

### **Scope of Work for Security Guard**

- Inspect and patrol premises regularly.
- Monitor property entrance.
- Provide assistance to people in need.
- Staying alert and observant, and reporting suspicious activities
- Responding to emergencies.
- Participating in rescue operations with firefighters and police.
- Noting the entry and exit of employees, visitors, and other individuals.
- Directing visitors to reception and logging their entry to the premises.
- Responding to alarms and calls of security concern.

**Note:** The manpower shall be deployed at our office:

Doodarshan Kendra, Shankar Nagar,  
Raipur, Chhattisgarh Pin 492007