

Roles & Responsibility of Security Officers/Consultant (Security)

- a. Patrolling/inspection of plan residential area and outside the residential area to be carried out on regular basis to avoid unauthorized entry/encroachment.
- b. Collection of inputs from various agencies and intimate management immediately.
- c. Checking function of security gadget status including CCTV on regular basis and report faulty system to the management immediately.
- d. Maintain constant liaison with Sr. Security Officer at SPMCIL, Corporate Office, Delhi.
- e. Do not discuss confidential information with unauthorized person.
- f. Develop and implement security policies, protocol and procedures.
- g. Attend meetings with other security agencies (CISF, IB and local police) to determine operational records.
- h. Review reports on incident and breaches.
- i. Investigate and resolve issues related to security.
- j. Create periodical reports for management on security status.
- k. Analyze data to form proposals for improvement (e.g. implementation of new technology).
- l. Verification, cross verification of attendance of outsourced/contractual employees/visitors movement.
- m. Knowledge & follow up of contingency plan of concerned unit so that the prompt and accurate action/coordination can be made emergency.
- n. Keeping the management informed about the security needed and threat perception if any.
- o. Maintain constant liaison with CISF/IB/Local police for better co-ordination.
- p. Checking entry and exit register at random to ensure no unauthorized movement or dubious movement of people is checked. In case anything is noticed the same should be informed to CGM with a copy to Sr. Security Officer, Headquarters.
- q. Ensuring reports to IB/CISF are implemented on time.
- r. Keeping a close check on the all the items being taken out of premise and ensuring the same is returned on time.
- s. At least one surprise check of passes on any day every week at different locations in a month and should be made and included in the monthly report.
- t. Monthly security report by all security officers should be sent to CGM HR.
- u. Any other duties assigned by the management from time to time.

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