

**HOME DEPARTMENT**  
**GOVT. OF JHARKHAND**

**NOTIFICATION**

5-Security (07)-03/2009 (Home)...3839.../ Dated – 16.09.2010. In exercise of powers conferred under sub-section (1) of the section 25 of the Private Security Agencies (Regulations) Act, 2005 (Central Act 29 of 2005) and all other powers here unto enabling the Governor of Jharkhand hereby notifies the following rules, namely :-

**1- Short title and Commencement. :-**

- (i) These Rules may be called the Jharkhand Private Security Agencies (Regulation) Rules, 2010.
- (ii) They will come into force from the date of issue.

**2- Definitions :-** In these Rules, unless the context otherwise requires,-

- (a) “Act” means the Private Security Agencies (Regulation) Act, 2010.
- (b) “Agency” means the Private Security Agency.
- (c) “Controlling Authority means, the Controlling Authority so declared under the Act.
- (d) “Form” means, a Form appended to these Rules.
- (e) “License” means a license granted under the Act.
- (f) Words and expressions not defined in these regulations but defined in the Act, shall have the same meaning respectively assigned to them in the Act.

**3- Verification of the antecedents of the applicants :-**

- (I)** Every applicant while making an application to the Controlling Authority for the issue of a fresh license or renewal shall enclose the Form I for verification of his antecedents with required fees for verification as enumerated in para-4. If the applicant is a company, a firm or an association of persons, the application shall be accompanied by Form I for every proprietor or majority shareholder, partner or director of the company, as if they were also the applicants.
- (II)** On receipt of such application the Controlling Authority shall make such inquiries, as it considers necessary to verify the contents of the application and the particulars of the applicant.
- (III)** The Controlling Authority shall obtain a no objection certificate from the District Superintendent of Police of the concerned District where the Agency intends to commence its activities. For this purpose it will send to him a copy of the application for license and its attachments for verification and report.
- (IV)** The District Superintendent of Police in addition to the causing of verification of antecedents of every individual in whose name the antecedent form is filled up, shall also furnish the following information :
  - (i) Whether the applicant or the company earlier operated any Private Security Agency, either individually or in partnership of others and if so, the details thereof; and
  - (ii) Whether the applicant possesses any special qualification or skill, which may facilitate his operations of Private Security Agency.

**4- Verification of character and antecedents of the Private Security Guard and Supervisor :**

- (I) Before any person is employed or engaged as a security guard or supervisor, the Agency shall satisfy itself about the character and antecedents of such person in any one or more of the following manners :-
- (a) by verifying the character and antecedent of the person by itself.
  - (b) by relying upon the character and antecedent verification certificate produced by the Person.  
Provided that the agency does not have any adverse report regarding the person's character and antecedent from any other source as prescribed herein under.
  - (c) by relying on the report received from the police authorities signed under the authority of the District Superintendent of Police or an officer of the equivalent or higher rank.
- (II) The person desirous of getting employed or engaged as security guard or supervisor shall submit Form II to the Agency. If the person has stayed in more than one District during the last five years, the number of forms will be as many as Districts.
- (III) The Agency shall cause an inquiry into the correctness of the particulars filled in either by itself or by sending the form to the respective District Superintendent of Police.
- (IV) Fees for verification (to be deposited in the form of Bank draft/Postal order) :-
- (a) Security Agency-Rs. 1000/- (One thousand) rupees.
  - (b) In case of company of all members/Partners/Directors- Rs. 500/- per members/partners/directors.
  - (c) Verification of character of Security Guards/Supervisors – Rs. 200/- for each.
- (V) The police will establish identity of the individual and verify the character and antecedents of the person by making a visit to the locality where the person claims to have resided or residing and ascertain his identity and reputation from the respectable residents of the locality. They will also consult the police station record of the concerned police station and other records at the District Police Headquarter before preparing the character & antecedents verification report. This report will contain the comments of the police on every claim of the person in character and antecedent Form and also a general report about his activities including means of livelihood in the period of verification. The police will specifically state if there is a criminal case registered against the person at any point of time or if he has ever been convicted of criminal offence punishable with imprisonment.
- (VI) The police will specifically comment if the engaging or employing the person under verification by the Private Security Agency will pose a threat to National Security.
- (VII) The police authorities shall ensure that character and antecedent verification report is issued within ninety days of the receipt of the character and antecedent form.
- (VIII) The report of the police regarding character and antecedents of a person will be graded as confidential. It will be addressed in named cover to a designated officer of the Security Agency requesting for character and antecedents.
- (IX) Character and antecedents verification report once issued will remain valid for three years.
- (X) On the basis of police verification and on the basis of their own verification, the Agency shall issue in Form III a character certificate and this certificate will not be taken back by such Agency even if the person ceases to be the employee of that Agency.

