



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of S Ward

SECURITY DEPARTMENT

Address - Office of Assistant Security Officer,
Ground Floor, S Ward Building,
Near Mangatram Petrol Pump, Lal
Bahadur Shashri Marg, Bhandup
(W), Mumbai – 400 078

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Introduction

A profile of security force

The Mumbai Municipal Security Force was established on 1st March 1966 after centralizing All the watch and ward services operating in different departments of the Corporation. The main function of the force is to detect any thefts in municipal facilities and to safeguard and protect municipal any properties and land in Mumbai. The arms division of the of the Force organizes day and night patrolling for the protection of water pipe lines from Tansa, Modak Sagar in thane district under overall supervision of an Assistant security Officer (Arms and Ammunition). Considering the need to protect vital and sensitives municipal installation, water reservoir, dams, water purification centers and open water pipe lines from vaitarana to the metropolis, the Municipal commissioner has also approved of a proposal provide two vehicles with wireless system for outside city division ;and, one each for the City Western suburbs And Eastern suburbs. The officers and the security personnel have performed exemplary work, especially when deputed to assist assistant commissioner for work like removal of encroachments and unauthorised hawkers.

TRAINING CENTER:

A well equipped Centre with all the ultra modern facilities for physical as well as indoor Training for the Force has been established at the Bhandup Complex. A training of six month is given to newly recruited security officers and Security Guards. Refresher courses for one month are also held for security personnel from time to time. Considering the deterioration in the law and order situation, special efforts have been made to enhance the physical and mental capacity of the security personnel.

For special assignments, security guards from the Security Force are selected and given special training at the security training center. Some of the security guards from the task force are deputed to the Octroi Check Nakas and Wards Offices during encroachment removal action, Morchas, strikes, bandhs, etc.

S Ward:-

Arrange for posting of Security Guards at different installation in the ward and prepare their programme for granting weekly off/Long leave.

Take action whenever cases of theft are detected by any Security Guard or whenever excess materials is attempted to be removed.

Arrange for bandobast duty at the time of morchas and visit of the Municipal Commissioner/ Deputy Municipal Commissioner and other dignitaries to the Ward.

Take surprise rounds of different installation to see whether the Security guards on duty are doing their jobs.

Report any untoward incident, theft of Municipal articles and frauds to higher authorities and then lodge complaints with the as per instruction of higher authorities.

Record a statement whenever such cases are reported and remain present when cash boxes are opened in municipal dispensaries, maternity homes etc

**Assistant Security Officer
S Ward**

SECTION 4 (1) (B) (i) Particulars of Organization, Function and Duties

The particulars of functions & duties of the Office of Assistant Security Officer (ASO)

1	Name of the Section	Office of Asst. Security officer -Security Dept.
2	Address	Ground Floor, S ward office Building, Lal Bahadur Shashri Marg, Bhandup (W), Mumbai 400078.
3	Head of the office	Chief Security Officer, Worli
4	Office Timings	Round clock in three shift
5	Timings	7.00am to 03.00pm, 03.00pm to 11.00pm, 11am to 07.00am
6	Contact Details	Telephone no: 25947571 Ext. 229 Email Asst. Security officer
7	Parent Government Department	Chief Security Officer
8	Reporting to which office	Divisional Security officer, Zone 6, Pantnagar
9	Jurisdiction Geographical	S ward jurisdiction
11	Mission	To protect M.C.G.M property of S Ward
12	Objectives	To protect vital and sensitive municipal installation and a Ward.
13	Functions	<p>A) Arrange for posting of Security Guards at different installation in the ward and prepare their programme for granting weekly off/Long leave.</p> <p>B) Take action whenever cases of theft are detected by any Security Guard or whenever excess materials is attempted to be removed.</p> <p>C) Arrange for bandobast duty at the time of morchas and visit of the Municipal Commissioner/ Deputy Municipal Commissioner and other dignitaries to the Ward.</p> <p>D) Take surprise rounds of different installation to see whether the Security guards on duty are doing their jobs.</p> <p>E) Report any untoward incident, theft of Municipal articles and frauds to higher authorities and then lodge complaints with the as per instruction of higher authorities.</p> <p>F) Record a statement whenever such cases are reported and remain present when cash boxes are opened in municipal dispensaries, maternity homes etc</p> <p>G) Visit different municipal installation in his jurisdiction to see that the Security Guard are performing their duties properly. If not, he has to make diary entry and submit his report to the higher authorities. Arrange for posting of Security Guards at different installation in the ward and prepare their</p>

