

# Security Policy

Postal Service Department

Kathmandu, Nepal.

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**1) Security Of Mails**

In general mail within the GPO building is secured, no entry for unauthorized person and individuals. Documents are secured according to national rules and regulations. Mail bags used for international mail are of good quality . Sufficient supplies of mail bags are available for both domestic and International mail. Verification notes and other written documents prepared on time. Mail bag have a seal which consists of a serial number to identify the bags and trace the bag.

**2) Security of Premises and equipment**

The GPO premises are guarded at the entrance and internal security arrangements are adequate. To ensure the security of Postal services, there is a security guard unit at the entrance of gate. In the sorting section, storage and delivery section, parcel and EMS counter (anywhere manual working area) there are CCTV system installed. CCTV system is monitored by senior post masters and chief post master. Most sorting areas are secured when not is use, as well as equipment. In the working time it is secretly inspected by senior supervisor. Inspection style changes day to day.

**3) Security of Personnel**

The postal personnel is checked from the government before being appointed. No special checking of persons entering or leaving the buildings takes place although the security guard at the gate were vigilant. Security Personnel must bear the dress code which is defined by government.

**4) Security of Building**

Physical security and key control system is installed. Doors, windows and partition of wall are generally secured. Buildings areas secured by armed force security guard units. Parking area is also secured by armed force. Security force inspect the incoming and out going individual and personnel as well as vehicle also.

**5) Light**

Light system is sufficiently present but load shedding is our main problem although diesel generator works at the load shedding period in main areas.

**6) Relations With Customs**

Arrangements with customs staff at the GPO are particularly good with excellent cooperation. The only difficulty that can sometimes arise is through the allocation of public holidays which for customs officers are different from those given to Nepal Postal Staff. This doesnot appear to cause any delay to mail. Certain accidental problems are

solved by two way meetings and communication with Custom contact committee in both office and national level.

**7) Transportation Security**

Relation with public and private carries is good. Air transport and private bus companies are used for transporting mail in other districts. Day and night buses both are being used as the distance and location . Because of geographical diversity of country it is very difficult to transport mail bags. Road is not so good to reach many district head quarters, it depends upon weather. Man and Mule are being used to carry the mail (3-4 days) in remote areas where the transportation facilities are not available . All assigned transport companies are guided by national rules and regulations. In case of any mistakes by the transport companies and carriers , they should compensate as the national and international rules and regulations.

**8) Design and Arrangement of the Facility & Perimeter of the Postal Area**

The mail processing and storage area is located at the back of the building area and up-stairs . Only the authorized person can enter the area.

**9) Security Guard**

Government armed force and Security guards are present outside the main entrance . Security guards regularly check incoming and out going individuals and vehicles . Postal personnel must bear the dress code. No any authorized person can inter the inner mail processing .

**10) Access Control**

All the personnel should use their identity cards. Personnel can enter by showing his/her identity cards.

**11) Data Security and Power**

Manual and computerized document handling methods are being used. Regular back up is generally present. Telephone, Fax and internet facilities are in place for smooth running of the system. Document is kept in secured condition as demands of national rules and regulation. All the functions are not computerized.