

# **MUMBAI PORT TRUST**

## **GENERAL ADMINISTRATION DEPARTMENT – SECURITY DIVISION**

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### **MANNUAL**

#### **INTRODUCTION:**

The Security Organisation came into existence in the year 1968 with Shri Kothawala as the overall in-charge of Security. Shri Kothawala was inducted as a Security Officer on deputation from Mumbai Police Force. The practice of getting officers from Mumbai Police on deputation for running the Security Organisation continued till 1984. By then, Security Organisation had grown up as a big force by itself and it was felt that Mumbai port Trust should have its own security organisation for managing security of Docks and extended areas. Accordingly in 1984, the first batch of Asst. Security Officers were recruited and deployed for round-the-clock duties in the entire Port area. Since then, security of the Port has been managed by port security officers and security guards.

With a view to improve the working of the security organisation, services of retired IPS officer have been used by the Port. The working has been surveyed/studied by retired IPS officers on two occasions in the past, once by Shri Choubul in 1983 and another by Shri Ramamurthy in 1999. The Inspection team of Intelligence Bureau (IB) also carries out periodic visits and recommends certain measures for improving functioning of security setup of the port. Suggestions/recommendations wherever practical have been implemented.

Presently Security Organisation is under the administrative control of the Secretary, General Administrative Department and termed as 'Security Division'.

#### **PHYSICAL SECURITY :**

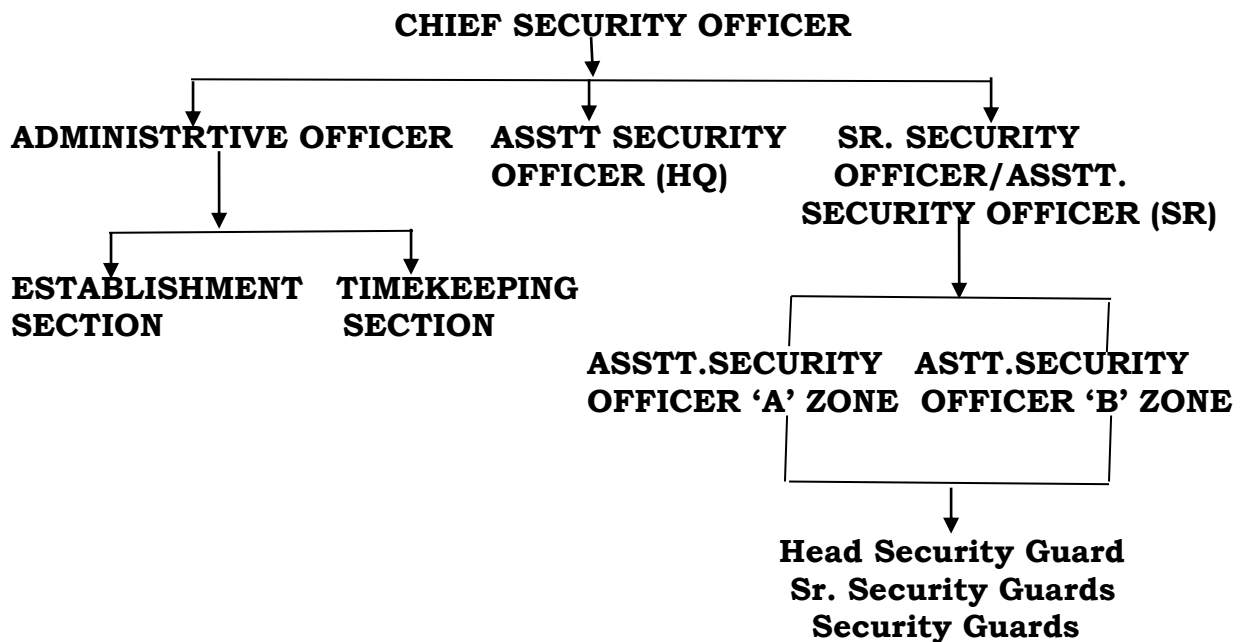
MbPT security personnel were deployed at locations right from Sassoon Dock to Pir Pau. These locations *inter alia* included, Colaba Officers Colony, Port Bhavan, Docks, Pir Pau, Charge Collection Centres and the various Container Freight Stations in the outlying areas. Some of the important locations in the outlying areas viz. MOD, STP, Haji Bunder, Hay Bunder, Wadala Container Yard, Port Trust Hospital, Wadala. Some of the new locations, which have been taken over by Port's security are Nadkarni Park Colony, Grain Depot, CWC warehouse, Cotton Depot and Giri Nagar. A squad named Security Road Patrolling Squad is formed for taking action against unauthorised dumping of debris on Port Trust land. In addition, they assist the Traffic Wing of Mumbai Police, Wadala Division in easing traffic entering Docks and patrol Oil pipeline from Mahul Road to Pir Pau.

