

# RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE  
NEW DELHI

Dated the 02<sup>nd</sup> November, 2018

## OFFICE ORDER PART-II NO.245 /2018 – PERSONNEL

The following allocation/ re-allocation of work amongst the officers in Parliament Security Service has been ordered with immediate effect and until further orders:-

SN	Name and Designation	Present allocation of work	Revised allocation of work	Revised Designation
1.	Sh. D. B. Sharma, Addl. Dir (S)	<ol style="list-style-type: none"><li>In-charge of Security Operations in VIP Route /PH.</li><li>Supervision of officers and staff And Access Control with regulation of men, material and vehicles in his area of responsibility <i>i.e</i> BG-9, BG-10, IG-5, IG-6, IG-7, IG-7A and areas around them .</li><li>Carrying out of contingency plan drills in his area of responsibility and regular briefings of staff.</li><li>Interrogation &amp; investigation in the matters of theft and breaches of security in his area of responsibility.</li><li>VVIP movements, Route and alighting in his area of responsibility.</li><li>Any Other work assigned by the senior officers.</li></ol> <p>[Report to Special Director (S)]</p>	<ol style="list-style-type: none"><li>Supervision of Officers and Staff and Access Control with regulation of Men, Material and vehicles in his area of responsibility.</li><li>IG -I Parliament House and area around it.</li><li>Reception Office, PH &amp; Show Around</li><li>BG-11&amp;12, and area outside (and stores during Session).</li><li>VVIP movement, route and including alighting point at BG-11&amp;12 in his area of responsibility</li><li>Dharna / Demonstration / Agitation.</li><li>Carrying out of contingency plan drills in his area of responsibility and regular briefings of staff.</li><li>Interrogation and Investigation in matters of theft and breaches in security in his area of responsibility.</li><li>Regulation of Media in his area of responsibility.</li><li>Any other work assigned by the senior officers.</li></ol> <p>[Report to Special Director(S)]</p>	Addl. Dir (S) Ops-I/PH
2.	Sh.Dharmendra Kumar Gautam, Addl.Dir (S)	CPIA	<ol style="list-style-type: none"><li>Fire Prevention and Safety measures.</li><li>Technical &amp; Material.</li><li>Verification of character/ Antecedents of casual workers, visitors to Public Gallery and Allied agencies.</li><li>Loss of Passes.</li><li>Record Management.</li><li>Supervision of Sanitation Services.</li><li>Fire &amp; Technical</li><li>Investigation in the matters of petty thefts in his area of responsibility.</li><li>Any other work assigned by senior officers.</li></ol> <p>[To report to Special Director (S)]</p>	Addl.Director(S) F&T

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3.	<b>Sh.J.M. Bhardwaj,</b> Addl. Dir (S)	<p>1. Supervision of Officers and Staff In his area of responsibility:</p> <p>2. In charge Parliament Security Office /PH.</p> <p>3. Functional Deployment of staff in PH/ PHA/ PLB/PHA Extension Building.</p> <p>4. Carrying out of contingency plan drills in his area of responsibility and regular briefing of staff.</p> <p>5. Interrogation &amp; Investigation in the matters of theft and breaches in security in his area of responsibility.</p> <p>6. Any other work assigned by senior officers  <b>[Report to Special Director(S) AND</b></p> <p>1. Supervision of Officers and Staff in his area of responsibility.</p> <p>2. First floor Galleries of Rajya Sabha Chamber and Central Hall.</p> <p>3. First floor (area between room No. 63 to 73).</p> <p>4. Second floor (area between room No. 92 to 98 and 103 &amp; 104).</p> <p>5. Third floor (area between room. No. 110 to 124) &amp; Jhanda floor.</p> <p>6. Central Hall /Rajya Sabha &amp; Parliament House rooftop (including Parda Gallery &amp; false ceiling).</p> <p>7. Committee Meetings in Room No. 63 &amp; 67.</p> <p>8. VVIP movements and route in his area of responsibility.</p> <p>9. Interrogation &amp; Investigation in the matters of theft and breaches in security in his area of responsibility.</p> <p>10. Carrying out of contingency plan drills and regular briefing of staff.</p> <p>11. Any other work assigned by senior officers  <b>[Report to Special Director (S)]</b></p>	<p><b>Centralised Pass Issuing Authority [CPIA]</b></p> <p><b>[Report to JS (Security)]</b></p>	<b>Adl.Dir (S)</b> <b>CPIA</b>
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4.	<b>Sh. Neeraj Tiwari,</b> Addl.Dir (S)	1. Supervision of Officers and Staff and Access Control with regulation of Men, Material and Vehicles in his area of responsibility. 2. I G -I Parliament House and area around it. 3. Reception Office PH 4. B G-11&12, and area outside (and stores during Session). 5. Alighting at B G-11&12 6. VVIP movement, route and alighting in his area 7. Dharna / Demonstration / Agitation 8. Carrying out of contingency plan drills in his area and regular briefings of staff. 9. Interrogation and Investigation in matters of theft and breaches in security in his area. 10. Regulation of Media in his area of responsibility. 11. Any other work assigned by the senior officers.  <b>[Report to Spl. Director (S)]</b>	1. Supervision of Officers and Staff in his area of responsibility: 2. In charge Parliament Security Office /PH. 3. Functional Deployment of staff in PH/ PHA/ PLB/PHA Extension Building. 4. Carrying out of contingency plan drills in his area of responsibility and regular briefing of staff. 5. Interrogation & Investigation in the matters of theft and breaches in security in his area of responsibility. 6. Any other work assigned by senior officers. <b>[Report to Special Director (S)]</b> <b>AND</b> 1. Supervision of Officers and Staff in his area of responsibility. 2. First floor Galleries of Rajya Sabha Chamber and Central Hall. 3. First floor (area between room No. 63 to 73). 4. Second floor (area between room No. 92 to 98 and 103 & 104). 5. Third floor (area between room No. 110 to 124) & Jhanda floor. 6. Central Hall /Rajya Sabha & Parliament House rooftop (including Parda Gallery & false ceiling). 7. Committee Meetings in Room No.63 & 67. 8. VVIP movements and route in his area of responsibility. 9. Interrogation & Investigation in the matters of theft and reaches in security in his area of responsibility. 10. Carrying out of Contingency plan drills and regular briefing of staff. 11. Any other work assigned by senior officers. <b>[Report to Special Director (S)]</b>	<b>Addl. Dir (S)/</b> <b>D&amp;G</b>
5.	<b>Sh.Pawan Kumar Singh,</b> Addl.Dir (S)	1. Fire Prevention & Safety measures. 2. Technical & Material. 3. Verification of character/ Antecedents of casual workers, visitors to Public Gallery and Allied agencies. 4. Loss of Passes. 5. Record Management. 6. Sanitation Services. 7. Fire & Technical (F&T) 8. Investigation in the matters of petty thefts in his area of responsibility. 9. Any other work assigned by senior officers. <b>[To report to Special Director (S)]</b>	1. In-charge of Security Operations in VIP Route /PH. 2. Supervision of officers and staff And Access Control with regulation of men, material and vehicles in his area of responsibility <i>i.e</i> BG-9, BG-10, IG-5, IG-6, IG-7, IG-7A and areas around them . 3. Carrying out of contingency plan drills in his area of responsibility and regular briefings of staff. 4. Interrogation & investigation in the matters of theft and breaches of security in his area of responsibility. 5. VVIP movements, Route and alighting in his area of responsibility. 6. Any Other work assigned by the senior officers <b>[Report to Special Director (S)]</b>	<b>Addl. Dir (S)</b> <b>Ops-II/PH</b>

