

**Gate entries during official hours**

Some safety measure taken during office hours:

1. Entries on **OD Register** are mandatory while going out for any work during official hours.
2. When you want to go for more than 30 min "**Gate Pass**" duly signed by HOD is necessary.
3. While going to UNIT II entries should be made on Register. Same applies while coming to UNIT-I from UNIT-II. (They may be crossed checked with the entries at UNIT II register).
4. Going for any personal work after **punching-In** in the **morning** is not advised.
5. Entries during **Lunch timing** must be done in **Lunch-time Register**.

**Approved By:**

  
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**Managing Director**

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**Date**