

| SECURITY DUTY SYMBOSIS HOST | | | | | | |
|--------------------------------|-------------------|-------------|---------------------|-------------|-----------|-------|
| DUTY POST | TIME DAY SCHEDULE | | TIME NIGHT SCHEDULE | | MAN POWER | |
| | FROM | TO | FROM | TO | DAY | NIGHT |
| BUILDING NO.1 BASEMENT | 07:00:00 AM | 07:00:00 PM | 07:00:00 PM | 07:00:00 AM | 2 | 1 |
| BUILDING NO.1 LOWER GROUND | 07:00:00 AM | 07:00:00 PM | 07:00:00 PM | 07:00:00 AM | 2 | 2 |
| BUILDING NO.1 FIRST FLOOR | 07:00:00 | 07:00:00 PM | 07:00:00 PM | 07:00:00 AM | 1 | 1 |
| BUILDING NO.1 GROUND FLOOR | 07:00:00 AM | 07:00:00 PM | 07:00:00 PM | 07:00:00 AM | 2 | 2 |

SCHEDULE
HOSPITAL PUNE

| CHARGE HANDED OVER TIME | | OPD OPEN & CLOSING | | RESPONSIBILITIES |
|-------------------------|---------------|--------------------|---------------|--|
| DAY | NIGHT | DAY | NIGHT | |
| 7AM To 7:30PM | 7PM TO 7:30AM | NIL | NIL | 1.HANDED OVER TAKING CHARGE 2.REGISTER CHECK 3.AREA CONFIRMATION 4.VEHICLE MOVEMENT REGISTER 1.HANDED OVER TAKING CHARGE 2.REGISTER CHECK 3.AREA CONFIRMATION 4.STAFF ID CHECK CONFIRM 5.STORE ITEM RECEIVE ENTRY 6.STORE KEY ISSUE ENTRY 7.CONFIRM ALL STORE CLOSED 1.HANDED OVER TAKING CHARGE 2.AREA CONFIRMATION 3.CONFIRM PATIENT PASS AND ENTRY 4.ONLY DIALASIS PATIENT ENTRY TO 5.CONFIRM ALL WARD CLOSED 1.HANDED OVER TAKING CHARGE 2.REGISTER CHECK 3.AREA CONFIRMATION 4.GUEST VEHICLE PARKING 5.SENIOR OFFICER VEHICLE PARKING 6.ENTRY PROTOCOL |
| 7AM To 7:30PM | 7PM TO 7:30AM | NIL | NIL | |
| 7AM To 7:30PM | 7PM TO 7:30AM | 7AM To 7:30PM | 6PM TO 7AM | |
| 7AM To 7:30PM | 7PM TO 7:30AM | 6AM TO 6:30PM | 6AM TO 6:30PM | |