		<p>Programme for granting weekly off/Long leave.</p> <div style="text-align: right; border: 1px solid black; padding: 2px;">P.T.O.</div> <p>H) Take action whenever cases of theft are detected by any Security Guard or whenever excess materials is attempted to be removed.</p> <p>I) Arrange for “Bandobast” duty at the time of “Morchas” and visit of the Municipal Commissioner/ Deputy Municipal Commissioner and other dignitaries to the Ward.</p> <p>J) Take surprise rounds of different installation to see whether the Security guards on duty are doing their jobs.</p> <p>K) Report any untoward incident, theft of Municipal articles and frauds to higher authorities and then lodge complaints with the as per instruction of higher authorities.</p> <p>L) Record a statement whenever such cases are reported and remain present when cash boxes are opened in municipal dispensaries, maternity homes etc.</p> <p>M) Visit different municipal installation in his jurisdiction to see that the Security Guard are performing their duties properly. If not, he has to make diary entry and submit his report to the higher authorities.</p>
14	Section Duties	Nil
15	Details of services provided	1. To provide security guard at a ward Level.
16	Physical assets	Sticks, Protect shield, Batteries, Metal Detector, Hand Metal Detector. Service Revolver
18	Weekly Holidays	Round clock

Chief Security officer



Deputy Chief Security Officer



Divisional Security Officer



Assistant Security Officer Ward Level



Security Jamadar Ward Level



Head Security Guard Ward Level



Security Guard ward Level

Department – Security (Aug. 15)

Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Assistant Security Officer	1	1	-
2	Security Jamadar	1	1	-
3	Security Head Guards	6	3	3
4	Security Guards	82	74	08

Details of Departmental installation

Sr. No	Name of Department	Name of Installation	Address of Installation	Gen	1 st Shift	2 nd Shift	3 rd Shift	Total
1	Security	S Ward	S ward office Building, Lal Bahadur Shashri Marg, Bhandup (W), Mumbai 400078.	-	2	2	2	6
2	Security	Building Proposal Eastern Suburban Office	Paper Mill Compound, Surya Nagar, Vikroli (E), Mumbai 400083	-	1	1	1	3
3	Security	Old S Ward Office	Ishwar Nagar, L.B.S. Marg, Bhandup (W), Mumbai 78	-	1	1	1	3
4	Security	S Ward Stores	Filix Mall, L.B.S. Road, Sonapur, Bhandup (W)	-	1	1	1	3
5	Security	Kanjur Dispensary	Near Kanjur Police Station, Nehru Nagar, Kanjur Marg, (E) Mumbai 400042	--	1	1	1	3
6	Security	Dr. Babasaheb Ambedkar Maternity Home	Tagore Nagar, Vikroli (E), Mumbai 400083	-	1	1	1	3
7	Security	Savitribai Phule Maternity Home	L.B.S. Road, Bhandup (W), Mumbai 400078	-	1	1	1	3
8	Security	Mulund Dumping	Eastern Express Highway, Mulund (E), Mumbai 81	-	2	2	2	6
9	Security	Mahatma Phule Hospital	Kannamvar Nagar No. 2, Vikroli (E) Mumbai 400083	1	2	2	2	7
10	Security	Eastarn Express Highway Octroi Naka	Eastern Express Highway Octroi Naka, Mulund (E)	-	4	4	4	12
11	Security	Airoli Octroi Naka	Airoli Mulund Octroi Naka, Mulund (E) Mumbai - 78	-	3	3	3	9

SECTION 4 (1) (b) (ii) Powers and Duties of Officers and Employees

The powers and duties of officers and employees in the office of Assistant Security Officer(ASO)

A

Sr. No.	Designation	Powers Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Security Officer	PL Refer page no:		
2	Security Jamadar			
3	Head Security Guard			
4	Security Guard			

B

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Deputy Chief Security Officer	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dated: 02.01.2006	
2	Divisional Security Officer	Nil		
3	Assistant Security Officer	Nil		

