

THE PRIVATE SECURITY AGENCIES
HIMACHAL PRADESH RULES,2007

1. **Short title commencement :-**

- (i) These Rules may be called the Private Security Agencies Himachal Pradesh Rules,2010.
- (ii) They will come into force from the date of their publication in the Official Gazette.

2. **Definitions:-** (1) In these Rules, unless the context otherwise requires,

- (a) “Act” means the Private Security Agencies (Regulation) Act,2005.
- (b) “Agency” means the private security Agency as defined under clause (g) of section 2 of the Act.
- (c) “ Controlling Authority means, the Inspector General of Police.
- (d) “Form” means a form appended to these Rules,
- (e) Recognized institute means “ police or paramilitary training institute ”

(2) Words and expressions not defined in these rules but defined in the Act, shall have the same meaning(s) respectively assigned to them in the Act.

- (a) Head of account means the revenues receipt head notified by the Govt. for the purpose of Act and Rules.

3. **Additional Eligibility of the applicant for License** : In addition to the requirements under section 6 of the Act the applicant for obtaining license shall also fulfill the following eligibility conditions namely:-

- (a) An applicant must have undergone training from a recognized institute for a period not less than 45 days.
- (b) An applicant other than a defence /para military /Police officer must be a matriculate from a recognized Education Board.

4. **Verification of the antecedents of the applicants:-** (1) A Inspector General of Police, Himachal Pradesh Police shall be the Controlling Authority for the purpose of this Act. He shall be also assisted by Retired Police Officers appointed for that purpose to be appointed by the IGP with the approval of Director General of Police, Himachal Pradesh.

(2) Every applicant while making an application to the Controlling Authority for the issue of a fresh license or renewal shall enclose Form I for verification of his antecedents.

(3) 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 share holder, partner or director of the company, as if they were also the applicants.

(4) On receipt of application under sub rule (i) of the Controlling Authority shall make such enquiries, as it considers necessary to verify the contents of the application and the particulars of the applicant.

5. **Verification of character and antecedents of the private security guard and supervisor:** (1) 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 persons in any one or more of the following manners:-

- (a) by verifying the character and antecedent of the person by himself;
- (b) by relying upon the character and antecedent verification certificate produced by the person;

Provided that the character and antecedent certificate shall be valid if the Agency does not have any adverse report regarding the person's character and antecedents from any other source;

- (c) by relying upon on the report received from the police authorities assigned under the authority of the District Superintendent of Police.

(2) The person desirous of getting employed or engaged as a security guard or supervisor shall submit Form II to the Agency. If the person has stayed in more than one district during the last two years, the number of forms shall be equal to number of Districts.

(3) 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, who shall be responsible for mandatory detail account of record.

(4) For the service of character and antecedent verification, the private security agency shall deposit Rs. 500/-per candidate. The report shall be supplied by the SP of the District concerned.

(5) The fee shall be deposited in the Govt. Treasury under appropriate head of account. The fee so collected shall be utilized for meting the administrative expenditures.

(6) The Police shall 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 shall 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 shall contain the comments of the police on every claim of the person in character antecedent Form and also a general report about his activities including means of livelihood in the period of verification. The Police shall 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 a criminal offence punishable with imprisonment.

(7) The S.P. of the District shall ensure that character and antecedent verification report is issued within 30 days of the receipt of the character and antecedent form .

(8) The report of the Police regarding character and antecedents of person shall be graded as confidential. It shall be addressed in named cover to a designated officer of the Agency requesting for character and antecedents.

(9) Character and antecedents verification report once issued shall remain valid for two years.

(10) On the basis of police verification or on the basis of their own verification, the Agency shall issue in Form III a character certificate and this certificate shall not be taken back by such agency even if the person ceases to be the employee of that agency.

6 **Security Training**:- (1) The Agency with a valid licence to operate shall be required to impart sufficient training to its personnel in proper turn –out, physical fitness, premises security, personal security, firefighting, crowd control, documents examination, identification of explosive and other subversive material, non prohibited weapon handling defensive driving, knowledge of basic under regulation and liaising with other law enforcing agencies.