With the induction of Central Industrial Security Force w.e.f. 21.04.2010 in MbPT, the security of Docks, Pir Pau and Jawahar Dweep areas of Mumbai Port Trust is looked after by the CISF and the security guards deployed at Docks and Pir Pau were redeployed at different locations.

## **BASIC SECURITY FUNCTIONS:**

- a. Prevention of theft and other crimes through MbPT premises
- b. Detection of crime and investigation there of.
- c. Assist Traffic Police in controlling vehicular traffic outside Orange Gate.
- d. Escorting VIP delegates in the Port estate.
- e. Liaisoning with Port zone police and other departments on regular basis.
- f. Implementation of various vigilance measures.
- g. Investigation into the cases of theft, shortages, employees misconduct, Port users complaints etc.
- h. Maintain secrecy of information and its report to the concerned MbPT authorities and preventive agencies.
- i. Arranging training programme for Security staff by liaisoning with Port Management Training Centre.
- j. Performing, co-ordinating Republic, Independence Day parade at MbPT flag hoisting ceremony.

The Security Division is headed by Chief Security Officer. The organizational chart of Security Division is as under:



The strength of Security Division as on 01.04.2015 is as under :

Post	Revised Strength	Operated Strength	Vacancy	Remarks
<b>OFFICERS</b>				
Chief Security Officer	1	1	0	
Sr.Security Officer	1	1	0	
Administrative Officer	1	1	0	
Asstt.Security Officer (Sr.)	3	3*	0	* 1 in Traffic
Asstt.Security Officer	7	5*	2	*1 in HR
<b>Class III (Timekeeping)</b>				
Chief Time Keeper	0	0	0	
Head Time Keeper	3	3	0	
Time Keeper (A) scale	3	1	2	
<b>Class III (Administration)</b>				
Asstt. Office Superintendent	1	1	0	
Sr. Assistant	1	1	0	
Jr. Assistant	2	1	1	
TCCC	2	0	2	
Jr. Clerk	1	1	0	
Stenographer	1	1	0	
<b>Class III (Operational)</b>				
Head Security Guards	2	2	0	
Security Guards Drivers	7	7	0	
<b>Class IV (Administration)</b>				
Hawaldar/Record Attendant	<b>2</b>	<b>0</b>	<b>2</b>	
Peon/Hamal	<b>2</b>	<b>1</b>	<b>1</b>	
<b>Class IV (operational)</b>				
Sr. Security Guards	39	37	2	
Security Guards Incl.5 Women SG's)	363	285	78	

**The area under Security Division is divided into two zones as under :**

**‘A’ Zone and Bunder Zone**

**Areas under ‘A’ Zone**

- CHAIRMAN BUNGALOW
- COLABA OFFICERS QUARTERS
- FISH HARBOURS AT SASSOON DOCKS AND NEW FERRY WHARF
- PORT BHAVAN GATE / TREASURY
- OPERATION SERVICE CENTRE BUILDING
- SHRAMIK BHAVAN
- MALLET BUNDER
- FRERE BASIN