**5- Security Training :-**

- A.** The controlling authority shall frame the detailed training syllabus required for training the security guards/ Supervisors. (Training Syllabus for Security Guards, Supervisors and Licensees in Annexure I, II & III). This training shall be for a minimum period of 100 hours of classroom instruction and 60 hours of field training, spread over to 20 working days for security guards (Annexure I), 8 working days for Ex-Servicemen and Ex-Policemen (Annexure I (a)), 10 working days for Supervisors (Annexure II) and 6 working days for licensees (Annexure III).
- B.** 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/apartment, personnel security, household security;
  - (d) Fire fighting;
  - (e) Crowd control;
  - (f) Examining identification papers including identity cards, passports and smart cards;
  - (g) The candidates should be able to read and understand English alphabets and numerals as normally encountered in the identification of documents, arms License, travel documents and security inspection sheet;
  - (h) Identification of improvised explosive devices;
  - (i) First-Aid;
  - (j) Crisis response and disaster management;
  - (k) Defensive driving (compulsory for the driver of armored vehicle and optional for others);
  - (l) Handling and operation of non-prohibited weapons and firearms (optional);
  - (m) Rudimentary knowledge of IPC, Right to private defence, procedure for lodging an FIR 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); and
  - (q) Leadership and Management (for supervisors only).
- C.** In addition to the subjects mentioned above ,training for Security Guards and Supervisors will also include the following topics (i) Present Security Scenario (ii)Govt. Security Agencies (iii) Interface with Police, Public and Other Departments (iv) Maintenance of various records (v) Relevant Labour Laws (vi) Introduction of “Private Security Agencies (Regulation) Act , 2005” and Rules and (vii) Field visits.
- D.** The Security guard will have to successfully undergo the training prescribed by the competent authority. On completion of the training each successful trainee will be awarded a certificate in Form IV by the training organization.
- E.** The competent authority will inspect the functioning of training facility from time to time either by itself or through its own offices. Training facility will include :-
- (a) Adequate space to train at least 25 security guards at a time.

- (b) Suitable ground and class-rooms
- (c) Security equipment and training-aids
- (d) Qualified instructors for outdoor and indoor training.

F. All the training agencies shall submit a list of successful trainees to the controlling authority in the format prescribed in form X.

**6- Standard of physical fitness for security guards. :-**

(1) A person shall be eligible for being engaged or employed as security guard if he fulfills the standards of physical fitness as specified below :-

- (i) Height, 160 cms (for female 150 cms), Weight according to standard table of height and weight, chest 77-82 cms with an expansion of 4 cms (for females no minimum requirement for chest measurement).
- (ii) Eye Sight : Far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness should be able to identify and distinguish colour display in security equipments and read and understand display in English alphabets and Arabic numerals.
- (iii) Free from knock knee and flat foot and should be able to run one Kilo Meter in six minutes.
- (iv) Hearing: Free from defect; should be able to hear and respond to the spoken voice and the alarms generated by Security equipments.
- (v) The candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.
- (vi) The ex-servicemen and retired police personnel should be given relaxation considering age in physical test i.e. upto the age limit of 60 (Sixty) years.

(2) A candidate should be free from evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public.

