



## **BRIHANMUMBAI MAHANAGARPALIKA**

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

### **SECURITY DEPARTMENT**

Address - Office of Assistant Security Officer, Ground Floor, F/North Ward Building, 96, Bhau Daji Road, Matunga (East) Mumbai – 400 019

## 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	04 to 08
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	09 to 13
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	14
4	4 (1) (b) (iv)	Norms set for discharge of its functions	15
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	16
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)	17
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.	18
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.	19
9	4 (1) (b) (ix)	Directory of the officers and employees	20
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.	21 to 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.	26
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by department.	26
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	27
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room	27
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	28

# Introduction

## A profile of security force

The Mumbai Municipal Security Force was established on 1<sup>st</sup> March 1966 after centralizing All the watch and ward services operating in different departments of the Corporation. The main function of the force is to detect any thefts in municipal facilities and to safeguard and protect municipal any properties and land in Mumbai. The arms division of the 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.

## F/North 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  
F/North 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, F/North ward office Building, 96,Bhau Daji Road, Matunga (East), Mumbai- 400 019
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: 24024353 Ext. 100
7	Parent Government Department	Chief Security Officer
8	Reporting to which office	Dy. Chief Security officer, Hindu Colony
9	Jurisdiction Geographical	F/North ward jurisdiction
11	Mission	To protect M.C.G.M property of F/North 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 Police Station 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 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</p>

		dignitaries to the Ward.
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.

**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	1	1	-
3	Head Sec. Guards	4	4	-
4	Security Guards	88	77	11

**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	F/North Ward	Ward Office Bldg.Ground Floor, Bhau Daji Road, Matunga, Mumbai – 400 019.	2	2	2	6
2	Security	Rawali Camp Maternity Home	Sardar Nagar No.04,Rawali Camp Mumbai – 400037	1	1	1	3
3	Security	Hemant Manjarekar Store	Sardar Nagar No.02 Near G.T.B Rly .Stn. Mumbai – 400 037	1	1	1	3
4	Security	Wadala Katrak Depot	B.B.KhedkarRoad,Near.Ram Mandir,Wadala Mumbai – 400 031	1	1	1	3
5	Security	Pandit J.Nehru Udyan	Road No.01,Near.V.V.F.Company Sion (East) Mumbai – 400 022	4	4		12
6	Security	Sion Hindu Cemetry	Near L.T.M.G. Hospital Mumbai – 400 022.	1	1	1	3
7	Security	Five Garden	Jahangir Road,Nr.Parsi Colony Mumbai – 400019	1	1	1	3
8	Security	Wadala Karve Udyan	Near Wadala Rly Station,Wadala (W) Mumbai 400031	1	1	--	2
9	Security	Wadala Consergency Depot	R.A. Kidwai Road,Near Wadala Rly.Station Mumbai – 400 031.	–	--	1	1
10	Security	L.B.S. Market	L.N.Road,Near Matunga Rly Station,Matunga (E) Mumbai – 400019		1	1	2
11	Security	Gandhi	Near King Circle Rly Stn.	–	--	1	1

		Market	Mumbai – 400019				
12	Security	Hemant Manjarekar Market	Sardar Nagar No.02 Near G.T.B Rly .Stn. Mumbai – 400 037	1	1	2	4
13	Security	Matunga Enchrochmen t Godown	Under Fly Over Bridge Nr. Arora Cenema,Dr.B.A.Rd. Mumbai – 400 019	1	1	1	3
14	Security	Education Office	L.N.Road,Hindu Colony, Dadar, Mumbai – 400 014	3	2	2	7
15	Security	Acworth Lepracy Hosp. Gate-1	Wadala (West) Mumbai – 400 031	1	1	1	3
16	Security	Acworth Lepracy Hosp. Gate-2	Wadala (West) Mumbai – 400 031	1	1	1	3
17	Security	Wadala Enchrochmen t Godown	Under Wadala Fly Over Bridge,Wadala (Weast) Mumbai 400031	1	1	1	3
18	Security	Gowari Hindu Cemetery	Gowari Village, Near Gate No.4,Wadala (East) Mumbai 400037	–	–	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 institutions 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 installations, 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 complaints, 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.

.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 then 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 there.
- 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 a round.

