

CHARTER OF DUTIES FOR VARIOUS ACTIVITIES / BUILDINGS AND CONTACT DETAILS

Sl No	Activity / Building	Contact Person	Telephone / Mobile No
1.	(a) Matter related to permission :- (i) Late Sitting. (ii) Entry of labourers. (iii) Drawing of keys on holidays. (iv) Kothari Auditorium.	Security Officer	23018244 7291977720
	(b) Correspondence of Fire Fighting.		
	(c) Collection of confiscated items.		
2.	(a) Entry Pass From Reception.	JD (Reception) & CPIO	23012206 7291977709
	(b) Permission for foreign visitors.		
	(c) RTI Act, 2005 matters.		
3.	(a) Matters related to Security Policy.	JD Dir (Security)	23019055 7291977708
	(b) Formulation & overseeing of policy related to Security & issue of Access Passes.		
	(c) Various types of Security clearances including permission for internet, laptops, External Hard disks, Photography, CDs/DVDs etc.		
	(d) Incoming and outgoing reports & returns.		
4.	(a) Coord Officer for Security Office.	Dy Dir (Security)	23013260
	(b) Matter related to Security Policy & Instructions.		
	(c) Security clearance for installation of Internet and carriage of external storage device and laptops.		
	(d) NOC for visit abroad of MoD Civilians Employees in DHQ Security Zone.		
	(e) Online RTI matters.		
	(f) Security Briefing & Training.		
5.	(a) Issue of Passes (SLAC, DAC, TP) Mobile Permission Card, Vehicles Stickers, CHT Driver Pass etc.	Pass Officer	23019065 7291977705
6.	(a) Security matters pertaining to buildings :- DRDO Bhawan, Sena Bhawan, Vayu Bhawan, 'E' Block, 'G', 'H' & 'J' Block, Kashmir House, CGDA.	OC 'B' Coy	23018259 7291970221
7.	(a) Security matters pertaining to buildings :- A & B Block, South Block, NDC, L&M Block, Plot No 108 (Behind North Block), West Block-3,4,5,6 & 8 of RK Puram, DGIS Enclave, A-33 Kailash Colony.	OC 'A' Coy	23018258 7641930439
8.	(a) Matters related to Cyber Security in all offices of MoD in DHQ Security Zone.	Cyber Cell Officer(s)	23794783 e-mail : cybercell.mod@gov.in
9.	(a) Any unresolved matters.	Chief Security Officer	23018253 e-mail : CSO-mod@nic.in