(3) Agency shall ensure that every security guard working for it undergoes a medical examination after every twelve months from his last such examination so as to ensure his continued maintenance of physical standard as prescribed for the entry level.

**7- Provision for Supervisions. :-**

(1) There shall be one supervisor to supervise the work of not more than fifteen private security guards.

(2) In case the private security guards are on security duty in different premises and it is not practicable to supervise their work by one supervisor, the Agency shall depute more number of supervisors so that at least for every six private security guards there is one supervisor available for assistance, advice and supervision.

**8- Manner of making application for grant of license :-**

(1) Every application by an Agency for the grant of a licence under clause (I) of section 7 of the Act, shall be made to the Controlling Authority in the format prescribed in Form V.

(2) Every application referred to in sub-rule (i) shall be accompanied by a demand draft or banker's cheque showing the payment of fees as prescribed under clause (3) of section 7, payable to the Controlling Authority of the state concerned where the application is being made.

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

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

9- **Grant of licence :-**

(1) The Controlling Authority , after receiving an application under sub-rule (1) of rule 8 shall grant a licence for a year 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 the licence for the area of operation applied for.

(2) The Controlling Authority either by itself or through its officers 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 licence of such security agencies which may not have adhered to the conditions of ensuring the required training.

10- **Condition for grant of licence :-**

(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 principal profession of each person forming the Agency within fifteen days of receipt of the licence to the Controlling Authority.

(3) The licensee shall inform the Controlling Authority regarding any change in the address of persons forming the Agency, change of management within seven days of such change.

(4) The licensee shall immediately intimate to the Controlling Authority about any criminal charge framed against the persons forming the Agency or against the private security 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 person charged against resides.

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

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

11- **Renewal of licence :-** (1) Every Agency shall apply to the Controlling Authority for renewal of the licence.

(2) The fees chargeable for renewal of the licence shall be the same as for the grant thereof. (as under clause 3 of section 7).

(3) The form for application of renewal of licence will be same as the form for the application for original licence.

12- **Conditions for renewal of licence :-** The renewal of the licensee will be granted subject to the following conditions :-

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

(ii) The applicant continues to ensure the availability of the training for its private security guards and superiors required under sub section (2) of section 5 of the Act.

(iii) The applicant continues to adhere to the licence conditions.

(iv) The police have no objection to the renewal of the licence to the applicant.

- 13- **Appeals and procedure :-** (1) Every appeal under sub-section (I) 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 officer in person or sent to him by registered post.
- (2) The Controlling Authority may prescribe a fee for the appeal to be filed under section 14 of the Act and the manner in which such fee will be paid.
- 14- **Register to be maintained by the Agency :-** The register required to be maintained under the Act by the Agency shall be in Form VIII.
- 15- **Photo identity card:** (1) Every photo identity card issued by the Agency under sub-section (2) of section 17 shall be in Form IX.
- (2) The photo identity card shall convey a full-face image in colour, full name of the private security guard, name of the Agency and the identification number of the individual to whom the photo identity card is issued.
- (3) The photo identity card shall clearly indicate the individual's position in the Agency and the date up to which the photo-identity card is valid.
- (4) The photo identity card shall be maintained upto date and any change in the particulars shall be entered therein.
- (5) The photo-identity card issued to the private security guard will be returned to the agency issuing it, once the private security guard is no longer engaged or employed by it.
- (6) Any loss or theft of photo-identity card will be immediately brought to the notice of the Agency that issued it.
- 16- **Other conditions :-** (1) Notwithstanding whether the Agency mandates its private security guards to put on uniform while on duty or not, every private security agency will issue and make it obligatory for its security guards to put on :
- (a) An arm badge distinguishing the Agency;
- (b) Shoulder or chest badge to indicate his position in the organization;
- (c) Whistle attached to the whistle cord and to be kept in the left pocket;
- (d) Shoes with eyelet and laces;
- (e) A headgear which may also carry the distinguishing mark of the Agency;
- (2) Uniforms of Defence Services, Para Military Organizations, Central Military Forces and State Police should be strictly prohibited.
- (3) The clothes worn by the private security guard while on active duty shall be such that they do not hamper in his efficient performance. In particulars they will neither be too tight nor too loose as to obstruct movement or bending of limbs.
- (4) Every private security guard will carry a notebook and a writing instrument with him.
- (5) Every private security guard while on active security duty will 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.

