GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

HOME (POLICE ESTABLISHMENT) DEPARTMENT

5TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110 002.

No. F.5/72/2005/HP-1/Estt./2901 - 2908 Dated : 08.10.2009

NOTIFICATION

No. F.5/72/2005/HP-1/Estt./ - In exercise of the powers conferred by section 25 read with clause (i) of section 2 of the Private Security Agencies (Regulation) Act, 2005 (29 of 2005), the Lieutenant Governor of the National Capital Territory of Delhi hereby makes the following rules, namely : -

1. Short title and commencement. –

(1) These rules may be called the Delhi Private Security Agencies (Regulation) Rules, 2009.

2. Definitions. - In these rules, unless the context otherwise requires,-

(a) "Act" means the Private Security Agencies (Regulation) Act, 2005 (29 of 2005);

(b) "Agency" means a private security agency as defined in clause (g) of section 2 of the Act;

(c) "Appellate Authority" means the Principal Secretary in the Home Department of the Government of National Capital Territory of Delhi.

(d) "Controlling Authority" means the Additional Secretary or Joint Secretary in the Home Department, Government of National Capital Territory of Delhi, as the case may be or any other officer on whom the powers and functions of the Controlling Authority have been delegated under section 19 of the Act;

(e) "District" means a district constituted under clause (a) of section 10 of the Delhi Police Act, 1978 (34 of 1978);

(f) "Form" means a Form appended to these rules;

(g) "Government" means the Lieutenant Governor of National Capital Territory of Delhi appointed by the President under article 239 and designated as such under article 239 AA of the Constitution;

(h) "Guard" means a private security guard as defined in clause (h) of section 2 of the Act;

(i) "Licensee" means the agency granted license under this Act;

(j) words and expressions used in these rules and not defined but defined in the Act shall have the same meanings respectively assigned to them in the Act.

3. Manner of making application for grant of license.-

(1) Every application by an Agency for the grant of a license under sub-section (1) of section 7 of the Act, shall be made to the Controlling Authority prescribed in

Form- V.

(2) Every application referred to in sub rule (1) shall be accompanied by fee as specified under sub-section (3) of section 7 of the Act, in the form of crossed bank draft/demand draft or banker's cheque payable to the **Controlling Authority,** as under:-

(a) Rupees five thousand only, if the private security agency is operating in one district;

(b) Rupees ten thousand only, if the agency is operating in more than one but upto five districts;

(c) Rupees twenty five thousand only, if it is operating in the whole of National Capital Territory of Delhi.

(3) Every application referred to in sub-rule (1) shall be either personally delivered to the Controlling Authority or sent to him by a representative.

(4) On receipt of the application referred to in sub-rule (1), the Controlling Authority shall after noting thereon the date of receipt of the application, grant an acknowledgement to the applicant.

4. Verification of character and antecedents of the applicant. –

(1) Every applicant while making an application to the Controlling Authority for issue of fresh license or renewal shall enclose

Form-I for verification of its antecedents. In case, the applicant is a company or a firm, separate Form-1 for every proprietor, majority shareholder, partner or director, as the case may be, shall be enclosed, as if they are also the applicants.

(2) On receipt of the application, the Controlling Authority or any officer authorized by him, may, for verification of the contents of the application, forward it to the Deputy Commissioner of Police of the concerned police district where the agency intends to commence its activities and for verification of particulars of the applicant, forward the particulars to the Deputy Commissioner of Police, Special Branch, Delhi and, make such inquiry, as he considers necessary.

(3) For verification, the Controlling Authority or any officer authorized by him shall obtain:-

(a) no objection certificate from the concerned Deputy Commissioner of Police;

(b) the verification report of particulars of the applicant and every person in whose name the antecedent

form is filled up, from the Deputy Commissioner of Police, Special Branch, Delhi.

(4) The Deputy Commissioner of Police of the concerned police district shall furnish the no objection certificate within thirty days of receipt of the application to the Controlling Authority or any other officer, authorized for the purpose.

