



BRIHANMUMBAI MAHANAGARPALIKA

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

SECURITY DEPARTMENT

Address - Office of Assistant Security Officer,
Ground Floor, M/East Ward
Building, Junction Of M. T.
Kadam Marg & Peri Ferri Road,
Govandi, Mumbai – 400 043

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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 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 lady security guards work in the Disaster management And central complaint Registration System Cell. These employees operate computer as well.

M/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

**Assistant Security Officer
M/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, M/East ward office Building, Junction of M. T. Kamat Marg & Peri Ferri Road, Govandi, Mumbai 400043.
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: 25502270 Ext. 00 Email Asst. Security officer
7	Parent Government Department	Chief Security Officer
8	Reporting to which office	Dy. Chief Security officer, Zone 5, Pantnagar
9	Jurisdiction Geographical	M/East ward jurisdiction
11	Mission	To protect M.C.G.M property of M/East 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.T.O.

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

Chief Security officer



Deputy Chief Security Officer



Divisional Security Officer



Assistant Security Officer Ward Level



Security Jamadar Ward Level



Head Security Guard Ward Level



Security Guard ward Level

Department – Security (Aug. 15)				
Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Assistant Security Officer	1	-	1
2	Security Jamadar	1	1	-
3	Head Security Guards	4	3	1
4	Security Guards	70	50	15

Details of Departmental installation

Sr. No	Name of Department	Name of Installation	Address of Installation	Gen	1 st Shift	2 nd Shift	3 rd Shift	Total
1	Security	M/East Ward	M/East ward office Building, Junction of M. T. Kamat Marg & Peri Ferri Road, Govandi, Mumbai 400043.	2	3	2	3	10
2	Security	B.P.H. Octroi Naka	Yashwntrao Chavan Marg, Mankhurd, Mumbai 400043.	-	2	2	2	6
3	Security	Pandit M.M. Malviya, Century Hospital	Sri. Waman Tukaram Patil Marg, Govandi, Mumbai - 400088	1	2	2	2	7
4	Security	Deonar Maternity Home	P.P.C. Building, Deonar Municipa Colony, Deonar, Govandi, Mumbai- 400043	-	1	1	1	3
5	Security	Chita Camp Maternity Home	sion Trombay Road, Opp. New Trombay Station, Mumbai – 400088.	-	1	1	1	3
6	Security	Chita Camp Helth Centre	sion Trombay Road, Opp. New Trombay Station, Mumbai – 400088.	-	1	1	1	3
7	Security	Shivaji Nagar Helth Centre	Lotus Colony Road, Shivaji Nagar, Govandi, Mumbai 400043	-	1	1	1	3
8	Security	Govandi Store	Anand Nagar, Govandi Bridge, Govandi, Mumbai 400088	-	1	1	1	3
9	Security	Deonar Cement Gowdon	Rafik Nagar, Near Deonar Municipal Colony, Deonar, Mumbai 400043	-	2	2	2	6
10	Security	Deonar Compost Plant	Kamla Raman Nagar, Deonar Dumping Aproch Road, Govandi, Mumbai 400043.	-	2	2	2	6

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

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

A

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

B

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

C

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

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

Administrative Powers

ASSTT.SECURITY OFFICER(ASO)

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

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

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

P.T.O

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

DELEGATION OF POWERS TO ASSISTANT SECURITY OFFICER

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

The Duty list of the Head Security Guard working in Wards

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

The Duty list of the Security Guard working in Wards

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

Section 4 (1) (b) (iii)

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

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

NAME OF ACTIVITY - To provide securities

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

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

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

Organizational targets (Annual) = Nil

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

Section 4 (1) (b) (v)

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

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

Section 4 (1) (b) (vi)

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

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

Section 4 (1) (b) (vii)

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

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

Section 4 (1) (b) (viii)

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or 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)	Shri. A. R. Suryavanshi.		9833578911 022-25003513 Ext. 408
2	Assistant security Officer (ASO)	Shri. S. D. Udharaj		9167202160 022-25502270 Ext. 511

Section 4 (1) (b) (x)

