



भारतीय राश्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Road Transport and Highways)
जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

No. 11041/200/2006-Admn.

11.03.2015

CIRCULAR

Sub: NHAI Security Instructions for handling all official documents.

It is responsibility and direct concern of all staff of NHAI (Regular/Deputation/Contract/Outsourced) in whatever capacity he is employed, to safeguard the security of all official papers to which he has access in the course of official duties and of which he comes in possession in any other way.

2. Under the provision of CCS (Conduct Rules) all staff are prohibited from communicating, without proper authority, to anyone, including a fellow staff, any information acquired by him in the course of official duties. Any wrongful communication or information as well as retention or removal of any documents containing such information is punishable under the rules.

3. All staff of NHAI HQ/ROs/PIUs/CMUs will ensure the following while discharging their duties:-

- a) All officers in-charge of respective office should ensure that security locks have been installed on their doors/almirahs.
- b) Rooms should be opened in the morning in the presence of officer-in-charge himself or in the presence of an authorised person. The officer-in-charge should put a person on duty every day for which purpose a duty roaster may be maintained.
- c) Likewise, the rooms should be locked in the evening in the presence of officer-in-charge himself or in the presence of an authorised person. The officer-in-charge should put a person on duty every day for which purpose, a duty roaster may be maintained.
- d) Office should not be left unattended during lunch hours. The officer-in-charge may put a person on duty who should remain in the office/room. For this purpose also, a duty roaster may be maintained.
- e) No office should be opened on Saturday/Sunday/holiday except with the prior permission of the concerned GM in writing, at HQ a copy of the same will be given to Reception a day prior to such opening of any office.
- f) In case of any theft, the concerned officer of HR-I Division will be informed forthwith for necessary action by security authority and a copy of the complaint may also be endorsed to the HR-I for records.
- g) The bags of all officers and staff will be required to pass through the baggage scanner.
- h) Unauthorised carriage of official documents on Pen drive/smart devices/etc. is prohibited. Any pen drive/storage device found will be scanned and sanitised to confirm no official data is found thereof, strict appropriate action for defaulters will be initiated.

Handwritten signature/initials

..02..

4. NHAI general instructions on the subject are enclosed as **Appendix** to this letter.
5. All staff of NHAI (Regular/Deputation/Contract/Outsourced) are requested to strictly adhere to these instructions to avoid any breach on the subject.
6. This has the approval of Competent Authority.



(Col.S.S.Kapur)
G.M.(HR/Admn.)I

To

All NHAI

NHAI SECURITY INSTRUCTIONS FOR HANDLING OFFICIAL DOCUMENTS

1. GENERAL INSTRUCTIONS

- (i) All NHAI staff (Regular/ Deputation/ Contract/Outsourced) should not, unless specifically authorized by a Competent Authority, communicate to other Government servants or to non-official persons or the Press any document or information which has come to his possession in the course of his duties. It is a criminal offence:-
 - a) To possess or communicate without proper authority such information or documents indicated in Para (i) above.
 - b) To receive any such information or document, with the knowledge or with reasonable ground for the belief that it is communicated in contravention of the orders; and
 - c) To attempt to commit or abet the commission of an offence as aforesaid. In other words, it should be clearly understood that all communications received in office as well as the papers connected therewith are to be regarded as confidential so far as the public and employee, other than those who are required to handle them in the course of their duties, are concerned and staff are prohibited from communicating or making any reference direct, or indirect to any information acquired by them in the course of their official duties to any one whatsoever, unless its communications authorized by a Competent Authority.
- (ii) No member of the staff, except one who is in the discharge of the official duties shall take spare copy of any writing in any document, which comes before him in his official capacity or to which he is allowed to have access.
- (iii) Office notes shall be treated as confidential and should not be allowed to go out of the office or to be seen even by other staff of the office or by Clerical staff who are not concerned with the file / note or any other staff.
- (iv) No member of the clerical or staff shall take office files / records to his residence without the prior permission of the concerned Officer in the Office. When files / records are taken home with permission, a list of the files / records taken out of the office should be prepared in duplicate, one copy of which should be left with the authority giving permission and the other copy may be kept with the file / records, on order to have a counter check of those files.



2. CONFIDENTIAL CHARACTER OF NOTES / FILES

- (i) The notes portion of a file referred by a division to another will be treated as confidential and will not be referred to any authority outside and attached offices without the general or specific consent of the division to which the file belongs. If the information is in the electronic form it will be handled by the authorised official only.
- (ii) Where the general consent has been obtained under sub-para (1) above, such consent will, however, exclude classified files or to files in which the officer to whom the file is supposed to be referred or shown, is personally affected, or in which his official conduct is under consideration.
- (iii) For the purpose of attending meetings/ discussions outside office an officer not below the level of Dy. Manager/ Asst. Manager may carry official papers/files.