(5) The Deputy Commissioner of Police, Special Branch, Delhi shall furnish the verification report within thirty days of receipt of the application to the authorized officer or the Controlling Authority containing the following information, namely:

–

(a) whether the applicant is/was indulging in activities which are prejudicial to national security or public order and if so, details thereof,

(b) whether the applicant earlier operated any agency either individually or in a partnership and if so the details thereof; and

(c) whether the applicant possesses any special qualification or skill which may be considered to be facilitating the operations of the agency.

5. Verification of character and antecedents of the guard. –

(1) No person shall be employed or engaged as a guard by the agency, unless, he fulfills the conditions specified in section 10 of the Act and the agency is satisfied about the character and antecedents of such person in the following manner, namely:-

(a) on verification of the character and antecedent by itself;

(b) on character and antecedent verification certificate produced by the person, provided that the certificate is valid and the agency has no adverse report regarding his character and antecedent from any other source;

(c) on the character and antecedent report received from the Deputy Commissioner of Police or an officer of the equivalent or higher rank.

Form-II to the agency and separate forms shall be submitted for each district in case the person has stayed in more than one district during the last five years.

(3) The agency may make an enquiry for verifying the particulars of the person seeking employment as guard, either by itself or may forward

Form-II to the concerned Police or the officer Deputy Commissioner of Police or the Superintendent of authorized for this purpose, as the case may be.

(4) The person shall deposit the verification charges as prescribed in sub-rule (9) in respect of each individual case for verification of character and antecedents to the concerned Deputy Commissioner of Police or the Superintendent of Police or the officer authorized for this purpose.

(5) The concerned Deputy Commissioner of Police or the Superintendent of Police or the officer authorized for this purpose, for establishing the identity and for verification of the character and antecedents of the person may make inquiries from the respectable residents within the locality and visit the residence of the person and look into the record of the concerned police station and the record of the District Police Headquarters for verifying the character and antecedents.

(6) The concerned Deputy Commissioner of Police or the Superintendent of Police or the officer authorized for this purpose shall furnish the character and antecedent verification report within thirty days of receipt of the

Form-II to the designated officer of the agency, containing the following information, namely: -

(a) the comments of the police on the particulars filled by the person in

Form-II;

(b) a general report about the activities including his means of livelihood during the period of verification;

(c) disclosure about the criminal investigation or proceedings, registered or commenced or pending or disposed of at any point of time;

(d) regarding his conviction, if any, in criminal offence punishable with imprisonment;

(e) whether the engagement or employment of the person under verification by the agency will pose a threat to national security or not.

(7) The character and antecedent verification report shall be graded as confidential and forwarded in the sealed cover and shall remain valid for three years from the date of verification.

(8) On the basis of the character and antecedent verification report of the concerned police station or of the Deputy Commissioner of Police of the concerned district or Deputy Commissioner of Police, Special Branch or the officer authorized for this purpose or of the agency itself, the agency shall issue a character certificate to the person in

Form III, which shall not be taken back even if the person ceases to be the guard of the agency.

(9) For verification of character and antecedents of a person to be employed by an Agency as Guard, a fee of rupeestwo hundred and fifty only shall be payable to the concerned Deputy Commissioner of Police or the Superintendent of Police or the officer authorized for this purpose, by way of cash or bank draft.

6. Training of guards.-

(1) For the purposes of training of guards, the Controlling Authority shall frame the syllabus containing the details of the training. The duration of the training shall be for a minimum period of hundred hours of theoretical instruction and sixty hours of practical training, spread over at least, twenty working days. The ex-serviceman and former police personnel shall however be required to attend a condensed course only, of minimum forty hours of classroom instructions and sixteen hours of field training spread over at least seven working days.

(2) The training will include the following subjects, namely:-

(a) conduct in public and correct wearing of uniform; (b) physical fitness training;

(c) physical security, security of the assets, security of the building or apartment, personnel security, household security;

(d) fire fighting;

(e) crowd control;

(f) examining identification papers including identity cards, passports and smart cards,

(g) should be able to read and understand English alphabets and Roman numerals as normally encountered in the identification documents, arms license, travel documents and security inspection sheet;

(h) identification of improvised explosive devices;

(i) first-aid;

(j) crisis response and disasters management;

(k) defensive driving (compulsory for the driver of Armoured vehicle and optional for others);

(l) handling and operation of non-prohibited weapons and firearms (optional);

(m) rudimentary knowledge of Indian Penal Code, right to private defense, procedure for lodging first information report in the police station, Arms Act (only operative sections); Explosives Act (operative sections);

(n) badges of rank in police and military forces;

(o) identification of different types of arms in use in public and Police;

(p) use of security equipments and devices (for example; security alarms and screening equipments);

(q) leadership and management (for supervisors only); and

(r) observations, handling unidentified objects, conducting anti-sabotage checks, handling equipments and special requirement for those who have to do body protection.