By the order of Governor, Jharkhand

(Rajbala Verma)  
Principal Secretary

# Form I

(See rule 3)

## Form for verification of Antecedents of Applicant

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..... D.D. No..... Date of Issue .....

**Please read the instructions carefully before filing the form. Please fill in BLOCK LETTERS : (CAUTION : Please furnish correct information. Furnishing of incorrect information or suppression of any factual information in the form will render the candidate unsuitable for grant of license)**

- 1- Name of applicant (Initials not allowed)  
Last Name.....First Name.....
- 2- If you have ever changed your name, please indicate the previous name (s) in full  
.....
- 3- Sex (male/female).....
- 4- Date of Birth.....
- 5- Place of Birth : Village/ town.....  
District.....State & Country.....
- 6- Father's Full Name/ Legal Guardian's Full Name (including surname, if any): (Initials not allowed).....
- 7- Mother's Full Name (including surname, if any): (Initials not allowed).....
- 8- If married, Full Name of Spouse (including surname, if any): (Initials not allowed).....
- 9- Present Residential Address, including Street No./Police Station, Village and District (With Pin code).....  
.....  
Telephone No./Mobile No.....
- 10- Please give the date since residing at the above-mentioned address: (DD-MM-YYYY)  
.....
- 11- Permanent Address including Street No/ Police Station, Village & District (With Pin Code)  
.....  
.....  
.....

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

From.....To..... From.....To.....

13- 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.

.....  
.....

14- Other Details :

- (a) Educational Qualifications :
- (b) Previous positions held if any along with name and address of employers :
- (c) Reason for leaving last employment :
- (d) Visible Distinguishing Mark :

15- Did you earlier operated 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.

16- Are you a citizen of India by : Birth/Descent/ Registration/Naturalization : if you have ever possessed any other citizenship, please indicate previous citizenship.....

.....

17- Have you at any time been convicted by a court in India for any criminal offence and sentenced to imprisonment? if so, give name of the court, case number and offence. (Attach copy of judgment).....

.....

18- Are any criminal proceeding pending against you before a court in India ? If so, give name of court, case number and offence

.....  
.....

19- Self Declaration :

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

(Signature/T.I. \* of applicant)

Date

Place .....

20- Enclosures :

.....  
.....  
.....  
.....

(Signature/T.I. \* 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.....

\*N.B. Cancel whatever is not applicable.

**Form II**

(See rule 4)

**Form for verification of Character and antecedents  
of Security Guard and Supervisor**

Thumb Impression\* of the Applicant.....

Signature of the Applicant.....

<i>For official use only</i>		
<b>Form Number</b>	Name of the police station sent for police verification	Date

Fee Amount Rs.....Cash/D.D..... Name of  
Bank..... D.D. No.....  
Date of Issue .....

**Please read the instruction carefully before filling the form. Please fill in BLOCK LETTERS :  
(CAUTION : Please furnish correct information. Furnishing of incorrect information or  
suppression of any factual information in the form will render the candidate unsuitable for  
employment/engagement in the Private Agency.)**

1- Name of applicant as should appear in the photo-identity card (Initials not allowed)

Last Name.....First Name.....

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

3- Sex (male/female).....

4- Date of Birth.....

5- Place of Birth : Village/ town.....

District.....State & Country.....

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

7- Mother's Full Name (including surname, if any): (Initials not allowed)

8- If married, Full Name of Spouse (including surname, if any): (Initials not allowed)

9- Present Residential Address, including Street No./Police Station, Village and District (With Pin code) :

.....  
.....

Telephone No./Mobile No.....

