

GOVERNMENT OF ODISHA
WORKS DEPARTMENT

OFFICE ORDER

WORKS-OE-I-ID-0002-2023/ 3801 /W, Bhubaneswar, Dated the 27th Feb, 24

In pursuance with Home Department Letter No. 50412 dtd 28.12.2023, the Periodical Admission and Vehicle Pass through e-Pravesh have been operationalized w.e.f. 29.12.2023.

All Head of the Offices / Authority concerned are required to submit the following documents (mentioned at e-Pravesh site) of individual / vehicle for visiting / plying to the Secretariat for issuance of Periodical Admission pass (e-Pravesh) to avoid unwanted situations.

Individual (Periodical e-Pravesh)


1. Application form duly filled up by the applicant/employee with due signature.
2. Application should carry the passport size photograph of the applicant/ employee.
3. Recommendation as well as justification of Head of Office/ Authority concerned (of subordinate offices) (why the visit of applicant is essential to Government).
4. Copy of the pass (if any, issued earlier)

Vehicle (Periodical e-Pravesh)

1. RC Book of Vehicle
2. Driving License of Driver along with pass port size photograph
3. Undertaking of the Driver
4. Undertaking of the SE Mechanical/Concerned Agency
5. Undertaking of not using black film as per Hon'ble Supreme Court Judgment
6. Valid entry pass of the Officer to be commuted to Secretariat
7. Agreement paper of the concerned agency (if the vehicle is on hired basis).
8. Recommendation as well as justification of Head of Office/ Authority concerned (subordinate offices) for issuance of vehicle entry pass to Secretariat (why the visit of officer is essential to Government).


This order shall take immediate effect.

By order of Principal Secretary


27/2/2024
Under Secretary to Government

Memo No. 3802 /W, Dated 27.2.24


Copy forwarded to P.S. to Principal Secretary to Government for kind information of Principal Secretary.


27/2/2024

Under Secretary to Government

Memo No. 3803 /W, Dated 27.2.24


Copy forwarded to all Officers / all Sections of this Department / EIC(Civil), Odisha, Bhubaneswar / EIC-cum-MD, O.B. & C.C. Ltd. / all CEs / all CCEs / all SEs / for information and necessary action.


27/2/2024

Under Secretary to Government

Memo No. 3804 /W, Dated 27.2.24

Copy forwarded to OSWAS Control Room to upload the same in Works Department Website for information of all the concerned.


27/2/2024

Under Secretary to Government