(3) The security guard shall have to successfully undergo the training as prescribed by the Controlling Authority in training institute or organizations recognized by it. On completion of the training, the successful trainee shall be awarded a certificate in

Form-IV by the recognized training institute.

(4) For the purposes of imparting training as per the syllabus, the Controlling Authority may frame the guidelines and specifications for recognizing the institute or organization, and may recognize the institutes if it fulfils the required guidelines and specifications.

(5) The officer authorized by the Controlling Authority for the purpose, shall carry out regular inspections of the recognized institute or organization and if it ceases to fulfill the requisite guidelines and specifications, may recommend de-recognition of such institute or organization.

(6) On receiving the recommendation from the authorized officer, the Controlling Authority may after affording a reasonable opportunity to the institute, de-recognize the institute or organization.

(7) A recognized training institute or organization shall submit the following details to the Controlling Authority**:-**

(a) name and address of the institute;
(b) particulars of the trainee guards;
(c) duration of the training;
(d) syllabus covered and marks obtained by the trainee;
(e) name and designation of the person authorized to issue certificates; and (f) any other information as may be required by the officer authorized by the Controlling Authority.

7. Physical standards for the guard –

(1) No person shall be employed or engaged as a guard unless he fulfills the following physical standards:-

(a) height**:** 160 cms for male and 150 cms. for females; Provided that a person belonging to the Gorkhas, or Nepalies or Sikkimese or Scheduled Caste or Scheduled Tribe is eligible for relaxation of height by 5 cms.

(b) weight**:** according to stand table of height and weight;

(c) chest**:** measurements 80 cms with an expansion of 4 cms (for females no minimum requirement for chest measurement);

(d) eye sight**:** distant vision 6/6, near vision 0.6/0.6 with or without correction, free from color blindness, shall be able to identify and distinguish color display in security equipments; shall be able to read and understand display in English alphabets and Roman Numericals;

(e) hearing**:** free from defect; shall be able to hear and respond to the spoken voice and the alarms generated by security equipments

(f) free from knock knee and flat foot, able to run one kilo meter in 6 minutes for the age group between 18 to 30 years, 8 minutes for the age group between 31 to 40 years and should be able to walk one mile in 15 minutes for the age group between 41 to 50 years and in 17 minutes for the age group 51 and above;

(g) shall not be suffering from a disease, which may limit the physical or mental capabilities in charging the security duties;

(h) shall not be suffering form any physical handicap or deformity, which hamper in good performance of duties as security guard;

(i) the candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need; and

(2) The agency shall ensure that every guard working under its control undergoes a medical examination from a Government or recognized hospital once in a year for ensuring the physical standard prescribed in sub-rule(1) of this rule.

8. Provisions for supervisors. –

(1) For the purpose of supervising the guards, the agency shall employ or engage one supervisor to supervise the work of not more than fifteen guards.

(2) In case the guards are deputed in different premises and it is not practical to supervise their work by one supervisor, the agency shall depute more number of supervisors so that there shall be, at least, one Supervisor for every six guards for control, advice and supervision.

9. Grant of license. -

(1) The Controlling Authority, after receiving a report from the authorized officer on the application received under sub-rule (1) of rule 3, shall grant a license to the private security agency in

Form VI after completing all the formalities and satisfying itself about the suitability of the applicant and also the need for granting license for the area of operation applied for:

(2) The Controlling Authority either by itself or through its officers including the officer authorized by it may verify the training and skills imparted to the private security guards and supervisors of any private security agency.

(3) The Controlling Authority may review the continuation or otherwise of license of such security agencies which may not have adhered to the conditions of ensuring the required training.

