

SECURITY DUTY SCHEDULE											
SYMBOSIS HOSPITAL PUNE											
DUTY POST	TIME DAY SCHEDULE		TIME NIGHT SCHEDULE		MAN POWER		CHARGE HANDED OVER TIME		OPD OPEN & CLOSING		RESPONSIBILITIES
	FROM	TO	FROM	TO	DAY	NIGHT	DAY	NIGHT	DAY	NIGHT	
BUILDING NO.1 BASEMENT	07:00:00 AM	07:00:00 PM	07:00:00 PM	07:00:00 AM	2	1	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
BUILDING NO.1 LOWER GROUND	07:00:00 AM	07:00:00 PM	07:00:00 PM	07:00:00 AM	2	2	7AM To 7:30PM	7PM TO 7:30AM	NIL	NIL	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
BUILDING NO.1 FIRST FLOOR	07:00:00	07:00:00 PM	07:00:00 PM	07:00:00 AM	1	1	7AM To 7:30PM	7PM TO 7:30AM	7AM To 7:30PM	6PM TO 7AM	1.HANDED OVER TAKING CHARGE 2.AREA CONFIRMATION 3.CONFIRM PATIENT PASS AND ENTRY 4.ONLY DIALYSIS PATIENT ENTRY TO WARD 5.CONFIRM ALL WARD CLOSED
BUILDING NO.1 GROUND FLOOR	07:00:00 AM	07:00:00 PM	07:00:00 PM	07:00:00 AM	2	2	7AM To 7:30PM	7PM TO 7:30AM	6AM TO 6:30PM	6AM TO 6:30PM	1.HANDED OVER TAKING CHARGE 2.REGISTER CHECK 3.AREA CONFIRMATION 4.GUEST VEHICLE PARKING 5.SENIOR OFFICER VEHICLE PARKING 6.ENTRY PROTOCOL