CIRCULAR

Following the unfortunate fire incident at the Vigilance Headquarter, 15, NBCC Tower, Bhikaiji Cama Place, New Delhi, the fire safety and security requirements have been reviewed.

Accordingly, it has been decided to reiterate the basic requirements related to security and safety that all the offices of EPFO (whether operating from owned or hired buildings/premises) are required to comply with, the details of which are as under:

1. **Fire Safety System**

   (i) Fire Security Audit of the office buildings and premises may be got done no later than 15 days from the issue of this circular.

   (ii) The observations in the Fire Safety Audit report should be complied with without any delay under intimation to the Head Office.

   (iii) The Zonal Addl. CPFCs must ensure that any lacunae or deficiency in compliance with the observations in the fire audit report is brought to the notice of the OIC of the Regional Office for urgent necessary action by the concerned OIC within a reasonable fixed time-frame. Similar actions must be ensured in respect of the Zonal Offices as well.

   (iv) All the offices must be Fire Safety compliant; e.g.:

       ➢ All fire escape routes and corridors must be clear and free from obstructions.
       ➢ Proper signage about fire exit routes are in place in the passages.
       ➢ The fire extinguishers and the other fire-related safety mechanisms should be fully operational and in ready-to-use condition. The fire-extinguishers must always remain duly filled with extinguishing material with current validity.
       ➢ As a measure of preventive as well as safety mechanism, fire retardant material should be used in doors, floors, walls etc. as far as possible.

2. **Security Desk**

   A provision of Security Desk should be made at the entrance of the office building. The instructions issued vide Office Order No.PA/ACC(ASD)/MISC/ 2019/979 for the Head Office in this respect may be followed by all other offices, too.

3. **Deployment of Security Guards**

   (i) Adequate number of trained security guards are to be deployed by every office ensuring also that provision is made for sufficient number of security guards for night duty as well to effectively guard the office premises round the clock. Moreover, it is advised to deploy ex-servicemen as guards as far as possible.

   (ii) A system of rotation of security guards must be put in place.

   (iii) A logbook of attendance and duty-change in respect of the security guards must be maintained in the office, which should be monitored regularly at appropriate level.
4. **CCTV**

   (i) A CCTV system with sufficient number of cameras must be installed within the office premises. The cameras should be so positioned as to monitor entry and exit points and record the every movement within the office premises/building round the clock.

   (ii) A CCTV Control Room may be set up at a suitable place to closely monitor every activity taking place within the office premises/building round the clock.

   (iii) Procurement of CCTV cameras and the DVR system with adequate capacity to store video footage of a reasonable period may be made by following the GFR provisions as well as the other instructions issued from time to time by the competent authorities.

5. **Lighting Arrangement**

   Appropriate number of LED lights of optimum lumens must be so installed as to ensure that the entire office premises and the entrance to the premises/building are suitably illuminated at night.

6. **e-Office**

   It must be ensured that e-office has been implemented, is operational and fully functional in terms of extant instructions to reduce paper-movement so as to help the tracking of files effortlessly as well as move towards paperless office.

7. The above measures as mentioned hereinabove are only illustrative and indicative and so, all OICs are advised to review the security and fire safety apparatus (as above) in their offices, take suitable measures and send a report through their controlling Officers (Zonal Addl. CPFCs/Director (PDNASS) to the Physical Infrastructure Division (PID). If so required, PID may be consulted for technical inputs and guidance in the matter.

8. Effort must be made by all OICs to effectively take care of the lacunae/deficiency in respect of any issue of safety and security of the office in a time bound manner in the first instance. Moreover, regular periodical review every six (06) months must be undertaken so as to obviate any mishap.

   {Issues with the approval of the Addl. CPFC(HQ)-HRD & ASD}

   (ANIMESH MISHRA)

   ADDL. CENTRAL P. F. COMMISSIONER (ASD)

To,

1. All Addl. Central P. F. Commissioner (Zones)/ASD/NDC/PDNASS/ZTIIs
2. All Officer-in-charge of ROs

Copy to:

1. Staff officer to CPFC
2. PPS to Addl. CPFCs (HQ) /CVO/FA&CAO
3. PPS to Director (PDNASS)
4. All the Addl. CPFCs
5. All RPFCS-I
6. RPFC-I(NDC), with a request to upload it on the website
7. AD (OL) for Hindi Version
8. Office Order file/Guard file

(RAJESHWAR RAJESH)

REGIONAL P. F. COMMISSIONER-I (ASD)
OFFICE ORDER

In order to streamline the flow of the visitors and their movement within the office premises, every individual employee of this office shall be asked to produce his/her I-card to the guard stationed at the security desk of the office before he/she enters the office premises.

2. The Officers and Staff are hereby advised to cooperate and produce their I-card to the guard manning the security desk, so as to ensure the safety and security of the office records and premises.

3. The ASD-II Section (Care Taker) of the office shall ensure that the guards on duty at the security desk seek and verify the I-Cards of each individual entering in the office building.

4. The security guards at the security desk shall compulsorily check the entry of the workers/technicians who are working in the office at any given point of time relating to maintenance and such other activities. This has to be done by checking their temporary I-cards which is to be issued by the concerned section of the ASD.

5. There shall no entry of any person without proper verification of the antecedents of the person being allowed to enter the office premises.

Additional Central P.F. Commissioner(ASD)

To

1. All Officers/officials posted in Head Office
2. SO (ASD-II)
3. Caretaker
4. Notice Board