## 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	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.M.S.Mirkar		9833578933 022-24134560 Ext.241
2	Assistant security Officer (ASO)	Shri. M.B.Manwadkar		9167202149 022-24024353 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.**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALAR
1	ASST.SECURITY OFFICER	MANWADKAR MUKUND BASWANT	C	13980+4200	20543	225	463	975	600			40986
2	SECURITY JAMADAR	GANGURDE DEVIDAS P.	D	12460+1950								
3	HEAD SECURITY GUARD	GABBARSING BACHABSINGH	D	13280+1950								
4	HEAD SECURITY GUARD	NIRMAL GANGARAM DEORAM	D	11980+1950								
5	HEAD SECURITY GUARD	DALVI VASUDEO RAJARAM	D	13470+1950								
6	HEAD SECURITY GUARD	DEVARE MOHAN GAWAJI	D	13110+1950								
7	SECURITY GUARD	GAIKWAD BHAUSAHEB SANTOSH	D	7360+1900								



8	SECURITY GUARD	MORE HIMMATSING BAPU	D	7360+1900										
9	SECURITY GUARD	PATIL RAKESH DILEEP	D	6070+1900										
10	SECURITY GUARD	SABLE SURESH DNYANOBA	D	13100+1950										
11	SECURITY GUARD	CHALKE BALASAHEB AKARAM	D	13100+1950										
12	SECURITY GUARD	GURAV RAJARAM SAKHARAM	D	12920+1950										
13	SECURITY GUARD	BIRJE ASHOK DATTARAM	D	12920+1950										
14	SECURITY GUARD	WALAWALKAR DILIP YASHWANT	D	12920+1950										
15	SECURITY GUARD	JADHAV BHAU NARAYAN	D	12920+1950										
16	SECURITY GUARD	SHIRDHANKAR GANESH MARUTI	D	12920+1950										
17	SECURITY GUARD	KADAM ANIL MANAKAJI	D	12920+1950										
18	SECURITY GUARD	CHAVAN PRABHAKAR GANGARAM	D	12920+1950										
19	SECURITY GUARD	MAIND MACHHINDRA GANPAT	D	12920+1950										
20	SECURITY GUARD	NAIKWADI SUDIR RAJARAM	D	12920+1950										
21	SECURITY GUARD	KEDARE GAUTAM DAMU	D	12720+1950										
22	SECURITY GUARD	UGHADE MOHAN ASHRU	D	13000+1950										
23	SECURITY GUARD	CHAVAN VILAS SAVLARAM	D	13000+1900										
24	SECURITY GUARD	DAVARI DATTATRAYA S	D	12570+1950										
25	SECURITY GUARD	RAHATE VIJAY GOPAL	D	12570+1950										

26	SECURITY GUARD	JADHAV VIJAY BHIKAJI	D	12570+1950										
27	SECURITY GUARD	JANGAM LAXMAN DEVLING	D	12350+1950										
28	SECURITY GUARD	TELI DAYANAND DATTARAM	D	12800+1950										
29	SECURITY GUARD	PAKHALE SANJAY NIVRUTTI	D	11980+1950										
30	SECURITY GUARD	JAGTAP SHARAD SONAJI	D	11980+1950										
31	SECURITY GUARD	GUJAR SHIVAJI RAMCHANDRA	D	11020+1900										
32	SECURITY GUARD	JONDALE PANDURANG JANBA	D	11980+1950										
33	SECURITY GUARD	MANE SUBHASH SHRIPAT	D											
34	SECURITY GUARD	JADLI RAJESH BHAIRAPDATT	D	12920+1950										
35	SECURITY GUARD	RASAM MANGESH YESHWANT	D	11980+1950										
36	SECURITY GUARD	PRABHALE NAVNATH BALIRAM	D	114400+1950										
37	SECURITY GUARD	KUMBHAR SANJAY DNYANU	D	11690+1950										
38	SECURITY GUARD	GHORPADE SUDHAKAR S	D	11690+1950										
39	SECURITY GUARD	GAICHOR SUDHIR KRISHNA	D	11690+1950										
40	SECURITY GUARD	GAIKWAD NILESH BHOLA	D	8230+1900										
41	SECURITY GUARD	DAVADKAR VITHOBA ANANDA	D	7930+1900										
42	SECURITY GUARD	KAWATE NARAHARI RAGHUNATH	D	7930+1900										

