

In pursuance of the provisions of Clause (3) of Article 348 of the Constitution of India, the Governor is pleased to order the publication of the following English translation of notification no. 615/XX(2)/56/Security/2007, dated June 16, 2009 for general information:

NOTIFICATION

June 16, 2009

No. 615/XX(2)/56/Security/2007--In exercise of the powers conferred by section 25 of the Private Security Agencies (Regulation) Act, 2005 (Act 29 of 2005), the Governor is pleased to make the following model rules :--

THE PRIVATE SECURITY AGENCIES STATE MODEL RULES, 2009

1. Short title and Comencement--

- (1) These Rules may be called the Private Security Agencies State Model Rules, 2009.
- (2) These rules shall come in to the force from the date of its publication in the Official Gazette.

2. Definitions--

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;
- (c) "Controlling Authority" means, the Controlling Authority as appointed 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 Applicants--

- (1) The application for the issue of fresh licence shall be made to the Controlling Authority.
- (2) The Controlling Authority shall verify and inspect as he deems fit, the subject matter of the application applied by the applicant.
- (3) The application for fresh licence shall be submitted in Form-I.
- (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, partner or director of the company, as if they are also the applicants.
- (5) Controlling Officer has to take No Objection Certificate from the District Magistrate of the District where the Private Security Agency is going to operate. If the Private Security Agency is to operate in more than one district the report from the District Magistrates of all the districts shall be obtained and considered.
- (6) The District Magistrate will submit besides others the following information to the Controlling Authority, regarding the applicant with his considered recommendation.
 - (i) Whether the applicant or company or person or partner has even worked as Security Agency, if yes, give details;
 - (ii) Whether the applicant has any special training or experience for running Private Security Agency; and
 - (iii) Any other information that the District Magistrate thinks appropriate in assisting the Controlling Authority to take decision.

4. Verification of Character and Antecedent of Personal Security Guards and Supervisors--

- (1) It is the responsibility of the Security Agency to verify the character and antecedents of any Security Guard or Supervisor before appointing him.
 - (2) 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 the numbers of districts he has stayed in.
 - (3) The Agency shall cause an inquiry into the correctness of the particulars filled in Form II by sending to the respective District Magistrates.
 - (4) The fee as decided by the Controlling Authority has to be deposited with treasury, for character and antecedent verification through proper treasury vouchers.
 - (5) The police or the Revenue Officer, as the case may be, will establish identity of the individual and verify the character and antecedents of the person and ascertain his identity and reputation.
 - (6) 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 during the period of verification.
 - (7) The police will specifically state if there is a criminal case registered against the person at any point of time or has he ever been convicted of criminal offense punishable with imprisonment.
 - (8) The District Magistrate will specifically comment regarding engaging or employing or not the person under verification by the Private Security Agency.
 - (9) The District Magistrate shall ensure that character and antecedent verification report is issued within sixty days of the receipt of the character and antecedent form.
 - (10) The report of the District Magistrate regarding the character and antecedents of a person will be graded as confidential. Such report will be kept in closed cover and addressed by name to a designated officer.
 - (11) Character and antecedents verification report once issued will be renewed on year to year basis.
 - (12) Application for the verification of character and antecedents of security guards and supervisor shall be submitted in Form II.
13. Character Certificate shall be issued by the Controlling Authority in Form III.

5. Security Training--

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

- (a) Physical fitness training;
- (b) Security of the assets, security of the building or apartment, physical security, personnel security, domestic security;
- (c) Fire fighting;
- (d) Crowd control;
- (e) Examining identification papers including identity cards, passports and smart cards;
- (f) Should be able to read and understand English alphabets and Arabic numerals as normally encountered in the identification documents, arms licence, travel documents and security inspections sheet;
- (g) Identification of improvised explosive devices;
- (h) First-aid;
- (i) Crisis response and disaster management;
- (j) Defensive driving (compulsory for the driver of Armoured vehicle and optional for others);
- (k) Handling and operation of non-prohibited weapons and firearms (optional);
- (l) Rudimentary knowledge of Indian Penal Code, right to private defense, procedure for lodging first information report in the police station, Arms Act (only operative sections), (Explosives Act (operative sections);
- (m) Badges of rank in police and military forces (the trainee should know);
- (n) Identification of different types of arms in use in public and police;
- (o) Use of security equipments and devices (for example security alarms and screening equipments); and

(2) The Controlling Authority will inspect the functioning of training facilities from time to time either by himself or through its own officers and the Agency shall submit a list of successful trainees to the Controlling Authority in Form IV.

6. Standard of Physical Fitness for Security Guards--

(1) A person shall be eligible for being engaged or employed as security guard if he fulfils 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 80 cms with an expansion of 4 cms (for Females no minimum requirement for chest measurement).
- (ii) Eyesight: 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 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 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 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 practicable to supervise their work by one supervisor, the Agency shall depute more number of supervisors so that at least for every ten private security guards there is one supervisor available for assistance, advice and supervision.

