



OS/Estates department
Divisional Office -1, P.B. No. 6694, II floor,
Jeevan Prakash Building, J.C. Road,
BANGALORE 560 002
Phone No. 080 22966509

DUTIES OF SECURITY GUARDS:

a) Safeguarding Corporation's property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc., parked inside the premises/compound.

b) Preventing unauthorized persons, vehicles etc., or animals from entering the premises.

c) Taking charge of personal property found in the premises of the Corporation and handing over the same to the Office.

d) Watching the entire premises and patrolling the same frequently during the period of duties.

e) Observing carefully, while on patrol pipe lines, electrical fittings, drainage and safety installation and taking action against damage, breakdown or wastage wherever possible and bringing them to the notice of the LIC officials concerned for further remedial action.

f) Preventing additions or alterations in the premises being carried out by outsiders or tenants or employees, unauthorized and reporting the matter to the LIC officials concerned.

g) Performing duties in connection with pumping of water such as operating pumps etc.

h) Keeping the special orders and instructions given by the superiors confidential whenever specifically told.

i) Checking that all doors, windows ventilators in the case of Office buildings are properly closed after Office hours, locking of the Main door at night, checking that electrical lights and air conditioners and other electrical gadgets are properly switched off wherever necessary. And also maintain visitors register in addition to normal security duties.

j) In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing the Head of the department./Security Officer.

k) Taking care of keys under his custody and handing them over to the relieving watchman or to any authorized person/s.

l) Ensuring that no person has remained inside the premises while locking.

m) Taking the following precautions against fire.

n) Preventing, constructions of structures inside the compound or , attached to our compound wall / building or defacing the compound wall / building walls with unauthorized posters or dumping waste/garbage inside the premises / compound being carried out by outsider or tenant or employees and reporting the matter to LIC officials concerned.

- To switch off electrical heaters and other equipments.
- To switch off gas cylinders/stoves or other such appliances used in the Office premises including canteen.
- To see that no cigarette or beedi ends are left smoldering.
- To see that all waste paper is removed from the Office and stored properly in the place meant for it.

n) Taking the following action in case of a fire.

- * To raise alarm and muster assistance from neighboring buildings/passers by.
- * To contact immediately the fire brigade and the police.
- * To try to put out the fire by using the fire extinguishing appliances available.
- * To inform immediately the Head of the Office or Head of the establishment.

o) Security guards in open/vacant plots should be vigilant and prevent any unauthorized occupancy/infringement of the premises. Parking of outside vehicles in and around our premises should not be allowed.

p) Observing strictly instructions/orders as would be given from time to time by the authorized persons orally or written.