

F.No. 51-2/2012-General-I  
Government of India  
Ministry of Communications & Information Technology  
Department of Telecommunications  
(20-Ashok Road, Sanchar Bhawan, New Delhi)

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Dated 25<sup>th</sup> Oct., 2012

CIRCULAR

Subject: Departmental Security Instructions

In the recent past, some incidents of theft in Sanchar Bhawan have been reported by some sections/units of this department. In this context, attention is invited to the 'Departmental Security Instructions' and 'Handling of Classified Documents' circulated vide circular No. 51-4/2000-G-I dated 29<sup>th</sup> March, 2011 for compliance by the officers and staff in various Wings in the Department in discharge of their duties. These instructions, inter alia, provide as under:

- (a) All Officers in-charge of Sections should ensure that security locks have been initiated on the doors.
- (b) Rooms should be opened in the morning in the presence of officer/ section in-charge himself or in the presence of an authorized person. The section in-charge should put a person on duty every day for which purpose a duty roster may be maintained.
- (c) Likewise, the rooms should be locked in the evening in the presence of officer/section in-charge himself or in the presence of an authorized person. The section in-charge should put a person on duty every day for which purpose, a duty roster may be maintained.

- (d) Sections/rooms should not be left unattended during lunch hours. The section in-charge may put a person on duty who should remain in the section/room. For this purpose also, a duty roster may be prescribed;
- (e) No Section should be opened on Saturday/Sunday/holiday except with the prior permission of the Under Secretary/ADG in writing;
- (f) In case of any theft, the Asstt. Commandant, CISF be informed forthwith for necessary action by security authority and a copy of the complaints may also be endorsed to the G-I Section for record; and
- (g) All officials and staff may cooperate in getting their belongings scanned by CISF staff at Entry Gate of the building while coming to the office and while leaving the office and invariably display identity cards on their own.

2. All officers/staff in the Department are requested to strictly follow these instructions to avoid any such incidents in future.

  
(VIMAL)

Under Secretary (Admn. D)  
Tele: 23636210

To.

All officers/units/wings of DOT

Caretaker, DOT

Notice Board

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