official Dak/ letters is not desirable on security considerations. In order to streamline their entry, the Reception Officers are required to contract 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 well either have to be dropped into the letter box or brought to the office on the next working day.


(Lt. Col. Rohit Singh Sahi)
Dy. Director General (Security)

To


- (1) All Zonal Addl. DG (Prog & Engg.)
- (2) All Head of Offices/DDG (Prog & Engg), Directors & Deputy Directors of DDK/DMC/HPT
- (3) DDG (IT/NIC) – for putting the same on the website of Doordarshan

Copy to :-

- (i) Addl. DG (P), DDK New Delhi/Addl. DG (Admin)/DG (News)/ DDG DDN Commercial Services/ DDG (E) (HQ), DG: DD/Director (A), DG:DD/AE (Civil), DG: DD/AE (Elect.), Tower 'A'/ Tower 'B' DG: DD
- (ii) Min of I & B (Admn.III Section), Director (A) - for information please.
- (iii) Prasar Bharati, Secretariat, New Delhi
- (iv) All Officers/ Sections of DG: DD/DG (N&CA)/DDK New Delhi/ DD Commercial Services, New Delhi

Copy for kind information to:-

PPS to CEO: PB, PPS to Member (P), P.B. Sectt./ PPS to DG: DD/PPS to DG: (N&CA), DDN/ PPS to E-in-C, DG: DD & RO, Disaster Management, New Delhi / Addl. DG (E &A) PB Sectt/ Addl. DG (A), DG: DD, New Delhi.


(Lt. Col. Rohit Singh Sahi)
Dy. Director General (Security)