



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act  
2005 of “B” Ward

**Shri.Santoshkumar S. Dhonde**

**Assistant Commissioner**

**SECURITY DEPARTMENT**

Address - Office of Assistant Security Officer,  
Ground Floor, B Ward Building,  
121, Babula tank Road, Opp.J.J.Hospital,  
Mumbai – 400 009

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## 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 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.

### **B 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

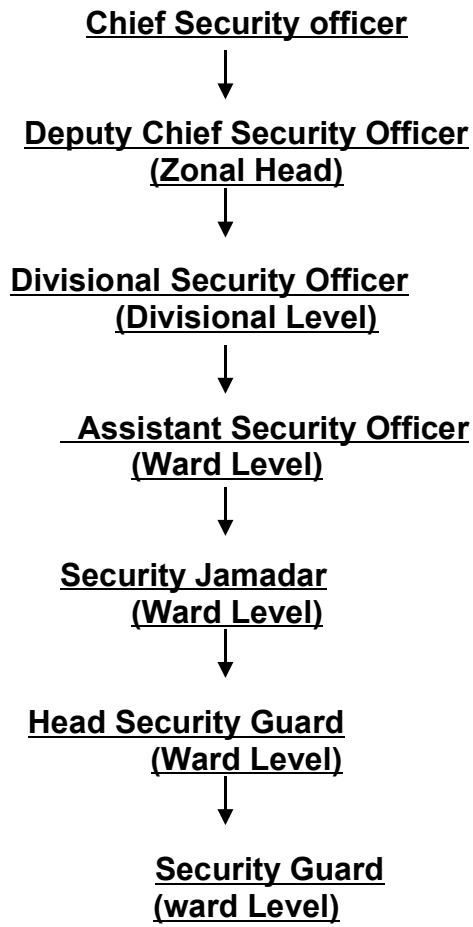
**Assistant Security Officer  
B ward**

**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	Office of Assistant Security Officer, Ground Floor, B Ward Building, 121, Babula tank Road, Opp. J.J. Hospital, Mumbai - 400 009
3	Head of the office	Chief Security Officer, Worli
4	Office Timings	Round the 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: 23736622 - 28 Ext. 101 Email Asst. Security officer
7	Parent Government Department	Chief Security Officer
8	Reporting to which office	Dy. Chief Security officer-Zone 1 Byculla
9	Jurisdiction Geographical	B ward jurisdiction
11	Mission	To protect M.C.G.M property of B ward
12	Objectives	To protect vital and sensitive municipal installation and a Ward.
13	Functions	<ul style="list-style-type: none"> <li>A) Arrange for posting of Security Guards at different installation in the ward and prepare their programme for granting weekly off/Long leave.</li> <li>B) Take action whenever cases of theft are detected by any Security Guard or whenever excess materials is attempted to be removed.</li> <li>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.</li> <li>D) Take surprise rounds of different installation to see whether the Security guards on duty are doing their jobs.</li> <li>E) Report any untoward incident, theft of Municipal articles and frauds to higher authorities and then</li> </ul>

		<p>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>
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	-
2	Security Jamadar	1	0	1
3	Head Guards	4	3	1

4	Guards	38	11	27
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**Details of Departmental installation**

Sr. No.	Name of Department	Name of Installation	Address of Installation				Total	
				Gen	1st Shift	2nd Shift		
1	Security	B Ward	B Ward Office, 121,Babula Tank road opp.j.j.hospital, Mumbai400009.	-	2	2	2	6
2	Security	Encroachment Godown	B Ward Office, 121,Babula Tank Road,opp.j.j.hospital,M u mbai400009.	-	1	1	1	3
3	Security	Sitaram senoy Udyan	Opp.Dongri Muncipal school,Navroji Hill Road,Mumbai 400009	-	0	0	0	0
4	Security	Devi Ahilyabai Holkar Maramnity Home	Br. Nath Pai marg,Ray road,Mumbai.400010	-	0	0	0	0
5	Security	J.B.Shaha Market	Usuf meharali Road,Opp.Masjid Bandar Railway station.	-	1	1	1	3
6	Security	Nawab tank Despensary and T.B.Clinic	Navab Tank Bridge Road, Opp. Dockyard road station, Mumbai.400010	-	0	0	0	0
7	Security	Dongari Market	Navroji Hill Road No.2,Umarkhadi, Mumbai:400009	-	-	-	1	1
		Babu Genu	Bramhadev Khot					

