

आई.सी.एम.आर - राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान
**ICMR-National Institute for Research in
Reproductive and Child Health**
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)/ (Indian Council of
Medical Research)
जे. एम. पथ परेल, मुंबई – 400012/ **J. M. Street, Parel,
Mumbai 400 012**

File No. C-11011/42/2014-Admn.

Date: 06.03.2026

OFFICE ORDER

Consequent upon the **superannuation of Mr. Joseph D. Lobo, In-Charge, Security and Maintenance Department**, the following arrangements are hereby made with immediate effect:

Mr. Abhishek Singh, Technical Assistant, is assigned the **charge of the Security and Maintenance Department**. He will look after all duties and responsibilities of the above mentioned department.

In the **absence of Mr. Abhishek Singh, Technical Assistant, Mr. Ganesh Narayan, Senior Technician - II**, shall function as the In-Charge, Security and Maintenance Department **as an additional charge**, along with his regular duties.

This order is issued with the approval of the **Director, ICMR-NIRRH**.

Digitally signed by
Sunita Hiranman Khamkar
Date: 11-03-2026
Ms. Sunita Khamkar
Sr. Administrative Officer

To,

1. Mr. Abhishek Singh, Technical Assistant
2. Mr. Ganesh Narayan, Sr. Technician 2

Copy to:

1. PS to Director, ICMR-NIRRH, Mumbai
2. Sr. ACO, ICMR-NIRRH, Mumbai
3. ACO, ICMR-NIRRH, Mumbai
4. All Scientist, ICMR-NIRRH, Mumbai
5. For LAN

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Date:

09.03.2026

ROLES AND RESPONSIBILITIES OF IN-CHARGE, SECURITY & MAINTENANCE DEPARTMENT

1. Security Management

- Supervise all security personnel posted at the institute, Worli hostel, NCPBR, Khargar, Dahisar & Borivali Staff Qtrs..
- Submission of recommendation and management of transfer of security personal periodically (3 and 6 months)
- Ensure safety of staff, students, visitors and institute property.
- Monitor of gate pass, entry/exit of people, materials, and vehicles as per the institutional norms.
- Maintain security registers, visitor log books, early coming and late going registers, fuel filing records and vehicle movement records.
- Ensure 24x7 vigilance in the campus through proper deployment of guards.
- Coordinate with local police or emergency services as and when required with proper intimation and approval of the competent authority.
- Conduct regular patrolling of campus premises, including laboratories, offices and restricted areas.
- Conduct regular visits to the sites wherever security personal are deputed.
- Report and document any security incidents, theft, damage, or suspicious activities to the Sr.AO and Director.
- Ensure proper functioning of CCTV cameras.
- Ensure proper parking of four wheelers and two wheelers in the institute premises without disturbing of regular arrangements.
- Proper management of pick up & drop off of the guests and staff after receiving of their vehicle indents through proper channel and instruction from the Director & Sr. AO.
- To inspect and keep alcohol and drugs free premises/areas of the institute. If anyone found consuming alcohol or drugs, reports should be submitted to the competent authority immediately.
- Ensure stray dog free premises of the institute. Regular monitoring to be carried out by the security staff to ensure that no stray animals enter into the premises.
- To attend any emergency incidents as and when required.

2. Safety and Compliance

- Ensure adherence to fire safety standards and emergency protocols.
- Conduct periodic checks of fire extinguishers, safety alarms, and emergency exits.
- Report unsafe conditions and ensure corrective actions.
- Assist in implementing disaster management, evacuation plans, and safety drills.
- Ensure proper safety of the equipment's and property items of the institute.

3. Coordination & Communication

- Work closely with Directors Office, Administration and Maintenance Department for the day to day activity supervision and management.
- Provide support during institutional events, VIP visits and emergency situations.
- Submit periodic reports and suggestions on security and maintenance activities to the competent authority.
- Oversee functioning of generators, water pumps, AC central units etc with proper coordination with maintenance staff.

4. Staff Management

- Prepare duty rosters of security and maintenance staff.
- Supervise attendance, discipline, and performance of staff.
- Maintain training of security personnel on safety and emergency procedures.

5. Miscellaneous Duties

- Ensure round-the-clock availability of essential services (water, electricity, sanitation).
- Handle complaints related to security or maintenance promptly and effectively.
- Perform any additional duties assigned by the Director or Sr.AO as and when required.