C

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Security officer (ASO)	Nil		
2	Security Jamadar	Nil		
3	Head Security Guard	Nil		

The power of officers and employees in the office of Assistant Security Officer

Administrative Powers

ASSTT.SECURITY OFFICER(ASO)

The duty list of the ASSISTANT SECURITY OFFICER(ASO) working in Wards

The security Officer (ASO) is posted for a Ward or an area in which municipal institution are concentrated. he is directly in charge of the security arrangements of that area. His duties are to:

- 1) Fix duty postings of security Jamadar, Head Security Guards and Security Guards situated Points, if necessary in consultation with the head of the Department; locate strategic and vulnerable points like vital installation, pumps, stores, depots etc. in his area and see that they are properly guarded; prepare the duty roster of security guard and ensure that day and night duties are fairly allotted to them and regular offs granted.
- 2) Keep himself well informed about the standing orders and circulars pertaining to duty hours, recesses, leave rules and other matters concerning Labour Laws and Regulation, Industrial Disputes Act, Minimum Wages Act, Workmen's Compensation Act etc.
- 3) Train the personnel and explain to them the search procedure whenever the same is in force.
- 4) See that the security staff on duty is in office uniform and that the men and women are vigilant and alert; hold parades of Security Guards and Head security Guards in his unit at regular intervals; attend to the grievances and complains, if any of the staff under him and see that prompt action is taken to redress them see that uniforms and identity cards are promptly issued to the security staff working under him.
- 5) Take at least one round every day to check and see whether security Jamadar, Head Security Guards and Security Guards are present and alert at their allotted posts. He should take at least two night rounds in a week for this purpose. As far as possible, one round should be Before mid-night and one for another after mid-night. Names of defaulters should be put up to the Divisional Security Officer every Saturday for further action. In case of major defaults, a preliminary enquiry should be held by the assistant security Officer (ASO) and report sent to the Divisional security Officer (DSO)
- 6) Be under the direct supervision and control of the Divisional Security Officer and take direction from him and submit reports to him from time to time.
- 7) Make combinational and routine enquiries in respect of thefts, malpractices, subversive and illegal activities etc. and promptly submit reports to the higher authorities.
- 8) Attend to routine office work, correspondence and general enquiries from other departments regarding security services.
- 9) Keep watch with the cooperation of the supervisory staff of the institutions in his area; keep himself well informed about security matters and take prompt action in case of emergencies.
- 10) Attend to any other work such as bandobast and connected with security measures as per instruction of his superiors.

P.T.O

- 11) Be in the ward office from 8.30 to 12.30 and 15.00to 17.00 hours
- 12) Sanction casual leave up to 3 days to security Jamadar, Head Security Guards and Security Guards as per powers delegated to him.
- 13) Maintain muster of security Jamadar, Head Security Guards and Security Guards. Also maintain leave record etc.
- 14) Submit effective report of the staff working under him to the office of Dy. CSO on the basis of which payments to be made are calculated.
- 15) Conduct parade of Security Guards at the Training Centre and also participate in parade activities whenever required.
- 16) Arrange police bandobast in addition to security bandobast in case of incident such as morchas, strikes and bandhs.

DELEGATION OF POWERS TO ASSISTANT SECURITY OFFICER

1. Arrange for posting of Security Guards at different installation in the ward and prepare their programme for granting weekly off/Long leave.
2. Take action whenever cases of theft are detected by any Security Guard or whenever excess materials is attempted to be removed.
3. Arrange for bandobast duty at the time of morchas and visit of the Municipal Commissioner/ Deputy Municipal Commissioner and other dignitaries to the Ward.
4. Take surprise rounds of different installation to see whether the Security guards on duty are doing their jobs.
5. Report any untoward incidence, theft of Municipal articles and frauds to higher authorities and then lodge complaints with the as per instruction of higher authorities.
6. Record a statement whenever such cases are reported and remain present when cash boxes are opened in municipal dispensaries , maternity homes etc
7. Visit different municipal installation in his jurisdiction to see that the Security Guard are performing their duties properly. If not, he has to make diary entry and submit his report to the higher authorities.

