



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act  
2005 of A ward

### **SECURITY DEPARTMENT**

Address - Office of Assistant Security Officer,  
Ground Floor, A ward Building,  
134/E Shahid Bhagatsing Marg, Fort,  
Mumbai – 400 001

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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.

### **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.

### **A 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  
A 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, A ward Building, 134/E Shahid Bhagatsing Marg, Fort, Mumbai – 400 001
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: 22607005 Ext. 7005 Email Asst. Security officer
7	Parent Government Department	Chief Security Officer
8	Reporting to which office	Dy. Chief Security officer, Byculla ( E – West Ward)
9	Jurisdiction Geographical	A ward, Near Marine Lines Rly. Station.
11	Mission	To protect M.C.G.M property of C 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</p>

		<p>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	. To provide security guard at a ward Level.
16	Physical assets	Sticks, Protect shield, Batteries, Metal Detector, Hand Metal Detector. Service Revolver
17	Other Information	Nil
18	Weekly Holidays	Sunday and Public Holidays.

**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**

<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	1	-
3	Head Guards	3	3	-
4	Guards	67	67	-

**Details of Departmental installation**

Sr. No.	Name of Department	Name of Installation	Address of Installation	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift	Total
1	Security	A Ward Office	Office of Assistant Security Officer, Ground Floor, A ward Building, 134/E Shahid Bhagatsing Marg, Fort, Mumbai – 400 001	2	2	2	6
2	Security	Mint Road Stores	74, Mint road, Fort, Mumbai-400001	1	1	1	3
3	Security	Cuff Parade Depot	Surkasha Garden, Cpt. Prakash Pethe Marg, Badhwar Park, Coloba, Mumbai-400005	1	1	1	3
4	Security	E.N.T. Hospital	7 Nepear Road, Fort, Mumbai-400001	1	1	1	3
5	Security	COLOBA Market-1	Lala Nigam Road, Municipal Market Building, Mumbai-400005	1	1	1	3
6	Security	COLOBA Market-2	Lala Nigam Road, Municipal Market Building, Mumbai-400005	1	1	1	3
7	Security	Bhatia Garden	Nagar Chowk, Nr. Chhatrapati Shivaji Terminus, Mumbai-40001	1	1	1	3
8	Security	Gateway of India	Chhatrapati Shivaji Maharaj Marg, Mumbai-400005	1	1	1	3
9	Security	Municipal Printing Press	Carnac Bridge, Masjit Bunder, Mumbai.	2	2	3	7
10	Security	A-1 Stores		1	1	1	3
11	Security	Fort Market	Shahid Bhagatsingh Road, Fort market, Mumbai-1			1	1
12	Security	Hutatma Chowk	Dadabhai Nauroji Road, Hutatma Chowk Garden, Mumbai-400001	1	1	1	3
13	Additional points	M. G. Road Depot	M. G. Road, Mumbai-400001	1	1	1	3
14	Office Writer	A ward Security Officel	Office of Assistant Security Officer, Ground Floor, A ward Building, 134/E Shahid Bhagatsing Marg, Fort, Mumbai – 400 001	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:8-12	--	--
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 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**

16. Head Guard has to visit each and every posting point of Security Guard in his jurisdiction while
17. visiting such and he has to sign the S.G. diary and record his comments.
18. Maintain muster of S.G. as per duty list.
19. To see the S.G. that they have kept all keys on the keyboard in proper manner.
20. To see that S.G. are noting vehicle number on the vehicle register.
21. 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**

22. To safe guard and protect M.C.G.M. property is the prime duty of security guard.
23. Any theft pilferage or malpractice is notice; it is the responsibility of security guard to report his higher Authority.
24. At the posting point of security guard have to be vigilant and alert.
25. Security Guard has to perform 8 hours duty, but if reliever do not come than he has to continue duty by intimating higher authority.
26. 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.
27. S.G. have to check bags, belongings of visitors and even employee in working their.
28. 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"><li>1) Keep watch with the cooperation of the supervisory staff of the institutions in his area;</li><li>2) keep himself well informed about security matters and take prompt action in case of emergencies.</li><li>3) Arrange police bandobast in addition to security bandobast in case of incident such as morchas, strikes and bandhs.</li></ol>	Within 2 4 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)**

<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	10cYears
4	Important Documents	C	1)Daily Attendance Book 2)Visit Book 3)Station dairy 4)Dispatch book	5cYears

**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)	Shri. S. L. Salvi.		9619029905 022- Ext.
2	Assistant security Officer (ASO)	Shri. S.D.Udharaj.		9167202160 022- 22607005 Ext. 202

## Section - 4(1)(b)(x)

### Details of remuneration of officers and employees in the office of Shop & Establishment dept. A Ward.

S. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALARY
1	ASST.SECURITY OFFICER	S.D. Udharaj	4200	15670	17707	225	463	975	600	200		35840
2	SECURITY JAMADAR	A.S.Gorad	1950	14880	15922	115			600	200	4464	36181
3	HEAD SECURITY GUARD	C. S. Pawar	1950	14610	15633	115	463		600	200	4383	36004
4	HEAD SECURITY GUARD	S.P. Kini	1950	15050	16104	115	463		600	200	4515	37047
5	HEAD SECURITY GUARD	A.N. Sanap	1950	14090	15076	115	463		600	200	4227	35463
6	SECURITY GUARD	R. D. Wagh	1950	14430	15440	115	463		600	200	4329	35114
7	SECURITY GUARD	S.V. Survey	1950	14430	15440	115			600	200	4329	35114
8	SECURITY GUARD	H. B. Aandhale	1950	14430	15440	115		HIS 617	600	200	4329	35731
9	SECURITY GUARD	B. E. Malvekar	1950	11440	14124	115			600	200	3843	32082
10	SECURITY GUARD	S. D. Mule	1950	14430	15440	115			600	200	4329	35114
11	SECURITY GUARD	S.S. Kanade	1950	14430	15440	115			600	200	4329	35114
12	SECURITY GUARD	A.T. Jadhav	1950	14430	15440	115			600	200	4329	35114
13	SECURITY GUARD	M.S. Padave	1950	14430	15440	115			600	200	4329	35114
14	SECURITY GUARD	V.H. Shigwan	1950	14430	15440	115			600	200	4329	35114
15	SECURITY GUARD	B.V.Mhatre	1950	14430	15440	115			600	200	4329	35114
16	SECURITY GUARD	J.P. Bhure	1950	14430	15440	115		HIS 625	600	200	4329	35739
17	SECURITY	S. J.	1950	14430	15440	115			600	200	4329	35114