(2) Every security guard will undergo for minimum 15 days training at Police Training College, Daroh initially and thereafter attend annual refresher course of the same duration (15 days) at the PTC, Daroh. Syllabus will be framed by the training College. The fee of the training courses shall be changed by the PTC, as fixed, from time to time and shall include boarding, lodging and training expenditure to be incurred during the training of the private security agencies.

7 **Standard of Physical fitness for security guard:-** (1) A person shall be eligible for being engaged as security guard if he fulfill the standard of physical fitness as specified below:-

- (i) Height 160cms (for female 150 cms) Weight according to standard table of height and weight, chest 80 cms with an expansion of 4 cms (for female 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 color blindness should be able to identify and distinguish color display 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 kilometer 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.

(2) A candidate should be free from evidence of any contagious or infectious diseases. 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 the continued maintenance of physical standard as prescribed for the entry level.

8. **Provision for Supervisors:-** Deployment shall be made as per the following norms:

- (a) For every 15 guards, one head guard will be employed who shall have minimum 1 year service.
- (b) For every 30 guards, one assistant supervisor will be employed in addition to head guard, and will have minimum 2 years service.
- (c) For every 50 guard, one supervisor be recruited.
- (d) For every 100 guards in addition to supervisors and ASOs, one Security Officer is required.
- (e) For every 100 guards in addition to supervisors and ASOs, one chief Security Officer is required.

The person or the organization hiring the security service will ensure the above.

9. **Uniforms:-** The Agency shall ensure that uniform and kit is issued to every staff member and the guards are on smart turnout at all times. It shall also be ensured that the uniform and badges provided to the guards are not similar to Army/Navy/Air Force/B.S.F/ C.P.Os/ any State Police or Central and State Govt./ Armed Police Forces in India.

10. **Working condition and norms:-** 75% of the workforce employed by such private security agencies shall preferably be from among the youth with domicile of the State of Himachal Pradesh.

11. **Manner of making application for grant of licence:-** (1) Every application by an agency for the grant of a licence under clause (1) of section 7 of the Act, shall be made to the Controlling Authority in the format prescribed in Form- V accompanied by an affidavit under sub-section (2) of section 7 .

(2) Every application referred to in sub-rule (1) shall be accompanied by requisite fee through appropriate Government treasury challan drawn in favour of the Controlling Authority.

(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.

12. Grant of Licence: (1) The Controlling Authority, after receiving an application under sub –rule(1) of rule 11 shall grant a licence to the 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 or operation applied for.

13. Conditions for grant of licence:- (1) The licensee shall inform the Controlling Authority regarding any change in the address of persons forming the Agency, change of management within thirty days of such change.

(2) The licence shall immediately intimate 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. A copy of such communication shall also be sent to the officer in charge of the police station where the person charged against resides.

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

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

14. Renewal of licence:- (1) Every agency shall apply to the Controlling Authority for renewal of the licence,- after every five years.

(2) The fees chargeable for renewal of the licence shall be the same as for the grant thereof.

15. Conditions for renewal of Licence:- (1) The renewal of the licence shall be granted subject to the following conditions:-

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

(ii) The applicant continues to adhere to the license

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

16. Appeals and procedure:- (1) The Secretary (Home) to the Govt. of Himachal Pradesh shall be appellate Authority, for appeals filed against orders of Controlling Authority.

(2) Every appeal under sub section (1) or section 14 or 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.

17. Register to be maintained by the Agency:- The register required to be maintained under the Act by the Agency shall be in Form VIII.

18. Photo identity Card:- (1) Photo identity card to be 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 upto which the photo identity card shall be valid.

(4) The photo identity card issued shall be maintained upto date and any change in the particular shall be entered therein.

(5) The private security guard shall deposit the photo identity card issued to him to the Agency issuing it, if he is no longer engaged or employed by it.

(6) Any loss or theft of photo identity card shall be immediately brought to the notice of the Agency that has issued it.

19. Other conditions:- (1) Notwithstanding, whether the Agency mandates its private security guards to put on uniform while on duty or not, every Agency shall 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 cord and to be kept in the left pocket;
- (d) Shoes with eyelet and laces; and

(e) a headgear which may also carry the distinguishing mark of the Agency.

(2) The clothes worn by the private security guard while on active duty shall be such that they do not hamper his efficient performance. In particular, the clothes shall neither be too tight nor too loose as to obstruct the movement or bending of limbs.

