

To

The Dy. Directors
M S E D C Ltd
(MR) Kalyan, (PR) Pune (NR) Nagpur

Sub : Duties and responsibilities of vigilance
personnel on "Security" - Assessment of
Security of installations

Ref : T.O.Circular No. VS/Sec/39 dated 5.1.2011

In continuation to this office circular quoted in the reference above on the above subject, enclosed herewith please find a format of Report on Security Assessment of MSEDCL's installations where security arrangements are to be provided.

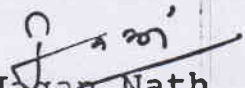
They are directed to get prepared a list of premises (zone/circle/division/sub-division/stores/sub-station) where security arrangements are to be provided and get them assessed from security point of view as per format. In case, they notice any items additional, the same be assessed and included in the report. While the security assessment of zonal offices may be done by the Dy. Directors themselves, security assessment of circle offices may be got done from the Asstt. Directors and the rest from the Dy. Vigilance Officers and Asstt. Vigilance Officers. In this process, the Asstt. Director HQs and Vigilance Officer HQ s may also be included. The assessment reports should be

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consolidated, circle-wise, by the Dy. Directors and send to Head Office along with their remarks about its feasibility. The whole process should be completed within a period of two months positively and not later than 15th of April 2011.

They are, therefore, directed to get the MSEDCL's installations assessed from security point of view and furnish reports, circle-wise as above.


(Jagan Nath, IPS)
Spl. IG of Police
& Director, V&S

Copy to:

✓ The Asstt. Director HQs MSEDCL Corporate Office,
Mumbai.

He is directed to consolidate the proposals when received and put up a consolidated report for early consideration

CONFIDENTIAL

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

DIRECTORATE
OF
VIGILANCE & SECURITY

SECURITY ASSESSMENT REPORT

ON

DATED

SECURITY ASSESSMENT REPORT

I. GENERAL INFORMATION

1	Name of office/ premises			
2	Location with address			
3	Whether owned/ rental ?			
4	Total area of premises (in Sq. Ft.)	(attach blue print of premises)		
5	Details of in- charge officer	Name		
		Designation		
		Phone No.		
		Fax No.		
		E-mail id		
6	Details of second-in- charge officer	Name		
		Designation		
		Phone No.		
		E-mail id		
7	Details of custodian of office premises	Name		
		Designation		
		Phone No		
		Mobile No		
		Fax No		
		E-mail id		
8	Details of personnel working	Technical		
		Non Technical		
		Outsourced		
		Total		
9	Details of other offices in case of emergency	Police Station under which falls	Name	
			Address	
			Contact No.	
			Fax No.	
		Office of the Supdt. Of Police	Name	
			Address	
			Contact No.	
			Fax No.	

	Nearest hospitals	Name	
		Address	
		Contact No.	
		Name	
		Address	
		Contact No.	
		Name	
	Address		
	Contact No.		
	Nearest Fire Station	Name	
	Address		
	Contact No.		

B. ASSETS STACKED

10	Description of properties	Cost in lacs
	Immovable property	Land and building
	Movable property	Tables and chairs
		Cup-boards
		Fans and electrical fittings
		Air conditioners/coolers
		Racks
		Office equipments Like computers. Fax Xerox etc.
		Others
	Other articles	
	Total	

C. SECURITY ARRANGEMENTS

11	Personnel (in all 3 shifts including leave reserve)	Category	Avail-able	Propos-ed	Total
		Security Supervisor			
		Head Security Guard			
		Security guard			
		Total			

Details of Agency from which security personnel hired/can be hired				
Identity cards	Issued			
	Balance			
	Requirement, if any			
Gate-pass system	Exists/not exists			
No. of persons visiting	Visitors			
	Agents			
Equipments	Category	Available	Proposed	Total
	H.H.M.D			
	D.M.D.			
	C.C.T.V.			
Fire fighting equipments	Category	Available	Proposed	Total
	Fixed Fire Hydrant system			
	Fire extinguishers/Hose pipes			
	Portable fire extinguishers			
Lighting arrangements	Within the periphery			
	Inside the office			
Fencing	Wall fencing			
	Barbed fencing			

D. LABOUR UNION INFORMATION

12	Name of unions in accordance with majority	Strength	Effectiveness

13	Whether the installation needs to be declared as Prohibited Place under the Official Secrets Act ? If yes, clarify why ?		
14	Total value of assets (inclusive of land / building /movable properties etc.)		
15	Amount of repatriation per month (Approx.)		
16	Suggestions		

(Name and designation
of officer reported)