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ADMINISTRATION OF THE
UNION TERRITORY OF LAKSHADWEEP
(HOME DEPARTMENT)
KAVARATTI - 682 555

F.No. 19/01/2015-ADM

Dated: 08.02.2016

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of Section 25 read with clause (i) of section 2 of Private Security Agencies (Regulation) Act, 2005 (Central Act 29 of 2005), the Administrator, Union Territory of Lakshadweep hereby makes the following rules, namely :-

1. **Short title and commencement** :- (1) These rules may be called the Lakshadweep Private Security Agencies Rules, 2016.

(2) These rules shall come into force at once.

2. **Definition** :- In these rules, unless the context otherwise requires, -

- (a) "Act " means the Private Security Agencies (Regulation) Act, 2005 (Central Act 29 of 2005);
- (b) "Agency " means the Private Security Agency,
- (c) "Controlling Authority " means an officer designated by notification under section 3 of the Act.
- (d) "Form " Means , a Form appended to these rules;

- (e) "Licence" means a licence granted under the Act;
- (f) Words and expressions not defined in these rules but defined in the Act, shall have the same meaning respectively assigned to them in the Act.

3. Verification of the antecedents of the applicant :- (1) Every applicant while making an application to the Controlling Authority for grant of a licence or renewal of such licence, shall enclose the Form I for verification of his antecedents. 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.

(2) 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.

(3) The Controlling Authority shall obtain a no objection certificate from the Superintendent of Police Kavaratti where the Agency intends to commence its office activities. For this purpose a copy of the application for license and its attachments have to be sent to him for verification and report and in turn the Superintendent of Police shall forward the attachments for verification to the Station House Officer of concerned Police Station for verification and report.

(4) The Superintendent of Police, in addition to the causing of verification of antecedents of every applicant 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 or otherwise 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 :-

(1) Before a 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 antecedents of the person by itself;

(b) By relying upon the character and antecedents verification certificate produced by the person; Providing that the character and antecedents certificate shall be valid and the Agency does not have any adverse report regarding the person's character and antecedents from any other source, as provided herein under.

(c) By relying on the report received from the police authorities signed under the authority of the Superintendent of Police of the Lakshadweep concerned or an officer of the equivalent or higher rank.

(2) The person desirous of getting employed or engaged as security guard or supervisor shall submit his particulars in Form II to the Agency. If the person has stayed in more than one island during the last five years, the number of forms shall be as many as islands.

(3) The Agency shall cause an inquiry into the correctness of the particulars filed in either by itself or by sending the Form-II to the respective District Superintendent of Police for verification.

(4) While sending the form to the Superintendent of Police for verification, the Agency shall pay a fee of Rs.100/- (Rupees One Hundred only) if it is within the State, or Rs.200/- (Rupees two hundred only) if his domicile has been outside the State in the form of Demand Draft or Banker's Cheque drawn in favour of the "Superintendent of Police, U.T.of Lakshadweep, Kavaratti-682 555."

(5) The Police through the Crime Record Bureau in islands will establish the identity of the applicant and verify the character and antecedents of the applicant by making a visit to the locality where the applicant 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 Police Station concerned and other records at the Police Headquarters before preparing the report on verification of such character and antecedents. This report shall

contain the comments of the police on every claim of the applicant in character and antecedents Form and also a general report about his activities including his means of livelihood in the period of verification. The Police will specifically state, if there is a criminal case registered against the applicant at any point of time or if he has ever been convicted of criminal offence punishable with imprisonment.

(6) The police will specifically comment if the engaging or employing the applicant under verification by the Private Security Agency will pose a threat to national security.

(7) The police authorities shall ensure that character and antecedents verification report is issued within ninety days of the receipt of the character and antecedent Form.

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

(9) Character and antecedents verification report once issued, will remain valid for three years.

(10) 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.-

(1) The Controlling Authority shall frame the detailed training syllabus required for training the security guards including supervisors. This training shall be for a minimum period of hundred hours of classroom instruction and sixty hours of field training, spread over at least twenty working days. The ex-servicemen 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 disaster management;
- (k) Defensive driving (compulsory for the driver of Armored vehicle and optional for others);
- (l) Rudimentary knowledge of Indian Penal Code, right to private defence, procedure for lodging first information report in the police station, Arms Act (only operative sections); Explosives Act (operative sections);
- (m) Badges of rank in police and military forces;
- (n) Identification of different types of arms in use by public and police;
- (o) Use of security equipments and devices (for example, security alarms and screening equipments); and
- (p) Leadership and management (for supervisors only).
- (q) Swimming
- (r) Exposure to provisions of Arms Act and Offences
- (s) Observation, Handling undefined objects, conducting, anti – Sabotage checks & special requirement for those who have to do body protection.

