



# URBANA ASSOCIATION OF APARTMENT OWNERS

**Management Office:** 783, Anandapur, Madurdaha, P.S.: Anandapur,  
P.O.- East Kolkata Township Project, Ward No. 108, Kolkata 700107  
**(Registered under West Bengal Apartment Ownership Act.1972)**  
**Registration No. 005002023 Of 2023**

## Safety and Security Committee

e-mail: [security@urbanaao.in](mailto:security@urbanaao.in)

Convenor: Prabir Paul

Co-Convenors: 1. Kalpajeet Basu Mallick  
2. Manish Hirawat  
3. Shukla Das

Members:

- Sujata Todi
- Shanker Saraff
- Nidhi Goenka
- Sujoy Chattoraj
- Souvik Chakravarty
- Tramila Dutta
- Surajit Maity

### Responsibilities/Scope:

1. **Guards:** At Main Gate, Towers, Central Lawn and periphery Road, monitoring duty, attendance, training, welfare etc.
2. **Parking:** Vehicle tracking at Main Gate (incl Barrier), Guest parking (opp. to road side) and around Tower, Parking at Upper and Lower Basements (including related issues like car washing, water logging & seepage, lighting, air circulation etc.), vehicle tracking at MyGate, Speed Breakers.
3. **Surveillance:** CCTV, IT Network, Intercom, movement of household help, maids & driver, delivery, cabs, fit-out workers, tracking at MyGate

Duties	Responsible Member
Security, Manpower, Full Control Agency Contracts, License and Other Statute	Convenors
Main Gate Control	1. Souvik Chakravarty, 2. Manish Hirawat
Tower 1-2-3-4 Control	1. Shanker Saraff, 2. Souvik Chakravarty, 3. Sujata Todi
Tower 5-6-7 Control	1. Surajit Maity, 2. Nidhi Goenka, 3. Tramila Dutta
Central Lawn Control	1. Souvik Chakravarty, 2. Shanker Saraff
Club Control	1. Shukla Das, 2. Manish Hirawat
Periphery Road Control	1. Prabir Paul, 2. Kalpajeet Basu Mallick
Basement Parking Control	1. Surajit Maity, 2. Manish Hirawat
CCTV Control	1. Manish Hirawat, 2. Tramila Dutta
Intercom Control	1. Manish Hirawat
Guests, Maids, Drivers, Delivery Vendors Control	1. Nidhi Goenka, 2. Kalpajeet Basu Mallick
MyGate Control	1. Souvik Chakravarty, 2. Manish Hirawat
Fit-out Worker Control	1. Nidhi Goenka, 2. Kalpajeet Basu Mallick

SoP Observance	ALL
Female & Child Issues	1. Shukla Das, 2. Sujata Todi, 3. Nidhi Goenka, 4. Tramila Dutta, plus 1 available Male member
Sexual Abuse & Harassment	1. Shukla Das, 2. Sujata Todi, 3. Nidhi Goenka, 4. Tramila Dutta, plus 1 available Male member
Regular drafting Co-ordinator and Filing	Convenors
Co-ordination with Tower Captains	Convenors
Constant Co-ordination with GM & CSO, BNRI	Convenors
Regular co-ordination with PST & Office bearers, seeking approval of all Claims & Demands and requisites	Convenors