43	SECURITY GUARD	RATHOD DNYANESHWER UKHA	D	7930+1900									
44	SECURITY GUARD	CHAVAN PANDURANG YURAJ	D	7930+1900									
45	SECURITY GUARD	JADHAV SURESH NARAYAN	D	7930+1900									
46	SECURITY GUARD	ZUGARE MANOJ VASANT	D	7930+1900									
47	SECURITY GUARD	VIRKAR SHARAD ATMARAM	D	7930+1900									
48	SECURITY GUARD	AVHAD AMIT NIVRUTI	D	7930+1900									
49	SECURITY GUARD	AREKAR ANIKET RAMESH	D	7930+1900									
50	SECURITY GUARD	SHINDE VISHAL SHIVAJI	D	7360+1900									
51	SECURITY GUARD	PATIL SUREKHA BHILA	D	7360+1900									
52	SECURITY GUARD	GAVIT SHILA SURESH	D	7360+1900									
53	SECURITY GUARD	SULE MANISH SANTOSH	D	7360+1900									
54	SECURITY GUARD	JADHAV MEENA YOGESH	D	7360+1900									
55	SECURITY GUARD	SAWANT BAPU ANYABA	D	7360+1900									
56	SECURITY GUARD	NARVEKAR DIVYA DATTARAM	D	7360+1900									
57	SECURITY GUARD	TADAVI SHIKANDAR NIJAM	D	7360+1900									
58	SECURITY GUARD	MANKAR SUREKHA BALSHIRAM	D	6070+1900									
59	SECURITY GUARD	THENGAL VAISHALI YADAVRAO	D	6070+1900									
60	SECURITY GUARD	NAIDU KALAYVANI N.	D	6070+1900									

61	SECURITY GUARD	YESANE SHITAL PANDURANG	D	6070+1900										
62	SECURITY GUARD	KEDAR MONAL DILEEP	D	6070+1900										
63	SECURITY GUARD	KADAM RUPALI SATYAWAN	D	6070+1900										
64	SECURITY GUARD	KHEDKAR SHARADA RAOSAHEB	D	6070+1900										
65	SECURITY GUARD	PALVE RAMPRASAD BHIKAJI	D	6070+1900										
66	SECURITY GUARD	ASOLE DIGAMBER RAM	D	6070+1900										
67	SECURITY GUARD	MULE MOHAN GANESH	D	6070+1900										
68	SECURITY GUARD	PATIL ATUL SANJEEV	D	6070+1900										
69	SECURITY GUARD	KARANDE POPAT ASHRUBA	D	6070+1900										
70	SECURITY GUARD	GAMBHIRE AMOL DATTATRAYA	D	6070+1900										
71	SECURITY GUARD	GUPTA MEGHA SANJAY	D	6070+1900										
72	SECURITY GUARD	CHAVAN LAHU SHIVAJI	D	6070+1900										
73	SECURITY GUARD	KAPALE VISHVANATH P	D	6070+1900										
74	SECURITY GUARD	PATIL YOGESH PRAKESH	D	6070+1900										
75	SECURITY GUARD	NAGARGOJE SUNIL SANGRAM	D	6070+1900										
76	SECURITY GUARD	MUNDE SHRIKANT DINKAR	D	6070+1900										
77	SECURITY GUARD	CHAVAN JITENDRA ATMARAM	D	6070+1900										
78	SECURITY GUARD	TONDE GANESH DEVIDAS	D	6070+1900										

79	SECURITY GUARD	BELDAR VIKAS KAILAS	D	6070+1900								
80	SECURITY GUARD	NANDAWALE CHANDU REHEMAN	D	6070+1900								
81	SECURITY GUARD	RATHOD RAJU BANDU	D	5830+1900								
82	SECURITY GUARD	JADHAV PRAMILA RANCHHOD	D	5830+1900								
	SECURITY GUARD	LATPATE MUDIRAJ B.	D	6070+1900								

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. F/North, Ground Floor F/North Bldg, Bhau Daji.Road, Matunga.Mum -19	ASSISTANT SECURITY OFFICER(ASO)F/North
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. D.H.Patil	Dy.Chief Security Officer	F/North Ward	9833578918 Hindu colony ,Dadar		Chief Security Officer ,Worli, Emozaes 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(I/C)	F/North	C.S.O	

**Section 4 (1) (b) (xvii) – Others**

**Such other information as may be prescribed**