

POWERS AND DUTIES OF OFFICERS OF SECURITY OFFICE

1. The Chief Security Officer is the head of the office and is reporting to the JS(Trg)&CAO, Ministry of Defence. He is the overall in charge of the organisation.
2. Joint Director (Security) is in charge of all administrative matters pertaining to civilians of AFHQ cadre, Special Police Staff on deputation and Reception Offices in the Security Zone. He is also responsible for Foreign Visitors clearances, formulation/modification of security related policy and also functioning as CPIO under the RTI Act.
3. Lt Col, designated as Security Officer, is responsible for arranging all checks relating to security matters including movement of materials within DHQ Security Zone and looks after Fire Fighting aspects.
4. Maj, designated as Assistant security Officer, is in charge of issue of various types of passes and vehicles stickers.
5. Assistant Director (Security) deals with all administrative and policy matters to security aspects and administration of civilian employees, permission for NOC to visit abroad of civilian employees, permission for carrying Laptop/use of pen drives in office premises, permission for use of Internet to Gp 'A' officers etc.
6. Assistant Director (Pass-I) Issue of Defence Access Card, Temporary Pass, Special Pass / Special permits and Mobile Permission Card, CHT Driver Pass etc.
7. Assistant Director (Pass-II) Issue of SLIC, Vehicle Sticker, loss cases in r/o Identity cards, Special passes for Army Commanders combined Commanders' Conference, Fire Safety Measures / Fire Fighting Arrangement etc.
8. Chief Assistant Director (Reception) / Assistant Directors (Reception) are in charge of Reception Offices in their respective Zone to regulate Indian and Foreign Visitors in the Defence HQ Security Zone etc.