3. TYPING/DUPLICATING/PHOTOCOPYING OF OFFICIAL COMMUNICATION

- (i) As far as possible typing, comparison, preparing covers and closing them etc. after obtaining signature of the officer concerned should be done by the Stenographer or the other official authorized to deal with it, should be present during all stage of the operation. Imperfect copies of photostat papers and other imperfect copies should also be treated as classified waste.
- (ii) The Officer concerned will ensure that all the waste papers or badly typed drafts thrown away by the Stenographer / Typist are carefully collected and destroyed by burning/shredded.
- (iii) The Stenographer / Typist, besides noting his initials at the end of each paper typed by him, must also note the number of copies made before returning the typed copies to the officer concerned. The Officer concerned will ensure that this has been done and that the number of copes recorded is correct. He will also ensure that unauthorized extra copies of papers have not been made and taken away for unauthorized purposes.
- (iv) The Officer concerned should ensure that no used photostat papers, rough papers or extra copies of any document are left lying loose anywhere.
- (v) Unless it is absolutely necessary, the entire file must not be given to the Stenographer / Typist. Only such papers as are actually needed should be removed from the file and given for typing. The file should, as far as possible, remain with the officer concerned.

2014/11/2/15

4. MOVEMENT OF CLASSIFIED AND OFFICIAL DOCUMENTS:-

- (i) Under no circumstances should any classified document be carried loose in the hands of the Peons.
- (ii) A FTS should be maintained by the PS/PA/Stenographer attached to the Office or by the official authorized to deal with official papers for all outgoing and incoming files containing official papers.
- (iii) Confidential papers should be addressed to an Officer by name and should be opened by the address or in his absence officer so authorized.

5. MISCELLANEOUS INSTRUCTIONS FOR THE CUSTODY OF OFFICIAL DOCUMENTS

- (i) Official papers should not be left lying about in an Officer's room during his absence. He must ensure that whenever he leaves his desk, all documents are locked either in safes or boxes or in cupboards of which the keys must be with him. It is not sufficient to lock the door of the room concerned and leave classified documents open in the room.
- (ii) No documents will be removed from the office by any officer other than one dealing with them.
- (iii) Utmost care should be taken in disposing of waste papers of all kinds including routine papers and used carbons. All papers must be destroyed by burning / shredded in the presence of the officer responsible for dealing with them.

6. PERSONAL SECURITY

- (i) It has been clearly indicated at the beginning that it is the duty of every individual, who handles official documents, to ensure their safety and to prevent them from falling into the hands of or their contents being disclosed to unauthorized persons. Unless every person employed on work makes the utmost effort to protect documents and information, it will be impossible to prevent leakages.
- (ii) Security leakages through personal may occur due to any of the following reasons:-
 - a) The motive may be for gain;
 - b) The motive may be for corporate affiliation; and
 - c) Carelessness in talk and in handling papers.
- (iii) It is obvious that if there is a thief in the house, it is impossible to prevent thefts. It is, therefore necessary that all chances of an unreliable person finding position in the office dealing with secret documents should be eliminated. It is by strictly following this precaution that the chances of leakages due to the first two causes may be minimized.

sent 11/12/15

- (iv) It is the duty of the officer in charge as well as the subordinate officer to keep a close watch on behaviour and demeanour of every employee in the office and, any behaviour which gives a slightest indication of suspicious conduct, should be thoroughly looked into. If there is likely to be any substance in the suspicion, it should be brought promptly to the notice of the Head of office.
- (v) Such suspicious behaviour may include staying in office at odd hours, making extra copies, inquisitiveness about matters with which the person is not directly connected, unauthorized absence from the office, absence on leave at certain regular intervals or on fixed days, habits, drunkenness and living beyond means. It must be understood that weakness in character often includes a person to barter official secrets for money or other considerations. Study of a particular type of literature mixing with suspected persons having certain corporate affiliations should also be guarded against to prevent leakages due to corporate affiliations.
- (vi) Unconscious leakage due to carelessness or egoism often occurs through personnel of all posts, and even officers are not immune from this fault. It is the duty of every superior officer to make note of any such remiss by any of his sub-ordinates and suitably pull him up for such mistakes.
- (vii) Personnel security is of the highest importance. Whatever defects in all the other security arrangements there may be, if every person dealing with documents is completely reliable in every respect, then the chances of leakage are minimized.

7. It is also duty of all Staff to bring immediately to the notice of their superior officers any breach of security instructions in general and in particular.

~~15/11/15~~