



No. NIDH/GA/14/01/20-21/4788

September 22, 2022

**C I R C U L A R**

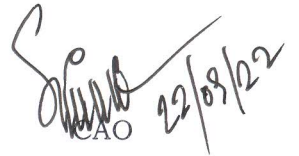
The following security measures are adopted in the institute with immediate effect to ensure security and safety of personnel and property and the necessary actions as indicated are required to be taken by the concerned officers urgently;

Sr. No.	Actions	To be initiated and implemented by	Officer In Charge of the actions
01	To conduct frequent and surprise checking of bags/belongings of staff/students/any other personnel at the Entry Gate. The security is empowered to conduct surprise frisking of staff/students/any other personnel at the entry gate in suspicious circumstances.	Security Section	Administrative Officer
02	To regulate the entry, parking and exit of all motor vehicles possessed/owned/used by the students as per the revised rules prescribed in the Students Handbook 2022.	Academic Administration & Security Sections	Deputy Registrar & Administrative Officer
03	A Female Guard may be deployed in the first two shifts (6-2 and 2-10) in the Main Gate in order to facilitate checking/frisking of female personnel in the entry point.	Administration Section	Administrative Officer
04	To restrict delivery of food items by external outlets/Zomato/Swiggy etc from 11.00 PM to 05:00 AM.	Security Section	Administrative Officer
05	To install Flood lights/other appropriate lights in all open spaces including lawn area and gates.	Estate Section	Senior Engineer
06	To fix signage like, Entry Restricted, Speed limit 20KM/hr, No horn, Parking, No Parking etc...	Estate Section	Senior Engineer
07	Fixing of convex mirror at straight turning/ crossings- 2-3 Nos.	Estate Section	Senior Engineer
08	Installation of portable Guard Cabins-3 Nos to be installed in the open strategic areas for watch and ward.	Estate Section	Senior Engineer
09	To make appropriate proposals for making arrangements like fixing of collapsible gate in all externally connected stair case entry points of Academics and Auditorium block.	Estate Section	Senior Engineer

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10	The Security and IT Sections to conduct a survey of existing CCTVs and submit a report with recommendations for additional CCTV points if any required in any of the building blocks/ Campus area.	Security and IT Section	AE (IT) and Administrative Officer
11	All the Keys of buildings and cabins are to be deposited in the Main Gate to the Security Guard after duty hours.	Security and all Sections	All Section in Charges.
12	The Main Gate shall have proper Key Boards (Transparent) with locking facility preferably indicating key numbers for each building/cabin.	Security Section	Administrative Officer
13	The Section i/c or concerned Staff may be authorized by the HOD to draw key and deposit it in the Main Gate so that the Keys are issued only to authorized staff.	Section In Charges	HODs
14	The Security at the Main Gate may maintain proper Key Issue/Deposit Register with details of persons drawing/depositing it along with time and purpose.	Security Section	Administrative Officer

All concerned are requested to strictly implement above security measures immediately.

  
CAO 22/09/22

Copy to:

1. All staff- by email
2. PS to Director for information of the Director
3. Notice Boards.