**Areas under ‘B’ Zone**

- Grain Depot (‘H’ SHED)
- Manganese Ore Depot (CFS)
- Hay Bunder
- Haji Bunder (Hazardous cargo CFS)
- New Sewree Ware House (CFS)
- Sewree Timber Pond (CFS)
- Sewree North Open Plot
- Giri Nagar (Residential colony)
- Cotton Depot Complex
- Wadala Container Depot
- Port Trust Hospital, Wadala
- Nadkarni Park Colony (Residential colony)
- Wadala Incinerator Yard (CFS)
- Reay road / mahul road charge collection centres (toll naka)

**Delta Squad**

Delta Squad has been formed by the Security Division to carry out anti encroachment activities. It is headed by ASO (Delta) and at present comprised of 05 Security Guards and 01 Security Guard driver. This squad is responsible for carrying out anti encroachment activities including arrangement of encroachment removal programmes by procuring police bandobast and Co-ordinating amongst various agencies involved. The removal programmes are arranged at the instance of concerned MbPT Departments who request the Security Division for arrangement of the programme.

Besides this action is taken against the persons dumping debris on Port Trust land by imposing fine. At present the fine for such dumping is ₹25000/-.

**Armory** : In the year 1993, a proposal was mooted by the then Chief Security Officer for procurement of 30 guns of 12 bore for arming one platoon of security personnel and 3 revolvers of 0.32 bore size for use of 3 Asstt. Security Officers. 01 Revolver of 0.38 bore was procured in the year 1973 for Chief Security Officer. The proposal was mainly mooted for guarding vital installations in the Port mainly, Pir Pau which is

located at an isolated area without any police security. Pir Pau is a marine oil terminal where tankers are being handled for discharge POL – and to ensure security of the marine oil terminal, it was desirable that security guards be posted thereat and armed with guns. Pir Pau is presently manned by CISF personnel. Armed Security Guards are posted at Head Office for guarding cash and protection to cash vans.

A special armory has been created at A zone office located at Yantra Bhavan, ground floor for storage of the guns and revolvers. One Asstt. Security Officer is nominated for ensuring safety and security of arms and ammunition and also to carryout regular maintenance of the same.

Six Security Guards who possessed armed license are deployed at Cash Office, Port House for safeguarding the cash kept in custody of Cash Branch and to escort cash vans.

### **Dress Code for Security Personnel:**

Every Officer working in operational area and Security Guard (including women security guard) has to be in uniform (khakhi in colour) while on duty in the Port. Every Security personnel is expected to maintain his/her uniform and to ensure that they wear neat, clean and ironed uniform.

### **FUNCTIONS OF SECURITY DIVISION**

The functions of Security Division are broadly divided into:

- (a) Administrative Functions and
- (b) Operational Functions.

#### **Administrative Functions :**

**Administrative Officer** : Administrative Officer reports to the Chief Security Officer. He is the incharge of administrative section and controls and monitors all administrative functions including Disciplinary matters of security staff, maintenance of rosters and seniority list. He deals with the matters pertaining to recruitment and promotion of security staff. He also attends Union, Court matters. He attends to establishment of Security Guards including drawing of pay, salary and periodical arrears, recoveries, etc. He keeps supervision over Administrative Staff. He is supported by establishment staff and Timekeeping Staff. He looks after general correspondence with other departments. He prepares and forwards various monthly reports such as strike report /quarterly reports such as RTI applications handled, public grievances, SC-ST report / annual reports such as foreign visit, representation of SC-ST-OBC, representation of persons with disabilities, closing of annual accounts, employees under suspension, appointment of non Indians, write off of loss. He provides uniforms to the security guards. He provides monsoon requirements and stationaries to officers and security guards.

