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CSIR NATIONAL GEOPHYSICAL RESEARCH INSTITUTE (NGRI)
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Visitor Management System

VISITOR PASS

Date

Visitor Name

Name of Organisation

Whom to Meet

Purpose of Visit

Pass No

Visitor ID:

Sign of issuing Authority

Sign of Employee

No of Visitors

Issued by

Emergency Contact Numbers: 040 2710 2501/2504

**Please return the pass at the entry gate before leaving the premises. This Pass
is Valid for the Day issued Only.**

INSTRUCTIONS

1. This pass should be worn by the pass holder at all times within the institute.
2. This pass is valid only for the department issued for.
3. This pass must be surrendered at the entry gate while leaving the premises.
4. The loss of this pass shall immediately be reported to the Security office.

Safety DO'S

1. Use the pedestrian pathway and follow the sign boards.

Safety DONT'S

1. Do not use the lift for movement during an emergency.
2. Do not trespass inside the premises.
3. Once inside the premises, do not use camera without permission.

Sign of Visitor