

F.No.30011/1/2016-GA
Government of India
Ministry of Environment, Forest and Climate Change
(General Administration)

Indira Paryavaran Bhawan,
Jorbagh Road, New Delhi -110003

Dated the 13th January, 2017

CIRCULAR

Sub: Observance of Security instructions regarding

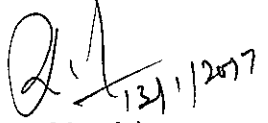
To ensure safety and security inside the IPB premises, instructions are being issued from time to time. It has been reported that some of the officials of this Ministry have shown resistance in displaying their Identity Cards to the CISF Security Personnel while entering in the building premises of IPB. The following instructions are reiterated again:

- (i) Display of Identity Cards to the CISF Security Personnel while entering in the building premises of IPB by all officers and staff (including outsourced/contractual staff).
- (ii) All, service providers and their staff engaged by the Ministry (including Housekeeping) or CPWD should permanently display their Passes while in the IPB premises.
- (iii) Reception Officer shall ensure from the officers of the level of Joint Secretary and above for issue of Visitor Passes.
- (iv) All vehicles should have Parking Label for entering the IPB premises. IPB Parking Label may be obtained from GA Section at present. CISF Parking Label is under review and will be issued later.
- (v) CISF Security Personnel shall ensure that only valid Pass holder enter into the IPB.
- (vi) At the gates photo Ids may be checked.

(vii) Senior Officers may kindly conduct surprise check in their Divisions/Units to ensure that no unauthorised persons are present.

2. All officials including outsourced staff / service providers must invariably follow the security instructions.

This issues with the approval of Competent Authority.


(R.P. Singh)
Deputy Secretary

Copy to :

1. All Officers and Staff of the Ministry
2. Unit in-charge, CISF, IPB
3. Assistant Executive Engineer(Electrical/Civil), CPWD
4. Reception Officer.
5. GA Section to bring to the notice all service providers.