

भारत सरकार / Government of India
खान मंत्रालय / Ministry of Mines
भारतीय खान ब्यूरो / Indian Bureau of Mines
सामान्य प्रशासन अनुभाग / General Administration Section

सं: डी-32019(1)/2019-सामान्य

नागपुर, दिनांक 09 दिसंबर, 2019

कार्यालय आदेश संख्या : 06

Subject : Standard operating procedure for security of Indira Bhawan, Nagpur – Regarding.

It is imperative to mention that security of Government buildings is of paramount importance. Instructions have been issued by the Ministry of Home Affairs and the Ministry of Mines from time to time for strict vigil of the Government buildings and enhancement of the security measures including the buildings under the control of the Indian Bureau of Mines.

02. Therefore, the following standard operating procedures are issued for adhering the same scrupulously by all the concerned at Indira Bhawan :

01. Reception Office :

- (i) The Reception Office shall continue to work at the Office Building under the administrative control of the 'General Administration Section'.
- (ii) Every person entering into the Indira Bhawan excluding the employees working in Nagpur has to record respective personal details in the Visitor Register being maintained at the Reception.
- (iii) The Reception Office shall issue 'Visitor Passes' (in Form I) for the Visitors for entry into the Office Building of the Indira Bhawan on confirmation from respective authorities on daily basis.
- (iv) Permission passed for the vehicles will be issued at the Main Gate (in Form II).
- (v) Employee hired vehicles shall not be allowed for entry into the Premises.
- (vi) Members of the Parliament are entitled to enter the Premises on the basis of their identity cards. The other persons accompanying require to get the 'Visitor Pass' for entry into the Office Building.
- (vii) Temporary passes (in Form III) will be issued to the employees on weekly basis for whom the identity cards are yet to be issued at Reception.
- (viii) The retired Officers of the Bureau are also required to obtain Visitor passes at Reception invariably for entry into the Office Building of the Indira Bhawan.
- (ix) Employees of the UCO Bank, C.P.W.D, IBM and the GSI & IBM Thrift Credit Society have to exhibit their identity cards at the entry point for the purpose of entry into the Office Building of Indira Bhawan.
- (x) The personnel engaged by the Service providers have to exhibit their identity cards at the Main Gate as well as at Reception (entry point) for the purpose of entry into the Premises.
- (xi) Persons visiting the UCO Bank, IBM Branch and C.P.W.D. Office, etc., are required to park their vehicles outside of the Premises. However, vehicles of those employees are permitted for parking in front of their respective Offices.
- (xii) The employees working in the Zonal/Regional Offices/RODL & Pilot Plants situated at outside Nagpur and the other Central Government employees may be permitted entry into the Indira Bhawan based on their respective Identity

Cards. However, the personal particulars have to be entered into the Visitors Book maintained at the Reception.

02. Entry and Exist into/out of Office Building :

There are two existing gates at entrance of the Office Building. 'In Gate' is meant for entry and 'Out Gate' is for exit.

03. Display of the photo identity cards :

- (i) All the employees including the employees of the Pay & Accounts Office & C.P.W.D. are required to ensure display of the identity cards conspicuously on the respective person while entering into the Indira Bhawan Office Building via 'In Gate'.
- (ii) Employees forgotten to bring the identity cards with them will also be issued with the 'Temporary Passes' (in Form III) that have to be surrendered to the Reception Office on return containing the signature of the respective authority under whom the respective employee is working.
- (iii) The visitors are not permitted to loiter in the Premises and they are expected to visit the respective Officer and ensure immediate return back to the Reception Office after completion of the purpose of visit, duly surrendering the 'Visitor Pass' containing the signature of the Officer visited.

04. Checking of visitors & employees :

- (i) All the persons, excluding the employees, entering into the Office Building are liable for checking by the Security Staff and Officers. Separate counters are earmarked for the lady persons.
- (ii) The personnel engaged by the service provider to IBM such as security service or the house-keeping service are also required to undergo security check.
- (iii) All the persons making entry into the Office Building are invariably pass through the security check by physical or mechanical/electrical equipment(s).

05. Checking of Departmental purchases, etc :

- (i) Verification and checking of the departmental stores/purchases shall be verified and checked by the respective Committees inside the Office Building near the 'In Gate' at the place earmarked for the purpose.
- (ii) The personal items meant for delivery to the employees, except postal articles are to be collected by the respective employee near the Main Gate of the Premises.

06. Entry after Office hours :

- (i) Entry of the Visitors into the Premises is restricted during the Office hours between 0930 hours and 1800 hours on any working day. Entry into the Premises beyond the Office hours and during holidays is not permissible under any circumstances, except on National Holidays and on other special occasions for brief period(s) as specified from time to time.
- (ii) The employees who are required to attend office work during weekly closed holidays and on other public holidays are required to seek prior permission from the 'General Administration Section' well in advance. For this purpose,

the respective Divisional/Regional/Sectional Heads should send the requisition to the General Administration Section indicating the names and designations of the employees and dates on which they are required to attend on holidays. Such intimation should be sent well in advance so that sufficient time is available to process such requests.