The Duty list of the Head Security Guard working in Wards

- 1) Head Guard has to visit each and every posting point of Security Guard in his jurisdiction while
- 2) visiting such and he has to sign the S.G. diary and record his comments.
- 3) Maintain muster of S.G. as per duty list.
- 4) To see the S.G. that they have kept all keys on the keyboard in proper manner
- 5) To see that S.G. are noting vehicle number on the vehicle register.
- 6) H.G. has to note the over time of S.G. in the attendance register, In case of S.G.'s reliever do not comes on duty than report the same to A.S.O. at next day.

The Duty list of the Security Guard working in Wards

- 1) To safe guard and protect M.C.G.M. property is the prime duty of security guard.
- 2) Any theft pilferage or malpractice is notice; it is the responsibility of security guard to report his higher Authority.
- 3) At the posting point of security guard have to be vigilant and alert.
- 4) Security Guard has to perform 8 hours duty, but if reliever do not come than he has to continue duty by intimating higher authority.
- 5) While on duty S.G. has to check Gate pass duly signed by the competent authority, if any employee carrying any material from the posting point.
- 6) S.G. have to check bags, belongings of visitors and even employee in working their.
- 7) S.G. has to assure that the windows, lights, fans are switch off, and the office are shut down properly ones the office are close by taking around.

Section 4 (1) (b) (iii)

Procedure followed in Decision Making Process including Channels of supervision and accountability

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Security Officer (ASO)

NAME OF ACTIVITY - To provide securities

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	To provide Securities	<ol style="list-style-type: none">1) Keep watch with the cooperation of the supervisory staff of the institutions in his area;2) keep himself well informed about security matters and take prompt action in case of emergencies.3) Arrange police bandobast in addition to security bandobast in case of incident such as morchas, strikes and bandhs.	Within 24 Hours	Assistant Security Officer	

Section 4 (1) (b) (IV) Norms set for discharge of its functions

Norms set for discharge of its functions in the office of Assistant Security Officer (ASO)

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs .	Time Limit	Remarks
1.	ASO	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	

Section 4 (1) (b) (v)

The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Office order	Nil	
	Rules	As per MMC Act	
	Regulations	Implementation of all Rules related to Security Department	
	Instructions	NIL	
	Records	Outward & Inward Book and Station Diary, Day to day Diary of S.G	

Section 4 (1) (b) (vi)

Statement of categories of documents that are held and under the control of the office of Asstt. Security Officer (ASO)

Sr. No.	Subject	Type of Document file or register	Particulars	Periodicity of Preservation
1	Important Documents	A	1)Primary enquiry registers 2) Dead-stock registers	Permanent
2	Important Documents	B	2)Occurrence report register	30Years
3	Important Documents	C1	1)Muster book 2)Occurrence report register 3)Enquiry Register 4)Monthly inspection documents File 5)Field Diary	10Years
4	Important Documents	C	1)Daily Attendance Book 2)Visit Book 3)Station dairy 4)Dispatch book	5Years

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office Assistant Security Officer (ASO)

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	Policy Details	As per Chief Security Officer	Nil	

Section 4 (1) (b) (viii)

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or far the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Divisional security Officer (DSO)	Shri. A. R. Suryavanshi.		9833578911 022-25006009
2	Assistant security Officer (ASO)	Shri. D.B. Barve		9167202145 022- 25947570 Ext. 229

Section 4 (1) (b) (x)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations. (Aug. 15)

