

Aravali Power Company Private Limited
Indira Gandhi Super Thermal Power Project,
(A Joint Venture of NTPC Ltd, HPGCL & IPGCL)
(HR DEPARTMENT)

Ref. No.: - APCPL//HR/08/2022

Date: 30.08.2022

CIRCULAR

Sub:- Standardization of Gate Pass System For Visitors Entry Into Plant /Township Premises.

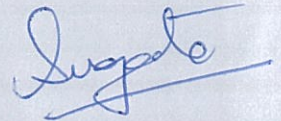
All may kindly be aware that APCPL/IGSTPP Plant and Township area has already been declared as prohibited area under the provision of Official Secrets Act. 1923 with due approval of District Administration, Jhajjar. Keeping in view the same and to effectively address the Security and Safety concerns of the Plant and Township Premises, it has now been decided to standardize and strengthen the system of issuance of Gate Pass for visitors entry into Plant and Township Premises.

As such standard operating procedure (SOP) has been formulated as enclosed herewith for regulating visitors' entry into APCPL Plant and Township premises.

The following points may be noted for implementation and due compliance of the above-mentioned SOPs.

1. Existing System for issuance of Visitors Gate Pass for regulating entry and exit of visitors into plant premises is already in vogue, the same shall henceforth be implemented with some modifications keeping in view the due compliance of the enclosed SOP.
2. In order to implement the SOP for regulating the entry and exit of visitors into township premises it has been decided to issue visitors Gate Pass at the Aravali Gate w.e.f. 1st September 2022. All persons coming from outside to visit the Hospital, Bank, Post office, Shopping Complex, Admin Building, UPL office, for official/personal purpose will be required to submit their valid Id proof in the custody of the Security Personnel at the Aravali Gate and get their visitors pass issued through the system. The same will be returned by them to the security personnel while exiting the premises through the Aravali Gate when at the same time they will also collect their id proof back from the security personnel.
3. All residents of the Township and their personal visitors shall continue to be allowed entry by the security at Aravali Gate based on their request/information as per the existing system.
4. All identified persons who have already been issued Gate Passes for entry and exit into township premises on a regular basis (Domestic Maids, Hospital staffs, Shop Keepers, House Keeping Staff, Horticulture staff, Township Civil/Elect. Maintenance Staff, visiting school teachers/ staff, P.O. Bank & Associates Etc.) will be allowed to enter with existing Gate Pass as per the present system in vogue.
5. Further, entry of all visitors into Admin Building and Service Building will be restricted only upto visitors lounge area in ground floor and in other office Building inside plant will be restricted only upto visitors lounge area. If required, in exceptional situations, they will be allowed entry into the office buildings beyond this point, only after being duly received by the concerned department personnel who will escort them into the office and drop them back at the reception area.

This issues with the approval of the Competent Authority.



Sugata Dasgupta
DGM (HR)

Distribution:

- All HODs : For kind information please
- PES to CEO (APCPL) – For kind information please
- Assistant Commandant, CISF – IGSTTP unit Jharli
- General Secy. JEAN
- All Notice Board at Plant/ Township Premises and Gates

Standard Operating Procedure
(For visitors entry to APCPL including Township)

Scope: For visitor entry into APCPL plant premises including Township which has been declared as **prohibited area** under the provisions of "Official Secrets Act 1923".

Definition:

Visitor: The person who requires entry/access into APCPL premises and doesn't possess any sort of permanent/Temporary gate pass issued by APCPL issuing authority.

Applicability: To all visitors who are coming to the premises of APCPL through Aravali gate(Township)/Shakti Dwar.

Validity of entry/exit: Within one day.

Timing for:

Plant entry: 1000 Hrs. to 1730 Hrs. on all weekdays except GH & Sundays

Township entry: 0600 to 2230 Hrs.

Purpose:

For entry inside the plant premises: For any official matter with the discretion of authorized persons of APCPL.

