

**Purchase Section  
ICAR-National Dairy Research Institute  
Karnal-132001(Haryana)**

**File No: 1871467/2023/DCP-NDRI**

**Dated: 03.01.2024**

**Circular**

Keeping in view the incidents of theft in the residential quarters of NDRI Campus, the Director has directed the undersigned to issue following guidelines:-

1. All campus residents who keep persons/servants for domestic help shall issue identity cards or such similar document to the persons/servants and shall provide a copy of the same to Security Section of the Institute. The persons/servants have to carry the identity card/such document with themselves so as to ensure identification by security staff.
2. All campus residents shall inform Security Section of the Institute while leaving the campus for tour/travel/LTC/any personal reason so that an oriented watch may be provided to the concerned residential quarter.

This issues with the approval of the Director, ICAR-NDRI, Karnal.

  
Asstt. Admin. Officer (P)

**Copy to:-**

1. PPS to the Director, ICAR-NDRI, Karnal for kind information of the Director.
2. PPS to the JD(A) & Sr. Registrar, ICAR-NDRI, Karnal for kind information of the JD (A)&Sr.Registrar.
3. All concerned Section Incharges/ Heads of Divisions/PIs of Projects, ICAR-NDRI, Karnal
4. Guard File.