## **Administrative functions are divided into :**

- 1) Establishment Wing
- 2) Timekeeping Wing

1. **Establishment Wing** : It primarily deals with the functions like promotions, vehicles related works, DPC, Budget, Distribution of DAK, Disciplinary cases, forwarding bill of vehicles used by CISF, periodical reports, maintenance of SC/ST/OBC Roster, maintenance of imprest accounts (General/Special), uniform, indenting, stationary purchase, maintenance of office equipment, inward and outward of letters, disposal, etc. The duties of staff under establishment wing are as under :

### **Assistant Office Superintendent**

1. Overall supervision of discipline and working in the Office.
2. Distribution of dak
3. Officers- ACRs and property returns
4. Budget related work/ Audit Query correspondence
5. Training matters/ Union matters/ Check off system.
6. Rotational transfer policy report
7. All periodical reports and returns
8. RTI Correspondence/ FR 56 – Review regarding
9. Arrangement for disposal of old and unserviceable material.
10. Forwarding various circulars to all zones and circulating among staff.

### **Sr. Assistant**

1. Operation of imprest Accounts (General/Special), Recoupment of imprest bills.
2. Procurement of material, placing Indents/ distribution of material recd, related Union correspondence
3. Establishment work of GAD Staff - leave and daily position of attendance, monthly attendance report
4. Housekeeping
5. Maintaining of Logbook of vehicles.
6. Maintenance of photocopier machine
7. Disposal – Inspection Report and Credit Note preparation.
8. Misc. Bills entry in Pay Roll System, Advances (Cash & Cheque) – Settlement etc.

### **Jr. Assistant**

1. Disciplinary & Court cases and maintenance of Vigilance Register.
2. Work related to CISF/CISF Vehicles and Monthly bills of contractors
3. Assisting AO/ASO (Sr) in dealing with cases/matter of confidential nature pertaining to ASOs/SGs
4. MACP/ACP cases of SGs – Assisting TKs
5. Matters pertaining SC/ST/OBC, DPC of Security Staff / ASOs including maintaining SC/ST/OBC roster
6. Assisting ASO, in preparing encroachment removal letters and reports.
7. Service Tax

### **Jr. Clerk**

1. Registration of Inward/Outward letters.
2. Arranging dispatch.
3. Marking of Dak and distribution

### **Stenographer**

1. Stenography / Typing work
2. Procurement of computer accessories and maintenance of PC located at SHQ.
3. To take dictation from CSO/AO and ASO (HQ).

### **Women Security Guard (HQ)**

1. Filing papers
2. Typing work
3. Issuing monthly DEP to retiring S/Gs
4. Assisting in receiving & issuing uniform material

### **Peons/ Hamals**

1. Attending dispatch work.
2. Maintains office records and files.
3. Any other work assigned by superiors.

**2. Timekeeping Wing :** This wing of administration deals with attendance of Security Guards Muster, PF cases, leave of security guards, Paysheet preparation and related matters, PF loans, housing loans, Computer loans, establishment of Security officers and Security Guards etc. The duties of staff under Timekeeping wing are as under :

### **Head Timekeeper**

1. Submission of various periodical returns.
2. Maintenance of unclaimed register
3. Issue of Photo I-cards.
4. Scrutiny of LTC/spectacle claims.
5. Drawing annual increments etc.
6. Arrangement of DPC for promotion.
7. Obtaining of sanction of the competent authorities regarding leave, etc.
8. Issue of various types of certificates to the employees.
9. Overall supervision over the time keeper where CTK is not posted.
10. All the duties of Timekeeper 'A' Scale.

### **Timekeeper 'A' Scale**

1. Maintenance of Muster Rolls
2. Preparation of monthly/supplementary paysheet.
3. Preparing payslip.
4. Obtaining sanction to leave.
5. Maintaining service sheet.
6. Drawing yearly increments.
7. Obtaining sanction to encashment leave, special disability leave, etc.

