



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/Security/33/13

Date: 29.05.2013

Notice

Estate Section is going to introduce "**Visitor Slip System**" for all the visitors. The procedure will initially be adopted is as follows (any modification of procedure if required same will be incorporated in due course).

Visitors includes: -

(a) Contractor / Supplier / Vendor and their men and customers visiting Banks / Post Office:

They will use only Main / North Gate for entry and exit. Entry & exit gate should be same.

(b) Personal guests of residents / NITD employees: They may use any gate for entry but the exit gate should be the same as entry. In case of night stay same may be intimated to gate of entry.

The following category of people though not employee of NITD but need not make any visitors slip. They may use any gate but it will be appreciated if they use the same gate for entry / exit.

- i. The family members of the NITD Employees and the residents.
- ii. Employees of the SBI & Canara Bank posted in their respective branch located inside NIT Durgapur Campus.
- iii. Employees of REC Post Office.
- iv. Employees of REC Model School.
- v. Students of REC Model School during school hours and in school uniforms only.
- vi. Parents / Guardians of students of REC Model School when coming to school (with a valid proof) for dropping / picking up their ward.
- vii. Pool Car coming to pick up wards of campus residents.
- viii. Pool Car bringing students of REC Model School.
- ix. Ex-employees of NIT Durgapur / former REC Durgapur and or his / her spouse.

Suggestion / comments (if any) from the employees of the Institute, may be sent to the Estate Section by 14.06.2013, so that same can be discussed.

These issues with the approval of the Competent Authority of the Institute.


Col (Retd.) P. S. Sandhu
Registrar, NIT Durgapur

29 May 2013