



सत्यम् शिवम् सुन्दरम्

प्रसार भारती

PRASAR BHARATI
(Broadcasting Corporation of India)

दूरदर्शन महानिदेशालय

Directorate General : Doordarshan

Most Urgent/Time Bound

F.No. 21018/6/2011/Scty/3

New Delhi, dated : 10th January 2012

Security Circular No. 01/2012

Subject: Issue of Company's Photo Identity Cards to the Individuals Working in DD Bhawan

It has been observed that none of the casual/temporary/contractual staff hired by various offices situated inside Doordarshan Bhawan are having photo identity cards issued by their company. In the absence of a proper identity card issued by the company from which the individual has been hired/ employed for working in various capacities by different offices, it is very difficult to verify and ascertain the identity of the individual by security staff as temporary pass issued by the Security Wing does not possess photo of the individual.

For Existing Casual/Temporary/Contractual Staff

2. In view of the above, and inconformity with the guidelines/ instructions issued--- vide 21018/11/20/ 2011/1/Scty dated 21.07.2011, --- for the issue of passes to the non-officials for entry inside DD Bhawan and the instructions issued by Ministry of Home Affairs from time to time, all the casual/ temporary/ contractual staff hired by various offices situated inside DD Bhawan, should possess a Valid Photo Identity Card of the Company, duly certified and countersigned by the concerned administrative and controlling authority by which they have been engaged. Serial number of the said identity card of the company will be further endorsed in the Temporary Pass issued by the Security Cell of DG : Doordarshan on the recommendation of concerned controlling authority of Doordarshan.

For Future Engagement of Casual/ Temporary/ Contractual Staff

3. All the Agencies like A&G Section, CCW (C), CCW (E), News Services of DD, DDK, New Delhi, Staff Sections of Doordarshan Directorate, etc., who-so-ever issue Tender Notices for the engagement of Casual/Temporary/Contractual staff for working in Doordarshan Bhawan Premises, shall incorporate the following para in their Tender Notice without fail in respect of Printed Photo Identity Cards. It is the mandatory requirement to be implemented by all agencies/sections of Doordarshan Directorate, News Services of Doordarshan and DDK, Delhi, for security reasons.

Para to be incorporated in the Tender Notice :-

"It is mandatory requirement that the firm, who-so-ever may get the work awarded for the engagement of any casual/temporary/contractual staff/Taxi drivers/data entry operators, M/s.BECIL staff, etc., shall have to provide a printed photo ID Card to all the persons/staff supplied to work in the Doordarshan Bhawan premises.

Contd...2/

The sample and size of the printed ID Card format is given below :-

Name and Address of the Company		Company's Logo
Pass Sl.No. _____		
Photo	Name : _____	
	Designation : _____	
	Age/Date of Birth : _____	
	Address of Staff : _____	
	Telephone Nos _____	
	(M) _____	
	Date of Issue : _____	Valid Upto _____
Signature of the Individual		Signature of the Issuing Authority
Counter Signature		

Size : 9x6 Cms

No person/ staff sent for deployment by the firm to Doordarshan Bhawan shall be allowed to enter the premises without the printed firm's photo ID Card. The firm has to enclose copy of the sample Photo ID Card along with its tender documents while submitting the same to the Doordarshan. If the copy of the sample card is not enclosed, the tender may be rejected ”.

4. It is therefore, to be ensured that all the subordinate offices of DG Doordarshan, situated inside Doordarshan Bhawan, adhere to the above procedures and accordingly, may instruct all the casuals/ temporary/ contractual staff to obtain photo identity cards from their respective companies and further the same may be incorporated in the contract in future while signing the agreement with the company. This is required to be implemented at the earliest and ensured by all concerned that all casuals/ temporary/ contractual employees possess Photo Identity Cards, issued by their respective agencies.


(Mukul Tyagi)

Addl DG (E) & Dy Director General (Security)

To,

(1) DDG & Director, DDK New Delhi / DDG DDN Commercial Services / Director (Admin), DG (N&CA), DDN / DDA, (A&G) DG : DD/ DDA (HQ), DG : DD / AE (Civil), DG : DD / AE (Elect), Tower 'A' / Tower 'B', DG : DD

(2) All Officers / Sections of DG : DD / DG (N&CA) / DDK New Delhi / DD Commercial Services, New Delhi

Copy for Kind information to :

PPS to DG : DD / PPS to DG (N& CA), DDN / PPS to E-in-C, DG : DD
Addl DG (E) HQ & RO, Disaster Management, New Delhi
Addl DG (A), DG : DD, New Delhi