8. Maintaining accident registers.
9. Issue of irregular attendance mema periodically
10. Furnishing particulars to HTK regarding pension/PF settlement.
11. Furnishing particulars to HTK regarding DPC
12. Processing and scrutinizing LTC/reimbursement of spectacles, claims, etc
13. To prepare and forward the cases of PF Advance, Housing Loan, Education Loan, etc.
14. Preparation and feeding of data on paysheet based computer system and processing it.
15. To take out all type of prints.
16. To effect recoveries through paysheets on account of various type of deduction such as PF, VPF, Housing Loan, Education Loan, Societies, Banks, ET, SSS, Festival Advance, PRSS, etc.
17. To attend the grievances of Security Personnel and solve the disputes in pay and grade fixation and also attends to general correspondence.

**Operational Functions:** The Security Officers are required to allot duty post to security guards at separate points of the zone by ensuring that the same security guards are not posted at the same points i.e security guards are required to be rotated at different locations. The duties of the officers are as under :

### **CHIEF SECURITY OFFICER**

He is the head of the Security Division of the Port. He works under the authority of the Secretary. However, he reports to Secretary/Deputy Chairman/Chairman as per the exigencies of the situations/requirement. His duties are as under

1. To Supervise the work of ASO (Sr.) / ASOs and AO
2. To effect periodical inter-zonal transfers of officers and other security personnel.
3. To take preventive measures against crimes of theft/pilferage/ encroachments in docks operational areas.
4. To control and supervise the establishment of security guards to secure and protect the vital installations, equipments, materials, the peripheries, the gates and the areas of the port.
5. To interact with other Head of Departments and assist in solving the security problems by giving necessary advice.
6. To attend internal security meetings and co-ordinate with police and other local authorities/govt. authorities in ensuring smooth controlling of working areas and effecting the sound security system.
7. To provide the guidance and support to officers / personnel under him.

### **SENIOR SECURITY OFFICER / ASSTT. SECURITY OFFICER (Sr.) / ASSTT. SECURITY OFFICER**

#### **DUTIES OF SHIFT DUTY ASO**

1. To ensure proper maintenance and upkeep of apparatus and vehicles issued to the zone.
2. To resolve petty issues pertaining to security personnel.
3. To supervise the booking of security personnel and get it done through his subordinates wherever he is attending to some emergent incident.
4. To ensure proper deployment of security personnel in his zone/areas and ensure maximum output from the staff.



5. To ensure discipline and punctuality among his staff.
6. To make entries of important security incidents into ASO's combined diary and shall report such incidents to CSO immediately.
7. To exercise supervision on the special squad guards if any posted in his jurisdiction.
8. To collect intelligence on the subject having bearing on security of the port.
8. To hand over and take over the charge of the zone with proper briefings.
9. To coordinate with other operational departments and port zone police whenever required.
10. To carry out intermittent and effective patrolling of areas under his zone.
11. To be aware of the perimeter security systems and to ensure proper and timely repairs and maintenance of fencings/wall damages/visibility problems.
12. To sensitize the security personnel periodically about their duties and responsibilities.
13. To control and eliminate nuisance of urchins /pilferage/anti-social element in the docks and bunder area.
14. To fix responsibilities for eliminating incidents of pilferages from Docks and Bunders.
15. To brief SSG/SGs regarding office orders, circulars, CSO's instructions, intelligent inputs, etc. for compliance and effective discharge of duties.
16. To supervise functioning of Road Charge Collection Centres (Toll Nakas)

#### Duty timings of Duty ASO

I Shift	-	0700 hrs. to 1500 hrs.
II Shift	-	1500 hrs. to 2300 hrs.
III Shift	-	2300 hrs. to 0700 hrs.

#### **DUTIES OF ASSTT.SECURITY OFFICER (HEAD QUARTER)**

1. Shall operate from SHQ
2. Shall be responsible for sanctioning leave of Security Personnel.
3. Shall be responsible for Co-ordination with Police (Port Zone) / and other zones and liaison with ASOs.
4. Shall be responsible for making working arrangements of officers.
5. Assisting CSO in periodical transfer of security guards.
6. Shall carry out any job assigned by Chief Security Officer.
7. Shall discharge duties of A.O. in his absence and when he is not available.
8. Shall assist/advise CSO in discharge of his duties.