SR. NO.	DESIGNATION	EMPLOYEE NAME	Grd	Basic + GRP	DA	WC	CA	SPA	TA	MM A	HRA	TOTAL SALARY
1	ASST.SECURITY OFFICER	DEVDAAS BHIMRAO BARVE	C	12930+4200	19357	225	463	975+400	600	0	0	39150
2	SECURITY JAMADAR	AMBURLE RAJENDRA NARAYAN	D	13560+1950	18295	115	463	0	600	0	4857	39840
3	SECURITY GUARD	DHATRAK SANJAY MANOHAR	D	11690+1950	16080	115	0	0	600	0	4269	34704
4	SECURITY GUARD	DHUMAK DILIP BALAJI	D	12920+1950	17538	115	0	0	600	0	4656	37779
5	SECURITY GUARD	KATHE SAHADU PUNAJI	D	11410+1950	15696	115	0	0	600	0	4167	33888
6	SECURITY GUARD	RANE VIKAS VASANT	D	12570+1950	17120	115	0	0	600	0	4545	36900
7	SECURITY GUARD	TAWARE PRAKASH BALARAM	D	12720+1950	17300	115	0	0	600	0	4593	37278
8	SECURITY GUARD	KEKAN SHIVAJI KASHINATH	D	9860+1950	13854	115	0	0	600	0	3678	30007
9	SECURITY GUARD	AVHAD HEMANT PANDHARINATH	D	9860+1950	13854	115	0	0	600	0	3678	30007
10	SECURITY GUARD	DERBERE PARSHURAM RAJU	D	8230+1950	11922	115	0	0	600	0	3165	25932
11	SECURITY GUARD	GULIK ASHWINI TANAJI	D	7360+1950	10882	115	0	0	600	0	2889	23746
12	SECURITY GUARD	THORAT MARUTI PILAJI	D	12920+1950	17538	115	0	0	600	0	4656	37779
13	SECURITY GUARD	PARAB SHYAM-SUNDAR ATMARAM	D	13100+1950	17752	115	0	0	600	0	4713	38230
14	SECURITY GUARD	BHOSLE KRUSHNARAO BABURAO	D	12920+1950	17538	115	0	0	600	0	4656	37779
15	SECURITY GUARD	SHRAVANE CHANDRAKANT H	D	12920+1950	17538	115	0	0	600	0	4656	37779
16	SECURITY GUARD	WAGHARE SUNIL BALKRISHNA	D	12920+1950	17538	115	0	0	600	0	4656	37779
17	SECURITY GUARD	JOSHI SHARAD RAJIDHAR	D	12920+1950	17538	115	0	0	600	0	4656	37779
19	SECURITY GUARD	INGAWALE VISHVANATH V	D	12920+1950	17538	115	0	0	600	0	4656	37779
20	SECURITY GUARD	JAGTAP RAMA SOPAN	D	12720+1950	17300	115	0	0	600	0	4593	37278
21	SECURITY GUARD	PATIL DAJIBA DATTU	D	12920+1950	17538	115	0	0	600	0	4656	37779

22	SECURITY GUARD	NALAWADE NAN-DRAM BABAN	D	13100+1950	17752	115	0	0	600	0	4713	38230
23	SECURITY GUARD	SAWANT GANPATI MARUTI	D	12920+1950	17538	115	0	0	600	0	4656	37779
24	SECURITY GUARD	SHERLEKAR NARAYAN R	D	12920+1950	17538	115	0	0	600	0	4656	37779
25	SECURITY GUARD	SHELAR NISHIKANT J	D	13100+1950	17752	115	0	0	600	0	4713	38230
26	SECURITY GUARD	VARDAM MAHESH MANOHAR	D	13620+1950	18374	115	0	0	600	0	4878	39537
27	SECURITY GUARD	TAMBE SIDDHARTH DHARAMA	D	13000+1950	17628	115	0	0	600	0	4680	37973
28	SECURITY GUARD	PARAB PRITHVIRAJ YESHWANT	D	12570+1950	17120	115	0	0	600	0	4545	36900
29	SECURITY GUARD	MORE PRAMOD KESHAV	D	13000+1950	17628	115	0	0	600	0	4680	37973
30	SECURITY GUARD	DHURI NAMDEO PANDURANG	D	12570+1950	17120	115	0	0	600	0	4545	36900
31	SECURITY GUARD	SABLE ASHOK BABURAO	D	13000+1950	17628	115	0	0	600	0	4680	37973
32	SECURITY GUARD	TAWADE VIJAY BALKRISHNA	D	13000+1950	17628	115	0	0	600	0	4680	37973
33	SECURITY GUARD	WAGH MADHUKAR EKNATH	D	12570+1950	17120	115	0	0	600	0	4545	36900
34	SECURITY GUARD	WALASE JAYSING D	D	12570+1950	17120	115	0	0	600	0	4545	36900
35	SECURITY GUARD	GOSAVI MACHIN-DRANATH M	D	12570+1950	17120	115	0	0	600	0	4545	36900
36	SECURITY GUARD	ASWALKAR SHIV-ADAS DINKAR	D	12800+1950	17391	115	0	0	600	0	4617	37473
37	SECURITY GUARD	KALE SANJIV BHIKA	D	12800+1950	17391	115	0	0	600	0	4617	37473

