

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
PILANI – 333031 (RAJASTHAN)**

No. COA/misc/2025

Date : 28-04-2025

OFFICE ORDER

Sub : Approval of Security Arrangements

On the recommendation of Safety and Security Committee, Director, CSIR – CEERI has been pleased to approve the following arrangement to avoid any occurrence of unwanted incidents in the colony as well as office premises.

1. CCTV camera should be installed at different locations of the colony. Dr. Sanjay Singh, Head ATIG, and Sh. Narendra Singh Meena, Head EME, may identify the such points so that CCTV camera is installed.
2. Sh. Narendra Singh Meena, Head EME, may inspect all the CCTV camera presently installed in the colony gate and office premises and submit a report to these effects to the Committee whether they are in working condition. If not, they should be made functional.
3. Apart from day time patrolling, regular patrolling in the colony in night time (During 10:00 PM to 6:00 AM) also will be done by security personnel. In order to ensure proper patrolling in the colony.
4. Any guests/outsideers coming inside the colony for visiting the employee's quarter, they should not be allowed without consulting the concerned person over telephone/mobile and without proper entry in the register.
5. Those who are keeping male/female servant in their servant quarter, they should furnish the details of the persons living in the servant quarter in the enclosed format, copy of identity document (Aadhar Card) of all members living with servant should be submitted along with form.
6. All the document related to servant and their family member should be submitted to CoA office, and proper record should be maintained.
7. It has been found that many children are coming from outside for coaching purpose in the colony. List of such children should be made available with the security colony gate (Gate No. 1 & 2) by the secretary. List should contain the following details:
i) Name of the children, ii) Photo, iii) Father's Name, iv) Aadhar No. of children, v) Mobile No., vi) Address, vii) Activities in which enrolled. On the basis of these details, pass may be issued by concerned department.



8. Children of the age of less than of 18 years should not be allowed to drive the vehicle as per the Law. If any such children found driving the vehicle in the colony, their vehicle shall be detained and kept at Security Gate. Vehicle will be relived after giving warning to the concerned employee. If such incident is caused by the same child for three times, action will be taken against the concerned employee as per house allotment rules. E-vehicle which does not require any driving licence for driving the vehicle; driving of such vehicle is permitted with caution for the children of age less than 18 years that Maximum speed limit for vehicles should be less than 20 KM/hr.


(JAY SHANKAR SHARAN)

CONTROLLER OF ADMINISTRATION

Copy to:

1. P S to Director.
2. Secretary – Staff club.
3. Security-in-charge.
4. Sh. Narender Singh Meena, Head EME.
5. Head, AITG – with request kindly to upload the same at CSIR – CEERI website.
6. All notice board.