#### **DUTIES OF HEAD SECURITY GUARD**

1. The Head Security Guard will obtain and understand his duties for the shift at the beginning of the shift from the duty ASO.
2. He will patrol in the area given to him and take cognizance of movement of unauthorized persons and vehicles and immediately take action against the defaulters under intimation to duty ASO.
3. He will take frequent rounds of his area and remain in the area during the hours of the shift. He will ensure that the security guards on duty in his area are alert and observe proper discipline and will report against the defaulters to the duty ASO immediately.
4. The Head Security Guard should keep constant vigil on the activities of

- criminals, anti-social elements and collect intelligence having bearing on the safety, security of MbPT's property, peace and order.
5. A Head Security Guard on duty shall always be alert and take all measures to prevent and detect thefts and pilferages of cargo.
  6. While taking rounds in his area surveillance on unauthorized entrants in the dock areas / bunders, check Dock Entry Permits, passes of vehicles, hawkers and take cognizance of the defaulters under intimation to the duty ASO.
  7. Wherever possible Head Security Guard will report to the duty ASO at the end of shift and may give 'NIL' report if no incident has occurred during the shift.

Duty Timing – 0900 hrs. to 1730 hrs.

### **DUTIES OF SR. SECURITY GUARD**

1. To obtain briefings from the Duty Asstt Security Officer/Head Security Guard.
2. To patrol the area allotted to him and takes cognizance of movement of unauthorized vehicles and persons and takes action against them under intimation to Asstt. Security Officer.
3. To ensure that the Security Guards posted in his beat are alert at their duty points.
4. To bring to the notice of his superiors about any untoward incident/crime/breach of security and enters the details of such incident in the diary maintained by the Security Guards.
5. While taking rounds he will sign on the diaries of the security guards he has checked and also tell the security guards about his next place of visit, so that he can be contacted easily if required.
6. He will record all unusual occurrences/incidents in a diary to be maintained by him and report to the duty ASO.

### **DUTIES OF SECURITY GUARD**

#### **(A) Duties (General)**

1. All Security Guards shall obey all lawful orders/instructions of his superiors.
2. All Security Guards shall always be alert and take all measures to prevent and detect theft/pilferages of cargo and MbPT property.
3. All Security Guards shall keep constant vigil on the activities of criminals, anti-social elements, collect intelligence and report to the nearest supervision authority or in his absence/non-availability take action immediately, i.e. report by telephone to the Security Zonal Office at Docks or Security Bunders Office. All Security Guards should note important telephone numbers in their diary.
4. All Security Guards should keep watch for lepers, urchins, vagrants, hawkers and suspicious persons and hand them over to the superiors without delay.
5. All Security Guards shall carry out duties assigned to them at gates, turn-styles, sheds, warehouses, open yards, installations, offices, patrolling and traffic duties.
6. All Security Guards shall carry out their duties with vigour, enthusiasm, courage and devotion. Ant act of cowardice will make him liable for disciplinary action.

#### **(B) DUTIES AT GATES/TURN-STYLES**

1. The Security Guards posted at gates/turn-styles shall report to the Gate Inspector/Gate Keeper.
2. The Security Guards shall check dock entry permits/passes, identity cards of all

persons, gate passes of vehicles while they are entering and leaving through the gates. Only persons/vehicles having valid DEPs/passess should be allowed by him. If in doubt, he shall consult his superiors.

3. The Security Guards shall collect daily passes/permits from the people/vehicles leaving docks and deposit with Gate Inspector/Gate Keeper concerned.
4. The Security Guards posted at gates will assist the Gate Inspector/Gate Keeper in checking in and checking out of vehicles.
5. The Security Guards shall enforce the rules existing for exit and entry of pedestrians and vehicles.
6. The Security Guards shall check belongings such as bags, satchels, lunch boxes, etc. of persons going out of the premises. On suspicion, the Security Guards shall carry out body search. Anything found objectionable, he shall immediately report the matter to the Gate Inspector/ Gate Keeper and if possible to the nearest Security Post.
7. The Security Guards shall make a note in his diary about any untoward incident and report to the duty ASO as early as possible.

