



No.BSNL/Admn.I/ 8-3/2013


Dated 28/5/2013

**Subject:- Strengthening of Safety and Security Measures.**

Recently some security problems have been experienced in Bharat Sanchar Bhawan. The security systems has, therefore, been reviewed and the following procedures/steps have been devised in order to strengthen the safety and security measures:

1. **Issue of Visitor Gate Pass:** All the visitors except the BSNL officers/staff working in BSNL CO or holding valid I-Card issued by BSNL CO Admn., will be issued gate pass only on the recommendation of the concerned DGM and above level officer. In case of visitors to CMD/Directors/EDs, the recommendation of their PPS/ES/PA will be accepted. The name and designation of the officer making such recommendation will be entered in the log book of reception. The name, address and mobile nos. of the visitors will also be entered in the log book. After meeting the concerned officer, the visitor will get the signature of that officer or his personnel staff on the gate pass and surrender the gate pass while leaving the premises of Bharat Sanchar Bhawan. Failure to do so will bar the visitors from future entry in BSNL CO, Bharat Sanchar Bhawan.
2. It is also noticed that some visitors after meeting with concerned officer of BSNL CO, also visit other offices without being authorized for the same. The officers of BSNL CO are requested not to entertain such visitors without proper gate pass.
3. DGMs and above level officers from field units will be allowed entry in BSNL CO after showing their I-Cards but a record will be maintained in the register by the reception office. The officers/employees from the field units of BSNL below the DGM level will have to follow the procedure as given in point no.1 above for their entry in BSNL CO, Bharat Sanchar Bhawan.
4. Only those vehicles which have BSNL parking sticker or BSNL CO Admn permission will be allowed inside the premises of Bharat Sanchar Bhawan.
5. All officers/staff must show their Identity Cards on being asked by security staff.
6. All the officers/staff should invariably wear their identity cards while entering the premises as well as during the office hours.
7. In case of any problem/inconvenience relating to security matters, gate pass etc. the reception office may be contacted at the Telephone Nos. **23734098 and 23037115**

All the officers/staff are requested to follow the above procedure/steps and cooperate in the interest of security of BSNL CO. The security personnel must ensure that the above procedure/security measures are strictly adhere to.

  
(BRAHM PARKASH)  
AGM(ADMN.I)  
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Copy for information and necessary action:

1. PPS/ES/PA to CMD/Board of Directors/EDs
2. PGMs/GMs/DGMs of BSNL Corporate Office
3. Security Supervisor, Bharat Sanchar Bhawan.
4. Reception Office, BSNL CO
5. All the Notice Boards of BSNL CO