

Revised Guidelines for issue of Entry Permit Cards to the employees of Out Sourced Agencies working for DMRC.

The following procedure will be followed for issue of passes to the employees of out sourced agencies who have been engaged by the DMRC through outsource agencies.

1. Contractor/Vendor shall submit application (Personal data form & C&A verification form) in the prescribed format (hard & soft copy), which should be filled by applicant, forwarded by authorized signatory the Contractor/Vendor & recommended by authorized signatory of concerned department of DMRC. For C&A verification Demand Drafts will be submitted as per details given below:
 - a) **For Delhi Residents:** Company/Agency will forward C&A verification form of each employee along with demand draft of Rs. 250/- (for each employee) drawn in favour of DCP Special Branch, Delhi. Consolidate draft to be submitted for more than one employee.
 - b) **For Uttar Pradesh Residents:** Company/Agency will forward C&A verification form of each employee district wise along with demand draft of Rs. 50/- (each) in favour of SSP/SP/DM of concerned district.
 - c) **For Rajasthan Residents:** Company/Agency will forward C&A verification form of each employee district wise along with demand draft of Rs. 300/- (for each employee) in favour of SP/SSP of concerned district.
 - d) **For Haryana Residents:** Company/Agency will forward C&A verification form of each employee district wise along with IPO (Indian Postal Order) of Rs. 200/- (if coordinate individually) and Rs 500/- (if coordinate through Pass Section) for each employee .
 - e) **For Uttarakhand Residents :** Company/Agency will forward C&A verification form of each employee district wise along with demand draft of Rs. 20/- (for each employee) in favour of SP/SSP of concerned district.
 - f) **For Odisha Residents :** Company/Agency will forward C&A verification form of each employee district wise along with demand draft of Rs. 50/- (for each employee) in favour of SP/SSP of concerned district
 - g) So far residents of all other states except 1(a), (b), (c), (d), (e) & (f) will not be charged for police verification. However, they also have to apply for C&A verification along with list of employees. In future, if any other state request a verification fee then the Company/Agency will be intimated the same.
2. The fee for entry permit card of Rs 50/- for each Permanent/Temporary (biometric) Entry Permit and Rs 20/- for each Temporary (non-biometric) entry permit will be charged. Fee to be submitted at Pass Section, Security Cell, Barakhamba Road Metro Station in the form of Demand draft favouring Delhi Metro Rail Corporation Ltd.
3. Permanent Entry permit cards will be issued only to those employees who are having a valid passport or a valid police enquiry report received at pass section by SB/CID.
4. The validity of Permanent entry permit cards will be 90 days or more (as per the recommendation of authorized signatory of concerned department subject to the validity of contract). For Temporary entry permits (biometric cards) cards validity will be 90 days only and for Temporary (non-biometric) entry permit cards upto 60 days only.
5. In the case of loss of DMRC Entry Permit cards the duplicate Entry Permit Cards will be issued after due formalities like lodging of FIR/NCR and issue warning to the employee by his employer. Penalty of Rs. 100/- for loss/damage of Entry Permit card will be charged for duplicate card. Such entry permit cards will be issued after 15

days from the date of submission of application at Pass Section. No entry permit will be issued for second loss of entry permit card.

6. In respect of employees who are no longer in his employment/ change of job or if an employee is on hold for long time, the employer shall deposit such cards with Pass Section. Entry permit would be renewed only after depositing old entry permit cards.
7. It has been observed that some Contractors/Agencies do not turn up for issue of entry permit card after submission of application of their employees to Pass Section. Contractor/Agency must get their employees issued with entry permit cards within 30 days of submission of application to pass section.
8. No Entry permit will be issued/renewed without submitting C&A verification form to Pass Section or to those whose C&A verification report is not received since last 6 months and also to those having adverse verification report.
9. Entry Permits will be handed over either to the individuals or to the person having authority letter from their company for receiving entry permit from Pass Section. In case of renewal of entry permits, cards will handover to agencies only after surrender of expired entry permits to Pass Section, Security Cell, DMRC along with the list of employees.
10. Any misuse of DMRC Entry Permit card by the applicant will be treated as violation of DMRC rules and such Entry Permit Card will be cancelled immediately.
11. Application for Entry Permit cards can be collect from Pass Section/ Barakhamba Metro Station between 1000 hrs to 1200 hrs and 1400hrs to 1630hrs on all working days and 1000 hrs to 1300 hrs on Saturday. Pass section shall remain closed on 2nd Saturdays, Sundays and gazetted holidays.
12. Agency should rotate their employee maximum upto 10 Metro Stations as there is no provision to add more than 10-12 Stations on Entry Permit cards.
13. All the requests for issue of fresh Entry Permit cards should be submitted to Pass Section, Barakhamba Road metro Station 7 working days in advance along with C&A verification form and for renewal of Entry Permit cards request should be submitted at least 5 working days in advance for smooth functioning of system.
14. Station Controller/Depot In-charge has been authorized to issue Temporary Entry Permit cards valid upto 10 days. On submission of the request in the format enclosed and on the basis of recommendation of the Assistant Manager and above of the concerned department of DMRC.
15. All forms and formats for issue of entry permit cards can be taken form Pass Section Security Cell, DMRC or from www.delhimetrorail.com

Discussed on intercom .

Re upload on
website .

Sharma

CSC

2/2/2015

Sharma
2/2/2015

Smt. Sushma Gaur