(4) The Controlling Authority may, after making such inquiries as it consider necessary and obtaining no objection certificate from the concerned police authority, by order in writing, either grant or refuse to grant the same within a period of sixty days from the date of receipt of application with complete particulars and the fees.

Provided that where the Controlling Authority does not agree with the no objection certificate from the concerned police authority, he would briefly record the reasons of his disagreement and place the matter before the Government and proceed to grant or refuse to grant the license as per decision of the Government.

Form VI. The license shall be valid for a period of 5 years, unless the same is cancelled by the Controlling Authority under sub-section (1) of section 13 of the Act.

(5) The Controlling Authority shall not refuse the licence unless the applicant has been given a reasonable opportunity of being heard and the ground on which license is refused is mentioned in the order.

(6) The Agency shall not use in its name the words like “Indian”, “National” or any other such words, which give the impression of any Government patronage.

10. Conditions for grant of license –

(1) The licensee shall successfully undergo a training relating to the private security service as prescribed by the Controlling Authority within the time frame fixed by it.

(2) The Licensee shall intimate the name, parentage, date of birth, permanent address, address for correspondence and the principle profession of each person

forming the Agency within fifteen days of receipt of the license to the Controlling Authority.

(3) The licensee shall inform the Controlling Authority regarding any change in the address of persons

(4) The licensee shall immediately intimate the Controlling Authority about any criminal charge framed against the persons

forming the Agency or against the guard or supervisor engaged or employed by the Agency, in the course of their performance of duties as private security agency. A copy of such communication shall also be sent to the officer in charge of the police station where the charge framed person resides.

(5) Every licensee shall abide by the requirements of physical standards for the private security guards and their training as prescribed in these rules as the condition on which the license is granted.

(6) Save as provided in these rules, the fees paid for the grant of license shall be non-refundable.

11. Renewal of license. –

(1) Every Agency shall apply to the Controlling Authority for renewal of the license not less than 90 days before the date of expiry of the period of validity thereof.

(2) The Controlling authority may renew a license up to a further period of five years.

(3) The fees chargeable for renewal of the license shall be as applicable for the grant of license.

12. Conditions for renewal of license. –

(1) The renewal of the license shall be granted subject to the following conditions:-

(a) The applicant continues to maintain his principal place of business in the jurisdiction of the Controlling Authority.

(b) The applicant continues to ensure the availability of the training for its guards and supervisors required under sub section (2) of section 9 of the Act and Rule 6 of these rules;

(c) The applicant continues to adhere to the license conditions;

(d) The police have no objection to the renewal of the license to the applicant;

(2) The form for application of renewal of license will be same as the form for the application for original license.

13. Cancellation and suspension of licence.-

(1) No licence granted under this Act shall be cancelled or suspended until the holder of a licence has been given a reasonable opportunity of showing cause and being heard after giving due service of notice, why his licence should not be cancelled or suspended as the case may be;

(2) No such opportunity for showing cause and being heard shall be necessary when the licence is suspended temporarily pending an enquiry against the holder of the licence for contravention of any of the grounds as mentioned in section 13(1) of the Act or any order made there under or of any of the conditions of the licence granted to him.

14. Appealand procedure. - Every appeal under sub-section (1) of Section 14 of the Act shall be preferred in

Form – VII signed by the aggrieved person or his authorized advocate and presented to the Appellate Authority in person or sent to him by registered post.

Form-VIII, which shall be open for inspection by the Controlling Authority or the officer authorized by it.

16. Identity card for guard and supervisor.-The Agency shall issue an identity card to every guard and supervisor in

Form-IX. The identity card shall contain a full-face colour-photo, name of the agency, name of the guard/supervisor, designation, identification number and the period of validity. The photo identity card shall be maintained upto date and any change in the particulars shall be entered therein. The photo identity card issued to guard/supervisor shall be returned to the Agency issuing it, once guard/supervisor is no longer engaged or employed by it.

17. Other conditions of license. –

(1) Every Agency shall ensure that the guards engaged or employed by it, wear uniform while on duty, which is distinguishable from the other agencies.

