



BRIHANMUMBAI MAHANAGARPALIKA

**Section 4 Manuals Act as per provision
of RTI 2005 of H/East ward**

SECURITY DEPARTMENT

Address -
Office of Asstt. Mun. Com. H/East
Ground Floor, H/East Ward Building,
137, T.P.S. V, 2nd Road,
Prabhat Colony, Santacruz (East),
Mumbai - 400 055

INDEX

Sr, No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	
4	4 (1) (b) (iv)	Norms set for discharge of its functions	
5	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	
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Asst. Security officer(ASO)	
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implementation thereof.	
8	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.	
9	4 (1) (b) (ix)	Directory of the officers and employees	
10	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.	
11	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.	
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by department.	
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room	
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	

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.

Disaster management and central Complaint Registration System cell

A Dy. Chief Security Officer looks after this cell, at present, 42 Male and lady security guards work in the Disaster management And central complaint Registration System Cell. These employees operate computer as well.

H/East Ward:-

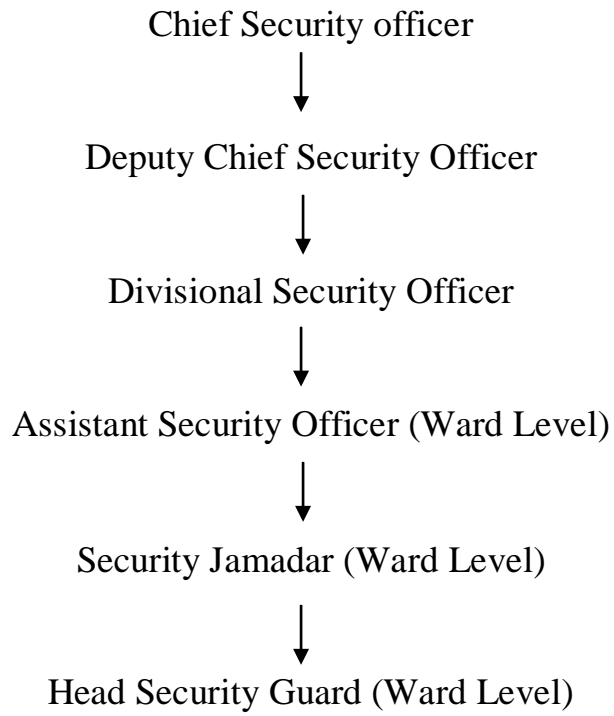
- Arrange for posting of Security Guards at different installation in the ward and prepare their programme for granting weekly off/Long leave.
- Take action whenever cases of theft are detected by any Security Guard or whenever excess materials is attempted to be removed.
- Arrange for bandobast duty 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

Sd/-
Assistant Security Officer
H/East 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, H/East Ward Building . prabhat colony, Near Airways hotel,Santacruz (E), Mumbai 400055
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 26138900/26182217-18
7.	Parent Government Department	Chief Security Officer
8.	Reporting to which office	Dy. Chief Security officer, Bandra (W)
9.	Jurisdiction Geographical	H/East ward jurisdiction
10.	Mission	To protect M.C.G.M property of H/East Ward
11.	Objectives	To protect vital and sensitive municipal installation and a Ward.
12.	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 Programme for granting weekly off/Long leave.</p> <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>
13.	Section Duties	Nil
14	Details of services provided	To provide security guard at a ward Level.
15	Physical assets	Sticks, Protect shield, Batteries, Metal Detector, Hand Metal Detector. Service Revolver
16	Weekly Holidays	Sunday and Public Holidays.



Security Guard ward Level

Department – Security				
Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Assistant Security Officer	1	1 (Additional charge)	1
2	Security Jamadar	1	-	1
3	Head Guards	4	4	0
4	Guards	48	24	24

Details of Departmental installation

Sr. No.	Name of Department	Name of Installation	Address of Installation	1st Shift	2nd Shift	3rd Shift	Total
1	Security	H/East Ward	Ground Floor, H/East Ward Building . Prabhat Colony, Near Airways Hotel, Santacruz (E), Mumbai 400055	2	2	2	6
2	Security	V.N.Desai Hosp..	Golibar Rd., Santacruz (E) Mumbai 400055.	3	4	3	10
3	Security	Santacruz New Garage.	EE Transport, Near Milan Mall, Santacruz (East), Mumbai-400055.	2	2	2	6
4	Security	Santacruz Old Garage ,.	S.V.Road, In Front Of Bus Depo, Santacruz (West)	2	2	2	6
5	Security	Vakola Godaun	Nehru Road, Vakola Santacruz (E), Mumbai 400055)	1	1	1	3
6	Security	Kherwadi Maternity Hosp	Nr. Ram Mandir., Kherwadi, Bandra (E), Mumbai 400050	1	1	1	3

