

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

No. NHQ-12/40/2025-NIELIT/1060

Dated: 25.02.2026

Office Memorandum

Subject: Circulation of Guidelines for Security and Safety Management at NIELIT

The undersigned is directed to circulate the *Guidelines for Security and Safety Management at NIELIT* to all concerned for information, strict compliance, and necessary action. The Guidelines have been issued with the objective of ensuring the safety and security of employees, visitors, property, information, and operations.

2) All officers, officials, contractual staff, and outsourced personnel are required to carefully read and adhere to the provisions contained in the Guidelines. Section Heads shall ensure that the contents of the Guidelines are brought to the notice of all staff under their control and that compliance is monitored on a regular basis. Any violation of the prescribed security and safety measures shall be viewed seriously and may attract disciplinary action under the applicable rules.

This issues with the approval of the Competent Authority.



(Jaswant Singh)

Assistant Director (Admin)

Encl.: As above

To: All concerned.

IT Section: For uploading on NIELIT website.

Copy to: PS to Director General



एक कदम स्वच्छता की ओर

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था
An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Government of India
नाइलिट भवन, प्लॉट नं. 3, पीएसपी पॉकेट, इंस्टीट्यूशनल एरिया, सेक्टर-8, द्वारका, नई दिल्ली - 110077
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केन्द्र : अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, चित्रदुर्ग, दमन, दिल्ली, गंगटोक, गोरखपुर गुवाहाटी, हरिद्वार, हैदराबाद, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची, रोपड़, शिमला, शिलांग, श्रीनगर और तिरुपति

विस्तार केन्द्र : बालासोर, बीकानेर, बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंदपुर, डिब्रूगढ़, दीमापुर, पूर्वी दिल्ली (कड़कड़झूमा), जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली, मुजफ्फरपुर, नोएडा, पाली, पासीघाट, पीलीभीत, सेनापति, सिलचर, नॉर्थ दिल्ली (इंद्रलोक), तेजू, तेजपुर और तुरा

Centres: Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Chitradurga, Daman, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Hyderabad, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong, Srinagar and Tirupati

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National Institute of Electronics and Information Technology (NIELIT)

Guidelines for Security and Safety Management at NIELIT

Purpose of the Policy

The main objective of this policy is to safeguard and protect the employees of NIELIT, its visitors, property, information and operations. It seeks to lay down the rules and procedures for information and compliance by the officials. The officials of NIELIT would know their duties & responsibilities and would subsequently act in a safe and disciplined manner. The policy aims to prevent unauthorized access, theft, unsafe practices and any such incident that could harm people, assets, or operations. By following these guidelines, a secure, orderly and professional working environment can be ensured at the premises.

1. Display of Photo Identity Cards

1.1 All employees of NIELIT, including regular, contractual and outsourced staff, have been issued official photo identity cards. It is mandatory for every employee to wear the identity card prominently and visibly at the workplace during office hours. Wearing the ID card helps security personnel quickly identify authorized staff and prevent entry of unauthorized persons into the premises.

1.2 Visitors are permitted to enter the NIELIT premises only with the prior written approval of the concerned officer. The officer must inform the Reception in advance about the visitor's name, purpose of visit and expected time of arrival. The officer hosting the visitor will be responsible for the visitor's conduct and he should ensure that the visitor does not enter restricted areas, carry prohibited items or violate any security rules.

1.3 If an employee forgets to carry the identity card, a temporary daily pass may be issued by the Admin Section to allow entry for that day. The temporary pass must be returned to the security staff at the time of leaving the premises at the end of the day. This ensures controlled and traceable access to the premises.

2. Prevention of Unauthorized Entry

2.1 Access control is an important part of NIELIT's security. Only authorized personnel are allowed in the building after office hours. Security personnel have the authority to perform

random checks at the premises whenever required. The security personnel would patrol the premises to detect unauthorized individuals.

2.2 During lunch breaks or other periods when many staff may be away from their Sections, one or two employees should remain in each Section to keep watch. This prevents theft, mischief or accidents when Sections are temporarily unattended.

2.3 All doors leading to the restricted areas, rooftop entrances and windows on the ground and first floors must remain properly locked when not in use. Keeping these access points locked helps prevent unauthorized entry and ensures the safety of all employees and visitors inside the premises. Multiple security measures such as locks, regular security checks and routine patrols taken in due co-ordination help make the workplace more secure.

2.4 The Maintenance Section shall be responsible for ensuring that all such doors and windows are in good working condition and remain properly locked when not in use. The Maintenance Section must conduct regular inspections, immediately repair or replace faulty locks and coordinate with the Security Section to address any security gaps without delay.

3. Corridor Monitoring and Housekeeping

3.1 Corridors and common areas are places where hazards or unauthorized activity can occur if not properly managed. These areas must always remain clear of old files, furniture or other items that can block passage or create fire hazards.

3.2 The Maintenance Section is responsible for regularly inspecting corridors and common areas. They should ensure that the passageways are clear, clean, and safe. The Housekeeping Team ensures that garbage and waste are collected and removed promptly to designated disposal areas. Improper disposal of waste or accumulation of materials in corridors can create security risks, attract pests and increase the chance of accidents.

3.3 Regular inspection of office materials such as files, stationery and equipment is also necessary to make sure that nothing dangerous or prohibited is concealed within them. Clear corridors and proper housekeeping not only improve safety but also promote a professional and disciplined work environment.

