

**OFFICE OF THE COMPTROLLER AND AUDITOR  
GENERAL OF INDIA, NEW DELHI**

**CIRCULAR**

In order to strengthen the security in this office, following instructions may strictly be followed by the Caretaker, Security Guards and officials of this office:

- (i) No visitor would be allowed entry to the office premises before 9.00 AM unless prior intimation has been given to Sr. AO (GS)/Caretaker by the concerned wing through their Group Officers.
- (ii) No visitor would be allowed to go beyond the Reception areas of this office without the Visitor Cards issued by the Reception Officers.
- (iii) If an employee of the office needs to work beyond office hours i.e. before 9 AM and after 5.30 PM, the Sr AOs/AOs of the concerned wing must inform Sr. AO (GS) about the same.
- (iv) It will be compulsory for all the DRMs to always exhibit their Identity Cards issued to them by the Administration. In the absence of Identity Cards, the Security Guards shall not allow them to enter office premises.
- (v) Officers/officials coming on holidays should inform (through Branch/Group Officers) Sr. AO (GS)/Caretaker in advance. List of persons attending office on holidays should reach Sr. AO (GS)/Caretaker well in advance.
- (vi) If an officer is on tour/leave, the secretariat staff is to ensure that the room of the officer is not kept open during that period. Caretaker may also be kept informed accordingly by the concerned Secretariat. Any cleaning of the said rooms may take place in the presence of the secretariat staff only.
- (vii) Persons engaged by the vendors for doing works in the office premises should be allowed to enter the office on the basis of Identity Cards issued by the concerned agencies. Their entry/exit in the office is to be recorded by the security staff in their register.
- (viii) Names of the officers/officials of field offices visiting Headquarters in connection with finalization of reports etc may please be sent to Sr. AO (GS) by the concerned wing. They will be required to mark their entry in the register placed with the Reception Officers.

This issues with the approval of Director (P).

Sd/-  
(Dinesh Kumar)  
Sr. Admn. Officer (GS)

No. 327/GSS/2006

Dated: 14 November 2006

To  
All Sr.AOs/AOs;  
All Sr.PPS/PPS/PS/PAs/Stenos  
All Sections, Caretaker and Security Guards