10- Please give the date since residing at the above-mentioned address : (DD-MM-YYYY) :

-----

11- Permanent Address including Street No/ Police Station, Village & District (With Pin Code)

.....  
.....

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

From.....To..... From.....To.....

.....  
.....  
.....

13- 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.

.....  
.....  
.....

14- Other Details :

(a) Educational Qualifications :.....

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

.....  
.....

(c) Reason for leaving last employment: .....

.....

(d) Visible Distinguishing Mark :.....

(e) Height (cms).....

15- Are you working in Central Government/State Govt./ PSU/ Statutory Bodies -Yes/No :

16- Are you a citizen of India by : Birth/Descent/ Registration/Naturalization : if you have ever possessed any other citizenship, please indicate previous citizenship .....

17- Have you at any time been convicted by a court in India for any criminal offence and sentenced to imprisonment? if so, give name of the court, case number and offence. (Attach copy of judgment).....

18- Are any criminal proceeding pending against you before a court in India? If so, give name of court, case number and offence .....

19- Has any court issued a warrant or summons for appearance or warrant for arrest or an order prohibiting your departure from India? If so, give name of court, case number and offence.....

20- Self Declaration :

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

(Signature/T.I. \* of applicant)

(\*Left Hand Thumb Impression if male & Right Hand Thumb Impression if Female)

Date

Place .....

21- Particulars of person to be intimated in the event of death or accident.

Name.....

Address.....

Mobile/Tel. No.....

22- 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.....

\*N.B. Cancel whatever is not applicable.

**Form – III**  
*(See rule 4)*  
**CHARACTER AND ANTECEDENT CERTIFICATE**

This is to certify that Mr./Ms....., Son/Daughter of .....

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 5)*

**Training Certificate**

Serial Number

Name of the Training Agency

Address of the Training Agency

**Licence No.**

Certified that.....Son/Daughter of .....  
..... resident of .....  
..... has completed the 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 8)*

**APPLICATION FOR NEW LICENSEE/RENEWAL OF LICENSEE 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 service 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 :

7- Name and address of Proprietor, partner, Majority, Shareholder, Director and Chairman of the Agency :

8- Name and extent of facilities available :

9- Qualifications of staff engaged for imparting instructions ;

Name.....

Age.....

Designation.....

10- Equipments which will be used for Security Services

(a) Door Framed Metal Detector (DFMD)

(b) Hand Held Metal Detector (HHMD)

(c) Mine Detector

(d) Other Detectors



- (i) Wireless Telephones
- (ii) Alarm Devices
- (iii) Armored Vehicles
- (iv) Arms

- 11- The particulars of the uniform including color in case the applicant intends to use any uniform for the Private Security Guards and Supervisors of the Agency :
- 12- Does the applicant intends to operate in more than one districts? if so the name of the Districts .  
 1.....2.....  
 3.....4.....5.....
- 13- Does the applicant intend to operate in the entire state ?
- 14- Does the applicant possesses the training facility in its own or will get it on outsourcing basis? The name and address of training facility should be furnished.

Signature

Name of Applicant

Address of the Applicant

Tel. No. of the Applicant

Date of Application

**Enclosure :**

1. Copy of current Income tax Clearance Certificate.
2. Affidavit as prescribed in Section 7 sub-section (2) of the Act.
3. Other enclosures

**Form VI**

*(See rule 8)*

*Govt. Of Jharkhand*

**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 licence by  
the Controlling Officer for the State of Jharkhand to run the business of Private Security Agency in  
the district(s) of/State of (Strike of the inapplicable words) .....  
.....with office at.....  
.....  
(address of the office)

Place of Issue.....

Date of Issue.....

This licence is valid upto.....

Signature

Name of granting Authority

Designation

Official Address

**RENEWAL**

*(See rule 8)*

Date of Renewal

Date of expiry

- 1.
- 2.
- 3.
- 4.

Signature

Name of renewing authority

Designation

Official Address

# Form VII

(See rule 9)

## Form for Appeal

An Appeal under section 14 of the Act

Appellant.....

