



BRIHANMUMBAI MAHANAGARPALIKA

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

SECURITY DEPARTMENT

Address - Office of Assistant Security
Officer, Ground Floor, D/Ward
Building, Jobanputra
Compound, Nana Chowk,
Mumbai – 400 007

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.	20-25
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.	26
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	27
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by department.	28
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	29
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	30
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	31

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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.

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.

D/ 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
D/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, D/ward office Building, Jobanputra compound, Nana chowk, Mumbai- 400 007
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: 23861426 Ext. 356 Email Asst. Security officer
7	Parent Government Department	Chief Security Officer
8	Reporting to which office	Dy. Chief Security officer, E/ward Byculla
9	Jurisdiction Geographical	D/ ward jurisdiction
11	Mission	To protect M.C.G.M property of D/ 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> <div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">P.T.O.</div> <p>H) Take action whenever cases of theft are detected by any Security Guard or whenever excess</p>

		<p>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.

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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				
Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Assistant Security Officer	1	1	-
2	Security Jamadar	2	2	-
3	Head Guards	6	6	-
4	Guards	107	89	18

Details of Departmental installation

Sr. No.	Name of Department	Name of Installation	Address of Installation	1 st Shift	2 nd Shift	3 rd Shift	Total
1	Security	D/ Ward	Ground Floor, Jobanputra compound, Nana chowk, Mumbai – 400 007.	3	3	2	8
2	Security	Municipal workshop	R.S.Nimkar Marg, Foras road,Mumbai – 400 008	4	3	3	10
3	Security	Birla Krida Kendra	Girgaon Chowpatty, N.S. Road, Mumbai – 400 004	2	2	2	6
4	Security	Municipal Commissioner Bungalow	9,M.L.Dahanukar Road, Behind Jaslok Hospital, Mumbai – 400 026	3	3	3	9
5	Security	Education Dept. Office	Dr, D.B. Marg Gilder Tank, Opp. Apsara Talkies, Mumbai – 400 004	2	2	2	6
6	Security	Election Godown office (PDP)	Priydarshani Park, Nepense Road, Mumbai– 400 026.	1	1	1	3
7	Security	D/ward Garage	Ghasvala Gali, P.G.Solanki Marg,Mumbai – 400 004.	1	1	1	3
8	Security	B.I.T. Chawl Depot	Keshavrao Kadam Marg, Mumbai – 400 008.	1	1	1	3
9	Security	August Kranti Maidan Garden	August Kranti Marg,Mumbai – 400 007.	2	2	1	5
10	Security	Lokmanya Tilak Garden	Girgaon Chowpatty, N.S. Road, Mumbai – 400 004.	1	1	1	3
11	Security	R.T.O. Office	Bodyguard Lane, Tardeo, Mumbai 400 034.	1	-	-	1

12	Security	Mumbai Central Railway Station, (Octroi)	Mumbai Central Railway Station, Mumbai-400008.	1	1	1	3
13	Security	Girgaon Chowpatty	N.S.Road, Mumbai-400 004.	2	5	3	10
14	Security	T.B.Clinic	Balaram Street, Mumbai-400 008.	1	1	1	3
15	Security	Kenedy Bridge Depot	Goregaonkar Marg, Mumbai – 400 004.	1	1	1	3
16	Security	Lokmanya Tilak Market	Moulana Showkat Ali Road Mumbai – 400 004.	-	-	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

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	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 3) Main muster	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.S.L. Salvi		9619029905 022-23861426 Ext.342
2	Assistant security Officer (ASO)	Shri. S.K. Ardalkar		9167202150 022-23861426 Ext.356

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.

SR. NO.	DESIGNATION	EMPLOYEE NAME	GR D	Basic + GRP	DA	WC	CA	SPA	TA	MM A	HRA	TOTAL SALARY
1	ASST.SECURITY OFFICER	Sanjay Krishna Ardalkar	C	11470+4200	17707	225	463	975	600	200	4701	40541
2	SECURITY JAMADAR	Vishnu Narayan Gangad	D	13100+1950	17007	115	-	-	600	200	4515	37487
3	SECURITY JAMADAR	Namdeo Anna Dhotre	D	13280+1950	17210	115	-	-	600	200	3804	37159
4	HEAD SECURITY GUARD	Dhondibhau Tukaram Bhoir	D	11420+1950	15108	115	-	-	600	200	4011	33867
5	HEAD SECURITY GUARD	Ravindra Ganpat Kolvankar	D	12660+1950	16509	115	-	-	600	200	4383	37517
6	HEAD SECURITY GUARD	Prakash Bhagoji Gadhave	D	1248+1950	16306	115	-	-	600	200	4329	36443
7	HEAD SECURITY GUARD	Laxman kondiba Mane	D	Abes	Abes	Abes	Abes	Abes	Abes	Abes	Abes	Abes
8	HEAD SECURITY GUARD	Pandurang M. Nandgaonkar	D	12650+1950	16498	115	-	-	600	200	4380	36856