(2) The agency shall also make the following as obligatory, namely:-

(a) **For the Guard/Supervisor**.-

(i) to put an arm badge for the guard distinguishing it from other agency;
(ii) to put a shoulder or chest badge to indicate guard's position in the organization;
(iii) to put a whistle attached to the whistle cord and to be kept in the left pocket of the shirt;
(iv) rubber sole shoes with eyelet and laces;
(v) a headgear having the distinguishing mark of the private security agency;
(vi) every guard shall carry a notebook and a writing instrument with him.

(b) **For the Agency.-**

(i) the uniform worn by the guard while on duty shall be such that it does not hamper his efficient performance. In particular the uniform shall neither be too tight nor too loose as to obstruct movement or bending of his limbs;
(ii) every guard/supervisor while on duty shall wear and display photo-identity card issued under section 17 of the Act on the outer most garment above waist level on his person in a conspicuous manner;
(iii) the identity card issued to the guard/supervisor shall be returned to the agency at the time of resignation or quitting the service;
(iv) any loss or theft of photo-identity card shall be immediately brought to the notice of the private security agency that issued it.

(3) The Agency shall deploy the guards only for the purpose of private security as defined under clause (f) of section 2 of the Act.

(4) The Controlling Authority or any other officer authorized by him in this behalf, may, at any time, enter the premises of the Agency and inspect and examine the place of business, the records, accounts and other documents connected with the license and may take record(s), copy of any relevant document(s).

forming the agency, any change in the address, any change in the constitution or management and also about criminal charge (if any) made against them in the course of performance of their duties in the agency or, as the case may be, a guard/supervisor employed or engaged by them, to the Controlling Authority from time to time.

By order and in the name of
Lieutenant Governor of National Capital Territory of Delhi,

Sd/-
(**R. N. SHARMA**)
Joint Secretary (Home) Government of National Capital Territory of Delhi No. F.5/72/2005/HP-1/Estt./2901 - 2908 Dated : 08.10.2009

Copy forwarded for information and necessary action to:-

1. The Secretary to the Government of India, Ministry of Home Affairs, North Block, New Delhi(Five copies)
2. Principal Secretary to the Lt. Governor, Delhi
3. Principal Secretary to Chief Minister, Delhi
4. The Divisional Commissioner, Delhi, 5, Sham Nath Marg, Delhi along with 09 copies.
5. The Secretary(Law & Judicial), Government of NCT of Delhi
6. The Commissioner of Police, Delhi Police Headquarters, IP Estate, New Delhi
7. The OSD to Chief Secretary, Delhi Sectt., New Delhi
8. The Supdt. General Administration Department (Co-ordination) (in duplicate English as well as Hindi version) Government of NCT of Delhi for pu8blication in the Delhi Gazette extra-ordinary.

Sd/-
(R. N. SHARMA) Joint Secretary (Home) Government of National Capital Territory of Delhi

Form I

(*see rule 4)*

Form for verification of Antecedents

Passport size recent photograph attested by a Class-I Gazetted officer

Thumb Impression of the Applicant_____

Signature of the Applicant _____

For official use only

Form number		**Name of the police station sent for police verification**	**Date**

Fee Amount Rs._____ Cash/D.D._____

Name of Bank &

Branch_____

D.D.No._____ Date of Issue

_____

N.B. : Please read the instructions carefully before filling the form. Please fill in BLOCK LETTERS:

(CAUTION: Please furnish correct information. Furnishing of incorrect information or suppression of any material information in the form will render the candidate unsuitable for grant of license)

1.Name of applicant (Initials not allowed)

Last Name_____ Middle Name _____ First Name _____

2.If you have ever changed your name, please indicate the previous name(s) in full

_____

3.(a) Sex (male/female) _____ (b) Date of Birth _____

4. Place of Birth: Village/Town _____

Distt._____ State & Country _____

5. Father's full name /Legal Guardian's Full Name (including surname, if any):(Initials not allowed)

_____

6.Mother's full name (including surname, if any):(Initials not allowed)

_____

7.If married. Full name of spouse (including surname, if any),):(Initials not allowed)

_____

8.Present Residential Address including Street No./Police Station, Village and District (with PIN code)

_____

_____

Telephone No./Mobile No._____

Off. _____ Res. _____ Fax _____

Email ID _____

9 Please give the date since residing at the above-mentioned address: DD/MM/YY _____ 10. Permanent Address including Street No./Police Station, Village and District (with PIN code)

_____

11. If you have not resided at the address given at COLOUMN (9) continuously for the last five years, please furnish the other address (addresses) with duration(s) resided. You should furnish

additional photocopies of this form for each additional place of stay during the last five years. Forms may be photocopied, but photograph and signature in original are required on each form.