3
8

38	SECURITY GUARD	KARPE KRISHNA KESHAV	D	11980+1950	16419	115	0	0	600	0	4359	35423
39	SECURITY GUARD	REPAL SHARAD TUKARAM	D	11980+1950	16419	115	0	0	600	0	4359	35423
40	SECURITY GUARD	SURVE UDAY EKNATH	D	11830+1950	16249	115	0	0	600	0	4314	35058
41	SECURITY GUARD	VIRKAR CHAN-DRAKANT S	D	4990+1900	8125	115	0	0	600	0	2157	17937
42	SECURITY GUARD	SHINDE DATTU VISHNU	D	11980+1950	16419	115	0	0	600	0	4359	35423
43	SECURITY	MOKASHI DATTA-	D	11290+1950	15605	115	0	0	600	0	4143	33703

P.T.O.

	GUARD	TRAY MARUTI										
44	SECURITY GUARD	PANCHAL ANIL GANPAT	D	11290+1950	15605	115	0	0	600	0	4143	33703
45	SECURITY GUARD	DHUMAL NAVNATH VINAYAK	D	11290+1950	15605	115	0	0	600	0	4143	33703
46	SECURITY GUARD	THOKAL MURLIDHAR THAKA	D	10210+1900	14272	115	0	0	600	0	3789	30886
47	SECURITY GUARD	AVHAD PANDHARI-NATH V.	D	9860+1900	13854	115	0	0	600	0	3678	30007
48	SECURITY GUARD	MUGALE SHANKAR PARASHARAM	D	9860+1900	13854	115	0	0	600	0	3678	30007
49	SECURITY GUARD	GHUGE MADHUKAR RANGANATH	D	9860+1900	13854	115	0	0	600	0	3678	30007
50	SECURITY GUARD	LANGHI CHANDRAKANT D.	D	9860+1900	13854	115	0	0	600	0	3678	30007
51	SECURITY GUARD	SHINDE SUNIL FULAJI	D	9860+1900	13854	115	0	0	600	0	3678	30007
52	SECURITY GUARD	AVHAD MALHARI GANGADHAR	D	9860+1900	13854	115	0	0	600	0	3678	30007
53	SECURITY GUARD	PANDE SUBHASH RANGNATH	D	9850+1900	13843	115	0	0	600	0	3675	29983
54	SECURITY GUARD	CHAVAN DEVIDAS KHEMSHIMG	D	8230+1900	11922	115	0	0	600	0	3165	25932
55	SECURITY GUARD	SURVE SUNIL YASHWANT	D	7640+1900	11221	115	0	0	600	0	2979	24455
56	SECURITY GUARD	RANE PRAMOD SURYAJI	D	7640+1900	11221	115	0	0	600	0	2979	24455
57	SECURITY GUARD	RATHOD SUDAM RAMDHAN	D	7360+1900	10882	115	0	0	600	0	2889	23746
58	SECURITY GUARD	TUPE NAVNATH HANAMANT	D	7360+1900	10882	115	0	0	600	0	2889	23746
59	SECURITY GUARD	VALHE SANDEEP BRIJLAL	D	7360+1900	10882	115	0	0	600	0	2889	23746
60	SECURITY GUARD	DIVEKAR AJIT DHANAJI	D	7360+1900	10882	115	0	0	600	0	2889	23746
61	SECURITY GUARD	DAGWAL CHETAN SATEJ	D	7360+1900	10882	115	0	0	600	0	2889	23746
62	SECURITY GUARD	BHOYAR VINOD RAMCHANDRA	D	7090+1900	10566	115	0	0	600	0	2805	23076
63	SECURITY GUARD	BHANDARE PRAMOD TUKARAM	D	7360+1900	10882	115	0	0	600	0	2889	23746
64	SECURITY GUARD	TANDALE SHIVAJI BABASAHEB	D	7360+1900	10882	115	0	0	600	0	2889	23746
65	SECURITY	PATHAN KARIM	D	7360+1900	10882	115	0	0	600	0	2889	23746