4. Prevention of Theft

4.1 All rooms, including offices of officers and staff, must be securely locked when unoccupied. Only authorized personnel should have access to these rooms and the entry should be duly supervised. If any theft or pilferage comes to the notice, the Store Section, being the custodian of the property of NIELIT, would file a First Information Report (FIR) with the local police within 24 hours. At the same time, the Security Section and Head of Office must be informed. The Head of Office will oversee follow-up action according to the Government Financial Rules (GFR) and departmental guidelines.

4.2 A fact-finding inquiry may also be conducted to identify the causes of the security breach and to recommend measures to prevent similar incidents in future. A list of authorized personnel for store access, along with specimen signatures, must be maintained to prevent unauthorized removal of store items / property.

5. Prohibition of Alcohol and Smoking

5.1 NIELIT is a smoke-free and alcohol-free workplace. Consumption of alcohol on the premises is strictly prohibited. The officials are also required to comply with the provisions of Rule 22 of the CCS (Conduct) Rules, 1964. Smoking inside the building is prohibited to maintain hygiene and safety. Defacing of office property is prohibited and any violation is likely to attract penal provisions under CCS (Conduct) Rules, 1964.

5.2 Employees found consuming alcohol or in an intoxicated state may face disciplinary action. If medical attention/assistance is required, the Admin Section will do the needful and coordinate with a medical officer and ensure the employee is escorted safely to the hospital. Proper documentation and reporting procedures must be followed.

6. Prohibition of Gambling, Playing Cards, and Quarrelling

Maintaining discipline and a positive work environment is essential for the safety and efficiency of the Organization (NIELIT). Gambling, playing cards or engaging in quarrels is strictly prohibited on the premises. Such behavior disrupts work, reduces productivity and creates a negative environment. Any such incident should be immediately brought to the notice of the Section Head or Admin Section. Requisite measures, including appropriate disciplinary action, will be taken to prevent recurrence of such incident.

7. Vehicle Security and Parking

7.1 All vehicles entering the NIELIT premises are subject to security checks to prevent unauthorized access or any security threat. Any suspicious or unattended vehicle must be reported immediately to the Security Section / Admin Section. If required, local police authorities may be approached for necessary verification and action. These checks are an important part of maintaining safety and security within the premises.

7.2 Following proper parking rules helps ensure smooth movement and allows emergency services to respond quickly when required. Parking of vehicles is permitted only in designated parking areas. Parking near entrance, exit, or strategic locations is strictly prohibited, as it may cause congestion and block emergency access.

7.3 Employees are not permitted to leave their personal vehicles inside the NIELIT premises after office hours or while they are away on LTC/official tour/ long leave without the written permission obtained through the Admin Section. Unauthorized parking or leaving vehicles without approval is likely to attract appropriate action.

8. Lighting and Surveillance

8.1 Adequate lighting and surveillance cameras are essential for ensuring safety and security on the NIELIT premises. All areas such as staircases, corridors, basements, terraces, parking lots and other common spaces must be properly illuminated at all times. Regular inspections must be carried out to ensure that all lights are functioning correctly and any fault or failure must be repaired immediately.

8.2 Good lighting and effective camera surveillance help prevent unauthorized access, reduce the risk of accidents and support security personnel in monitoring activities across the premises. When combined with routine security patrols, proper lighting and surveillance systems create a safer and more secure working environment.

8.3 The Maintenance Section shall be responsible for ensuring adequate lighting and proper functioning of surveillance cameras. Wherever cameras are not installed or found to be insufficient, necessary provisions must be made for installation. The Maintenance Section shall prepare and submit proposals for installation, upgradation or replacement of cameras and lighting systems and ensure timely execution after approval of the competent authority.

9. Fire Prevention and Safety

9.1 All electrical appliances, including lights, computers and office equipment, must be turned off when not in use. Firefighting equipment such as extinguishers, alarms and sprinklers must be checked regularly to ensure they are functional. Any faulty or expired equipment should be replaced immediately.

9.2 Mock firefighting drills and evacuation exercises will be conducted periodically with the help of Fire Officers. These drills familiarize staff with emergency procedures and prepare them for quick and safe response in case of an actual fire. Fire prevention measures combined with the necessary training of the staff can significantly reduce the risk to life and property.

10. Responsibilities and Accountability

- i. **Security Section:** Responsible for access control, visitor management, vehicle checks, and monitoring unauthorized activities.
- ii. **Maintenance Section:** Responsible for inspection of corridors, maintenance of lights, checking of fire safety equipment and coordination of the housekeeping work.
- iii. **Admin Section:** Handles disciplinary cases, alcohol or smoking violations and coordination for medical assistance, if required.
- iv. **Section Heads:** Ensure that rooms are secure and properly locked, staff follow security rules and monitor their respective Sections.
- v. **All Staff:** Must wear ID cards, follow rules on smoking, alcohol, parking and report any security concerns immediately. Every official is required to follow the guidelines. Constant monitoring and reporting help maintain a safe and disciplined workplace.

11. Policy Review

This policy will be reviewed periodically to address new security threats, operational changes and regulatory requirements. Staff training will be conducted regularly to ensure everyone is aware of the rules, understands their duties & responsibilities and is prepared to handle emergencies.