	GUARD	Madbhagat										
18	SECURITY GUARD	S. B. Chavan	1950	14430	15440	115			600	200	4329	35114
19	SECURITY GUARD	S. A. Gaonkar	1950	14430	15440	115			600	200	4329	35114
20	SECURITY GUARD	R. D. Bhosale	1950	14430	15440	115			600	200	4329	35114
21	SECURITY GUARD	M.T. Jadhav	1950	14240	15237	115			600	200	4272	34664
22	SECURITY GUARD	A. S. Bhogale	1950	14430	15440	115			600	200	4329	35114
23	SECURITY GUARD	L.M.Jadhav	1950	14510	15526	115			600	200	4353	35304
24	SECURITY GUARD	S.C. Ghavate	1950	14510	15526	115			600	200	4353	35304
25	SECURITY GUARD	V.D. Desai	1950	14320	15322	115		AAP 330	600	200		30887
26	SECURITY GUARD	P.D. Todankar	1950	14510	15526	115			600	200	4353	35304
27	SECURITY GUARD	S. J. Raut	1950	14510	15526	115			600	200	4353	35304
28	SECURITY GUARD	R. S. Kadam	1900	11750	12573	115			600	200	3525	28763
29	SECURITY GUARD	J.N. Shelke	1900	11750	12573	115			600	200	3525	28763
30	SECURITY GUARD	H. L. Patil	1900	11750	12573	115			600	200	3525	28763
31	SECURITY GUARD	S.L. Chavrekar	1900	11750	12573	115			600	200	3525	28763
32	SECURITY GUARD	U. C. Godbole	1900	11750	12573	115			600	200	3525	28763
33	SECURITY GUARD	N.N. Tandel	1900	11750	12573	115			600	200	3525	28763
34	SECURITY GUARD	A.S. Pawar	1900	9540	10208	115			600	200	2862	23525
35	L. SECURITY GUARD	N. D. Dait	1900	8990	9619	115			600	200	2697	22221
36	L. SECURITY GUARD	A. G. Kapadi	1900	8990	9619	115			600	200	2697	22221
37	SECURITY	S. D.	1900	8990	9619	115			600	200	2697	22221

	GUARD	Rokade										
38	SECURITY GUARD	S. G. Ilake	1900	8990	9619	115			600	200	2697	22221
39	L. SECURITY GUARD	V. E. Phadtare	1900	8990	9619	115			600	200	2697	22221
40	SECURITY GUARD	P. A. More	1900	8720	9330	115			600	200	2616	21581
41	L. SECURITY GUARD	L.K.Chaudhari	1900	8990	9619	115			600	200	2697	22221
42	SECURITY GUARD	P.S. Pawar	1900	8990	9619	115			600	200	2697	22221
43	SECURITY GUARD	N. D. Nagmal	1900	8990	9619	115			600	200	2697	22221
44	SECURITY GUARD	B.B. Sargar	1900	8990	9619	115			600	200	2697	22221
45	SECURITY GUARD	A.R. Shaikh	1900	8990	9619	115			600	200	2697	22221
46	SECURITY GUARD	S.P. Gherade	1900	8720	9330	115			600	200	2616	21581
47	L. SECURITY GUARD	S.P. Patil	1900	9540	10208	115			600	200	2862	23525
48	L. SECURITY GUARD	P. S. Bhusare	1900	8990	9619	115			600	200	2697	22221
49	SECURITY GUARD	R. P. Ghanwat	1900	8990	9619	115			600	200	2697	22221
50	L. SECURITY GUARD	A.P.Pawar	1900	8990	9619	115			600	200	2697	22221
51	L. SECURITY GUARD	A.B. Shivdas	1900	8990	9619	115			600	200	2697	22221
52	SECURITY GUARD	M.B. Sanap	1900	8990	9619	115			600	200	2697	22221
53	SECURITY GUARD	A.M. Shinde	1900	8990	9619	115			600	200	2697	22221
54	L. SECURITY GUARD	S. J. Agawane	1900	8990	9619	115			600	200	2697	22221
55	L. SECURITY GUARD	N.M.Suryawanshi	1900	8990	9619	115			600	200	2697	22221
56	SECURITY GUARD	R. V. Sargar	1900	8990	9619	115			600	200	2697	22221
57	L SECURITY GUARD	H. G. Babar	1900	8990	9619	115			600	200	2697	22221



### 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 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	Not Available	Not Available	Not Available	Not Available	Not Available
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. Sapkal	Dy.Chief Security Officer (Z-1)	A ward	E West Ward, Byculla	--	E Ward, Shaikh haffizuddin marg, Byculla, Mumbai.08

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.Veer	C.S.O	A ward	Dy.Chief Security Officer (Z-1)	cso.mcgm@gmail.com

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

**Other Information if any**

**Nil**