S/o.....

r/o.....

Versus

Controlling authority/.....

The .....above named appeal to the Principal Secretary, Home Department, Govt. of Jharkhand, Jharkhand, Ranchi).....from the order of (Controlling Authority) dated.....day of .....and against refusal of licence to run Private Security Agency ..... and sets forth the following grounds of objection to the order appeal from namely.....

1-

2-

3-

4-

Enclosed list of documents :

.....

Signature

Name & Designation of the Appellant

Date

Place

## Form VIII

(See rule 10)

### **Register of Particulars** **(Part –I Management details)**

S. No.	Name of person(s) managing the Agency	Parent's/Father's Name	Present Address & Phone No.	Permanent Address	Nationality	Date of Joining/Leaving the Agency
1						
2						

### **(Part –II Private Security Guards & Supervisor)**

S. No.	Name of Guard/ Supervisor	Father's Name	Present Address & Phone No.	Date of Joining having the Agency	Permanent Address	Photograph	Badge No.	Salary with date
1								
2								

### **(Part –III Customers)**

S. No.	Name of the Customers & Phone No.	Address of the place where Security is provided	Number & ranks of Security Guards provided	Date of commencement of service	Date of discontinuation of services
1					
2					

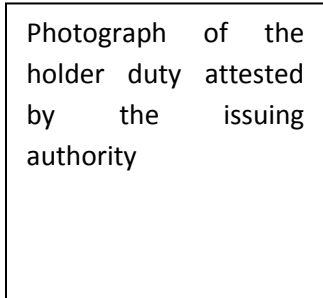
### **(Part IV Duty Roster)**

S. No.	Name of the Private Security Guard/ Supervisor	Address of the place of duty	Whether provided with any arms/ammunition	Date & time of commencement of duty	Date and time ending of duty
1					
2					

**Form IX**

*(See rule 11)*

Photo-Identity card for Private Security Guard/Supervisor  
(Name of the Private Security Agency)



Name.....

Official Designation.....

Identification No.....

Date of Issue.....

Valid Upto.....

Signature of the cardholder.....

Signature of the Issuing Authority

Official Seal

GOVERNMENT OF JHARKHAND  
HOME DEPARTMENT

**SUBJECT : PRIVATE SECURITY AGENCY RULES**

1. **Section 3 -** Fees for verification.
  - (a) Security Agency - Rs. 1000/- (One thousand) rupees.
  - (b) In case of company of all Members/Partners/Directors: Rs. 500/- for every member/partner/director.
  - (c) Verification of character of Security Gaurds - Rs. 200/- per Supervisor/ Security Guard.
2. **Section 5-** Security training.
3. **Section 6 -** Physical Standards.
  - (a) Chest 80 cms with an expansion of 4 cms seems to be on higher side. Even for normal Soldier GD (Army) enrollment, it is 77-82 cms. It should be amended, if considered necessary as per normal enrollment of Soldier GD already included.
  - (b) The Ex-Servicemen and retired Police Personnel should be given relaxation considering their age in physical tests.
4. **Section 7 -** Clause 3 not available.
5. **Section 8 -** Issue/Grant of liecence.
  - (a) Duration of validity.
  - (b) Fee for grant of licence.
6. **Section 9 -** Nomination of authority for grant of licence.
7. **Section 11 -** Fee for renewal of licence to be same as for grant of licence.
8. **Section 16 -** Uniforms of Defence Services, Para Military Organizations, Central Military Forces and State Police should be strictly prohibited.

## APPENDIX-II

### TRAINING SYLLABUS

#### ANNEXURE-I

#### DETAILED TRAINING SYLLABUS FOR TRAINING OF SECURITY GAURDS

(SEE RULE 5)

Class Room Work	:	100 hrs.
Field Training	:	60 hrs.
Duration	:	20 working days.

