

SECURITY AT AYUSH BHAWAN & REGULATION OF VISITORS –SOP-REG.

1. The Security Supervisor and One Office Assistant, who is manning the Toll Free No. will man the Reception Counter. Both of them will work as Receptionist(s) responsible for Toll Free No. as well as issuance of Gate Passes to the visitors and other related responsibilities.
2. The Receptionist will convey the name of the visitor to the personal staff of the Officer, who in turn, will send the request by e-mail, if necessary, to the Receptionist for issuance of pass, failing which, the entry to the visitor will be denied.
3. The Receptionists will maintain requisite details of the visitors, date/month wise with consecutive serial number for the whole year.
4. Online requisitions will have to be sent at US & above level to the Receptionist.
5. The Visitor will hand over the Gate Pass after the meeting to the Receptionist. The Security Guards will also ensure collection of Gate Pass from the Visitors while leaving the office.
6. The Security Guards will be deployed as follows:

S.No.	Location	No. of Guards	Remarks
1.	Outside Gate No. 3	1	During office timings
2.	Main Gate facing Barapullah	1	
3.	Lift Lobby Ground Floor	1	
4.	Lift Lobby Basement-1	1	
5.	Junction of Conference Room & Canteen Corridor	2	
6.	Minister's Office	1	
7.	Secretary's Office	1	
8.	After Office hours / during holidays	3	

7. The Security Guard deployed at Basement-1 will not allow entry of visitor without pass and will direct the visitor to enter through the reception area at the Ground Floor.

8. All Outsourced/Contractual staff , who are not issued MHA pass, will be issued I-Cards by the Ministry of AYUSH.
9. All Officials/ Officers will mandatorily display their I-cards to the Security Guards to facilitate their entry.
- 10.No vehicle will be allowed in the parking without parking label issued by the Ministry of AYUSH.
- 11.The Security Guards are authorized to check the bag of the staff barring Senior Officers, of the Ministry while leaving the office
- 12.Receptionist alongwith his staff will operate the monitor in the lobby. There will be nodal officer of the rank of US / DS who will look after this activity.