For Township entry: For any official or personal visit to any resident's home or to any social/Institutional/office premises like bank, hospital, post office, shopping complex etc. which are located inside the township,

Procedure:

For Plant entry/exit: (Only through Shakti Dwar)

1. For the entry in the plant premises, a person shall have a prior permission from any APCPL official who will communicate the same from their official email id to CISF security personnel at their dedicated email id: cisf@apcpl.co.in.
2. The person who requires entry in the premises shall have any Government issued photo identity card like Aadhar card/ PAN/ Voter id card/ Passport/Driving License or any other document which is acceptable as Photo identity proof and the same shall be deposited at the gate with CISF personnel.
3. Visitor's vehicles shall NOT be allowed inside the plant premises. Special approval should be obtained from the Competent authority for such entry.
4. Visitors will be issued gate passes through CISF personnel after completion of all required formalities like handover of photo identity card by visitor, taking photo of visitor by CISF security personnel at gate etc. Visitor gate pass and visitor display card will be issued by mentioning the purpose, duration and name of the visiting official.
5. After gate pass is issued, visitor shall attend safety briefing at the visitor room (Safety Training Hall) provided at Shakti Dwar from the safety department personnel and also must wear all PPEs provided to them on returnable basis without exercising any discretion on the same.
6. After the above steps, visitors will be checked for all necessary checks including PPE by CISF security personnel and will be allowed to enter the APCPL plant premises.
7. The person who enters on visitor gate pass shall only be allowed to have discussions with executives *which shall not include any interference with running machinery or involvement of*

Devgate

Standard Operating Procedure
(For visitors entry to APCPL including Township)

height works. Visit to the plant apparatus shall be done only with the consent of EIC and must be accompanied by concerned executive.

8. Visitors shall meet the officials at the designated visitors lounge/ place only.
9. Visitors shall NOT go here and there without the permission, consent and presence of any concerned executive.
10. No visitor shall be allowed for photography.
11. No visitor shall be involved in any unsocial activity within the premises.
12. Visitor whoever is allowed shall leave the premises before 1730 Hrs. and all issued PPE shall be returned back to the safety department at visitor room/Guest issue and after that issued gate pass shall be surrendered back to CISF duly countersigned by the visiting official. And they shall take back their deposited Photo identity card including other belongings from CISF personnel at the gate.

For Township entry/exit :

1. The person who requires entry in the premises shall have any Government issued photo identity card like Aadhar card/ PAN/ Voter id card/ Passport/Driving License or any other document which is acceptable as Photo identity proof and the same shall be deposited at the gate with CISF personnel.
2. Person will be issued a gate pass through CISF personnel after completion of all required formalities like handover of photo identity card by visitor, taking photo of visitor by CISF security personnel at gate. Visitor gate pass will be issued by mentioning the purpose, destination, visiting person employee number and mobile number etc., at the Aravali gate.
3. Visitors shall not go here and there other than his/her intended destination for his purpose of work (Personal/official) as mentioned on the gate pass issued to him at the gate.
4. No visitor shall be involved in any unsocial activity within the premises.
5. Visitors shall take all safety measures to avoid untoward incidents/accidents including the 20KMPH speed of vehicles etc., during his/her visit inside the premises.
6. The issued gate pass shall be surrendered back to CISF at Aravali gate and they can receive their deposited Photo identity card from CISF personnel at gate.

For entry/ exit all office buildings like Admin building and service building etc.,:

1. The visitor who is coming inside the plant premises, shall meet APCPL officials at visitor's lounge/ place of the building only. They shall not be allowed to enter any office/department of the official building without the consent of any APCPL Official.
2. If any APCPL official requires any visitor presence at their office, the same shall be informed to the controlling guard at the respective building. Then only he/she will be allowed to go further inside the building. If required, APCPL officials shall accompany and escort the visitor from the visitor lounge.
3. The visitor who ever is further allowed to go to any office/department, they shall directly go to the concerned official only.
4. Visitors shall not be allowed to touch any official records.
5. Once the required work is done, they shall immediately leave the office building.

Note: CISF security personnel at Aravali Gate shall allow all the regular residents of the township as per existing system until further notice is issued

