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**HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI
(ISO: 9000-2001 Certified)
Website: <http://esic.nic.in> / www.esic.org.in**

No. D-36/12/Security Tender/2005-06/ CT

Dated: 03.01.2009

C I R C U L A R

Sub.: BEEFING UP OF SECURITY ARRANGEMENTS.

The Hqrs. Office has issued instructions on security arrangements from time to time, but it has been observed at certain places that proper security arrangements are not available on ground. It is, therefore, reiterated that the following points need to be revisited and foolproof security arrangements to be made as the country has witnessed many terrorist attacks in recent past.

- i. The security requirement of the ESIC Office building/residential colony/Guest Houses/TOR etc., should be assessed by constituting a Three- Members Committee and in consultation with the security agency providing manpower.
- ii. It should be ensured that all strategic points are manned by security personnel and wherever armed guards are necessary, they should be deployed at more sensitive places.
- iii. This Office has already issued directions to employer ex-servicemen and it was stressed that the Heads of the Offices should strive for having 100% ex-servicemen in the security manpower.
- iv. The security arrangements should invariably be revised every month and there should not be any slackness in the security arrangements.
- v. The security personnel should be properly trained and if need be a retraining may be asked from the security agencies for the manpower employed by them.
- vi. The Heads of the Offices through its senior officers should scrutinize the bio-datas of the security personnel and if need be through interview and find out whether the particular security personnel is competent enough to handle the job or not and the action should be taken to replace those who are found incompetent in meeting our requirements of security arrangements.

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- vii. It was also directed that the ex-servicemen deployed should be below the age of 55 years. This condition needs to be strictly implemented in all cases.
- viii. The security personnel should be in full uniform in summer and winter and they should invariably be equipped with lathi/guns, whistle and torch.
- ix. One of the officers should be deployed to make a surprise visit to see the security arrangements at odd hours every week.
- x. Security personnel deployed should have the capacity to locate unidentified, unclaimed and suspicious jobs/ person in the TOR/Guest Houses/buildings/premises of ESIC.
- xi. A trolley mirror was required to be provided as per this Office instruction for the inspection of 4-wheelers and other vehicles. It should be ensured that the security agencies possess this equipment and use it as per the requirements of the Office.
- xii. The security arrangements for cash chest/cash box should be reviewed and safe and sound arrangements should be made if shortcoming is observed.
- xiii. The number of security guards provided should also be reviewed and reassessed and all strategic points should be manned round the clock.
- xiv. It should be ensured that the telephone numbers of the nearest Police Station, Fire Station, Ambulance, Estate Officer etc., are available with the security officers/security supervisor of the offices.
- xv. The names of the Security Officer, Assistant Security Officer/Security Supervisor should be displayed by them on their uniforms for identification.
- xvi. The rotation of the security guards should be ensured to see that the same guard is not deployed at one place regularly.
- xvii. It should be ensured that photo identity cards are possessed by all the security personnel and they should be identifiable by any of the officers of the Corporation.
- xviii. The behaviour of the security personnel including the security supervisor should be courteous to the visitors. However, they should ensure that the visitors should enter the premises after proper identification.
- xix. The Reception should be manned by one of the staff member who is well aware of the ESIC Rules and Regulations and the system of issuing passes should be introduced if not already in force for the visitors in the ESIC premises.
- xx. The EPABX system should have an arrangement to identify hoax calls if any.
- xxi. A further augmentation of the security arrangements by providing CCTV cameras/Hand Held Metal Detector, Door Frame Metal Detectors and Bio-Metric identity cards for our staff and officers, the Heads of the Offices are requested to send their views on these provisions /items vis-à-vis the requirements of security arrangements of their offices. They should analyze whether the provision of these gadgets will be helpful and

justifiable in protecting the ESIC buildings and personnel in respect of which they are Estate Officer/Controlling Officer.

- xxii. A monthly report of compliance of the security inspection should be obtained from the security officer/supervisor and should be forwarded to Hqrs. Office every month by 7th of the following month wherein it should be certified that the security arrangements exist as per the instructions of the Hqrs. The certificate should be signed by the Head of the office.
- xxiii. This Office had issued comprehensive instructions to be followed for security arrangements vide its circular dtd. 23.10.2007 but the Heads of the Offices are not complying with the instructions this has been viewed seriously and it is reiterated that the monthly compliance report should be sent from January 2009 onwards without fail and it should reach this office by the above stipulated date

This issues with the approval of AC (P&A).



(M.S.DAHIYA)
JT. DIRECTOR (G)

To

1. All Regional Directors/Director, Regional Offices, ESI Corporation
2. Additional Commissioner, NTA, Rohini, N. Delhi
3. All Joint Directors (I/C), Sub-Regional Offices, ESI Corporation
4. D(M)D, D(M) Noida, Dir. (K.K. Nagar)
5. All Medical Superintendent, ESIC Model Hospitals.
- ✓ 6. Director (Systems) for uploading on website.
7. Guard File.

Copy to: PS to AC (P&A)