(3) The security guard will have to successfully undergo the training prescribed by the controlling Authority in training institute or organizations recognized by it. On completion of

the training, each successful trainee will be awarded a certificate in Form IV by the training institute or organization.

(4) The Superintendent of Police will inspect the functioning of training facility from time to time either by him or through his own officers. Normally such inspection will be conducted at least two times every year. The Superintendent of Police shall furnish the report to the Controlling Authority.

(5) All the Agencies shall submit a list of successful trainees to the Controlling Authority in the manner prescribed by it.

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, Weight and Chest Measurements:** In respect of men, the height must not be less than 160 centimeters and in respect of women, the height must not be less than 150 centimeters. Weight must be according to standard table of height and weight. In respect of men, the chest measurement must not be less than 80 centimeters round the chest on full inspiration with a minimum expansion of 4 centimeters. There shall be no such chest measurement for women.

(ii) **Eye sight:** Far sight vision 6/6, near vision 0.6/0.6 with or without correction; free from colour blindness; must be able to identify and distinguish colour display in security equipments and to 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; must be able to hear and respond to the spoken voice and the alarms generated by security equipments;

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

(vi) Any other criteria that may be specified by the agency with the approval of controlling authority.

(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. Supervisors.- (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 practical 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 license under sub-section (1) of section 7 of the Act, shall be made to the Controlling Authority in Form V.

(2) Every application referred to in sub-rule (1) shall be accompanied by a fee, as specified in sub-section (3) of section 7 of the Act, by way of demand draft or banker's cheque, payable to the Controlling Authority, Lakshadweep Private Security Agency, Kavaratti.

(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 acknowledgment to the applicant

9. Grant of license .- (1) The Controlling Authority, after receiving an application under sub-rule (1) of rule 8, shall grant a license to the private security agency in Form VI after completion of all the formalities and satisfying itself about the suitability of the applicant and also the need for granting the license 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 license of such security agencies which may not have adhered to the conditions of ensuring the required training.

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 principal 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 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 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 not be refunded.

11. Renewal of license.- (1) Every application by an Agency for renewal of the license shall be made to the Controlling Authority in the same Form as prescribed for the application for license in rule 8 above.

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

12. Conditions for renewal of license.- The renewal of the license 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 supervisors as required under sub-section (2) of section 9 of the Act.
- (iii) The applicant continues to adhere to the conditions of license.
- (iv) The police should not have objection to the renewal of the license to the applicant.

13. Appeals and 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 Secretary, Home Department, Government of Lakshadweep, Secretariat, Kavaratti – 682555, in person or sent to him by registered post along with a fee of Rs.100/- (Rupees hundred only) by Demand Draft or Bankers Cheque drawn in favor of the appellate authority.

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 of the Act 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 up-to-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) 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 particular, they will neither be too tight nor too loose as to obstruct movement or bending of limbs.

(3) Every private security guard will carry a notebook and a writing instrument with him while on duty.

(4) 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.

(5) The uniform should not resemble the uniform used by police or armed forces.

17. Security Guard to give information of offences:- If violation of any Law as laid down in section 39 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) is noticed by any Private Security Guard during the course of discharge of his duties he shall bring the same to the notice of the Police.

(BY ORDER OF THE ADMINISTRATOR)

Sd/-

**(J. ASHOK KUMAR)
SECRETARY (HOME)
LAKSHADWEEP ADMINISTRATION**

FORM I

(see rule 3 (1))

FORM FOR VERIFICATION OF ANTECEDENTS OF APPLICANT IN PRIVATE SECURITY AGENCY

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

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 factual information in the form will render the applicant unsuitable for grant of license.

1. Name of the 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/UT and 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 Door No., Street Name/ police station, village, Taluk and District (with PIN Code) :

Telephone No./Mobile No. _____

10. Please give the date from which he is residing at the above-mentioned address:

DD / MM / YYYY

11. Permanent Address including, Door No., Street Name/police station, village, Taluk 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 years. 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 license 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 judgement) :

18. Are any criminal proceedings 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.

Date :

(Signature / T.I.*of applicant)

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 Character and Antecedents Report: _____

(Signature of Officer in-charge of Police Station)

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 IN PRIVATE SECURITY AGENCY

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.** _____ Name of Bank _____

D.D. No. *** _____ Date of Issue _____

**Fee shall be Rs. /- (Rupees only) for applicants whose domicile is within the state and Rs. /- (Rupees only) for those who are outside the State.

***The fee amount shall be in the form of Demand Draft or Bankers cheque drawn in favour of the ".....Lakshadweep, Kavaratti-682 555".