9	HEAD SECURITY GUARD	Pradip Kisan Patil		12660+ 1950	16509	115	-	-	600	200	-	32034
10	SECURITY GUARD	Anand Sambhaji Shinde	D	12660+ 1950	16509	115	-	-	600	200	4383	36417
11	SECURITY GUARD	Baburao Gundu Bhalekar	D	12480+ 1950	16306	115	-	-	600	200	4329	35980
12	SECURITY GUARD	Dashrath Dinkar Barge	D	12480+ 1950	16306	115	-	-	600	200	4329	35890
13	SECURITY GUARD	Bhalchandra Parshuram Datkhile	D	12660+ 1950	16509	115	-	-	600	200	4383	36417
14	SECURITY GUARD	Ashok Dadu Ingle	D	12480+ 1950	16306	115	-	-	600	200	4329	35980
15	SECURITY GUARD	Surykant Narayan Jaitapkar	D	12480+ 1950	16306	115	-	-	600	200	4329	35980
16	SECURITY GUARD	Chandrakant Gopal Padekar	D	12480+ 1950	16306	115	-	-	600	200	4329	35980
17	SECURITY GUARD	Dilip Ramkrishna Khandekar	D	12480+ 1950	16306	115	-	-	600	200	4329	35980
18	SECURITY GUARD	Baban Shivram Darade	D	12290+ 1950	16091	115	-	-	600	200	4272	35518
19	SECURITY GUARD	Ujwal Keshav More	D	12560+ 1950	16396	115	-	-	600	200	398	32219
20	SECURITY GUARD	Kailaschandra Gangadhar Mohite	D	12560+ 1950	16396	115	-	-	600	200	398	32219
21	SECURITY GUARD	Vilas Manohar Mahane	D	12560+ 1950	16396	115	-	-	600	200	4353	36174
22	SECURITY GUARD	Pramod Ananda Pawar	D	12140+ 1950	15922	115	-	-	600	200	4227	35154
23	SECURITY GUARD	Sanjivan Narayan Pawar	D	12370+ 1950	16182	115	-	-	600	200	398	31815
24	SECURITY GUARD	Pramod Mohan Chalke	D	12370+ 1950	16182	115	-	-	600	200	4296	35713
25	SECURITY GUARD	Suresh Bajirao Vetal	D	12370+ 1950	16182	115	-	-	600	200	4296	35713
26	SECURITY GUARD	Shivraj Madhukar Patil	D	12370+ 1950	16182	115	-	-	600	200	4296	35713
27	SECURITY GUARD	Suresh Gopal Kuple	D	12370+ 1950	16182	115	-	-	600	200	4296	35713
28	SECURITY GUARD	Vijay Krishna Mate	D	12370+ 1950	16182	115	-	-	600	200	4296	35713

