

CIRCULAR

04/04/2017

We are putting in place a modern, efficient and healthy work environment at the Sales Tax Building Complex at 14, Beliaghata Road, Kolkata – 700031. Apart from renovation of the office complex, we have introduced Security and Scavenging to make the complex cleaner and more secured.

From 03/04/2017 entry into the building premises are being regulated. Visitors are being allowed to enter only through entry points specifically earmarked. They must fill up a **VISITOR SLIP**. It contains the name and contact number of the visitor and the officer or office he intends to visit. The officer attending to the visitor must insist upon presentation of the **VISITOR SLIP** and countersign it. The visitor shall return the slip, duly countersigned, to the security officer on duty while leaving the building complex. The intention is to restrict roaming of **UNWANTED PERSONS** in the building complex that has no specific official purpose.

Following persons are exempted from complying with the above procedure.

1. All Govt employees carrying a valid **Photo ID** issued by the employer.
2. All advocates and regular practitioners (registered members of the Bar Association) carrying **PHOTO IDENTITY CARDS** issued by the Bar Association and other authorized practitioners or persons carrying a **SPECIAL PASS** or a **TEMPORARY PASS** issued by the Competent Authority. Such passes shall contain a recent stamp size photograph of the bearer of the pass.

If there is any serious doubt, the security officer may check the baggage of any visitor or temporary pass holder at the time of his or her exit from the building premises. Such checking, if at all, will be done in a courteous manner. No woman will be checked by a male security officer. Everyone is requested to cooperate and help in implementing the above measures. Let these measures succeed in securing our work place better.

**All our officials of CTD should carry the Photo ID in person while entering the office building or while moving from one building to the other through the main entry points inside the building complex.** This will help the security officer on duty identifying them so that the officials have uninterrupted access. Officers serving a visitor must countersign the **VISITOR SLIP**.

All administrative authorities are requested to sensitize the employees, advocates, practitioners and other persons about the measures described above.

  
Commissioner