SOP for Entry and Exit using Smart Card

There will be no barrier (rod/handle) for IN/OUT in the TURNSILE room. All the handles connected with Access Control readers were taken out / removed for free passage. There is no Access Control system now.

For the purpose of attendance all employees and visitors are requested to **comply with COVID norms as directed by the local/central/state govt. authorities/CSIR-NML before entering the room having smart card readers.**

IN	1.	They need to show the Smart Card within a distance of 1-10 cm from the marked area on the reader.
	2.	They must confirm the **GREEN LIGHT**, green tick on the screen and voice announcement "**Thank You**" for registering the entry.
	3.	Then they need to enter without touching anything in the passage.
OUT	4.	While leaving the office they must again show the smart card within a distance 1-10 cm from the marked area on the reader.
	5.	They must confirm the **GREEN LIGHT,** green tick on the screen and voice announcement "**Thank You**" for registering the exit.
	6.	Then they need to exit without touching anything in the passage.
Outpass		For exit/entry within office hours (for visit to LSTF/MgPlant/MainLab, Bank/Post Office/official visit to some other location etc) similar procedure need to be adopted.

NOTE

a. For Main Lab only **IN** readers to be used for **Entry to Office** and **OUT** readers to be used for **Exit from Office**.

b. For LSTF and Mg Plant there is only one reader which needs to be used for both Entry (IN) and Exit (OUT) and must confirm voice announcement "Thank You" and green Tick on the Screen. Incase of any issue with readers manual system to be followed and the ID No/Name/Time to be recorded in the register via the security.

c. Employees/workers/contractor labours who have not received any smart card are requested contact ITG (Ph 5092).

d. The attendance system was not operational during the period 10-March-2020 till 31-Oct-2021 as per official notifications. Therefore any punch in the attendance system during this period may be ignored.

e. For first few days, a support person from ITG will be deputed in the Turnstile Room for helping users/employees during 09:00 AM to 10:30 AM.