Address	From	To
_____		_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. In case of stay abroad, particulars of all places where you have resided for more than one year after attaining the age of twenty-one years.

_____
_____
_____

13. Other Details:

a)Educational Qualifications:

b)Previous positions held, if any, along with name and address of employer(s).

_____
_____

c) Reason for leaving last employment:

_____
_____

d)Visible Distinguishing Mark:

e) Have you ever been dismissed / removed from Govt. service on account of misconduct or moral turpitude?

14. Did you earlier operate any Private Security Agency or were its partner, majority shareholder, or Director? If yes, then furnish the name, address of the agency and its licence particulars.

15 .Are you a citizen of India by: (Birth/ Descent/ Registration/Naturalisation? If you have ever possessed any other citizenship, please indicate(the same).

_____

16. Have you ever been involved in criminal case in India, if yes whether the case is pending investigation/pending trial, resulted in conviction/acquitted/discharge/compounding etc (give status/details and add copy of judgement if any).

_____

17. (a) Have you ever been arrested, deported or involved in any illegal act in any other country where you have visited or resided.

_____
_____

(b) Have you been keeping links with any organization or association which is banned under any law on account of their activities which pose threat to national security or public order?

18. Self – Declaration:

The information given by me in this form and the enclosures is true & correct and I am solely responsible for its accuracy.

(Signature/Thumb Impression.* of applicant)

Date:

Place:_____

19. Enclosures :

_____

_____

_____

_____

(Signature/ Thumb Impression *of applicant)

(*Left Hand Thumb Impression if Male and Right Hand thumb Impression if Female)

FOR OFFICE USE ONLY :

File No._____

Date of issue of C&A report _____

(Signature of Police Station In-charge)

Name of Police Station _____

Name of Police District _____

Note:-

(i) Three passport-size photographs duly attested by G.O. on reverse of photograph in respect of applicants.

(ii) Proof of Age

(iii) Certificate of Incorporation issued by ROC, Sale Tax No. (ST-2), Labour Licence, Registration under ESI Act & EPF Act

(iv) Site Plan of office

(v) Proof of residence of Applicants (vi) Prescribed Fees

(vii) NOC from land-owning agency for carrying on trade of security agency business at the premises

Form II

(See rule 5)

Form for verification of Character & Antecedents of Guard / Supervisor

Passport size recent photo graph attested by a *(Note)

Thumb Impression* of the Applicant_____

Signature of the Applicant _____

For official use only

Form number		Name of the police station sent for police verification	Date

Fee Amount Rs._____ Cash/D.D._____

Name of Bank & Branch_____

D.D.No._____ Date of Issue _____

N.B.: Please read the instructions carefully before filling the form. Please fill in BLOCK LETTERS: (CAUTION: Please furnish correct information. Furnishing of incorrect information or suppression of any material information in the form will render the candidate unsuitable for employment/engagement in private agencies.)

1.Name of applicant as should appear in the photo-identity card (Initials not allowed) Last Name_____ Middle Name _____ First Name _____ 2.If you have ever changed your name, please indicate the previous name(s) in full _____ 3.(a) Sex (male/female) _____ (b) Date of Birth _____ 4.Place of Birth: Village/Town _____ Distt._____ State & Country _____

5. Father's full name /Legal Guardian's Full Name (including surname, if any):(Initials not allowed) _____ 6. Mother's full name (including surname, if any):(Initials not allowed) _____

7. If married. Full name of spouse (including surname, if any), :(Initials not allowed) _____

8. Present Residential Address including Street No./Police Station, Village and District (with PIN code)

_____

_____

Telephone No./ Mobile No._____

Off. _____ Res. _____ Fax _____

Email ID_____

9. Please give the date since residing at the above-mentioned address: DD/MM/YY _____

10. Permanent Address including Street No./Police Station, Village and District (with PIN code)

_____

_____

_____

11. If you have not resided at the address given at COLOUMN (9) continuously for the last five year, please furnish the other address (addresses) with duration(s) resided. You should furnish additional photocopies of this form for each additional place of stay during the last five years. Forms may be photocopied, but photograph and signature in original are required on each from.