#### Daily Schedule :-

6.00 AM TO 7.30 AM	:	Physical Training Squad drill and short baton drill (2 Periods)
9.00 AM TO 1.00 PM	:	Class Room : Theory Classes (4 Periods daily)
4.00 PM TO 5.30 PM	:	Field Training and Games (2 Periods)

#### Theory Classes to cover topics :-

1. Present security scenario – different types of threat (VIP/Institution/Internal Security)
2. Government Security Agencies.
3. Role of Private Security Agencies.
4. Duties of private security guards including
  - i. Post Duties.
  - ii. Access Control measures.
  - iii. Anti-Sabotage checks.
  - iv. Patrolling.
  - v. Checking of various documents.
  - vi. Intelligence collection.
  - vii. Crowd Control.
  - viii. Fire Fighting.
5. Security related equipment usage,
6. Communication equipments,
7. Explosive and IEDs – Identification and follow-up drill,
8. Standard Operation procedures to be followed :
  - i. In time of any crises
  - ii. Whenever suspicious objects are found.
9. Interface with public/police/other departments etc., procedures for lodging FIR.
10. Police/Army Organisation – Functional hierarchy.
11. Police and Army Badges.
12. Maintenance of records by Private Security Agencies.
13. Basic provisions of Law – Right of Private Defence, Arrest by Private person, Arms Act, Explosives Act etc.
14. The Private Security Agencies (Regulation) Act-2005 and rules. Rule-5(2) (c), (e), (f) & (m) of Jharkhand Private Security Agencies (Regulation) rules, 2010.
15. Relevant Labour Laws for Security Gaurds and Supervisors.
16. Language knowledge : English & Hindi.
17. Dos and Don'ts (Conduct rules)

Physical Training :

- i. Physical fitness drills : PT, squad drill and short baton drill.
- ii. Weapon training (Optional) – Identification of weapons.
- iii. Unarmed Combat.
- iv. Fire Fighting.
- v. Rescue drills.
- vi. First Aid.
- vii. Proper wearing of uniform
- viii. Offensive/defensive driving in case of drivers.

**Particulars of Field Visits :** Visit of Industrial Security Establishments and Government Security institutions. Interaction with Police Agencies (CISF, SPF, Local Police) and established Private Security Agencies.

**Note :-**

- a) Every trainee is required to qualify in the written examination and physical test to be conducted at the end of the training.
- b) The Trainees who fail to qualify in the examinations will have to undergo training for a further period of ten days and qualify in the outdoor and indoor examinations.

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ANNEXURE-I (a)  
**TRAINING OF PRIVATE SECURITY GAURDS**  
(SEE RULE 5)

Class Room Work	:	40 hrs.
Field Training	:	16 hrs.
Duration	:	8 working days.
Daily Schedule :-		
6.00 AM TO 7.30 AM	:	Yoga/Drill etc.
9.00 AM TO 1.00 PM	:	Class Room : Theory Classes.
3.00 PM TO 4.30 PM	:	Class Room : Theory Classes.
4.00 PM TO 5.30 PM	:	Games, Familiarization with Security Equipment and at least three field visits.

The Training syllabus prescribed for indoor Training (Theory classes) for training of Security Gaurds is one and the same for this group of gaurds also, with lesser number of Classes for each topic.

However, they will be exempted from strenuous physical training. They will be taught simple squad drill, yoga, meditation etc. in the morning periods. In the evening, they will have to play games/go on field visits/ see demos.

**Note :-**

- a) Every trainee is required to qualify in the written examination and physical test to be conducted at the end of the training.
- b) The Trainees who fail to qualify in the examinations will have to undergo training for a further period of ten days and qualify in the outdoor and indoor examinations.

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## ANNEXURE-II

### TRAINING OF SUPERVISORS

(SEE RULE 5)

Class Room Work	:	60 hrs.
Field Training	:	35 hrs.
Duration	:	10 working days.

**Daily Schedule :-**

6.00 AM TO 7.30 AM	:	Physical Training.
9.00 AM TO 1.00 PM	:	Class Room : Theory Classes.
3.00 PM TO 4.30 PM	:	Class Room : Theory Classes.
4.00 PM TO 5.30 PM	:	Games, field visits.