29	SECURITY GUARD	Balkrishna Ganpat Dethe	D	11930+ 1950	15684	115	-	-	600	200	4164	34643
30	SECURITY GUARD	Ramesh Bhiku Gurav	D	11930+ 1950	15684	115	-	-	600	200	392	30871
31	SECURITY GUARD	Rajaram Yashvant Chalke	D	11930+ 1950	15684	115	-	-	600	200	392	30871
32	SECURITY GUARD	Inju Babu Jangle	D	11570+ 1950	15278	115	-	-	600	200	4056	33769
33	SECURITY GUARD	Shivaji Maruti Sakpal	D	11570+ 1950	15278	115	-	-	600	200	4056	33769
34	SECURITY GUARD	Dashrath Punja Sanap	D	11570+ 1950	15278	115	-	-	600	200	4056	33769
35	SECURITY GUARD	Prashant vasant Shirodkar	D	10530+ 1950	14102	115	-	-	600	200	3744	31241
36	SECURITY GUARD	Ravindra Chandu Chavan	D	10530+ 1950	14102	115	-	-	600	200	3744	31241
37	SECURITY GUARD	Nitesh Divakar Gaonkar	D	10530+ 1950	14102	115	-	-	600	200	3744	31241
38	SECURITY GUARD	Shakil Ismail Shaikh	D	10530+ 1950	14102	115	-	-	600	200	3744	31241
39	SECURITY GUARD	Sanbhaji Shankar Shinde	D	10530+ 1950	14102	115	-	-	600	200	3744	31241
40	SECURITY GUARD	Janardan Sakharam Tanvade	D	10530+ 1950	14102	115	-	-	600	200	3744	31241
41	SECURITY GUARD	Ganesh Lakhu Kudwalkar	D	10530+ 1950	14102	115	-	-	600	200	3744	31241
42	SECURITY GUARD	Kisan Bhanudas Mane	D	9850+ 1900	13278	115	-	-	600	200	3525	29468
43	SECURITY GUARD	Dadasaheb R. Dhavle	D	9850+ 1900	13278	115	-	-	600	200	3525	29468
44	SECURITY GUARD	Shankar Narayan Kudkyaal	D	9850+ 1900	13278	115	-	-	600	200	3525	29468
45	SECURITY GUARD	Shekhar Sangaji Dongre	D	9500+ 1900	12882	115	-	-	600	200	3420	28617
46	SECURITY GUARD	Sandip Pandurang Andhale	D	7930+ 1900	11108	115	-	-	600	200	2949	24802
47	SECURITY GUARD	Sandip Manohar Ghuge	D	7930+ 1900	11108	115	-	-	600	200	2949	24802
48	SECURITY GUARD	Amesh Kesarinath Koli	D	7640+ 1900	10780	115	-	-	600	200	2862	24097

49	SECURITY GUARD	Rajendra Sahadu Mali	D	7090+1900	10150	115	-	-	600	200	2697	22761
50	SECURITY GUARD	Manoj Moreshwar Chogle	D	7090+1900	10159	115	-	-	600	200	2697	22761
51	SECURITY GUARD	Bhushan Eknath Choudhary	D	7090+1900	10159	115	-	-	600	200	-	20064
52	SECURITY GUARD	Pratibha Prakash Gudekar	D	7090+1900	10159	115	-	-	600	200	2697	22761
53	SECURITY GUARD	Mangal Rangnath Nagre	D	6820+1900	9854	115	-	-	600	200	2616	22105
54	SECURITY GUARD	Sudhir Gajanan Kuveskar	D	7360+1900	10464	115	-	-	600	200	2778	23417
55	SECURITY GUARD	Bharat Appasaheb Marade	D	5830+1900	8735	115	-	-	600	200	2319	19699
56	SECURITY GUARD	Vilas Manohar Waghmare	D	5830+1900	8735	115	-	-	600	200	2319	19699
57	SECURITY GUARD	Anil Lobhaji Sawant	D	5830+1900	8735	115	-	-	600	200	2319	19699
58	SECURITY GUARD	Sandeep Sopan Bhawar	D	5830+1900	8735	115	-	-	600	200	2319	19699
59	SECURITY GUARD	Vikas Shantaram Katkade	D	5830+1900	8735	115	-	-	600	200	2319	19699
60	SECURITY GUARD	Dnyndev Sampat Kharmate	D	5830+1900	8735	115	-	-	600	200	2319	19699
61	SECURITY GUARD	Devanand Shivmurti Jarikote	D	5830+1900	8735	115	-	-	600	200	2319	19699
62	SECURITY GUARD	Pravin Maschindra Sonkamble	D	5830+1900	8735	115	-	-	600	200	2319	19699
63	SECURITY GUARD	Amol Uttam Khamkar	D	5830+1900	8735	115	-	-	600	200	2319	19699
64	SECURITY GUARD	Anita Dattu Shirsat	D	5830+1900	8735	115	-	-	600	200	2319	19699
65	SECURITY GUARD	Barati Prabhakar Sawant	D	5830+1900	8735	115	-	-	600	200	2319	19699
66	SECURITY GUARD	Meena Govind Chavan	D	5830+1900	8735	115	-	-	600	200	2319	19699
67	SECURITY GUARD	Roshani Ramesh Shinde	D	5830+1900	8735	115	-	-	600	200	2319	19699
68	SECURITY GUARD	Pranita Sanjay Jadhav	D	5830+1900	8735	115	-	-	600	200	2319	19699

