



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act  
2005 of N/Ward

### **SECURITY DEPARTMENT**

Address - Office of Assistant Security Officer,  
Ground Floor, N/ Ward Building'  
Jawahar Road, Ghatkopar (East),  
Mumbai – 400 077

## INDEX

Sr, No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	4-7
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	8-12
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	13
4	4 (1) (b) (iv)	Norms set for discharge of its functions	14
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	15
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)	16
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.	17
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.	18
9	4 (1) (b) (ix)	Directory of the officers and employees	19
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.	20-24
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.	25
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	25
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by department.	25
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	26
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	27
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	28

## Introduction

### **A profile of security force**

The Mumbai Municipal Security Force was established on 1<sup>st</sup> 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 unathorised 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 ladies security guards work in the Disaster management And central complaint Registration System Cell. These employees operate computer as well.

### **N / 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**

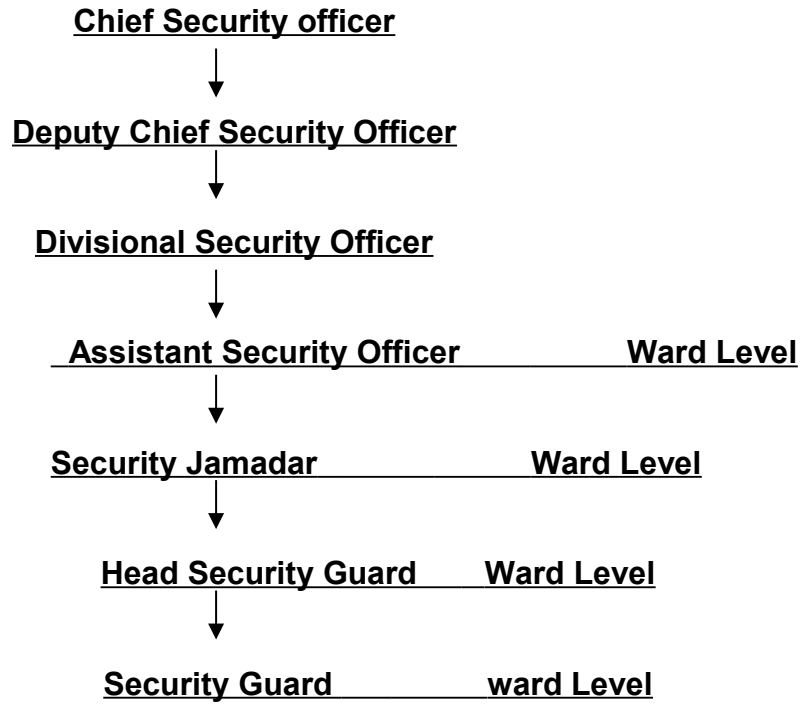
**N/Ward**

**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 , N ward office,Jawahar Road, Ghatkopar (E) Mumbai 400077
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,11pm to 07.00am
6	Contact Details	Telephone no: 25645296 Ext. 242 Email Asst. Security officer
7	Parent Government Department	Chief Security Officer
8	Reporting to which office	Dy. Chief Security Officer, Pant Nagar, Ghatkopar (E), Mumbai
9	Jurisdiction Geographical	N/ ward jurisdiction
11	Mission	To protect M.C.G.M property of N/ 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 Programme for granting weekly off/Long leave.</p> <p>H) Take action whenever cases of theft are detected by any Security Guard or whatever excess material is attempted to be removed.</p> <p>I) Arrange for “Banodobast” 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	Sunday and Public Holidays.