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

SR. NO.	DESIGNATION	EMPLOYEE NAME	Grd	Basic + GRP	DA	WC	CA	SP A	TA	MM A	HRA	TOTAL SALARY
1	ASST.SECURITY OFFICER	UDHARAJ SHEKHAR D	C	–	–	–	–	–	–	–	–	--
2	SECURITY JAMADAR	KOLEKAR SUBHASH R	D	13370+1950	17312	115	463	0	600	--	4596	38406
3	HEAD SECURITY GUARD	RABADE SHIWAJI NAMDEO	D	13280+1950	17210	115	463	0	600	--	4569	38187
4	HEAD SECURITY GUARD	VACANT	D	–	–	–	–	–	–	–	–	--
5	HEAD SECURITY GUARD	GORDE NAMDEO ANANTHA	D	13100+1950	17007	115	463	0	600	--	4515	37750
6	SECURITY GUARD	KASBE KESHAV NARSING	D	6070+1900	9006	115	0	0	600	–	2391	20082
7	SECURITY GUARD	KENDRE DHONDIBA D.	D	6070+1900	9006	115	0	0	600	–	2391	20082
8	SECURITY GUARD	BANKAR KHANDU ASHOK	D	6070+1900	9006	115	0	0	600	–	2391	20082
9	SECURITY GUARD	JADHAV DIPAK RAJENDRA	D	6070+1900	9006	115	0	0	600	–	2391	20082
10	SECURITY GUARD	VACANT	D	–	–	–	–	–	–	–	–	--
11	SECURITY GUARD	VACANT	D	–	–	–	–	–	–	–	–	--
12	SECURITY GUARD	SAPKAL GAJANAN NIVRITTI	D	12920+1950	16803	115	0	0	600	–	4461	36849
13	SECURITY GUARD	KOLI HARESHWAR H.	D	12140+1900	15865	115	0	0	600	–	4212	34832
14	SECURITY GUARD	GANDHI SANTOSH BHARGAV	D	12800+1950	16668	115	0	0	600	–	4425	36558
15	SECURITY GUARD	BACHHAO NANDLAL BHATU	D	12800+1950	16668	115	0	0	600	–	4425	36558
16	SECURITY GUARD	PANDIT VILAS LAXMAN	D	12800+1950	16668	115	0	0	600	–	4425	36558
17	SECURITY GUARD	RANDIVE NARESH PANDURANG	D	12800+1950	16668	115	0	0	600	–	4425	36558
18	SECURITY GUARD	VETALE SIDDHARTH K.	D	12800+1950	16668	115	0	0	600	–	4425	36558
19	SECURITY GUARD	GAIKWAD GAUTAM G.	D	12800+1950	16668	115	0	0	600	–	4425	36558

20	SECURITY GUARD	KARANGUTKAR NITIN ANANT	D	11980+1950	15741	115	0	0	600	-	4179	34565
21	SECURITY GUARD	BIDWE SUNIL EKNATH	D	10810+1900	14362	115	0	0	600	-	3813	31600
22	SECURITY GUARD	SHELE ARUN DEVCHAND	D	11850+1950	15594	115	0	0	600	-	4140	34249
23	SECURITY GUARD	THORAT BALKRISHNA U.	D	11450+1950	15142	115	0	0	600	-	304	29561
24	SECURITY GUARD	KSHIRSAGAR PRADEEP TANAJI	D	11690+1950	15413	115	0	0	600	-	4092	33860
25	SECURITY GUARD	VACANT	D	-	-	-	-	-	-	-	-	--
26	SECURITY GUARD	DARADE SHANTARAM R	D	11690+1950	15413	115	0	0	600	-	4092	33860
27	SECURITY GUARD	SONAWANE SUNIL SHRAVAN	D	9030+1900	12351	115	0	0	600	-	3279	27275
28	SECURITY GUARD	VHANAMANE DADASO GANPAT	D	10210+1950	13741	115	0	0	600	-	3648	30264
29	SECURITY GUARD	SONAWANE GANESH C	D	11290+1950	14961	115	0	0	600	-	3972	32888
30	SECURITY GUARD	KAMBLE UTTAM KESHAV	D	10900+1950	14521	115	0	0	600	-	3855	31941
31	SECURITY GUARD	KSHIRSAGAR SANJAYKUMAR S	D	11290+1950	14961	115	0	0	600	-	3972	32888
32	SECURITY GUARD	VACANT	D	-	-	-	-	-	-	-	-	--
33	SECURITY GUARD	SHIVANE BALVANT KRISHNA	D	11290+1950	14961	115	0	0	600	-	3972	32888
34	SECURITY GUARD	CHAVHAN HEMANT HIRASING	D	7930+1900	11108	115	0	0	600	-	2949	24602
35	SECURITY GUARD	VACANT	D	-	-	-	-	-	-	-	-	--
36	SECURITY GUARD	VACANT	D	-	-	-	-	-	-	-	-	--
37	SECURITY GUARD	BODARE YASHAWANT TUKARAM	D	7930+1900	11108	115	0	0	600	-	2949	24602
38	SECURITY GUARD	MANE SANTOSH SHRIRANG	D	7930+1900	11108	115	0	0	600	-	2949	24602
39	SECURITY GUARD	KHALSE VILAS PRABHU	D	7930+1900	11108	115	0	0	600	-	2949	24602
40	SECURITY GUARD	JADHAV VASANT GOGA	D	7930+1900	11108	115	0	0	600	-	2949	24602
41	SECURITY GUARD	MADANE KIRAN NIVRUTTI	D	7930+1900	11108	115	0	0	600	-	2949	24602