- (iii) Recreation Club is required to be closed before 1900 hours on every working day, except on the special occasions such as annual sports meet, etc.

07. Electrical installations :

Employees leaving the Office after office hours or during the lunch hour are required to ensure switching off all the electrical and electronic items such as lights, fans, air-conditioners, printers and computers, etc. The Official records should not be allowed to remain unattended and all records have to be kept under proper shelves, etc. At least one employee should stay in the respective section at any point of time during the lunch hour.

08. Emergency Exits :

All the emergency exits are required to remain unencumbered and unoccupied by any Office furniture, etc., to ensure free passage of personnel during the emergency.

09. Zero theft :

- (i) All the concerned should ensure safety of the Government property and in case of any theft, an F.I.R. has to be lodged with the Sadar Police Station immediately on completion of the inquiry into the matter by the respective Divisional/Regional Heads. Simultaneously, the matter need to be reported to the Head of Office at 04th Floor of the Indira Bhawan.
- (ii) No Government property is permitted to be taken out side of the Indira Bhawan without proper Gate Pass (returnable/non-returnable). All such permissions need be verified when the same are brought on return into the Premises. Periodical verification of the same has to be ensured by the Security Officer.
- (iii) The Caretaker is required to ensure proper opening and closing of the entire office rooms.
- (iv) Unauthorised possession of the Government property while moving outside of the Premises either at entry Gate or at Main Gate shall be viewed seriously in terms of the C.C.S. (Conduct) Rules, 1964 and such employees are liable for disciplinary proceedings in terms of the C.C.S. (C.C.A.) Rules, 1965. Visitors or other persons are liable for State action in terms of the stipulations of the Indian Penal Code.

10. Unauthorised activities :

- (i) No person is permitted to smoke within the Premises and such erring persons are liable for suitable action.
- (ii) Consumption of drugs, liquor and intoxicated items are banned within the Premises and erring persons are liable for stringent action.
- (iii) Gambling; quarrelling and playing cards are not permissible within the Premises.

- (iv) No person is permitted to bring any inflammable item(s) into the Premises. In case such items are noticed at any place within the Indira Bhawan, the same has to be brought to the notice of either the Security Officer or the Head of Office immediately.

11. Fire-fighting equipment :

- (i) All the fire-fighting equipment need to be reviewed periodically and filling of the relevant material is required to be ensured timely.
- (ii) Effectiveness of the material has to be checked by mock drills occasionally.

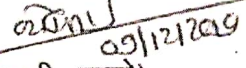
12. Parking of vehicles :

- (i) All the vehicles of the employees have to be parked neatly in the space earmarked for them.
- (ii) Permitted vehicles of the Visitors have to be parked separately in the space earmarked for them.
- (iii) Vehicles of the employees of the C.P.W.D. and UCO Bank have to be parked neatly in front of the respective Offices.

These orders have immediate effect and are issued in modification of the previous orders on the matter.


Other Offices of the Indian Bureau of Mines across the Nation may either adopt these SOPs or delve relevant SOPs for safety and security of respective Offices.

This issues with the approval of the Competent Authority.


(डॉ. वाय.जी. काले)
श्रेणीय खान नियंत्रक एवं
कार्यालय अध्यक्ष

प्रतिलिपि प्रेषितः

01. सभी आंचलिक/विभागीय/श्रेणीय/उप-श्रेणीय/अयस्क प्रसाधन प्रयोगशाला/अनुभाग प्रमुख, भारतीय खान ब्यूरो।
02. मुख्य सतर्कता अधिकारी, भारतीय खान ब्यूरो, नागपुर।
03. वेतन एवं लेखा अधिकारी, भारतीय खान ब्यूरो, नागपुर।
04. सुरक्षा अधिकारी, भारतीय खान ब्यूरो, नागपुर।
05. वरिष्ठ प्रबंधक, यूको बैंक, भा.खा.यूरो शाखा, इन्दिरा भवन, नागपुर।
06. कार्यपालक अभियंता (सिविल/विद्युत), के.लो.नि.विभाग, इन्दिरा भवन, नागपुर।
07. सहायक अभियंता (सिविल/विद्युत), के.लो.नि.विभाग, इन्दिरा भवन, नागपुर।
08. सचिव, भा.खा. यूरो एवं भा.भू.वि. ट्रिफ्ट और क्रेडिट सोसयटी, इन्दिरा भवन, नागपुर।
09. सभी सुचना पटल।


(डी. कुमार स्वामी)
मुख्य प्रशासनिक अधिकारी