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Government letter No. 59023/D1/66/Home dated 31-12-66 from
Sri N.K. Devassy, Secretary to Government Home 'D' Department
Trivandrum to all Heads of Departments.

Subject: Secretariat security measures. Entry into the Secretariat building identity card/Temporary or provisional passes for entry.

I am directed to invite your attention to the Secretariat Instructions 3 and 4 of the Secretariat security instructions extracted below:-

3. Entry into the Government Secretariat.

i. Entry into the Government Secretariat shall be restricted to persons in possession of valid identity cards or passes as the case may be.

ii. Every pass holder shall carry on his/her person his/her identity card/temporary pass while entering leaving or moving about within the Secretariat.

iii. Every person shall, while entering the Government Secretariat or wherever required to do so, show his/her identity card or temporary pass to the sentry on duty or to any other Officer authorized in this behalf.

iv. Suitable disciplinary action shall be taken against an official who refuses to comply with the request of the sentry on duty to show his/her identity card or pass. Sentries are authorized to refuse entry to such officials.

4. Reuse of Identity card/Temporary pass.

i. Identity cards or temporary passes are not transferable. An official using another person's card or pass will render himself/herself liable to disciplinary action.

ii. Depositing of the identity card or temporary pass as security or otherwise thereby allowing the card or pass to fall in to unauthorized hands will render an official liable to disciplinary action.

I am also to request that the officers and members of the staff of your Department when required to visit the Secretariat on business should bring with them the identity card/temporary, provisional or Messenger passes issued in their favour or to the offices and should show the cards or passes to the Security Personnel when demanded.

Sd/- N.K. Devassy, Secretary to Govt.

REF E 1010 7528 42

Encl. on L.Dis.B2-114/67 dated 24-1-67

Copy communicated to the sub-officers and officers and section heads in office for their information and guidance. The section heads are requested to circulate the Government letter cited among the staff also.

34/-For Chief Conservator of Forests.

Encl. on G2-1696/67 L.Dis. dated 10-2-1967

Copy to Conservator of Forests, Senior Superintendent

of Forests

Copy to all Sections.

Conservator's Office,

Chalckudy.

Burawari Wani

For Conservator of Forests.

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