



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



F.No. 21018/01/2016-Circular-Sety

Dated: 19 August, 2016

Security Circular No. 9/2016

**Subject :- Guidelines/Procedure for issue of Identity cards to the Employees and temporary passes to the non-officials required to work in Doordarshan installations of Prasar Bharati .**

Please refer to the Security Circular No. 06/2011 dated 21.07.2011 on guidelines/instructions for issue of identity cards to the Employees and Photo/Temporary Passes to the Non-officials required to work in Doordarshan installations of Prasar Bharati uploaded on DD's website.

2. It is observed that sponsoring and controlling authorities forwarding applications for issue of different categories of identity cards are not adhering to the contents of the above referred security circular. In general, the following contents of the said circular are completely ignored while forwarding the application form for the issue of regular/temporary identity cards :

- I) The requisition shall be sponsored by an officer-in-charge of administration not below the rank of Under Secretary/DDA.
- II) Requisitions for Identity Cards shall be accompanied by two copies of a recent 3x5 cm size photograph with red background of the government servant duly attested by a Gazetted Officer in-charge of administration. One photo should be attested on the front side shall be pasted on the requisition and the other may be enclosed with the requisition.
- III) All the applications for issue of fresh/new identity cards shall be accompanied with relevant transfer, promotion, change of designation or change of address orders issued by the competent authority and all the cases for renewal of identity card shall be accompanied with old/date expired identity cards.
- IV) Temporary passes will be issued to the non-officials who are hired on contractual basis through contractors for official purpose /business only and whose verification of character and Antecedents are available.
- V) At the time of initial issue of a temporary pass the requisite pro-forma along with bio data two copies of photographs (one copy duly attested to be pasted on the bio-data) copies of residential proof and character certificate and antecedents of such persons will be certified by sponsoring authorities. Such passes will be issued on the recommendation of Branch Heads alongwith the copies of the contract and terms & conditions.
- VI) Subsequent renewal of such passes shall be done on a monthly basis as required on the recommendation of concerned Administrative Sections not below the rank of Under Secretary/DDA. Fresh passes will be issued strictly on submission of old passes only.

- VII) All applications are required to be forwarded through single sponsoring authority which may be decided by the Head of Office or by the Head of Office himself on recommendation and verification of the contents of the application by the controlling authority. Accordingly, the specimen signature of the controlling and sponsoring authority for DG Doordarshan and each subordinate office located at Delhi getting their identity cards issued through Security Cell of DG : Doordarshan is required urgently for processing and issue of identity cards forwarded by such authorities.

3. The procedure for issue of various type of passes to be adopted for respective category is reproduced below :-

**For Regular Staff/Officials**

- (1) A copy of Appointment/Transfer and Joining Order.
- (2) Two Passport size photographs with red background.
- (3) One photograph to be pasted and attested by a gazetted officer.
- (4) Application form for issue of Identity Card duly completed and signed by competent authority.  
(Detailed procedure has been laid down in Security Circular No. 06/2011, uploaded on DD website).

**For Contractual Employees/Non-Officials**

- (1) A copy of appointment order.
- (2) A copy of residence/ID proof.
- (3) Latest Resume.
- (4) Application form duly completed in all respects and recommended by the competent authority.
- (5) Three passport size photographs with red background.
- (6) A copy of police verification/Passport (if it is less than a year).
- (7) A photo pass pending police verification may be issued as a special case (i.e., VIP reference), if the application is recommended by a JS (i.e., ADG and above) and above level officer alongwith Character certificate from two gazetted officers required. This photo pass will be valid only for three months pending police verification and the individual is expected to get his police verification within these 3 months or further extension of pass may be denied.

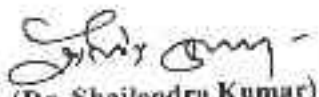
**For Retired/Ex-AJR/DD/Government Employees**

- (1) A copy of the appointment order.
- (2) A copy of retired identity card & PPO.
- (3) Three passport size photographs with red background.
- (4) Application form duly completed in all respect and recommended by competent authority.

**For Casuals Hired Through Agencies**

- (1) A copy of appointment approval noting/letter.
  - (2) One passport size photographs with red background.
  - (3) Identity card issued by the Company/Agency.
  - (4) Identity/Residence Proof and Resume.
  - (5) A copy of Police verification. If police verification is not carried out then Character certificate from two gazetted officers required and it is expected that Police verification will be carried out within 3 months pending beyond which their entry may be denied inside DD Bhawan premises.
  - (6) Monthly pass will be issued to Casual employees hired through agency and this pass will be valid only with company's identity card.
  - (7) No photo pass will be issued to the casual employees.
- (Detailed procedure has been laid down in Security Circular No. 01/2012, Copy uploaded on DD's website).

4. All concerned are required to follow the procedure for issue of various type of passes as quoted at para 3 above in letter and spirit. Applications not filled properly with complete details and forwarded to Security Cell of DG : Doordarshan for issue of identity cards not in conformity with the contents of the procedure as quoted above will be out rightly rejected and applicant as well as controlling and sponsoring authority will be responsible for any loss or hardship.

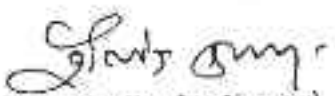
  
(Dr. Shailendra Kumar)  
Addl. Director General (Admn.)

To:

1. All Head of Offices in Doordarshan Bhawan, Tower 'A' & 'B'
2. All officers and Sections in DG : Doordarshan, DG (N&CA), DBK, New Delhi.
3. DDG (IT/NIC) for putting the same on the website of Doordarshan.

Copy for kind information to :

1. PPS to Addl DG (S) PB Secretariat, New Delhi
2. PPS to DG, DD
3. PPS to DG (N&CA), DD
4. PPS to F-in-C, DG : DD.
5. PPS to Addl DG (E) HQ
6. PPS to Addl DG (A), DG : DB

  
(Dr. Shailendra Kumar)  
Addl. Director General (Admn.)