

BHARAT DIAMOND BOURSE
Department of Security & Fire Safety

Circular
ID CARD SANCTITY

Attention Please!!!

Help us to Help You

Security of the Bharat Diamond Bourse is our prime concern. Our Management is very keen on providing us safe and secured place to work in. Sense of feeling secured and safe also creates better work environ and enhances efficiency. Together it leads to real progress.

Access Control is the most important aspect of Security. A wrong person with a wrong intention at a right time and right place can cause us irreparable damage not only to our property but also to our and others life. Our ID Cards are our access cards and we need to take utmost care and caution in handling and using them. Keeping count and track of the ID Cards is one of the tasks of the Department of Security & Fire Safety.

Sharing and transferring ID CARDS:

It has been noticed that ID Cards are being used by another person than the official Card Holder. This amounts to unauthorized sharing of or transferring the ID Card. ID Card is a proof of your own identity and is a sole device to facilitate your entry in a secured area, i. e. BDB. ID Cards issued to your staff are more vulnerable to misuse. As a principal employer, it is your responsibility to see that your staffs do not misuse their respective ID Cards.

In case of misappropriation of access card, the defaulter company would be fined Rs. 1000/- along with office apology letter.

PLEASE DO NOT SHARE OR EVEN HANDOVER YOUR ID CARD TO ANY OTHER PERSON

Invalidation and Return of ID CARDS:

It has also been noticed that the members of the staff employed by the Office Owners do not return their ID CARDS, on change of or leaving the job, either to their employer or to the issuing authority, i.e. the Department of Security & Fire Safety. These unreturned ID Cards are likely to go in wrong hands and be misused to any extent. Thus it is a serious breach of Security Procedure. The ID Cards have been issued to individual members of staff on the recommendation of their respective employers. As such, the employers are responsible for returning/depositing such ID Cards. ID Cards, thus returned, would be invalidated to ensure that they are not further shared and/or misused.

PLEASE RETURN/DEPOSIT ID CARDS OF YOUR STAFF IMMEDIATELY AFTER HE/SHE LEAVES YOUR JOB OR CEASES TO BE YOUR EMPLOYEE DUE TO ANY REASON

THE DEPARTMENT OF SECURITY & FIRE SAFETY SHALL TAKE A PERIODICAL DRIVE WHENEVER DEEMED NECESSARY TO PHYSICALLY CHECK AUTHORIZED CARD HOLDERS. ANY DISCREPANCY/IRREGULARITY NOTICED DURING SUCH CHECK OR OTHERWISE WOULD BE VIEWED VERY SERIOUSLY AND THE PERSON FOUND RESPONSIBLE WOULD BE STRICTLY DEALT WITH UNDER THE RULES MADE IN THIS REGARD OR CIRCUMSTANCES DEMAND.

તમને આપેલ ID બાબત

- ૧) તમારું ID કોઈ અન્ય વ્યક્તિને આપશો અને તે કબુલશે તો તે cancel કરવામાં આવશે.
- ૨) સ્ટાફ માટે લીધેલ ID નોકરી છોડે ત્યારે તે જમા કરાવશો અથવા અમારા સ્ટાફમાંથી તેમને છૂટા કરેલ છે તેની જાણ કરશો.

Sd/-

Authorized Signatory

Bharat Diamond Bourse