भारत सरकार
Government of India
परमाणु ऊर्जा विभाग
Department of Atomic Energy
निर्माण,सेवा एवं संपदा प्रबंध निदेशालय
Directorate of Construction, Services & Estate Management
प्रवर्तन अनुभाग Enforcement Section
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सं.निसेसंप्रनि/प्रवर्तन/ई-4033/2025/ 104(a)
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जून June 02, 2025

## परिपत्र CIRCULAR

**विषय: विभागीय आवासीय परिसर में विदेशी नागरिक के प्रवेश के लिए दिशानिर्देश के संबंध में।**
**Sub: Guidelines for entry of foreign nationals in departmental residential premises - reg.**

अणुशक्तिनगर सुरक्षा विभाग ने इस निदेशालय को सूचित किया है कि अणुशक्तिनगर के निवासियों/कर्मचारियों में विदेशी नागरिकों के प्रवेश प्रक्रिया के बारे में जागरूकता की कमी है। इस कारण से बिना किसी वैध अनुमति के विदेशी नागरिकों के अणुशक्तिनगर टाउनशिप में आने की घटनाएं बढ़ रही हैं। निवासी बिना किसी औपचारिकता के असमय पर विदेशी नागरिकों को अणुशक्तिनगर में ला रहे हैं और बिना किसी दस्तावेज के उन्हें प्रवेश की अनुमति देने के लिए सुरक्षा विभाग पर दबाव डाल रहे हैं।

It has been reported to this Directorate by Anushaktinagar Security that there is lack of awareness among Anushaktinagar residents/employees regarding entry of foreign nationals as there have been increasing incidents of foreign nationals visiting Anushaktinagar township without any valid permission. The residents are bringing foreign nationals inside Anushaktinagar at odd hours without completing any formalities and pressurizing Security to allow their entry without any documentation.

2. इस संबंध में, यह सूचित किया जाता है कि पऊवि के परिपत्र संख्या 1/14/2009-सीएसएस/वॉल्यूम I/8928 दिनांक 13.07.2018 के अनुसार, सभी पऊवि कर्मचारियों के लिए विदेशी नागरिकों के उनके निवास (आधिकारिक/निजी) पर आने की पूर्व सूचना संलग्न निर्धारित प्रारूप में प्रस्तुत करना अनिवार्य है। कर्मचारियों को अपने यूनिट के प्रमुख को पहले ही प्रारूप प्रस्तुत करना आवश्यक है। यूनिट के प्रधान के द्वारा इस अनुरोध की जांच करने के बाद आवेदक को अनापत्ति प्रमाण पत्र (संलग्न प्रारूप) जारी किया जाएगा एवं इसकी एक प्रति पऊवि कर्मचारी द्वारा प्रस्तुत अनुरोध आवेदन के साथ सूचना के लिए आईजी (एस), पऊवि और मुख्य सुरक्षा अधिकारी, अणुशक्तिनगर को भेजी जानी चाहिए।

In this regard, it is hereby intimated that as per DAE's circular no. 1/14/2009-CSS/Vol.I/8928 dated 13.07.2018, it is mandatory for all DAE employees to submit prior intimation on visit of foreign nationals to their residence (official/private) in the prescribed format attached herewith. The employees are required to submit the format to the Head of their Unit well in advance. The Head of Unit after examining the request will issue No Objection Certificate (format enclosed) to the applicant and a copy has to be sent to IG(S), DAE and Chief Security Officer, Anushaktinagar for information along with request application submitted by the DAE employee.

3. सभी कर्मचारियों से अनुरोध है कि अपने निवास स्थान पर विदेशी नागरिकों के प्रवेश के लिए वे उपरोक्त दिशानिर्देशों/प्रक्रिया का कड़ाई से अनुपालन सुनिश्चित करें।

All employees are requested to ensure strict compliance of the above guidelines/procedure for entry of foreign nationals to their residence.

4. इसे इस निदेशालय में सक्षम अधिकारी के अनुमोदन से जारी किया जा रहा है।

This issues with the approval of Competent Authority in this Directorate.