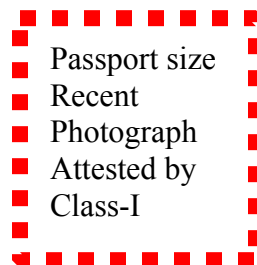
(3) Every private security guard shall carry a note book and a writing instrument with him.

(4) Every private security guard while on active security duty shall wear and display photo identity card issued under section 17 of Act, on the outer most garments above waist level on his person in a conspicuous manner.

(5) Director General of Police, Himachal Pradesh may issue necessary instructions and guidelines from time to time , if required.

Form-I
(See rule 4)

Form for verification of Antecedents of Applicant (To be filled at the level of agency)
Thumb impression of the applicant-----



Signature of the applicant-----

For officials use only		

Fee Amount Rs.-----Cash/D.D./Treasury Challan No.-----

Name of Bank-----D.D. No.-----

Date of issue-----

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

1. Name of applicant in capital letter(initials not allowed)
Last name-----first name-----
2. If you have over changed your name, please indicate the previous name(s) in full-----
3. Sex(male/female)-----
4. Date of birth-----
5. District-----State & Country-----Pin code----
6. Father's /Legal Guardian's Full name(including surname, if any)

7. Mother's Full Name (including surname, if any);
8. If married, Full Name if spouse(including surname, if any)
9. Present Residential Address including street No./Police station, village and District (with PIN code)

Telephone No./Mobile No.-----S.TD. No.-----
10. Please give date since residing at the above mentioned address : DD/MM/YYYY-----
11. Permanent Address including Street No./Police Station, village and District (With PIN Code)

12. If you have not resided at the address given at COLUMN (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 year. Forms may be photocopied, but photograph and signature in original are required on each a fresh
From-----to-----Form-----to -----

13. In case of stay abroad particulars of all places where your have resided for more than one year after attaining the age of twenty-one year.....
.....
.....

14. Other Details:
(a) Education Qualification;
(b) Previous held if any along with name and address of employees:
(c) Reason for laving last employment
(d) Visible Distinguishing Mark:

15. Did your earlier operated any Private agency.
16. Are you a citizenship.....
.....

17. Have you at any time been convicted by a court in India for any criminal office and sentenced to imprisonment. If so, give any of the court, cases number and offence (Attach copy of judgement)

18. Are any criminal proceedings pending against you before a court in India? If so, give name of court, cases 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:
i) _____ ii) _____
iii) _____ iv) _____

v)

(Signature/T.I. of applicant)

(Left Hand Thumb impression of Male and Right Hand Thumb impression of female)

FOR OFFICE USE ONLY:

File No.

Date of issue of C&A Report:

(Signature of Police Station Incharge)

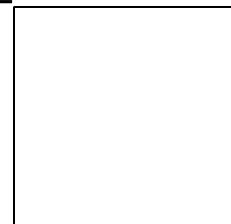
Name of Police Station.....

Name of Police District.....

N.B. Cancel whether is not applicable.

Form-II
(See Rule-5)
Form for verification of Character and antecedents
for Security Guard and supervisor

Thumb Impression of the Applicant.....
 Signature of the Applicant



FOR OFFICE USE ONLY		
Form number	Name of the Police Station send for Police verification	Date

Fee Amount Rs.....Cash/D.D/Treasury/ Challan No.....
 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 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..... PS.....
6. Father's Name/Legal Guardian's Full Name(including surname, if any:.....

7. Mother's full Name (Including surname, if any.....

8. If married, Full name of spouse (including surname(, if any (Initial no 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 and District (with PIN Code)

.....
.....

12. If you have not resided at the address given at COLUMN (9) continuously for that 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 year. Form may be photocopies 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 Qualification:

(b) Visible Distinguishing Mark.....

(c) 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 judgement)

.....
18. Are any criminals proceedings 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 enclosure is true and I am solely responsible for accuracy.

(Signature/T.I* of applicant)

Date.....

Place.....

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

Name.....

Address.....

Mobile No.....

22. Enclosures:-

i).....(ii).....

iii).....(iv).....

v).....

(Signature/T.I. of applicant)

FOR OFFICE USE ONLY:

File NO.....