	GUARD	AYUB										
66	SECURITY GUARD	SHINDE PRADIPKU-MAR S.	D	7360+1900	10882	115	0	0	600	0	2889	23746
67	SECURITY GUARD	PATIL PANKAJ GULABRAO	D	6070+1900	9356	115	0	0	600	0	2484	20525
68	SECURITY GUARD	TUMSARE SEEMA ASHOKRAO	D	6070+1900	9356	115	0	0	600	0	2484	20525
69	SECURITY GUARD	GHODVINDE NISHA GOPAL	D	6070+1900	9356	115	0	0	600	0	2484	20525
70	SECURITY GUARD	AVHAD SWATI NARAYAN	D	6070+1900	9356	115	0	0	600	0	2484	20525
71	SECURITY GUARD	DESALE NISHA NAMDEV	D	6070+1900	9356	115	0	0	600	0	2484	20525
72	SECURITY GUARD	CHAVHAN BHARTI PAHADSING	D	6070+1900	9356	115	0	0	600	0	2484	20525
73	SECURITY GUARD	BANGAR SWATI SUDHAKAR	D	6070+1900	9356	115	0	0	600	0	2484	20525
74	SECURITY GUARD	PARDESHI VILAS J.	D	6070+1900	9356	115	0	0	600	0	2484	20525
75	SECURITY GUARD	PAWARA JYOTI SIMA	D	6070+1900	9356	115	0	0	600	0	2484	20525
76	SECURITY GUARD	MAHIBUB K. SHAIKH	D	6070+1900	9356	115	0	0	600	0	2484	20525
77	SECURITY GUARD	VACANT	D									
78	SECURITY GUARD	VACANT	D									
79	SECURITY GUARD	VACANT	D									
80	SECURITY GUARD	VACANT	D									
81	SECURITY GUARD	VACANT	D									
82	SECURITY GUARD	VACANT	D									
83	SECURITY GUARD	VACANT	D									
84	SECURITY GUARD	VACANT	D									
85	HEAD SECURITY GUARD	PARAB PRABHAKAR	D	13280+1950	17967	115	463	0	600	0	416	34791
86	HEAD SECURITY GUARD	PARANDWAL SUDAM DAGADU	D	13100+1950	17752	115	463	0	600	0	4713	38693

87	HEAD SECURITY GUARD	SUTAR CHAN-DRAKANT MARUTI	D	13090+1950	17741	115	463	0	600	0	4710	38669
88	HEAD SECURITY GUARD	VACANT	D									
89	HEAD SECURITY GUARD	VACANT	D									
90	HEAD SECURITY GUARD	VACANT	D									

Details of perks for Assistant Security Officer

1. Mobile Allowances – up to 1200
2. Two Over times per month to Security Guard

Section 4 (1) (b) (xi)

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

Sr. No.	Budget description	Head	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
Budget is related to Chef Security Officer					

Form B for previous year

Sr. No.	Budget description	Head	Grants received	Grant utilized	Grants Surrendered	Result
Budget is related to Chef Security Officer						

Section 4 (1) (b) (xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
	Nil	Nil

Section 4 (1) (b) (xiii)

The particulars of recipients of concession, permits or authorizations granted by department.

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	NIL		-	-	-	-

Section 4 (1) (b) (xiv)

Details in respect of the information available to or held by it, reduced in an electronic form.

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	NIL			

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00p.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- A.S.O. S, S ward office Building, Near Mangatram Petrol Pump, LBS Marg, Bhandup (w) Mumbai 400078	ASSISTANT SECURITY OFFICER (ASO) S
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4 (1) (b) (xvi)

The names, designations and other particulars of the Public Information Officers PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1.	Shri. P.J. Sankhe	Dy.Chief Security Officer	S Ward	Pantnagar , Ghatkopar (E), Mumbai 75. 022-25006009	dycso03.security@mcmgm.gov.in	Chief Security Officer ,Worli, Emozes Road Worli, Near Transport garage Mumbai

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	NA			

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.	Shri. D. H. Patil	C.S.O	S	C.S.O	