8	Security	Market	Marg,Mazgaon,Dockyard Road(E),Mumbai:400010	-	-	-	1	1
9	Security	Security office (Aso. Writer )	B Ward Office, 121,Babula Tank road opp.j.j.hospital, Mumbai400009.	1	-	-	-	1
10	Security	B ward Assistant Commissioner (Body Guard)	121,Babula Tank road opp.j.j.hospital, Mumbai400009.	1	-	-	-	1

**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**



<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
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 10 to 18 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

- 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 Security

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 Security	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	

**ction 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.

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remarks if any</b>
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)**

<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	30 Years
3	Important Documents	C1	1)Muster book 2)Occurrence report register 3)Enquiry Register 4)Monthly inspection documents File 5)Field Diary	10 Years
4	Important Documents	C	1)Daily Attendance Book 2)Visit Book 3)Station dairy 4)Dispatch book	05 Years

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**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 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.**

<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	Nil	Nil	Nil	Nil	Nil	Nil

	(LACG)						
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**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/1)	Shri.S.V.Badekar		9167202157 022-23861426-28 Ext.342
2	Assistant security Officer (ASO)	Shri. S.E.Patil		9167202143 022-23736622 Ext.101

**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>GR D</b>	<b>PAY</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	Sandeep Eknath Patil	C	50500	21210	225	-	975	2700		13635	89708
2	SECURITY JAMADAR	Vacant		-	-	-	-	-	-	-	-	-
3	HEAD SECURITY GUARD	V.D.Chavan	D	39700	16674	115	463		2700		10719	70371
4	HEAD SECURITY GUARD	Subhash sadanand Kanoje	D	50300	21126	115	463		2700		13581	88285
5	HEAD SECURITY	Sashikant Tatoba	D	50300	21126	115	463		2700		13581	88285

	GUARD	savant										
6	HEAD SECURITY GUARD	vacant		-	-	-	-	-	-	-	-	-
7	SECURITY GUARD	Sandesh Laxman Patil	D	46000	19320	115			2700		12420	80555
8	SECURITY GUARD	Gajanan Vasant Patil	D	43400	18228	115			2700		11718	76161
9	SECURITY GUARD	YuvrajVankat Bangar	D	43400	18228	115			2700		11718	76161
10	SECURITY GUARD	Vishnu Maruti Dagle	D	46000	19320	115			2700		12420	80555
11	SECURITY GUARD	Ashok Bhaurao Dhindle	D	46000	19320	115			2700		12420	80555
12	SECURITY GUARD	Shriram Amrut Gharge	D	40900	17178	115			2700		11043	71936
13	SECURITY GUARD	Bajirao Dattatraya Patil	D	43400	18228	115			2700		11718	76161
14	SECURITY GUARD	Rajendra Prakash Jadhov	D	31300	13146	115			2700		Quater occupy	47261
15	SECURITY GUARD	Pradeep Baburao Kumbhar	D	34200	14364	115			2700		9234	60613
16	SECURITY GUARD	Jalindar MachindarNarale	D	33200	13944	115			2700		Quater occupy	49959
17	SECURITY GUARD	Siddesh Vijay Mahadik	D	34200	14364	115			2700		9234	60613

Details of perks for Assistant Security Officer

1. Mobile Allowances – up to 600
2. Four 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.**

<b>Sr. No.</b>	<b>Type of Documents File/ Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
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**

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
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 Assistant Security Officer, Ground Floor, B Ward Building, 121, Babula tankRoad, Opp. J.J.Hospital, Mumbai – 400 009	ASSISTANT SECURITY OFFICER (ASO) B
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**

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No.</b>	<b>E mail id for purpose of RTI</b>	<b>Appellate authority</b>
1.	Smt. Sayali Gavade	Dy.Chief Security Officer	E Ward	9167202151 E"ward Office, Byculla.		Chief Security Officer ,Worli, E mozes Road Worli, Near Transport garage Mumbai

APIOs

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

Appellate Authority

<b>Sr. No.</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO Reporting</b>	<b>E mail id for purpose of RTI</b>
1.	Shri. Ajit Tawade	C.S.O	B ward	C.S.O	