


Subject: Implementation of Visitor Pass at Haryana Civil Secretariat, Chandigarh.

Will all the Special Senior Secretaries/ Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/ Ministers of State/ Chief Parliamentary Secretaries/ Administrative Secretaries /Principal Secretary to Chief Minister and other officer attached with Hon'ble Chief Minister, Haryana kindly refer to the subject cited above ?

2. It is intimated that with a view to provide smooth entry of visitors (both official and non-official) to the Secretariat located at Chandigarh, the NIC has developed a Visitor Pass Management System (VPMS).
3. The passes for visitors can be generated through Centralized File Movement and Tracking Information System (CeFMaTIS) by personal Staff of Ministers, Administrative Secretaries and HODs located in the Secretariats. Departments, Boards & Corporations intending to send officials to the Secretariats can also generate passes for their officials. Facility can also be used by Departments to generate passes for private citizens wishing to meet Ministers/officials. The simplicity of the system is that passes are generated by the system and conveyed through SMS to the concerned visitor. Visitor needs to only present the SMS to security counters at the Secretariats who shall then check the genuineness of the SMS with central database and if found available/confirmed by master database, the visitor shall be allowed entry. Passes shall be issued at entry gate of Main Secretariat also.
4. The passes can be printed anywhere and the person carrying the printed pass has to present it at the security counters of the Secretariat, which have been enabled with electronic pass reading facility. Security Staff shall scan the printed pass and if found confirmed by the central VPMS database, entry shall be allowed.
5. The District Secretariats can also use the same NIC application in case they wish to implement VPMS in their mini-Secretariats.

6. There is limit on the number of passes that can be issued for one day and these are indicated in the Annexure at Clause 11.

7. The procedure for creating passes is described in the attached Annexure. In case of any difficulty, departments may contact Shri Alok Srivastava, Scientist D (01722741950) during working hours or email him (alok.s@nic.in).


Administrative Officer,
for Chief Secretary to Govt., Haryana.

To

All the Special Senior Secretaries/ Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/ Ministers of State/, Chief Parliamentary Secretaries/ Additional Chief Secretaries/Principal Secretaries to Government, Haryana and other officer attached with Hon'ble Chief Minister.

U.O. No. 81/01/2016-Ad.O. (Recp),

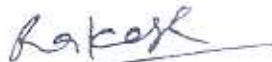
Dated the 7th September, 2016

Endst. No. 81/01/2016-Ad.O. (Recp),

Dated the 7th September, 2016

A copy is forwarded to the following for information and necessary action:-

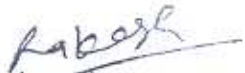
- i) All the Head of Departments of Haryana.
- ii) All the Managing Directors of the Boards/Corporations, Haryana.
- iii) All the Divisional Commissioner in Haryana
- iv) All the Deputy Commissioner in Haryana


Administrative Officer,
for Chief Secretary to Govt., Haryana.

Endst. No. 81/01/2016-Ad.O. (Recp),

Dated the 7th September, 2016

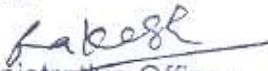
A copy is forwarded to Shri Manish Aggarwal, CSCSPV (HARTRON) with the request to provide 5 (Five) "rugged all weather tablets" for use of Security Staff working in Haryana Civil Secretariat on loan basis.


Administrative Officer,
for Chief Secretary to Govt., Haryana

Endst. No. 81/01/2016-Ad.O. (Recp),

Dated the 7th September, 2016

A copy is forwarded to Secretary to Government, Haryana, General Administration Department for information and necessary action.


Administrative Officer,
for Chief Secretary to Govt., Haryana

Guidelines for implementation of Visitor Pass at Haryana Civil Secretariat, Sector-1, Chandigarh

Visitor Pass Management System for Haryana Secretariats (located at Chandigarh and Districts Headquarters)

1. Definitions:

Location - has been referred to as the building for which visitor pass management system is being implemented e.g. 'Haryana Civil Secretariat, Chandigarh' is a location.

Reception - has been referred as first point of contact of the visitor for a particular location for visitor pass.

Security Check - is referred as a particular location where visitor pass is checked by security personnel, it may be more than one in a particular location.

