

No. D-32015/03/2015-GA
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation
(General Admn. Section)

Shram Shakti Bhawan, Rafi Marg, New Delhi
Dated: the 17/9/2020

To

All Divisional Heads/SMDs, DoWR, RD & GR.

Subject: Issuance of MHA Photo Passes and Validation Slips – reg.

All are aware that the MHA photo pass in respect of Attached Offices, Subordinate office/autonomous organization and PSUs under this Deptt. are being issued by MHA only to the officers of Level 14 and above with the recommendation of concerned Joint Secretary (Admn.) of the Deptt. For officers below Level 14, a validation slip is being issued by MHA that validates the existing Photo ID Pass issued by the respective office/ organization.

2. Of late, SMDs have been forwarding requests received from attached Offices, Subordinate Offices, Autonomous Organizations and PSUs under this Deptt. without giving proper justification for issuance of open photo passes for its employees. Such requests ought to be examined keeping in view minimum/maximum number of visits required to this Deptt. as well as other Govt. Buildings. In so far as recommending open pass for junior level officers esp MTS, it should be ensured that such requests may be kept in bare minimum and that the services of official issued with such open passes may utilized for delivery of dak etc.

3. SMDs are, therefore, requested that while forwarding/recommendation for the open MHA photo passes/validation slips, proper justification may be provided stating proper reasons as stated above.

4. For officers who do not visit the Department (Sectt.) frequently are advised to contact the officers concerned from the Reception Counter and get visitor entry pass made from Reception of respective buildings.

(A K Kaushik)

Under Secretary to the Government of India
Phone No. 23738126

Copy to :-

1. Sr. PPS to Joint Secretary (Admn), DoWR, RD & GR for information please.
2. All Heads of Attached Offices/Subordinate organizations/PSUs under the Ministry of Jal Shakti, D/o Water Resources RD & GR.