

**GOVERNMENT OF TELANGANA
IRRIGATION & CAD DEPARTMENT**

From
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I & CAD Department,
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To
All the unit officers/
Head of the offices
of Irrigation & CAD Department,
working in Jalasoudha Building,
Hyderabad-82.

Letter No.Rc/ENC(Admin)/ADA/AEE3/Jalasoudha

Dt.27-01-2017

Sir,

Sub : Security measures – Guidelines for entry into Jalasoudha Building Complex - Communicated - Reg.

Ref : Circular Memo No. Rc/ENC/G1/MISC/2017 Dt:10-01-2017.

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It is informed that, in view of security measures to Jalasoudha Building Complex and as a part of Administrative reforms, the following arrangements will be made for entry into the Jalasoudha Building Complex for departmental staff and other visitors from **01.02.2017**.

1. It is proposed to place a security post at the Main entrance (Portico) of Jalasoudha Building. All the staff members must show their Identity Cards issued by the department, whenever security personnel requests.
2. The staff working in Jalasoudha Building will be allowed to enter in to the building up to 10.40 AM and shall enter into the respective offices by using the biometric system placed at respective offices. All the instructions issued earlier vide circular Memo cited shall be followed scrupulously.
3. The staff working in Jalasoudha Building who comes after 10.40 AM should enter their details with ID Nos and sign in the Register No.1 placed at Security post.
4. Three more registers will be maintained at the Entrance of Jalasoudha Building Complex as follows:
 - a. The staff of Irrigation & CAD Department (up to the Cadre of Executive Engineer) working at Districts and Hyderabad other than Jalasoudha Building Complex, who come to Jalasoudha Building on official duty, should enter their details, purpose of visit and sign in the Register No.2. They have to mention the timing in the same register while leaving the Building.

- b. The staff of the department coming on personal work to the head offices by applying leave shall only be allowed during visiting hours i.e., 3.00PM to 5.00 PM. They need to enter their details including purpose of visit, whom they need to meet in Register no.3 placed at the Entrance (Portico).
 - c. Visitors/Contractors/Agencies/Association Office bearers shall also be allowed during visiting hours only i.e., 3.00PM to 5.00 PM. They need to enter their details in Register no.3 placed at Entrance (Portico).
 - d. If there is any urgency for the visitor to attend Jalasoudha Building Complex other than the visiting hours, they will be allowed only if concerned officer (not less than Executive Engineer cadre) gives permission.
5. Staff working in Jalasoudha Building desires to leave the office during the office hours either on personal work with permission of the concerned officer or on official work shall also enter the details in the register No.4 and note the time at the time of re- entering in to the Jalasoudha Building.
 6. All the entries/exits of this building are under CCTV Surveillance. Every moment at the Entrance and Exit will be recorded.



All the Unit officers and Head of the offices working in Jalasoudha building are requested to inform all the staff working under their control regarding the above arrangements. They may be directed to cooperate with the security/ reception personnel during their routine checkup. Further all the staff may be provided with ID cards and direct them to display their identity Cards during their entry/ exit at the security post.

Yours faithfully,
Sd/-J.Vijaya Prakash
Dt.27-01-2017
Engineer-in-Chief (AW)

✓ Copy to all unit officers/ Superintending Engineers of I &CAD Department, Telangana for information and they are requested to down load this letter and communicate to all the staff members of working their control. All the staff may be directed to cooperate with the security/ reception personnel during their visit to Jalasoudha.

Copy to the Executive Engineer, IB Division, Hyderabad for information and he is requested to make necessary arrangements accordingly.

Copy to the Dy.Executive Engineer(C), to place in web site.


for Engineer-in-Chief (AW)
Irrigation &CAD Department.

27/01/2017