<b>Department – Security</b>				
<b>Sr. No.</b>	<b>Post</b>	<b>Scheduled Post</b>	<b>Occupied</b>	<b>Vacant</b>
1	Assistant Security Officer	1	1	00
2	Security Jamadar	1	1	00
3	Head Guards	5	5	00
4	Guards	60	60	00

**Details of Departmental installation**

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Name of Installation</b>	<b>Address of Installation</b>	<b>1<sup>st</sup> Shift</b>	<b>2<sup>nd</sup> Shift</b>	<b>3<sup>rd</sup> Shift</b>	<b>Total</b>
1	Security	N / Ward	Ground Floor, N/ward Ghatkopar Mumbai – 400 077.	3	2	2	7
2	Security	Swimming Pool	Near R-Odeon Mall,Ghatkopar (E)	2	2	2	6
3	Security	Pant Nagar Garage	Pant Nagar,Ghatkopar (E)	2	2	2	6
4	Security	Pant Nagar Office	Pant Nagar,Ghatkoar(E)	1	1	1	3
5	Security	Sant Mukatabai Hospital	Barve Nagar,Ghatkopar (W)	3	3	3	9
6	Security	Samaj Kalyan Kendra	Barve Nagar,Ghatkopar (W)	1	1	1	3
7	Security	Encroachment Depo	Rajawadi Hospital, 4 no.Gate,Vidyavihar(E)	1	1	1	3
8	Security	Rajawadi Depo	Rajawadi Hospital, 4 no.Gate ,Vidyavihar(E)	1	1	1	3
9	Security	Ramabai Thakrey Hospital	Sainath Nagar,Ghatkopar(W)	1	1	1	3
			<b>Total</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>43</b>

**Total Post SG's                    43**

**Weekly Off Reliver                07**

**50**

**20 % Leave Reserver            10**

**Total Sanction Post            60**

**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- Judicial	Quasi	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 department 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.
- 2) 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

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps involved</b>	<b>Time limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
1	To provide Securities	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	
2	Rules	As per MMC Act	
3	Regulations	Implementation of all Rules related to Security Department	
4	Instructions	NIL	
5	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)**

<b>Sr. No.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>Particulars</b>	<b>Periodicity of Preservation</b>
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 consolation with the members of public in relation to the formulation of policy and implementation in the office Assistant Security Officer (ASO)**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
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.**

<b>Sr. No.</b>	<b>Name of the committee board / council / other bodies</b>	<b>Composition of committee Board council other bodies</b>	<b>Purpose of the committee Board/ Council/ other bodies</b>	<b>Frequency of meetings</b>	<b>Whether meeting open to public or not</b>	<b>Whether Minutes are available to public or not</b>	<b>Minutes available at.</b>
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**

<b>Sr. No.</b>	<b>Designation</b>	<b>Name of the Officers/ Employees</b>	<b>Cadre</b>	<b>Contact Details ph/ fax/ email</b>
1	Divisional security Officer (DSO)	A.R.Suryawanshi		9833578911
2	Assistant security Officer (ASO)	H.R.Salunkhe		9833578909

**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.**

<b>SR. NO</b>	<b>DESIGNATION</b>	<b>EMPLOYEE NAME</b>	<b>GRD</b>	<b>Basic + GRP</b>	<b>DA</b>	<b>WC</b>	<b>CA</b>	<b>SPA</b>	<b>TA</b>	<b>MM A</b>	<b>HRA</b>	<b>TOTAL SALARY</b>
1	ASST.SECURITY OFFICER	Harihar Rajaram Salunkhe	C	22040+ 4800	31940	225	463	975	1200		560	62203
2	SECURITY JAMADAR	Balu Bhaurao Kunde	D	13740+ 1950	17730	115	463		600		4707	39305
3	HEAD SECURITY GUARD	Shivaji Appa Ajagekar	D	13090+ 1950	16995	115	463		600		4512	37725
4	HEAD SECURITY GUARD	Lav Ankushrao Salunkhe	D	12400+ 1950	16216	115	463		600		4305	36049
5	HEAD SECURITY GUARD	Kachru Maruti jadhav	D	13100+ 1950	17007	115	463		600		4515	37750
6	HEAD SECURITY GUARD	Shantaram Gangaram Maine	D	13110+ 1950	17018	115	463		600		410	33666
7	HEAD SECURITY GUARD	Dashrath Ramu Bodke	D	12920+ 1950	16803	115	463		600		4461	37312
8	SECURITY GUARD	Nelson Victor Newton	D	102100 +1900	13684	115			600		3633	30142
9	SECURITY GUARD	Ramesh pandharinath Hulawale	D	7360+1 900	10464	115			600		2778	23217
10	SECURITY GUARD	Gajanan Dhondiba Mastod	D	12660+ 1900	16453	115			600		4368	36096
11	SECURITY GUARD	Suresh Hiru mali	D	12920+ 1950	16803	115			600		4461	36849
12	SECURITY GUARD	Rambhau nathu Sapat	D	13100+ 1950	17007	115			600		4515	37287
13	SECURITY GUARD	Shankar Parsuram Jadhav	D	13100+ 1950	17007	115			600		4515	37287
14	SECURITY GUARD	Ratnaji Babaji Tawde	D	13100+ 1950	17007	115			600		4515	37287
15	SECURITY GUARD	Ravindra Hari Mapuskar	D	12920+ 1950	16803	115			600		4461	36849