6.	<b>Sh.Dalbir, DD(S)</b>	<ol style="list-style-type: none"> <li>1. Galleries of Rajya Sabha Chamber and Central Hall.</li> <li>2. First floor (area between room No. 63 to 73).</li> <li>3. Second floor (area between Room No. 92 to 98 and 103 &amp; 104).</li> <li>4. Third floor (area between room no. 110 to 124) &amp; Jhanda floor.</li> <li>5. Central Hall /Rajya Sabha &amp; Parliament House rooftop (including Parda Gallery &amp; false ceiling).</li> <li>6. Committee Meetings in Room No.63 &amp; 67.</li> <li>7. VVIP movements and route in her area of responsibility.</li> <li>8. Interrogation &amp; Investigation in the matters of theft and reaches n security in his area of responsibility.</li> <li>9. Carrying out of Contingency plan drills and regular briefing of staff.</li> <li>10. Any other work assigned by senior officers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Incharge Reception Office, PHA</li> <li>2. Access Control and regulation of Men and Material</li> <li>3. Briefing of staff</li> <li>4. Any other work assigned by Senior Officers.</li> </ol> <p><b>[To report Addl.Dir(S)OP/PHA</b></p>	<b>DD(S) RO/PHA</b>
7.	<b>Smt.V.L.Sharma, DD (S)</b>	<ol style="list-style-type: none"> <li>1. Incharge Reception Office, PHA</li> <li>2. Access control &amp; regulation of Men and Material</li> <li>3. Briefing of staff</li> <li>4. Any other work assigned by Senior Officers</li> </ol>	<ol style="list-style-type: none"> <li>1. Galleries of Rajya Sabha Chamber and Central Hall.</li> <li>2. First floor (area between Room No. 63 to 73).</li> <li>3. Second floor (area between room No. 92 to 98 and 103 &amp; 104).</li> <li>4. Third floor (area between room No. 110 to 124) &amp; Jhanda floor.</li> <li>5. Central Hall /Rajya Sabha &amp; Parliament House rooftop (including Parda Gallery &amp; false ceiling).</li> <li>6. Committee Meetings in Room No.63 &amp; 67.</li> <li>7. VVIP movements and route in her area of responsibility.</li> <li>8. Interrogation &amp; Investigation in the matters of theft and reaches in security in his area of responsibility.</li> <li>9. Carrying out of Contingency plan drills and regular briefing of staff.</li> <li>10. Any other work assigned by senior officers.</li> </ol> <p><b>[To report Addl.Director(S) D&amp;G</b></p>	<b>DD (S) Galleries</b>

**AMIT KUMAR  
DEPUTY SECRETARY**

***Copy to :-***

1. Office of Hon'ble Chairman, Rajya Sabha
2. Office of Secretary-General
3. Office of Secretary
4. Office of AS (L)
5. Office of Director (S)
6. Office of Special Director (S)
7. PS to Joint Secretary (Security), Lok Sabha Secretariat
8. Officers concerned
9. Parliament Security Service Offices, PH & PHA
10. Office Order Book
11. All Officers/Sections/PSs/PAs  
& Pay & Accounts Office, Rajya Sabha