Date of issue of C&A Report.....

(Signature of Police Station Incharge)

Name of Police Station.....

Name of Police District.....

(N.B. Cancel whether is not applicable.)

Form-III

(See Rule -5)

CHARACTER AND ANTECEDENT CERTIFICATE

This is to certify that Mr/Mrs.....

Son/Daughter of.....

Whose particular 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.....

Permanent Address.....

Issuing Authority

Signature

Full Name & Designation
Address/Tel No.....
(Seal)

Date of Issue .

Form-IV
(See Rule 6)

Training Certificate

Serial number

Name of the Training Agency
Address of the Training Agency
License No.....

Certificate.....
Son/Daughter of.....
Resident of.....
Has completed the prescribed training for the engagement or employment as a Private
Security Guard from name of Training Institution
w.e.f.....date.....
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 -11)**

**APPLICATION FOR NEW LICENCE/RENEWAL OF
LICENCE 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 Applicant.....
3. Son/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 Addresses of Proprietor, Partner, Majority share holder, Director and Chairman of the Agency & registered with.....
8. Name and extent of facilities available.....
9. Qualifications of staff engaged for imparting instruction;
Name.....
Age.....
Designation.....
10. Equipment which will be used for Security service.
(a) Door Framed Metal Detector(DFMD)
(b) Hand Held Metal Detector (HHMD)
(c) Mine detector
(d) Other Detector
(i) Wireless Telephones.
(ii) Alarms Devices.
(iii) Armored Vehicles.
(iv) Arms.
11. The particulars of the uniforms including color in case the applicant intends to use any uniforms for the Private Security Guard and Supervisor of the Agency.
12. Does the applicant intends to operate in more than one district /if so the name of the Districts.

1.....2.....3.....
.....4.....5.....
13. Does the applicant intend to operate in 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 facilities should be furnished.

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

Enclosures:

1. Copy of current Income tax clearance certificate.
2. Affidavits as prescribed in Section-7 Sub-Section(2) of the Act.

Company Regulation under Company Act or Security regulation Act 1850 or any Financial regulations act.

**Form-VI
(See rule-11)**

Licence to engage in the business of Private Security Agency.

- 1. Serial No.....
- 2. Date.....
- 3. Shri.....(Name of applicant)
s/o
r/o.....
..... (full address)
..... is granted the licence by the Controlling Officer for the State of
..... to run business of Private
Security Agency in the District(s)/State of (Strike of the in applicable 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-11)

Date of Renewal.

Date of Expiry

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

Signature
 Name of granting Authority.
 Designation
 Official Address.

Form-VII
(See rule-15)
Form for Appeal

An appeal under section 14 of the Act.

Appellants/o
r/o

Controlling authority.....

The above mentioned appeal to the (State Home Secretary)..... 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 object to the order appeal from namely

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

Enclosed lists of documents

Signature
 Name of the applicant
 Designation of the appellant

Date.....
 Place.....

Form-VIII
(See rule-16)
Register of Particulars.
(Part-I Management Details)

SN	Name of Person Managing.	Parent's Father's Name	Present address & Phone No.	Permanent Address.	Nationality	Date of Joining/ leaving the Agency.

(Part-II Private Security Guard and Supervisor)

SN	Name of Supervisor.	Father Name	Present address & phone No.	Date of joining/ leaving the Agency.	Permanent address.	Photograph	Badge No.	Salary with date

(Part-III Customers)

SN	Name of the customer & phone No.	Address of the place where security is provided.	Number and Rank of Security Guard provided.	Date of commencement of service.	Date of discontinuation of service

(Part-IV Duty Roster)

SN	Name of Private Security Guard and Supervisor.	Address of the place of duty.	Whether provided any arms/ communication.	Date and time of commence of duty.	Date and time of ending of duty.

Form-IX
(See Rule-17)B
Photo-identity card for Private Security Guard/ Supervisor
(Name of the Private Security Agency)

Photograph of the
 Holder duly
 Attested by the
 issuing authority

1. Name.....
2. Officials Designation.....
3. Identification No.....
4. Date of Issue.....
5. Valid upto.....
6. Signature of the card holder.....

Office seal

Signature of the
 Issuing Authority
 (with seal)

Issued vide order No.....dated

