



REGULATIONS FOR ENTRY/EXIT OF CONTRACT LABOURERS INTO THE PORT PREMISES

It is requested that the contractors / Port users may kindly follow the given below guidelines prior to obtaining the passes for their workers from management / Central Industrial Security Force Pass Section to avoid any untoward incidents in the Port.

- (i) The private contractor/firm working in the Port should be security vetted through the local police. The major contractor/firms should be referred to IB, who have been finally selected in the bidding process, and all necessary details, including details of their owners/Directors/Associates should be provided along with the reference. All such request may be routed through the administrative Ministry to the Jt. Director, Intelligence Bureau, 35-Sardar Patel Marg, New Delhi. Only after receipt of clearance, the contractor may be allowed entry inside the premises.
- (ii) All the supervisors and engineers, who are permanent and regular employees of the Private Contractor/firm should be cleared for security by the local police. They should possess and produce on demand valid police verification certificate (PVC) before being allowed to work inside the Port premises. Separate computerized photo identity card/photo pass should be issued to them by the management/CISF.
- (iii) All the contract workers who are engaged for more than two weeks should be cleared for security by the local police. They should possess and produce on demand valid police verification certificate (PVC) during the period of execution of the contract. Separate computerized photo identity card/photo pass should be issued to them by the management/CISF.
- (iv)
 - (a) All contract workers engaged by the contractor or a period of less than two weeks should be required to furnish personal details in a prescribed format which will include photograph, name, parentage, present and permanent addresses, identification marks etc in respect of the worker. Besides this, management must incorporate some clause in the work order to make the contractor more responsible and accountable.
 - (b) The personal particulars so furnished should be certified by the contractor alongwith the counter signature of the engineer/site incharge. The contractor/firm should also give an undertaking to the effect that it stands responsible for the conduct of the worker while working inside the Port.
 - (c) Separate identity cards with computerized photograph/photo pass, identification marks and other details should be issued to the workers by the management/CISF.
- (v) The identity cards/photo passes should be handed over to the contractor/supervisor on daily basis who, in turn, should disburse the cards to the concerned

employee/laborers. At the end of the work, the identity cards/pass should be collected back from the workers and kept with the management/security officer. This would help in keeping a check on misuse of the identity cards/passes by the laborers/workers and others.

- (vi) Group pass and temporary pass without photo for contractor laborers should be discontinued forthwith to prevent impersonation. The entire operational area may be divided into zones and different color coded passes with specific mention of site be issued to the employees/workers including contractor labors depending upon the criticality of installation. All the contract labors should be provided with color bands for different zones of the Port, which should be fastened on their arms for easy identification/detection. They should also display the identity cards/photo passes issued to them by the management/CISF.
- (vii) All the employees/contract laborers going on long leave beyond fifteen days and working in the most sensitive installations which are highly prone to sabotage should be subjected to some system of police verification. Their character and antecedents should also be verified after every three years.
- (viii) The contract workers should be escorted to the place of work directly by their supervisors. They should be transported by the departmental/installation's vehicle if the facilities are situate far away from the entry point.
- (ix) The management may be introduced biometrics system to confirm the entry of only authorized employees/laborers in the Port premises.
- (x) During their work, the supervisors of the private contractor/firm should monitor their activities through random and surprise checks. CISF staff deployed for duty in that area should also keep a watch on them, especially if the project work is in sensitive area/location of the installation. CCTV Cameras with automatic recording system should be utilized for monitoring the activities of the workers, if needed.
- (xi) A few contract laborers do not deposit their passes even after they cease to work. The responsibility to have the passes deposited should that be of the contractor concerned and linked to final clearance of his bills.
- (xii) Similarly, regular employee's passes should also be recovered when they are no more in service of the PSU due to dismissal, superannuation, resignation etc. Final clearance in this regard should only be given after deposit of the ID card.
- (xiii) As far as possible contract laborers should not be allowed to work in the Plant in night hours.
- (xiv) The contractor in order to avoid police verification initially seeks only two weeks permission and later he keeps on getting extensions on pretext or the other. The pass

issuing authority should beware of such practices as it defeats the very purpose of instruction on police verification.

- (xv) Incase where passes have been issued without police verification a consolidated list should be sent to the area police station for their information.

DEPUTY INSPECTOR GENERAL

Central Industrial Security Force

Visakhapatnam Port Trust