**Physical Training :**

- i. Physical fitness drills : PT, squad drill and short baton drill.
- ii. Weapon training (Optional) – Identification of weapons.
- iii. Unarmed Combat.
- iv. Fire Fighting.
- v. Rescue drills.
- vi. First Aid.
- vii. Proper wearing of uniform
- viii. Offensive/defensive driving in case of drivers.

**Indoor Classes :-**

1. Present Security Scenario
  - i. VIP Security
  - ii. Internal Security (Left Wing Extremism, ISI, Political unrest)
  - iii. Industrial Security : Various Govt. Security Agencies.
2. Role of Functioning of Private Security Agencies.
3. Duties of Supervisors including
  - a. Access Control
  - b. Anti-Sabotage checks.
  - c. Fire Fighting.
  - d. Intelligence collection.
  - e. Patrolling.
  - f. Checking of various documents. : Such as ID Cards, Vehicle Documents, Passports etc.
  - g. Disaster/Emergency Management Protocol
  - h. Crowd Control.
4. Explosive and IEDs – Identification and follow-up drill.
5. Security related Equipment.
6. Communication Equipment.
7. Interface with public.
8. Liaison with police and other concerned Govt. Department.

9. Supervision of Security Gaurds.
10. Records to be maintained by licensee.
  - i. Documentation.
  - ii. Framing of standing orders.
  - iii. Report writing.
11. Legal Provisions IPC (sec 96 to 106), Cr.PC (Sec 37 to 43), Labour Laws, Arms Act, Explosive Act and private Security Agencies (Regulation) Act, 2005 and Jharkhand Private Security Agencies (Regulation) rules, 2010.
12. Uniform.
13. Dos and Don'ts (Conduct Rules)
14. Leadership & Management.
15. Field Visits.
  - i. Visit of Industrial Security Establishment and Govt. Security institutions.
  - ii. Interaction with police agencies (CISF, SPE and Local Police) and well established private security agency.

**Note :-**

- a) Every trainee is required to qualify in the written examination and physical test to be conducted at the end of the training.
- b) The Trainees who fail to qualify in the examinations will have to undergo training for a further period of ten days and qualify in the outdoor and indoor examinations.

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## ANNEXURE-III

### TRAINING MODULE FOR LICENCEES

(SEE RULE 5)

#### SIX WORKING DAYS TRAINING

Daily 6 HRS. : 9.00 AM TO 1.00 PM  
: 3.00 PM TO 5.00 PM

1. Present Security Scenario
  - iv. VIP Security
  - v. Internal Security (Left Wing Extremism, ISI, Political unrest)
  - vi. Industrial Security : Various Govt. Security Agencies.
2. Role and functioning of Private Security Agencies :-
  - i. Fire Fighting.
  - ii. Disaster/Emergency Management Protocol
  - iii. Security Duties.
  - iv. Checking of various documents.
  - v. Information Security.
  - vi. Access Control
  - vii. Explosive, IEDs
  - viii. Anti-Sabotage checks.
  - ix. Security related equipments.
  - x. Communication equipments.
  - xi. Patrolling.
  - xii. Post duties.
3. Legal Provisions :-
  - a. The Private Security Agencies (Regulation) Act, 2005 and Jharkhand Private Security Agencies (Regulation) rules, 2010.
  - b. Relevant Labour Laws.
4. Management of Security Agencies :-
  - a. Uniform
  - b. Training of personnel of Private Security Agencies.
  - c. Documentation and Records to be maintained by the licensee.
  - d. Data Sharing Protocol.
5. Interface with public, police and other departments.
  - a. Interface with public.
  - b. Liaison with police and other concerned Govt. Department.
6. Private Security Personnel – Do's and Don'ts (Conduct Rules)
7. Field Visits :-
  - a. Visit to industrial Security Establishment and Govt. Security Institutions.
  - b. Interaction with police agencies (CISF, SPF, Local Police) and established Private Security Agencies.

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