

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

1. Security Office. The office came into existence during 1945 and underwent change in its nomenclature in 1948, 1954 and 1958. It is headed by Chief Security Officer who is an officer of the rank of Colonel and is functioning under the JS & CAO, Ministry of Defence.

2. Organisation. The Security Office has four main components to discharge its responsibilities, namely:-

(a) **DHQ Security Troops**, from Defence Security Corps, for guarding the buildings entry into DHQ Security Zone.

(b) **Reception Office**, which regulates the entry and exit of visitors to the Zone, by way of issuing them visitor's passes and providing civilian escorts to the visitors as and when necessary.

(c) **Administrative Office**, which looks after the policy and administrative aspects including issue of identity documents, security clearance of foreign visitors visiting various offices located in Defence HQ Security Zone, fire-fighting arrangements in buildings/offices located in Defence HQ Security Zone and issue of various security related instructions/advisories, from time to time.

(d) **Ministry of Defence Cyber Cell**, functions under CSO (MoD) under the overall aegis of Chief Information Security Officer (CISO) of Ministry of Defence in consultation with tri-Services group DIARA. Cyber Cell formulates cyber policy for MoD and monitors its implementation on all computers/networks of MoD within DHQ Security Zone through random checks, cyber audits and issue of periodic IT advisories.

3. Main Functions. The main function of the Security Office is to control external as well as internal security. External security includes security of buildings, men and material pertaining to the Ministry of Defence and its subordinate offices in DHQ Security Zone. It also includes access control of persons to the buildings located in the Defence Headquarters (DHQ) Security Zone and prevent entry of unauthorized persons, whereas internal security includes security of official documents, papers, data and computers including peripherals, networks etc.