Job Profile, Chief Security Officer, Punjab National Bank

The Chief Security Officer (CSO) will function under the general control, direction and supervision of the Top Management of the Bank.

2. On day to day basis, he/she shall report to the General Manager (Security) for all operational matters.

3. He/she shall be responsible for planning the strategy for physical security of branches, ATMs, currency chests and the administrative buildings of Head Office in Delhi in accordance with the guidelines issued by the Government of India, Ministry of Finance, Reserve Bank of India, Indian Banks’ Association and Top management of PNB from time to time.

4. He/she shall obtain, collate and maintain up to date data pertaining to incidents of dacoity/theft/robbery and place the same to authorities when called for.

5. He/She shall prepare annual manpower plan for the Security Division and get the same approved from authorities.

6. He/she, in consultation with HRD Division and Personnel Administration Division, formulate the plan for recruitment of security officers and armed guards every year.

7. The CSO shall collect, collate and analyse data on internal and external developments on matters affecting the security of the bank and place the same to authorities when called for.

8. Direct and guide Security Officers posted in the Circles on all security related operational matters.

9. He/she shall organise annual training programme for security officers and advise/guide Circle Offices in organising annual training for Armed Guards.

10. Undertake tour of the Circles and carry out physical security audit of designated currency chests and surprise checks of branches from time to time to verify implementation of security measures.

11. The CSO shall review and assess the requirement of new security gadgets to be installed in branches and currency chests and advise the Circles on the same once approved by authorities.

12. The CSO shall be responsible for implementing fire safety regulations of the bank. He/she shall supervise the functioning of the fire officers posted in HO and monitor the functioning of the fire officers posted with FGMOs through the concerned FGMO.

13. He/she shall maintain close liaison with local police and fire services officials.

14. Convene quarterly security committee meeting at HO.
15. Render advise on all physical security related issues to Management as and when called for.

16. Prepare annual budget estimates for Security Division and get the same approved from authorities. Thereafter closely monitor the expenditure so as to remain within the allocated budget.

17. Get the Risk Classification of Branches reviewed by the Circles as per given periodicity and get the same approved from Authorities.

18. To prepare the Disaster Management Plan for the Bank & be part of the response team when contingencies occur.

19. To review the reports and returns periodically and delete or design and introduce new report formats and documents necessary for efficient functioning of the security mechanism.

20. To plan and execute annual indemnity insurance policy document for cash loss due to theft / burglary and robbery.

21. Complete Annual Performance Appraisal of officers directly under his control.

22. To recommend to the PAD HO, through the General Manager (Security) on posting / transfer of security officers when recruited / when due for transfer.

23. Any other duties that may be assigned by higher Authorities from time to time.