

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

Indira Paryavaran Bhawan
Jorbagh Road, New Delhi-110003
Dated-14.07.2017

CIRCULAR

Subject: Observance of Security instructions in this Ministry.

The undersigned is directed to say that instructions have been issued from time to time to ensure safety and security inside Indira Paryavaran Bhawan (IPB) premises. However, it has been observed that these instructions are not followed in true spirit.

In order to regulate entries in this Ministry and to ensure safety and security inside the premises of this Ministry, the following instructions are issued for strict compliance:-

- (i) Display of Identity Cards to the CISF Security Personnel while entering in the building and in the premises of IPB by all officers and staff (including outsourced /contractual/consultant 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 in this Ministry may ensure that visitor passes are issued on recommendations from the officers of the level of Joint Secretary and above.
- (iv) All vehicles should have parking label for entering the IPB premises. IPB parking label may be obtained, if not obtained, from GA Section.
- (v) CISF Security personnel shall ensure that only valid pass holder enters into the IPB.
- (vi) At the gates photo IDs issued by the Govt Authority may be checked.
- (vii) Senior officers may kindly conduct surprise check in their Divisions/units to ensure that no unauthorised persons are present.

This is issued with the approval of competent Authority.



(A. S. Thakur)
Under Secretary to the Govt. of India.
Tele 24695358.

Copy to:

1. All officers and staff of the Ministry.
2. Unit in-Charge, CISF, IPB, MoEF&CC.
3. Assistant Engineer(Electrical/Civil), CPWD
4. Reception Officer, IPB, MoEF&CC.
5. GA Section to bring into notice to all service providers.
6. US (IT)/ Consultant (IT) to upload on e- notice board.