

GOVERNMENT OF ODISHA
Home Department

HOME-SST-MTNG-0159-2013/ 29226/SS, dt. 7th August, 2013

To,

All Departments of Government.


Sub:- Issue of Secretariat admission cards

The undersigned is directed to say that at present a huge number of requisitions are being received from all the Departments for issue of Secretariat admission cards for half yearly and annually. After expiry of the said period again they have recommended their cases for renewal, which creates unnecessary paper works and extra burden on Home Department.

In order to minimize the burden of issue of passes and taking into consideration of maximum validity period specified in the Rule, it has been decided that the Secretariat entry passes will be issued as described bellow.

Sl. No.	Categories	Period of issue
1	2	3
1.	State Government Employees/Central Govt. Employees/Public Sector undertakings/Corporations/Autonomous Bodies.	Maximum period of three years or till the date of superannuation whichever is earlier.
2.	Secretariat employees who have not been issued with RFID cards.	Till validity period of RFID card or till the date of superannuation whichever is earlier.
3.	OSD/ D.E.Os/deployed staff working inside Secretariat.	Maximum period of two years or the period of contract whichever is earlier.
4.	Non officials/Pvt. Organisations / Pvt. Companies/Media Persons etc.	Maximum period of one year.
5.	Retired Govt. employees.	Initially for a period of two years with subsequent renewal of one year each.

It is, therefore, requested that the above criteria's should be followed at the time of sponsoring the requisitions and requisitions of those only have recommended, who have frequent and essential work in the Secretariat.


Under Secretary to Government.

(F.T.O.)

Memo No. 29227 /SS., Dtd 7-8-2013

Copy forwarded to Office of Hon'ble Chief Minister/Office of Hon'ble Ministers for information and necessary action .

Under Secretary
7/8/13
Under Secretary to Government.