



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt/129/2018 dated April 04, 2018

Security Entry passes are issued by the Security Section to various category of people (Outsourced Manpower, Contractor, Supplier, Vendor, Shop owner, Shop employees in Tech Market / Campus, Domestic Help, Driver, Casual Labour etc.) who visit the campus on regular basis.

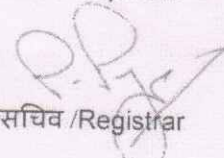
Validity of the Security Entry passes issued is for three (3) months to one (1) year on case to case basis as per need. The pass holders are to renew their entry pass on expiry of the validity period. However, it is observed that in some cases the passes are not renewed on time.

Henceforth, the following monetary fine shall be imposed.

- | | |
|--|-----------------------|
| a) Loss of Temporary Campus Entry Pass | - Rs. 100.00 Per Pass |
| b) Late Renewal of Temporary Campus Entry Pass +
15 days grace period | - Rs. 50.00 Per Pass |
| c) Not returning pass after validity +
15 days grace period | - Rs. 50.00 Per Pass |
| d) Issue of Duplicate Entry Pass in case of
Loss/Damage/Defacement | - Rs. 50.00 Per Pass |

The money will be deposited in Institute Cash Section / Security Section in the form of Cheque or Debit card / Credit Card payment and a receipt may be obtained from Cash Section / Security Section for the re-issuance of Entry Passes for further period.

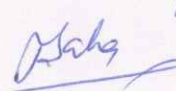
This is for information of all concerned and is issued with the approval of the Competent Authority.


कुलसचिव /Registrar

Copy to:

1. All Deans
2. All Heads of the Departments / Centres / Schools
3. All Chairmen/Professors-in-Charge
4. Chairman, Hall Management Centre
5. Chairman, ERP Cell
6. Head, Administrative Computer Service Support Centre
7. Head, Institute Information Cell
- With a request to incorporate/effect the above on the Institute website
8. Head, Computer Informatics Centre – with a request for gmail circulation
9. Librarian, Central Library
10. Head, B.C. Roy Technology Hospital
11. President/Vice-President, Technology Students' Gymkhana
12. All Wardens, Halls of Residence
13. Superintending Engineer (Civil)/ Executive Engineers / Engineers
14. All Deputy Registrars/ Assistant Registrars
15. Assistant Registrar, E-III
16. Security Officer
17. Secretary to Director
18. Secretary, Deputy Director's Office
19. Secretary, Registrar's Office
20. Office Order File

Put on HMC website


CW (Maint) / CW (Mm)
List
4/4/18