Address	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. In case of stay abroad, particulars of all places where you have resided for more than one year after attaining the age of twenty-one years.

_____

_____

_____

13. Other Details:

a.Educational Qualifications:

_____

b.Previous posts held along with name and address of employer(s)

_____

_____

c. Reason(s) for leaving last employment:

_____

d. Have you ever been dismissed/removed from Govt. service on account of misconduct or moral turpitude? (Yes/No)

e.Visible Distinguishing Mark:_____

f. Heights (Cms) _____

14. Are you working in Central Govt./State Govt./PSU/Statutory Bodies (Yes / No)

15. Are you a citizen of India by: (Birth / Descent / Registration / Naturalisation). If you have ever possessed any other citizenship, please indicate previous citizenship?

_____

16. Have you ever been involved in criminal case in India, if yes whether the case is pending investigation/pending trial, resulted in conviction / acquitted / discharge / compounding etc (give status/details and add copy of judgement if any).

_____

17. (a) Have you ever been arrested, deported or involved in any illegal act in any other country where you have visited or resided.

_____

_____

(b) Have you been keeping links with any organization or association which is banned under any law on account of their activities which pose threat to national security or public order?

18. (i) Do you hold a valid arms license ?

(ii) If yes, the details thereof.

* Arms License No.

* Date of issue

* Area Validity

* Valid upto

* Weapon(s) held on the arm license

Type No.

---

*Last renewed from ----------

*Whether Arm License has been registered in Delhi?

If yes, date of registration

19. Attach proof of identity and residence, viz. passport, PAN card, driving license, ration card etc.

20. Unique Identification Number (Adhar), if acquired:

21. Self – Declaration:

The information given by me in this form and enclosures is true & correct and I am solely responsible for its accuracy.

(Signature/T.I.* of applicant)

(*Left Hand Thumb Impression if Male and Right Hand thumb Impression if Female)

Date:_____

Place:_____

22. Particulars of person to be intimated in the event of death or accident:

Name _____

Address:_____

_____

Mobile/Tel.No._____ 23.

Enclosures: _____

_____

_____

(Signature/T.I. of applicant)

FOR OFFICE USE ONLY :

File No._____

Date of issue of C&A report _____

(Signature of Police Station In-charge)

Name of Police Station _____

Name of Police District _____

Note:- (The photographs can be attested by a Gazetted Officer or by elected representatives of people {like Sarpanch, MLA and MP).

(i) Three passport-size photographs

(ii) Proof of age (Birth certificate, School leaving Certificate, Matriculation Certificate)

(iii) Proof of residence

(iv) Training certificate

FORM – III
(See rule 5)
CHARACTER & ANTECEDENT CERTIFICATE

This is to certify that Mr./Ms._____, S/o / D/o Shri _____R/o_____ _____, whose particulars are given below, has good moral character and reputation and that the applicant has been staying at the following address continuously for the last one year.

Date of Birth
Place of Birth
Educational Qualification
Profession
Present Address
Permanent Address

Issuing Authority
Signature
Name
Designation
Address/Tel. No.

Date of Issue

Form IV
(see rule 6)

Training Certificate

Serial number

Name of the Training Agency

Address of the Training agency

License No.

Certified that _____ son/daughter of _____ resident of _____ _____

has completed prescribed training for the engagement or employment as a Private Security Guard from _____ till _____.

