



Sec No. 1 (vi)

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



F.No. 21018/08/2014-Scty/267

Dated: 07 May, 2014

Sub:- Standard Operating Procedure on Security

The aim of this Standard Operating procedure (SOP) is to streamline the processes and systems towards achieving enhanced security and safety of our installations, operations, information, men and material :-

1. Display of Photo Identity Cards :-

- i) All DD installations are to ensure that officers/staff display their Identity cards on their persons.
- ii) In order to regulate entry of visitors, all entitled officers should send prior intimation in writing to the Reception officer about the visitors.
- iii) The visited officer(s) must be vigilant and must ensure that the visitors do not leave behind any article or enter unauthorized place and cause disturbance.
- iv) Staff members who forget to carry their official photo I/Card on any particular day, may gain entry inside the respective complex through daily pass issued by concerned Reception Office.
- v) As far as possible Transport Cell in Major Doordarshan Centers should function from a place so located that the entry of drivers of hired vehicles to the main building .
(For further details Security Circular No. 08/2011 dated 12.08.2011 may be referred).

2. Prevention of Entry of Unwanted /Unauthorized Person :-

- i) Only authorized staff on duty should be allowed to remain inside the building after office hours. Therefore, surprise checks may be conducted by Security Staff to ensure that no unauthorized person stays behind inside the building during night.

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- ii) During lunch hour, the staff normally leaves their sections and go out. There is a possibility of some mischief being done at that time. It may, therefore, be ensured that one or two members of staff always stay behind in every section.
- iii) Doors leading to the roofs of the building should be kept locked and opened only when required. It should be ensured that, after use, these doors are again properly locked.
- iv) All the rooms having windows on the ground/first floors should be provided with iron grills to prevent pilferage(s) from these outlets. Special measures may be taken for the security of cash rooms or rooms having important and valuable stores/ items.
(For further details Security Circular 01/2011 dated 08 April 2011 may be referred).

3. Checking of Corridors:-

- i) The corridors must be checked frequently by designated officers of Doordarshan installations for unauthorized visitors.
- ii) The almirahs, old files, discarded furniture etc. are not to be stored/kept lying in the corridors.
- iii) Files, stationery items etc. stocked in the sections should be checked periodically to ensure that no explosive device is concealed among them.
- iv) House Keeping Team should be instructed not to dump garbage collected by them in the corners etc. They must be asked to dispose off the garbage outside the building at the place designated locations.

4. Prevention of Theft :-

- i) Caretaker/Security Staff of Doordarshan Installations must ensure proper closing/locking/securing of all rooms of the building. Rooms of officers/sections staff have to be locked at time of departure of officers/staff concerned and are to be opened only in the presence of concerned officers/section staff to avoid incidence of theft/pilferage.

- ii) In case of theft at any DD installations, the custodian of the Government items should lodge an FIR/register a complaint with the concerned Police Station within 24 hours of the incident without failure while simultaneously informing the Security Cell at Doordarshan HQ.
- iii) The Head of Office is to pursue the matter as per provisions contained in GFR and other departmental instructions on the subject. Administrative and disciplinary action as required may be initiated to get the cost of the Govt. equipments/property recovered or written-off as the case may be by the competent authority.
- iv) The Head of Office may order a fact finding enquiry in order to suggest remedial measures for the future. Follow up action should also be taken by the Head Office on such enquiry reports as per provisions contained in GFR.
- v) No stores are to be permitted to be taken out without permission of authorized officers. A list of authorized officers along with specimen signatures are to be supplied to the Security Officer.
(For further details Security Circular 06/2012 dated 26th April 2012 may be referred).

5. Cases of Consumption of Liquor and Smoking inside Premises of Prasar Bharati: Doordarsha Installations :-

- i) All employees of Doordarshan are aware that the entire office premises of Doordarshan is a smoke free zone and consumption of alcohol in the office tantamounts to contravention of Rule 22 of CCS (Conduct) Rules 1964. Further, defacing of the office property attracts the provision of Rule 3 of CCS (Conduct) Rules, 1964.
- ii) If any employee is found consuming liquor or in intoxicated or inebriated condition, concerned section in-charge will take necessary action against him as per the provisions of CCS (Conduct) Rules 1964. Further, if his medical examination is required to be carried out, concerned officer will write letter to this effect to Medical Officer of the Hospital and will also detail adequate number of the officials from the office to escort the suspect/offender to the hospital. The concerned officer in-charge is required to complete all formalities and the assistance of the security personnel may be sought if possible.

6. Cases of Gambling/Playing Cards/Quarrel:-

- i) Gambling/playing cards/quarrelling are strictly prohibited in the office premises. In case of any such incident, the concerned Section Head/Administration will take suitable disciplinary action against the defaulters to avoid such happenings in the office premises.

7. Vehicles :-

- i) If any vehicle is found lying unattended/ unclaimed it should be immediately brought to the notice of the security as well as local police.
- ii) Vehicles (except authorized ones) should not be parked in close proximity to the DD installations/ buildings or near the entry/exit points of the buildings. Vehicles should be parked in the authorized area earmarked for parking.
- iii) All vehicles including cars, scooters and motorcycles entering the parking place of Doordarshan installations/building should be subject to thorough check.

8. Lighting :-

A review of lighting arrangements inside the building housing Doordarshan installations should be made to ensure that all the areas including Staircases, Basements, Terraces, Parking Area, etc. have proper lighting facility.

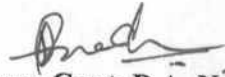
9. Prevention of Fire :-

- i) All the lighting and electrical appliances may be switched off by the occupant concerned while leaving the office premises/rooms located in Doordarshan installations.
- ii) Fire fighting equipment installed in the premises of Doordarshan installations are to be checked periodically to ensure their serviceability. Action should be taken for their timely sourcing as per schedule.

- iii) Mock fire fighting drill and evacuation operation in Doodarshan installations in coordination with Fire Officers are to be carried out regularly.

(For further details Security Circular No. 04/2014 dated 18 Feb 2014 May be referred).

Hindi version will follow.


Group Capt. P.A. Naidu (Retd.)
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)/ DDG DDN Commercial Services/ DDG (A) DG: DD/DDG (E) (HQ), DG: DD/AE (Civil), DG: DD/AE (Elect.), Tower 'A'/ Tower 'B' DG: DD
- ii) All Officers/ Sections of DG: DD/DG (N&CA)/DDK New Delhi/ DD Commercial Services, New Delhi
- iii) File No. 01/06/2014-Scty

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(Security) PB Sectt/ Addl. DG (A), DG: DD, New Delhi.


Group Capt. P.A. Naidu (Retd.)
Dy. Director General (Security)