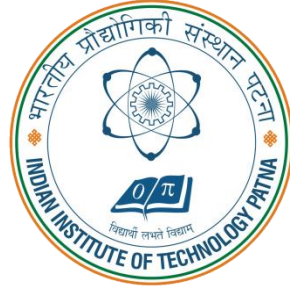


INDIAN INSTITUTE OF TECHNOLOGY, PATNA



Loss of Entry Pass/ Labour Token

Policy and Procedures

**Institute Security Committee – IIT PATNA
3/28/2018**

Institute administration reserve the right of issuing entry pass & labour tokens

To ensure the safety and security of Students, Faculty, Staff and assets of the Institute, certain provisions are made at the entry/exit gates to regulate the entry of labours, domestic helpers, service providers and other visitors.

POLICY

Since right of entry to IIT Patna campus is restricted. Hence, recording entry into visitor book or, possession of entry pass/ labour token is mandatory.

PROCEDURE

- ❖ Casual visitors are being asked to make an entry in to the visitor register.
- ❖ Domestic helper/ service provider are issued an entry pass on requests from their employer.
- ❖ Officials of construction firms' are issued the passes on firm's request through IWD.
- ❖ Construction labours are getting their entry with labour tokens which are issued to labour supervisors of particular firms.

PROVISION OF FINE IN CASE OF LOSS OF TOKEN/ ENTRY PASS

To prevent the misappropriation of entry pass/ labour token, its loss needs to be scrutinize properly. Therefore, a fine of Rs. 50/- will impose towards the loss of entry pass/ labour token. For collection of these fines SBI payment gateway has been created. One can visit to <https://www.onlinesbi.com/prelogin/icollecthome.htm> & pay fine as per the following credentials:-

State of Corporate/Institution: - **Bihar**

Type of Corporate/Institution: -**Educational Institutions**

Educational Institutions Name: - **Indian Institute of Technology Patna**

Select Payment Category:-**Fine for security violation**

Fine for: - **Loss of pass or token**