His signature is attested below

Signature of the Certificate Holder

Signature of issuing authority

Designation

Place of issue

Date of issue

Form V

(See rule 3)

APPLICATION FOR NEW LICENCE/RENEWAL OF LICNECE TO ENGAGE IN THE BUSINESS OF PRIVATE SECURITY AGENCY

To

The Controlling Authority

_____

_____

The undersigned hereby applies for obtaining a licence to run the business of operating services in the area of Private Security Agencies;

1. Full name of the applicant
2. Nationality of the applicant
3. Son/Wife/Daughter of
4. Residential Address
5. Address, where the applicant desires to start his Agency
6. Name of the Private Security Agency

(NOTE: Registration Number of the Agency also be indicated)

7. Name and Address of Proprietor, Partner, Majority shareholder, Director and Chairman of the Agency.

(NOTE: Nationality of each Partner, Majority Shareholder, Director and Chairman of the Agency be indicated)

8. Name and extent of facilities available
9. Qualification of staff engaged for imparting instructions:
   Name _____
   Age _____
   Designation _____
10. Equipments which will be used for security services.

    DFMD
    HHMD
    Mine Detector
    Other Detectors
    Wireless Telephones
    Alarm Devices
    Armored Vehicles
    Arms
    Armory

    NOTE : Strike off the equipment(s) not to be used for security services.

11. Particulars of the uniform including colour in case the applicant intends to use any uniform for the private security guards and supervisors of the Agency.
12. Does the applicant intend to operate in more than one district? If so, please mention name of the districts -

    1_____
    2_____
    3_____
    4_____
    5_____

13. Does the applicant intend to operate in the entire state? (Yes/No)
14. Does the applicant possess the training facility on its own or will get it on outsourcing basis? The details of training facility should be furnished. (as annexure)

Signature
Name of the applicant
Address of the applicant
Telephone number of the applicant
Date of application

Enclosure:-

1. Copy of current income tax clearance certificate
2. Affidavit as prescribed as in Section 7 sub-section (2) of the Act 3.
   Other enclosures

Form VI

(See rule 9)

Licence to engage in the business of Private Security Agency Serial No._____

Date _____

Shri _____(name of the applicant)

s/o_____

r/o_____

_____ (full address) is granted the license by the Controlling Authority for the State of _____ to run the business of private security agency in the district(s) of/State of (cancel the inapplicable words)

_____

_____ with office at _____

_____(address of the office)

Place of Issue _____

Date of Issue _____

This licence is valid up to _____

Signature

Name of granting authority

Designation

Official address

This licence is renewed up to _____

Signature

Name of renewing authority

Designation

Official Address

Date of renewal

Form VII
(See rule 14)
Form for Appeal

An appeal under rule 14 of the Rules against the order of Controlling Authority

Appellant _____

s/o _____ r/o_____

Above appeal to the Principal Secretary /Secretary (Home), against the order of Controlling Authority dated _____ and against refusal of licence to run private security agency, namely _____ and sets forth the following grounds of appeal, namely

1._____
2._____
3._____
4._____

Enclosed list of documents

Signature

Name, Designation & Address of the Appellant

Date

Place

Form VIII
(See rule 15)
Register of Particulars

(Part –I Management details)

S.No.	Name of persons(s) managing the agency	Parent's/Father's Name	Present address & phone no	Permanent address	Nationality	Date of joining /leaving the agency
1.						

(Part –II Private Security Guards and Supervisor)

S.No.	Name of guard/supervisor	Father's Name	Present Address & phone no.	Date of joining/ leaving the agency	Permanent Address	Photo-graph	Badge no.	Salary with date
1.								
2.								

(Part –III Customers)

S.No.	Name of the Customer& phone no.	Address of the place where security is provided	Number and ranks of security guards provided	Date of commencement of Services	Date of discontinuation of services

(Part IV Duty Roster)

S.No.	Name of the private security guard/ supervisor	Address of the place of duty	Whether provided with any arms/ ammunition	Date and time of commencement of duty	Dat of e

Form IX
(See rule 16)

Photo-Identity card for Private Security Guard/Supervisor

Photograph of the holder duly attested by the issuing authority

Name of the Private Security Agency _____ Name of the Private Security Guard /Supervisor_____ Official Designation _____ Identification no. of the Guard/Supervisor _____ Date of Issue_____

Valid up to _____

Signature of the cardholder _____

Signature of the issuing authority Official seal