16	SECURITY	Chandrakant	D	12920+	16803	115			600		4461	36849
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	GUARD	Atmaram Arekar		1950								
17	SECURITY GUARD	Dilip Yeshwant Karanje	D	12920+ 1950	16803	115			600		4461	36849
18	SECURITY GUARD	Dnyaneshvar Parshuram Mhaske	D	12920+ 1950	16803	115			600		4461	36849
19	SECURITY GUARD	Krishna Sakharam Gosavi	D	12920+ 1950	16803	115			600		4461	36849
20	SECURITY GUARD	Vinayak Yadav Bhadrige	D	12920+ 1950	16803	115			600		4461	36849
21	SECURITY GUARD	Uttam namdev kadam	D	12920+ 1950	16803	115			600		4461	36849
22	SECURITY GUARD	Jagannath Krishna Teli	D	12920+ 1950	16803	115			600		4461	36849
23	SECURITY GUARD	Shyam Atmaram Tharval	D	12920+ 1950	16803	115			600		4461	36849
24	SECURITY GUARD	Vishnu Balu Patil	D	12920+ 1950	16803	115			600		4461	36849
25	SECURITY GUARD	Arun Shankar Chavan	D	12920+ 1950	16803	115			600		4461	36849
26	SECURITY GUARD	Shrikant Krishna shendarkar	D	12920+ 1950	16803	115			600		4461	36849
27	SECURITY GUARD	Sunil Dadu Thik	D	12920+ 1950	16803	115			600		4461	36849
28	SECURITY GUARD	Shankar Ramu Bote	D	13100+ 1950	17007	115			600		4515	37287
29	SECURITY GUARD	Asok Nivruti Pol	D	12920+ 1950	16803	115			600		4461	36849
30	SECURITY GUARD	Nandakumar Namdev Kesarkar	D	12370+ 1950	16182	115			600		4696	35513
31	SECURITY GUARD	Prakash Dattu kadam	D	12560+ 1950	16396	115			600		4353	35974
32	SECURITY GUARD	Sanjay Ramchandra Gangurde	D	12570+ 1950	16408	115			600		4356	35999
33	SECURITY GUARD	Sunil Rajaram Tatkare	D	12570+ 1950	16408	115			600		4356	35999
34	SECURITY GUARD	Shankar Dhondira Gavane	D	12570+ 1950	16408	115			600		4356	35999