69	SECURITY GUARD	Jayshree Suresh Agivale	D	5830+1900	8735	115	-	-	600	200	2319	19699
70	SECURITY GUARD	Ashabai Gahinath Shirsat	D	5830+1900	8735	115	-	-	600	200	2319	19699
71	SECURITY GUARD	Sulkshana Govind Chaure	D	5830+1900	8735	115	-	-	600	200	2319	19699
72	SECURITY GUARD	Samapti Satyavan Gore	D	5830+1900	8735	115	-	-	600	200	2319	19699
73	SECURITY GUARD	Varsharani Baburao Gaikwad	D	5830+1900	8735	115	-	-	600	200	2319	19699
74	SECURITY GUARD	Suvarna Dnyandev pokale	D	5830+1900	8735	115	-	-	600	200	2319	19699
75	SECURITY GUARD	Alaknanda Shantilal Sangle	D	5830+1900	8735	115	-	-	600	200	2319	19699
76	SECURITY GUARD	Vandana Shrimant Karande	D	5830+1900	8735	115	-	-	600	200	2319	19699
77	SECURITY GUARD	Pradip Pandit Sonavane	D	5830+1900	8735	115	-	-	600	200	2319	19699
78	SECURITY GUARD	Mithun Mahadeo Rathod	D	5830+1900	8735	115	-	-	600	200	2319	19699
79	SECURITY GUARD	Kishor Uttam Palhal	D	5830+1900	8735	115	-	-	600	200	2319	19699
80	SECURITY GUARD	Harishchandra Kunjilal Rajput	D	5830+1900	8735	115	-	-	600	200	2319	19699
81	SECURITY GUARD	Gorakshnath Bhaurao Tidke	D	5830+1900	8735	115	-	-	600	200	2319	19699
82	SECURITY GUARD	Rahul Madhavrao Vakade	D	5830+1900	8735	115	-	-	600	200	2319	19699
83	SECURITY GUARD	Ishwar Sudhakar Lonkar	D	5830+1900	8735	115	-	-	600	200	2319	19699
84	SECURITY GUARD	Sachin Mohan Khedkar	D	5830+1900	8735	115	-	-	600	200	2319	19699
85	SECURITY GUARD	Laxmikanta Shankarrao Bendre	D	5830+1900	8735	115	-	-	600	200	2319	19699
86	SECURITY GUARD	Nilesh Sahebrao Avhad	D	5830+1900	8735	115	-	-	600	200	2319	19699
87	SECURITY GUARD	Manohar Narayan Rathod	D	5830+1900	8735	115	-	-	600	200	2319	19699
89	SECURITY GUARD	Shankarsing Bhimsing Thakur	D	5830+1900	8735	115	-	-	600	200	2319	19699

90	SECURITY GUARD	Bhagwat Sudhakar Guthe	D	5830+1900	8735	115	-	-	600	200	2319	19699
91	SECURITY GUARD	Deepak Uttam Palave	D	5830+1900	8735	115	-	-	600	200	2319	19699
92	SECURITY GUARD	Dayanand Shivraj Kide	D	5830+1900	8735	115	-	-	600	200	2319	19699
93	SECURITY GUARD	Nikita Shalikrao Sonavane	D	5830+1900	8735	115	-	-	600	200	2319	19699
94	SECURITY GUARD	Shashikant Vitthal Pagare	D	5830+1900	8735	115	-	-	600	200	2319	19699
95	SECURITY GUARD	Kailas Namdeo Bhosale	D	5830+1900	8735	115	-	-	600	200	2319	19699
96	SECURITY GUARD	Sheetal Sudhakar Ambhore	D	5830+1900	8735	115	-	-	600	200	2319	19699
97	SECURITY GUARD	Chhaya Laxman Rathod	D	5830+1900	8735	115	-	-	600	200	2319	19699
98	SECURITY GUARD	Satlajbai Sambhaji Jadhav	D	5830+1900	8735	115	-	-	600	200	2319	19699
99	SECURITY GUARD	Anita Jaising Sonkamble	D	5830+1900	8735	115	-	-	600	200	2319	19699

P.T.O.

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
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	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 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. D/ward, Ground Floor, Jobanputra Compound, Nana Chowk, Mum-400 007.	ASSISTANT SECURITY OFFICER(ASO)D/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. Sakpal	Dy.Chief Security Officer	D/ward	E/ward office,10, Shaikh Haffijudeen Marg, Buculla. 9819424295	-	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. A.P.Vir	C.S.O	D/ward	C.S.O	-----

Section 4 (1) (b) (xvi)

Other information if any.