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

ASST. 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 institutions 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 installations, 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 complaints, 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 Attend to any other work such as bandobast and connected with security measures as per instruction of his superiors.
10. Be in the ward office from 8.30 to 12.30 and 15.00to 17.00 hours
11. Sanction casual leave up to 3 days to security Jamadar, Head Security Guards and Security Guards as per powers delegated to him.
12. Maintain muster of security Jamadar, Head Security Guards and Security Guards. Also maintain leave record etc.
13. 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.
14. Conduct parade of Security Guards at the Training Centre and also participate in parade activities whenever required
15. 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 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 for 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)	Smt. Sayli Gawale		9167202451 26138900/26182217-18
2	Assistant security Officer (ASO)	Shri. Sunil Holkar (additional charge)		9167202161 26138900/26182217-18

Section 4(i)(b)(x)

**Details of remuneration of Officers and Employees in the office of Licence
Department**

(Amount in Rs.)

Sr. No.	Designation	Employee Name	Grade Code	Basic + Grp	D.A.	T.A.	H.R.A.	Con. Allowane	W.C.	Total
1	Head Security Guard	Arvind Sakharam Lad	D15	46000	14260	600	12420	463	115	73858
2	Head Security Guard	Shankar Madhukar Dhavan	D15	35000	10850	600	9450	463	115	56478
3	Head Security Guard	Bhaskar Narayan Katkar	D15	46000	14260	600	12420	463	115	73858
4	Head Security Guard	Shripat Ganpat More	D15	46000	14260	600	12420	463	115	73858
5	Security Guard	Ganpat Shankar More	D19	46000	14260	600	12420		115	73395
6	Security Guard	Vinod Rajaram Shinde	D19	44700	13857	600	12069		115	71341
7	Security Guard	Vikas Durgadas Nadkarni	D19	44700	13857	600	12069		115	71341
8	Security Guard	Jagdish Raghunath More	D19	44700	13857	600	12069		115	71341
9	Security Guard	Jivan Baban Mohite	D19	3400	10540	600	9180		115	54435
10	Security Guard	Vijay Namdev Deolkar	D19	44700	13857	600	12069		115	71341
11	Security Guard	Dipak Vishnu Chavhan	D19	43400	13454	600	11718		115	69287
12	Security Guard	Manoj Ladoba Malik	D19	43400	13454	600	11718		115	69287
13	Security Guard	Kisan Babu More	D19	42100	13051	600	11367		115	67233
14	Security Guard	Sameer Sadanand More	D19	42100	13051	600	11367		115	67233
15	Security Guard	Sanjay Waman Vaity	D19	37400	11594	600	10098		115	59807
16	Security Guard	Rajesh Krushna Dhanu	D19	37400	11594	600	10098		115	59807
17	Security Guard	Ravindra Chandrabhoj Parmar	D19	32000	9920	600	8640		115	51275
18	Security Guard	Govind Pralhad Suryavanshi	D19	24500	7595	600	6615		115	39425
19	Security Guard	Omkar Shivmurti Jarikote	D19	24500	7595	600	6615		115	39425
20	Security Guard	Amol Sandipanrao Bane	D19	24500	7595	600	6615		115	39425
21	Security Guard	Suraj Uttamrao Wagh	D19	24500	7595	600	6615		115	39425
22	Security Guard	Tushar Shivaji Wagh	D19	24500	7595	600	6615		115	39425

23	Security Guard	Abhishek Rohitdas Chavhan	D19	24500	7595	600	6615		115	39425
24	Security Guard	Nagnath Ambadas Pandanwad	D19	24500	7595	600	6615		115	39425
25	Security Guard	Avinash Hanumant Shendge	D19	24500	7595	600	6615		115	39425
26	Security Guard	Mukesh Hiranman Suryavanshi	D19	24500	7595	600	6615		115	39425
27	Security Guard	Sunil Narayan Satam	D19	39400	12214	600	10638		115	62967
28	Security Guard	Leena Kesarinath Dandekar	D19	28400	8804	600	7668		115	45587

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of Licence Department H / East ward at Santacruz (East) for the year 2016-2017.

* Publish copy of the budget (in Rs.)

* Publish copy of grant distribution

Format A for current year

Sr. No.	Budget Head Description	Grant received	Planned use (Give details area-wise or work-wise in a separate form)	Remarks
	NIL	NIL	NIL	NIL

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. H/East ward building Prabhat colony, near Airways hotel Santacruz (E) MUMBAI 400055	ASSISTANT SECURITY OFFICER (ASO) H/east
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. Pravin Chavan	Dy.Chief Security Officer	H/WEST Ward	9167202144 7 R.K PATKAR MARG NEAR PETIT SCHIOOL BANDRA (W)		ChiefSecurity 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.Ajit Tawade	C.S.O	H/East	C.S.O	

Section 4 (1) (b) (xvii)

Others

NIL