



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

National Highways Authority of India

(Ministry of Road Transport and Highways, Government of India)

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NHAI/ADMN-HR(III)/DACS/2023/E-244207 (pt)

Dated: 09.09.2024

Office Memorandum

Sub:- SoP for RFID based Digital Access Control System in NHAI-HQ premises.

With the approval of the Competent Authority, Digital Access Control System is being introduced in NHAI HQ premises. The SoP for smooth functioning of the System is as under: -

(i) For visitors: -

(a) **Daily Passes**- RFID Visitor's Card will be issued to visitors having white lanyard who are visiting various Officers of NHAI through Reception, NHAI Old Building with validity for 02 Hrs in consistent with existing practices. However, entry of visitors to 6th & 7th Floor of New Building will be regulated as per present practice i.e. with prior permission of Chairman (Secretariat) or O/o the Member concerned. In the event of extended stay of the visitors, same pass needs to be renewed before the expiry time, with the approval of visited officer. Visitors will only be allowed through main reception Gates of Both the NHAI HQ Buildings.

(b) **Monthly Passes**- NHBF/HOA/Contractors/Concessionaires representatives/members to whom monthly passes have been issued, will be provided a RFID Visitor's Card with validity for 03 months, which may be re-validated further as per requirement, with the approval of Competent Authority. However, entry of visitors to 6th & 7th Floor of New Building will be regulated as per present practice i.e. with prior permission of Chairman (Secretariat) or O/o the Member concerned. Further, an undertaking needs to be furnished to the effect that the person concerned whom this RFID Card has been issued, shall be solely responsible for its official use only and shall not be transferred to any other person. In such cases, if it is found that the Card has been transferred/misused, the same RFID Card shall be blacklisted.

(ii) **For Regular/Deputationist NHAI employees (HQ/ROs/PIUs)** - Fresh ID Cards with embedded RFID chips will be issued in exchange of old ID Cards of Officers/Employees of NHAI. Accordingly, old ID Cards will be immediately destroyed in order to avoid any possible misuse. However, Officers/Employees of NHAI will continue to mark their Aadhar based Biometric attendance as per directions of Govt. of India.

(iii) **Advisors/Jt. Advisors/Asst. Advisors/CAs/ YPs**: - Fresh ID Cards with embedded RFID chips will also be issued to Advisors/Joint Advisors Asst. Advisors/CAs/ YPs for access in both the buildings of NHAI in exchange of old ID Cards. Accordingly, old ID Cards will be immediately destroyed in order to avoid any possible misuse.

(iv) **For Personnel deployed through Outsourced Agencies: -**

(a) Biometric Devices have already been installed at all the In/Out gates. Biometric access data in respect of outsourced personnel may be counted as attendance record for all the practical purpose including calculation of monthly bill of Service Providers.

(b) All concerned are requested to ensure biometric enrolment of all outsourced personnel under their administrative control for easy access to both buildings of NHAI-HQ. For any issues regarding bio-metric enrolment may contact to Sh. Bijoy Gopal Karmakar, DGM (HR/Admn)-V at E-mail ID bijoygopal@nhai.org.

(v) If any person/individual found to be availing Emergency Fire Exit doors, Service lifts or attempting to manipulate with the RFID Chips/QR Codes/Biometric Data of Digital Access System for unauthorized Entry/Exit to/from both buildings of NHAI suitable penal action will be initiated against the person concerned. Footage of CCTV would be analysed for detecting any such infringements. In case of any breach, detected during random security check, strict punitive action against person concerned shall be initiated.

(vi) This issues with the approval of the competent authority.



(Kuldeep Singh Jamwal)
General Manager (HR/A)-V

To:

- i. All NHAI Officers/Staff.
- ii. All RO's/PD's
- iii. DGM (HR-V) - may instruct Security Agency to ensure strict compliance of above instructions.

Copy to:

- i. PS to Chairman
- ii. PPS/PS to All Members/CVO
- iii. Hindi Division for Hindi translation