2. How to issue pass

- a) Through Reception using Visitor Pass Management System
- b) Through Centralized File Movement and Tracking Information System (CeFMaTIS)

3. Issuance of visitor Pass by Reception

3.1. Through Visitor Pass Management System (VPMS):

- 3.1.1. Visitor visits the reception of the location and tells his mobile no. to the reception operator.
- 3.1.2. Operator enters the mobile no in VPMS and searches as, if details against this mobile no. already exist; the fields will automatically be filled in visitor details are not form, if details isn't found it will be entered manually by the operator. Input Fields detail is given at clause 14.
- 3.1.3. Operator will ask for identity details ID card fill the same and take photograph of visitor.
- 3.1.4. Operator will ask the officer/office details where visitor has to visit and enters in online visitor form
- 3.1.5. Operator will enter the details of items like bags/file folders/ computer/ laptop etc. which visitor is carrying and its quantity.
- 3.1.6. In case of additional Visitor, the operator will enter each additional visitor name and his identity details upto maximum 10 total.
- 3.1.7. After completing the data entry of visitor form, operator saves the form and a visitor pass would be generated as given at clause 15.
- 3.1.8. Operator prints the visitor pass and handover to the visitor and asks him/her to show at security check for entry into the location.

4. Issue pass through Centralized File Movement and Tracking Information System (CeFMaTIS):

- 4.1.1. The officer/official logs into his CeFMaTIS account, if authorised to issue the visitor pass as given at clause 10.
- 4.1.2. He/she opens the visitor pass form from the menu of CeFMaTIS.
- 4.1.3. He/she enter the mobile no. of visitor and search, if details against this mobile no. exists, the fields will automatically be filled in visitor details form, if details isn't found in VPMS it will be entered by him/her. Input Fields detail is given at clause 14.
- 4.1.4. He/she will enter the identity details and upload photograph of visitor and his Id card and enters the Id card details.
- 4.1.5. He/she will enter the officer/office details where visitor has to visit

- 4.1.6. He/she will enter the items details which visitor would be carrying and its quantity.
- 4.1.7. In case of additional Visitor, He/she will enter each additional visitor name and his identity details.
- 4.1.8. Depending upon the class of visitor, his vehicle details may also be entered which shall be allowed by security check as given at clause 12.
- 4.1.9. After completing the data entry of visitor form, He/she saves the form and a visitor pass with QR code would be generated and an SMS is send to the visitor carrying visitor pass details as given at clause 15.
- 4.1.10. In case visitor's photograph is not attached with the form, visitor has to report at reception and get his photograph clicked and receive new visitor pass.

5. Scrutiny of pass at various Security Checkpoints

- 5.1. Visitor has to pass from Security Check Point(s) to enter into of the location by showing his visitor pass issued from VPMS or CeFMaTIS or he can also show the SMS received from CISF allow. There may be more than one security check points. The format of SMS is given at clause 15.
- 5.2. A mobile app has been developed by NIC Haryana for security checks and would be used by security officials of the location. One tab needs to be provided at each security check points along with wi-fi connectivity. The same facility has also been provided through VPMS web application, for this one computer system along with SWAN connectivity is needed at the security check point.
- 5.3. Security officials opens the mobile app in the TAB and scans the QR code printed in the visitor pass or enters the Unique Visitor Pass Id printed on Visitor Pass or given in SMS. In case of web application he has to log into the VPMS application and enter the Unique Visitor Pass Id printed on Visitor Pass or given in SMS.
- 5.4. The visitor details will be displayed on the screen along with two options 'Allow Entry' or 'Deny Entry'. If Security official is satisfied, he will click 'Allow Entry' otherwise he will click 'Deny Entry' button. If he clicks 'Deny Entry' then he has to select standard reason from the 'Reason to Deny Entry' list given at clause 13.
- 5.5. Once visitor has been denied entry, he has to leave the premises immediately.

6. Reports

- 6.1. The reception operator will be able to view, download & print the visitor's reports of any day or between two dates. He will also be able to search the details of any visitor.
- 6.2. The Security officer would be able to view & download the visitor's security check reports that have passed through security checks on any day or between two dates.
- 6.3. The concerned office can also view and download reports of passes they issued

7. User Administration

Control of creation of software users for the location known as 'Location Administrator' shall be given to an officer/officials, identified by the administration.

8. Training

Hands-on training to reception operator, security officials & location administrator shall be provided by NIC Haryana team.

9. Hosting of Software Application:

VPMS software has been hosted at NIC mini data centre at Haryana Civil Secretariat.

10. Pre-requisite

- 10.1. Reception counter should have one or more computer system depending upon the crowd, webcam for each system, multi function printer and SWAN connectivity.
- 10.2. Each security check should have either an Android TAB with Wi-Fi connectivity and extra battery backup OR a computer system with SWAN connectivity.
- 10.3. For issuance of Visitor Pass through CeFMaTIS, the officer should have login account in CeFMaTIS.