02.08.2025

(एस. एस. गोंडाणे S.S. Gondane)
मुख्य प्रशासनिक अधिकारी Chief Administrative Officer

अणुशक्तिनगर एवं मुंबई में स्थित अन्य पऊवि कोलोनियों के सभी आबंटिती - अनुरक्षण इकाइयों के माध्यम से प्रदर्शन/व्यापक प्रचार हेतु।

Allottees of Anushaktinagar/other DAE colonies in Mumbai – Through respective maintenance units and also for display/wide publicity.

Copy to:

1. मुंबई स्थित सभी पऊवि यूनिटों के प्रधान - उनकी इकाई में कर्मचारियों के बीच संचलन के लिए।
   Administrative Heads of all DAE units in Mumbai – For circulation among the employees in their unit.
2. मुख्य सुरक्षा अधिकारी, अणुशक्तिनगर
   Chief Security Officer, Anushaktinagar.
3. महासचिव, आरवा, मारवा, डब्लूएसआरडब्लूए
   General Secretary, ARWA/MRWA/WSRWA
4. निसेसंप्रनि वेबसाइट
   DCSEM website.

CONFIDENTIAL

Government of India
Department of Atomic Energy

Anushakti Bhavan,
C.S.M. Marg,
Mumbai – 400 001

No. 1/14/2009-CSS/Vol.I /8928

July 13, 2018

**Sub: Prior Intimation on visit of foreign nationals to Residence (Official / Private) of DAE employees.**

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In the backdrop of certain developments in one of the Units of DAE, it is mandatory for all DAE employees to submit prior intimation on visit of foreign nationals to their residence (Official/Private) in the prescribed format (attached as Annexure-I).

2. The employees should submit the format to Head of the unit well in advance. The Head of the Unit after examining the request will issue No Objection Certificate in the prescribed format (attached as Annexure-II) to the applicant and a copy to be sent to IG(S), DAE for information along with the request application submitted by the DAE employee.

3. The above content may please be brought to the notice of all employees for strict compliance.

4. This issues with the approval of Secretary, DAE and Chairman, AEC.

Sd/-
Vinayak Apte
Inspector General(S)

To: All Heads of Units

Copy for information : Secretary, DAE and Chairman, AEC.

ANNEXURE - II

**Government of India**
**Department of Atomic Energy**
**(Unit Name)**

**Ref No.** **Date:**

**SUB: PERMISSION FOR STAY / VISIT OF FOREIGN NATIONAL IN THE RESIDENCE OF DAE EMPLOYEES**

1. Reference is invited to your note no..... dated..... on the subject matter.

2. The request has been examined and permission is hereby accorded for the stay / visit of foreign national/s as indicated in above referred note in your residential accommodation subject to following:

i. In case of Departmental accommodation, the visit should be confined to the place of visit / residential premises. The guest should be accompanied by the host throughout the stay in the departmental residential premises.

ii. Not to disclose / share / present / utilize any information which has a direct / indirect bearing on the activities / functions of the DAE and / or its constituent Units.

(Sd/-)
Head of the Unit

To,

Name, Designation of the applicant

Copy for Information: Inspector General (Security), DAE along with copy of the Application made by DAE employee

ANNEXURE - I

Government of India

Department of Atomic Energy

(Unit Name)

Date:

Prior Intimation on Visit of Foreign Nationals to Residence (Official/ Private) of DAE Employees

From ---------- To----------

| Sl. No | Name of the Visitor & Relation | Permanent Address | Passport No Date of Issue Place of Issue | Nationality | Details of VISA (Period of Visit in India) | Name of the Org. the visitor is representing | Name of Places & Persons visited by Visitor | Period of Visit | Purpose |
|---|---|---|---|---|---|---|---|---|---|
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(Please give brief description on the Acquaintance /Association / Friendship / Relation of DAE employee and / or his family with the foreign national and / or his family)

Name :
Designation :
Unit/Division :
Residence Address:
Telephone No. (O) :
(R)
Mobile No. :
Email id :

To,
Head of the Unit