35	SECURITY GUARD	Bharat Tukaram Tambe	D	12570+ 1950	16408	115			600		4356	35999
36	SECURITY GUARD	Bhaurao Dhondiba sable	D	12800+ 1950	16668	115			600		4425	36558
37	SECURITY GUARD	Shrimant Bhimrao Jadhav	D	12800+ 1950	16668	115			600		4425	36558
38	SECURITY GUARD	Ramdas Anant Zanjale	D	12800+ 1950	16668	115			600		4425	36558
39	SECURITY GUARD	Eknath Sonba Khutal	D	11120+ 1950	14769	115			600		3921	32475
40	SECURITY GUARD	Sameer Daud Khan	D	11690	15076	115			600			30130
41	SECURITY GUARD	Santosh Anant Patil	D	11690+ 1950	15413	115			600		4092	33860
42	SECURITY GUARD	Tulsiram Ramchandra Thumbre	D	11690+ 1950	15413	115			600		4092	33860
43	SECURITY GUARD	Mahesh Ramchandra Gosavi	D	5230+ 1900	11446 0	115			600		3039	25331
44	SECURITY GUARD	Vishal Digambar Tetambe	D	7930+ 1900	11105	115			600		2947	24602
45	SECURITY GUARD	Vasant Bahgoji Pingle	D	7930+ 1900	11105	115			600		2947	24602
46	SECURITY GUARD	Neelam Parshuram Derbere	D	7360 + 1900	10464	115			600		2778	23217
47	SECURITY GUARD	Pranita Krishna Bare	D	7360 + 1900	10464	115			600		2778	23217
48	SECURITY GUARD	Shubangi Ramnath Ugale	D	7360 + 1900	10464	115			600		2778	23217
49	SECURITY GUARD	Godee kashinath Gavit	D	7360 + 1900	10464	115			600		2778	23217
50	SECURITY GUARD	Laxmi Krishna Avaghade	D	7360 + 1900	10464	115			600		2778	23217
51	SECURITY GUARD	Shridevi Jayant Chavan	D	7360 + 1900	10464	115			600		2778	23217
52	SECURITY GUARD	Mahesh Balasaheb Ghadge	D	7360+ 1900	10464	115			600			20439

53	SECURITY GUARD	Datta Vinayak Nagargoje	D	7360+ 1900	10464	115			600		2778	23217
54	SECURITY GUARD	Chaya Navnath Araj	D	7090+ 1900	9616	115			600	200	2697	22221
55	SECURITY GUARD	Kavita Vijay Chaure	D	7090+ 1900	10159	115			600		2697	22561
56	SECURITY GUARD	Pramila Sunil Gaikwad	D	7090+ 1900	10159	115			600		2697	22561
57	SECURITY GUARD	Kailas Bhimrao londe	D	7360+ 1900	10464	115			600		2778	23217
58	SECURITY GUARD	Sushma pradip mmandavkar	D	6070+ 1950	9006	115			600		2391	20082
59	SECURITY GUARD	Rahul Vilas Rathod	D	6070+ 1950	9006	115			600		2391	20082
60	SECURITY GUARD	Shital Ganpati Gurav	D	6070+ 1950	9006	115			600		2391	20082
61	SECURITY GUARD	Yogita Baban khandare	D	6070+ 1950	9006	15			600		2391	20082
62	SECURITY GUARD	Asiwini Vilas Sonkamble	D	6070+ 1950	9006	115			600		2391	20082
63	SECURITY GUARD	Anuradha Uddhav Sawane	D	6070+ 1950	9006	115			600		2391	20082
64	SECURITY GUARD	Sadhana Vinod Deshewar	D	6070+ 1950	9006	115			600		2391	20082
65	SECURITY GUARD	Bhimrao Kisanrao Pawar	D	6070+ 1950	9006	115			600		2391	20082
66	SECURITY GUARD	Rekha Ramesh kumbhar	D	6070+ 1950	9006	115			600		2391	20082
67	SECURITY GUARD	Rahul Madhukar Yadav	D	6070+ 1950	9006	115			600		2391	20082

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 Chief Security Officer				

**Form B for previous year**

Sr. No.	Budget description	Head	Grants received	Grant utilized	Grants Surrendered	Result
	Budget is related to Chief 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 Register	File/ 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. N/Ward, Jawahar Road, Ghatkopar(W) Mumbai-77	ASSISTANT SECURITY OFFICER(ASO)N/ WARD
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. C.B. Jadhav	Dy.Chief Security Officer	N/ward	983357892 5 Pant nagar Ghatkopar (E)	25006009	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	N/ward	C.S.O	

**Section 4 (1) (b) (xvi)**

The other Information if any.

Nil