**(C) DUTIES OF SECURITY GUARDS AT SHEDS/WAREHOUSES/ OPEN WAREHOUSES/ CONTAINER YARDS**

1. The Security Guards posted at Shed/Warehouse shall report to the Shed Superintendent/Asstt. Shed Superintendent.
2. The Security Guards on duty shall remain present at the time of opening and closing the Shed / Warehouse.
3. The Security Guard shall take frequent rounds of the Shed / Warehouse from inside and report to the Shed Superintendent if anything objectionable noticed by him.
4. The Security Guard shall carry out checks of DEPs/Passes of all the people present in the Shed/Warehouse.
5. The Security Guard shall check all locks of the premises and report lapses to the Shed Superintendent.
6. The Security Guard posted at Open Container Yards will report to the Inspectors of the Yard or the Shed Superintendent of the assigned Shed/Warehouse. They shall take frequent rounds of the Container Yard and check seals of the containers whichever possible and report to the Inspector/Shed Superintendent about seal breakages, if any. They will also brief about it to the relieving Security Guard of next shift. During rounds of the yard they shall prevent unauthorized persons to loiter in the yard and should handover such persons, if suspected to be miscreants to the Incharge of the Yard.

**(D) DUTIES OF SECURITY GUARDS AT CHARGE COLLECTION CENTRES (TOLL NAKAS)**

1. Collection of road charge (toll) and issue of toll receipts to motorist.
2. Verifying passes of pass holder motorists.
3. Maintaining records of cash collected and receipts issued.
4. To deposit cash collected at Cash Office, Ambedkar Bhavan on daily basis.
5. Preparing monthly statements.

**(E) PATROLLING DUTIES**

1. The Security Guard given patrolling duties shall patrol in the areas given to him on foot and maintain surveillance on the activities of criminals, anti-social elements and miscreants.
2. The Security Guard on patrolling duties shall keep constant vigil on vulnerable points in the area.
3. The Security Guard shall check locks and seals of the containers, whichever possible stacked in areas. They will report about seal/locks breakages immediately to the nearest superior official present.
4. The Security Guard posted for patrolling duties at the boundary wall shall patrol along the wall and be on the lookout for the activities of undesirable elements. They shall immediately report to their superiors if they find any fencing wall broken or ropes hanging on the walls.
5. The Security Guard shall keep vigil on movements of vehicles and persons and report if anything untoward noticed immediately.

As per the directives of the then Dy. Chairman, 2 Security Guards each at Veg Oil Junction, Reay Road Junction (South end of Messant Road), Cotton Bridge, Sewri Railway Gate, Sujala Hotel Junction are posted in round the clock shift to control the unauthorized dumping of debris in MbPT estate and apprehend the defaulters.

Duty Timings of SSGs and SGs.

- |           |   |                        |
|-----------|---|------------------------|
| I Shift   | - | 0730 hrs. to 1600 hrs. |
| II Shift  | - | 1530 hrs. to 2400 hrs. |
| III Shift | - | 2330 hrs. to 0800 hrs. |

**DUTIES OF WOMEN SECURITY GUARD**

1. Whenever frisking of lady personnel entering/leaving the docks is required, Women Security Guard attends to the frisking work.
2. Wherever checking of women are required Women Security Guard is posted and she performs the duties assigned by the superiors/Chief Security Officer.

Duty Timing – 0900 hrs. to 1730 hrs.

**DUTIES OF SECURITY GUARD DRIVER**

1. To attend to the driver duties on the security vehicles and perform the security duties as allotted to him by the superiors.
2. To ensure day to day maintenance/cleanliness of the vehicles.
3. To carry out repair of vehicles as and when required.
4. To maintain log book of vehicle.