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 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 _____ and Country

6. Father'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 Door No., Street Name/police station, village, Taluk and District (with PIN Code) :

Telephone No./Mobile No. _____

10. Please give the date from which he is residing at the above mentioned address: DD/MM / YYYY

11. Permanent Address including Door No., Street Name/police station, village, Taluk 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 years. 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./Public Sector Undertaking/Statutory Bodies Yes/No

16. Are you a citizen of India by: Birth / Decent / Registration / Naturalisation : 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 criminal 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 enclosures is true and I am solely responsible for accuracy.

(Signature / T.I*of applicant)

(*Left Hand Thumb Impression, If Male and 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 Character and Antecedents Report : _____

(Signature of the Officer in-charge of the Police station)

Name of Police Station _____

Name of Police District _____

*N.B. Cancel entries not applicable.

FORM III

(see rule 4 (10))

CHARACTER AND ANTECEDENT IN PRIVATE SECURITY AGENCY

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 / Telephone No.:

Date of issue:

FORM IV

(see rule 5(3))

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

Signature of the Certificate Holder

His signature is attested below.

Signature of issuing authority

Designation:

Place of issue:

Date of issue:

Office Seal :

FORM V

(see rule 8 (1))

**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 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 with where the applicant desires to start his Agency:
6. Name of the Private Security Agency:
7. Name and addresses of Proprietor, Partner, Majority shareholder, Director and Chairman of the Agency:
8. Name and extent of the 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 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 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 possess 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 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 in section 7 sub-section (2) of the Act
- 3. Other enclosures

FORM VI

(see rule 9 (1))

LICENCE TO ENGAGE IN THE BUSINESS OF PRIVATE SECURITY AGENCY

Sl.No. _____

Date _____

Thiru _____ (name of the Applicant)

S/o _____ Resident of _____

(Full Address) _____ is granted the license by the Controlling Authority for the U.T.Of Lakshadweep 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 license is valid up to _____

Signature

Name of Granting Authority:

Designation:

Office Seal:

Official Address:

RENEWAL

(Refer rule 8)

Date of Renewal

Date of expiry

1.

2.

3.

4.

Signature

Name of renewing Authority:

Designation:

Official Address:

FORM VII

(see rule 13)

**FORM FOR APPEAL BEFORE THE SECRETARY, HOME, COLLECTORATE,
KAVARATTI- 682 555.**

AN APPEAL UNDER SECTION 14 OF THE ACT

Appellant _____

Son of _____ Resident of _____

Versus

Controlling authority / _____

The _____ above name appeal to the _____ (State Home Secretary) _____ from the order of (Controlling Authority) dated _____ day of _____ and against the refusal of grant of licence/ renewal to run Private Security Agency or suspension of licence _____ and sets forth the following grounds of appeal to the order of the Controlling Authority namely _____

1. _____

2. _____

3. _____

4. _____

List of documents enclosed

Date:

Signature

Place:

Name and designation of the appellant:

FORM VIII

(see rule 14)

REGISTER OF PARTICULARS IN PRIVATE SECURITY AGENCY

Part-I Management details

<i>Serial No.</i>	<i>Name of Person(s) managing the Agency</i>	<i>Father's name</i>	<i>Present Address and Phone No.</i>	<i>Permanent Address</i>	<i>Nationality</i>	<i>Date of joining / leaving the Agency</i>
1.						

Part-II Private Security Guards and Supervisor

<i>Serial Number</i>	<i>Name of Guard / Supervisor</i>	<i>Father's name</i>	<i>Present address and Phone Number</i>	<i>Date of joining / leaving the Agency</i>	<i>Permanent Address</i>	<i>Photograph</i>	<i>Identification Number</i>	<i>Salary with date</i>
1.								
2.								

Part-III Customers

<i>Serial Number</i>	<i>Name of the Customer and Phone Number</i>	<i>Address of the place where Security is provided</i>	<i>Number and ranks of Security Guards provided</i>	<i>Date of commencement of services</i>	<i>Date of dis-continuation of services</i>

Part-IV Duty Roster

<i>Serial Number</i>	<i>Name of the Private Security Guard / Supervisor</i>	<i>Address of the place of duty</i>	<i>Date and time of commencement of duty</i>	<i>Date and time of ending of duty</i>

FORM IX

(see rule 15)

**PHOTO-IDENTITY CARD FOR PRIVATE SECURITY GUARD / SUPERVISOR
IN PRIVATE SECURITY AGENCY**

(Name of the Private Security Agency)

Name: _____

Official Designation: _____

Identification No.: _____

Date of Issue: _____

Valid upto _____

Signature of the card holder: _____

Signature of the Issuing Authority

Official Seal