

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION(S&S)

SOPs No. 15

02nd June, 2015

Subject: SOPs on Taking Out/ Brining In Items/Material/Machinery/Equipment
From / To IGNC A Premises.

1. The security of Men and material at IGNC A has been envisaged by the authorities. Accordingly a private security agency has been hired to ensure the security of men and material at IGNC A on 24 x 7 basis. Security is every one's need and all staff, visitors, CPWD and Contractors are expected to co-operate with the security agency personnel to ensure that IGNC A property is not taken out of premises unauthorised.
2. The IGNC A property may have to be taken out of premises on the following occasions:-
 - (a) For repair.
 - (b) On loan for some programme.
 - (c) Issued to other agencies/other IGNC A Centres.
 - (d) Disposed off as scrap.
3. The following procedure is to be followed for taking out of any item out of IGNC A Premises:
 - (a) Since most of the items are held on the stock register maintained by the Storekeeper under S&S section, single sources of blank gate passes will be S&S section. Blank Gate Passes will be issued by the S&S Section to the desired Division on requisition basis. The item will be allowed to be taken out of IGNC A premises only on these Gate Passes. No other gate pass/loose paper will be entertained by security.
 - (b) The gate passes are printed in triplicate. Original copy of the gate pass is to be handed over to security at the Gate. Duplicate copy to be taken along with the item. Triplicate copy to be retained in the original book.
 - (c) All columns of Gate Passes are to be filled and signed by HODs or AEs of CPWD. In addition signature of storekeeper of IGNC A is also to be taken on the gate pass for stock register action.
 - (e) Only Gate No 6 of Man Singh Road will be used to take out/bringing in the items.
 - (f) The items to be taken out on a working day except in emergent situation. In emergency item will be allowed on specific intimation to SO/Consultant(S&S).
4. Similarly items brought into IGNC A premises are to be booked in at security gate by handing over a copy of invoice to the security staff.
5. The above procedure will be followed from the date of issue of these SOPs.

(Jayanta Kumar Ray)
Director(A)

All HODs,
FA&CAO
EE (Elect), CPWD
EE (Civil), CPWD
Consultant(CE)
Consultant(S&S)
Consultant(CDN)

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