



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

सं. NITR/RG/M/ 2014/ 481

दिनांक: 07th August, 2014

C I R C U L A R

Sub:- Policy on Security issues for residents of servant quarters inside the campus.

1. Database of all the residents staying in the servant quarters and their family members will be maintained by the Security Office.
2. Before allowing any resident staying in the servant quarter inside the campus, prior verification from Security Officer has to be obtained.
3. Any resident staying in the servant quarter having objectionable past record or criminal record will not be allowed to stay inside the campus. If they are already staying, they have to be evicted by the Security Officer. In case of dispute, decision of Registrar will be final and binding.
4. One ID card will be issued by the Security Officer to all the residents and adult dependents staying in the servant quarter inside the campus.
5. Any change in the status of occupation, the concerned licensee will intimate the Security Office within a week.
6. Any relative / visitor visiting the servant quarter and staying more than one week has to be reported to the Security Office by the licensee.
7. All vehicles owned by the resident or their relative staying in the servant quarter have to be registered in the Security Office. A sticker will be issued by the Security Officer for all such vehicles which has to be returned if permanently leaving the quarter.
8. No more than 2 adults (age >18 years) will be allowed to stay in the servant quarter.
9. No construction involving brick wall / concrete will be allowed in the servant quarter.

This issues with the approval of competent authority.

कुलसचिव /
REGISTRAR

प्रति / Copy to:

1. Director
2. All Deans / Chief warden / HODs / HOOs
3. Dy. Registrar: F&A / AC
4. Asst. Registrar: ES-I/ES-II/AC/P&W/IA/SRICCE/TS/FA
5. Executive Engineer (Estate)
6. Establishment section
7. Security Officer for necessary action.