11. Authorization Limits for daily passes through CeFMaTIS

S.No.	Authority	No. of Pass Allowed for a single day
1	Chief Minister	Unlimited
2	Minister	50
3	Chief Parliamentary Secretary	20
4	Chief Secretary	Unlimited
5	Principal Secretary to Chief Minister and other officers attached with Hon'ble Chief Minister	Unlimited
6	Administrative Secretaries	15
7	Head of the Department	30

12. Authorizing vehicle categories – Vehicle Pass (One Vehicle per Visitor Pass)

S.No.	Authority
1	State Guest
2	Judicial Magistrate
3	Retired or serving IAS/IPS
4	Retired or serving Class-I Officer
5	Administrative Secretaries

(Vehicle should be in the name of officer/official)

13. Reasons for Denial of Entry by Security agencies



S.No.	Reason
1	Photo of visitor not clear or not attached
2	Photo of visitor doesn't match
3	Not carrying identity card
4	Carrying unauthorized items
5	Consumed alcohol or in inebriated condition
6	Officer/Official doesn't want to meet
7	Carrying weapons

14. Specimens of software application, visitor pass, sms etc


Input Fields List of Visitor Form

S.No.	Fields	Mandatory/Optional	Description
1.	Date of Visit	Mandatory	Date of Visit of visitor
2.	To Which Department	Mandatory	Department name to visit
3.	Branch/Location	Optional	Branch name to visit
4.	To Which Officer/official	Mandatory	Officer/official to visit
5.	Floor	Mandatory	Floor of officer/official
6.	Purpose	Mandatory	Purpose of visit
7.	Visitor Mobile No.	Mandatory	Visitor's Mobile No.
8.	Visitor Email	Optional	Visitor's Email Id.
9.	Visitor Name	Mandatory	Visitor's Name
10.	Visitor Father/Husband Name	Mandatory	Visitor's Father/Husband Name
11.	Visitor Address	Mandatory	Visitor's Address
12.	Visitor Age	Mandatory	Visitor's Age
13.	Visitor Sex (M/F/T)	Mandatory	Visitor's Gender (M=Male/F=Female/ T=Transgender)
14.	Visitor Profession	Mandatory	Visitor's Profession
15.	Visitor's Office	Mandatory	Visitor's Office
16.	No. of Person	Mandatory	No. of Person accompanying visitor
17.	Remarks	Optional	Remarks of reception operator, if any
18.	Visitor Photo	Mandatory	Photograph of visitor to be clicked/upload
19.	Visitor Identity photo	Mandatory	Photograph of visitor Identity Card to be clicked/upload
20.	Identity Type	Mandatory	Identity Type (e.g. DL, PAN, Passport, Voter Id, Aadhaar Card, Central Govt Id Card, State Govt Id Card, Board/Corporation Id Card, Private Company Id Card, Sr Citizen Card)
21.	Identity Card No.	Mandatory	Identity Card No. of visitor

15. Specimen of Visitor Pass

Name of Visitor		Officer to be met	Purpose	Photo	ICard
Alok Srivastava, 44 (m) Govt Service, NIC c/o Sh. B K Srivastava r/o Chd Encl, Zirakpur Mob:9417936808 Email:alok.s@nic.in		Deepak Bansal National Informatics Centre Class: Ret./Serving Class I	Meeting regarding Visitor Pass Management System		 State Govt ID / 2
Sr No	Additional Visitor Details				
1	Rajesh Singh, State Govt ID/ No. 234				
Sr No	Vehicle Details				
1	Vehicle No: HR01 3456, Make: Hyundai id No: 1				

Items Allowed: Laptop(1), Mobile(2)
Floor Allowed: 9th Floor



I hereby verify identity of the visitor

Alok Srivastava (Scientist D)
National Informatics Centre
(Authorised Signatory)

[Designed & Developed by NIC, Haryana]

SMS specimen

Dear <Visitor Name>, your visitor pass Id is <unique Visitor Id>. Show this visitor pass id at Security of <Location> on <visit date> during visiting hours <Visiting Hours>.

e.g.

Dear Ramesh Kumar, your visitor pass Id is 10116000001. Show this visitor pass Id at Security of 'Haryana Civil Secretariat' on '15/06/2016' during visiting hours '9:00AM to 5:00PM'.