42	SECURITY GUARD	ALDAR SHANKAR APPASO	D	7930+1900	10464	115	0	0	600	-	2778	23217
43	SECURITY GUARD	KARANDE SHIVAJI NAMDEO	D	7930+1900	10464	115	0	0	600	-	2778	23217
44	SECURITY GUARD	NAMPALLE VIDHYADHAR S	D	7930+1900	10464	115	0	0	600	-	2778	23217
45	SECURITY GUARD	UDAVANT KAILASH H	D	7930+1900	10464	115	0	0	600	-	2778	23217
46	SECURITY GUARD	PATIL ANIL PANDURANG	D	7930+1900	10464	115	0	0	600	-	2778	23217
47	SECURITY GUARD	SHAIKH KALINDAR BANSI	D	7930+1900	10464	115	0	0	600	-	2778	23217
48	SECURITY GUARD	SANGALE GANESH SARJERAO	D	7930+1900	10464	115	0	0	600	-	2778	23217
49	SECURITY GUARD	BHAGAT MARUTI GOMA	D	7930+1900	10464	115	0	0	600	-	2778	23217
50	SECURITY GUARD	SHINDE SACHIN BALU	D	7930+1900	10464	115	0	0	600	-	2778	23217
51	SECURITY GUARD	VACANT	D	-	-	-	-	-	-	-	-	-
52	SECURITY GUARD	MORE NAMDEO BHIKAJI	D	6070+1900	9006	115	0	0	600		2391	20082
53	SECURITY GUARD	JADHAO YUVARAJ BALIRAM	D	6070+1900	9006	115	0	0	600		2391	20082
54	SECURITY GUARD	BANKAR DATTATRAYA LAHU	D	6070+1900	9006	115	0	0	600		2391	20082
55	SECURITY GUARD	SHINDE BHARATI SAMBHAJI	D	6070+1900	9006	115	0	0	600		2391	20082
56	SECURITY GUARD	RATHOD TATERAO BABURAO	D	6070+1900	9006	115	0	0	600		2391	20082
57	SECURITY GUARD	VACANT	D	-	-	-	-	-	-	-	-	-
58	SECURITY GUARD	KAMBLE DARSHAN MADHUKAR	D	6070+1900	9006	115	0	0	600		2391	20082
59	SECURITY GUARD	GANGURDE HEMANT NANAJI	D	6070+1900	9006	115	0	0	600		2391	20082
60	SECURITY GUARD	KATKHADE DATTATRAY B	D	6070+1900	9006	115	0	0	600		2391	20082
61	SECURITY GUARD	SURYAWANSHI RAVI LAKSHMAN	D	6070+1900	9006	115	0	0	600		2391	20082
62	SECURITY GUARD	MALI JAGDISH DHANRAJ	D	6070+1900	9006	115	0	0	600		2391	20082
63	SECURITY GUARD	RATHOD JITENDRA GURUNATH	D	6070+1900	9006	115	0	0	600		2391	20082

64	SECURITY GUARD	WANKHADE RUPALI D	D	6070+1900	9006	115	0	0	600		2391	20082
65	SECURITY GUARD	PAWAR SHARAD DHONDU	D	6070+1900	9006	115	0	0	600		2391	20082
66	SECURITY GUARD	GHODE VAISHALI SHIVAJI	D	6070+1900	9006	115	0	0	600		2391	20082
67	SECURITY GUARD	GANGATIRE NILESH BHAGAWAN	D	6070+1900	9006	115	0	0	600		2391	20082
68	SECURITY GUARD	TALAP BRAMHADEO C.	D	6070+1900	9006	115	0	0	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 Chef Security Officer					

Form B for previous year

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

Section 4 (1) (b) (xii)

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

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

Section 4 (1) (b) (xiii)

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

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

Section 4 (1) (b) (xiv)

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

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

Section 4 (1) (b) (xv)

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

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00p.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- A.S.O. M/East, M/East ward office Building, Junction of M. T. Kamat Marg & Peri Ferri Road, Govandi, Mumbai - 400043.	ASSISTANT SECURITY OFFICER (ASO) M/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. P. J. Sankhe	Dy.Chief Security Officer	M/East Ward	Pantnagar , Ghatkopar (E), Mumbai 75. 022-25006009	dycso03.securit y@mcgm.gov.i n	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	M/East	C.S.O	