	Maharashtra State Electricity Distribution Company Ltd.
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Circular

Sub:- Hiring and Deployment of Security measures and security duties in MSEDCL.

1. A review of hiring and deployment of existing security was taken with a view to standardize security measures in the company. While drawing the security standard, the following security parameters have been considered: -

(a) The control and accountability of security aspects remain unchanged with primary responsibility with the custodian in-charge as hitherto.

(b) The procedure of issuing work orders, tender processing, security agency selection, payment etc to be continued as before.

(c) It is presumed that most of the company offices and installations are not manned during off working hours where as all the substations remain manned by the operators round the clock.

(e) The security measures deployed at various stores/filter units, transformer repair yards, vehicle workshops and company rest houses have been accepted as existing due to local conditions and variations in their physical dimensions and areas.

(f) Passive security measures such as deployment of security surveillance camera system and Biometric/magnetic card access control system are proposed.

Considering the above aspects, the under mentioned installation type wise security standard is adopted for compliance with immediate effect:-

SNo.	Installation type	Security Measure	Nos
1	Corporate office	Active & passive with existing guards, cameras and access control system	46 Guards
2	Zone office	Existing passive as well as Active with guards	06 Guards
3	Circle office	-do-	06 Guards
4	Division Office	-do-	03 Guards
5	Rural area sub-division office	Existing passive measures with 01 guard at night	01 Guard
6	Urban area sub-division office	Only existing passive measures	Nil

7	Stores/workshops	As is existing	As is existing
8	Filter Units	As is existing	As is existing
9	Rest houses	As is existing	As is existing
10	Rural area sub-station	Existing passive measures with 01 guard at night	01 Guard
11	Substation with stores	Existing passive as well as Active with guards	03 Guards
12	Restricted entry areas such as IT centers, SCDA complexes, CFCs etc	Biometric access control system	01 per installation

2. All Zonal CE's & CE (Civil) , Prakashgadh Bandra are directed to work out detailed installations wise authorization of security guards under their respective jurisdiction as per security standard stated above. They are to submit the same along with any shortfall or excess authorization with due justification to ED (S&E) within 15 days of promulgation of this order for final sanctioning. During the course of company's day to day business, new installations would be commissioned and added as assets. As and when new installations are commissioned, the respective custodian in-charge is to initiate a security proposal in respect of such new installation adhering to the above security standard. The said security proposal is to be submitted to ED (S&E) through respective Regional Dy Director (S&E) who in turn will conduct a security audit of the new installation and forward the same to ED (S&E) for approval. Henceforth, appropriate security measures will be deployed at the new installations only upon authorization by the ED (S&E).

3. Security duties mentioned in the office order No. 13 dt 18.08.2010 stands modified as under

SNo.	Security related duty	Officer Responsible
(a)	Identification of security agency (security is preferably to be hired from either MESCO or Guard board. GOM GR No.1099/2390/प्र.क्र 244/99/28 dt 14 Nov 2002 relevant)	Custodian
(b)	Hiring of allocated security personnel	Disbursing Authority/ Competent authority
(c)	Inspection & Security Audit	By S&E Officers upon specific directives by ED(S&E)
(d)	Day today security supervision and accounting	Custodian

As the identification of security agency and further hiring, deployment, and supervision is being done by the custodian in-charge of the installation, they will be responsible for the efficiency and effectiveness of the security deployed. They will also be responsible for security lapses/breach if any. The custodian-in-charge is to initiate reporting as well as legal/operational

actions in case of breach in security. They will ensure proper and effective access control, movable assets accounting, leads to efficient key organization.

4. Whilst the above security standard is being implemented, it would be necessary to appoint new guards at few locations and also reduce some where excess number is deployed. Under mentioned guidelines are to be followed when shifting from the existing security deployment to the newly sanctioned security standard: -

(a) Excess guards wherever deployed are to be shifted to nearest new sanctioned locations in consultation with respective security agency.

(b) In case the concerned security agency disagrees or is unable to shift or provide security at new sanctioned locations then the existing excess guards' services are to be discontinued within 90 days of promulgation of this circular quoting appropriate clause of the work order and by adhering proper legal procedure.

(c) In case the total new sanctioned guards strength is less than currently deployed then the services of excess guards be discontinued by following a procedure mentioned above (4(b)).

(d) If the sanctioned guards' strength is less than currently deployed, then the excess guards strength from private security agencies is to be terminated first followed by Guard Board and so on.

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