8. Manner of making Application for Grant of Licence--

(1) Every application by an Agency for the grant of a licence shall be made to the Controlling Authority in the format prescribed in Form V.

(2) Every application referred to in sub-rule (1) 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 concerned 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.

9. Grant of Licence--

(1) The Controlling Authority, after receiving an application under sub-rule (1) of rule 8 shall grant a licence 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. Conditions 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 him.

(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 thirty 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.

(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 licence is granted.

(6) Save as provided 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 in Form V.

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

12. Conditions for Renewal of Licence--

The renewal of the licence will be granted subject to the following conditions :--

- (i) The applicant must continue to remain eligible for grant of licence as required under section 6 of the Act through out the validity of licence. The renewal of the licence shall always remain subject to his fulfilling the requirements of section 6 of the Act.
- (ii) The applicant continues to maintain his principal place of business in the jurisdiction of the Controlling Authority.
- (iii) 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.
- (iv) The applicant continues to adhere to the licence conditions.
- (v) The police have no objection to the renewal of the licence to the applicant.
- (vi) The form for application of renewal of licence will be same as the form for the application for original licence.

13. Appeals and Procedure--

(1) The Appeal shall be preferred under sub-section (1) of section 14 of the Act shall be preferred in Form VII signed by the aggrieved person or his authorized advocate and presented to the appellate 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.

(3) The case can be presented before the Appellant authority through an advocate.

(4) The limitation for Appeal will be sixty days.

14. Register to be maintained by the Agency--

The register required to be maintained under the Act by the Agency shall be kept in Form VIII.

15. Photo Identity Card--

(1) Photo identity card shall be issued by the Agency 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) Every security guard on active security duty will wear and display photo identity cards as per section-17 of the Act on the outermost garment above waist level on his person in a conspicuous manner.

(4) The photo identity card shall clearly indicate the individual's position in the Agency and the date upto which the photo identity card is valid.

(5) The photo identity card shall be maintained upto date and any change in the particulars shall be entered therein.

(6) 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.

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

16. Other Conditions--

Every private security agency will ensure that a proper Dress Code is enforced for all security guards and supervisors. The uniform worn by security guard/supervisor should not be similar to that of police and defence forces.

FORM I

(Please see rule 3)

FORM FOR VERIFICATION OF ANTECEDENTS OF APPLICANT

Thumb Impression of the Applicant

Signature of the Applicant

For official use only :

Form No.	Name of the district and corresponding Revenue Police area 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 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 grant of licence.)

1. Name of applicant (initials not allowed)
Last name First name
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/YY
.....
11. Permanent Address including Street No./Revenue Police Area/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 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, alongwith name and address of employer :

(c) Reason for leaving last employment :

(d) Visible Distinguishing Mark :

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

16. Are you a citizen of India by; Birth/Descent/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?

18. Are any criminal proceedings pending against you before a court in India? If so, give name of court, case no. and offence

19. Self Declaration :

The information given by me in this form and inclosures 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 the Police Station In-charge/Nayab Tehsildar)

(If Revenue Police Area)

Name of the Police Station/Revenue Police Area

Name of district

* N.B. : cancel whatever is not applicable.

FORM II

(Please see rule 4)

FORM FOR VERIFICATION OF CHARACTER AND ANTECEDENTS OF SECURITY GUARD AND SUPERVISOR

Thumb Impression of the Applicant

Signature of the Applicant

For official use only :

Form No.	Name of the district and corresponding Revenue Police area 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 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 grant of licence)

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/YY

11. Permanent Address including Street No./Revenue Police Area/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 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, alongwith 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/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, given name of the court, case number and offence. (Attach copy of judgment)
.....

18. Are any criminal proceedings pending against you before a court in India? If so, give name of court, case no. 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 No.

Tel. No.

22. Enclosures :

.....

(Signature/T.I. of applicant)

FOR OFFICE USE ONLY

File No. :

Date of issue of C & A Report :

(Signature of the Police Station-in-charge/Nayab Tehsildar)

(If Revenue Police Area)

Name of the Police Station/Revenue Police Area

Name of district

* N.B. cancel whatever is not applicable.

(29)

FORM III

(Please 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

Mobile/Tel. No.

Date of Issue :

(30)

FORM IV

(Please see rule 5)

TRAINING CERTIFICATE

Serial Number

Name of the Training Agency

Address of the Training Agency

Licence No.

Certified thatson/daughter of.....resident ofhas completed the prescribed training for the engagement or employment as a Private Security Guard fromtill.

His signature is attested below :--

Signature of the Certificate Holder

Signature of Issuing Authority.....

Designation :

Place of issue :

Date of issue :

FORM V

(Please see rule 8)

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, 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 facilities available :
9. Qualifications of staff engaged for imparting instructions :
 Name
 Age
 Designation
10. Equipments which will 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) Armoured 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 district? If so, the name of the Districts :
1. 2. 3. 4. 5. 6.

(32)

13. Does the applicant intend to operate in the entire State?
14. Does the applicant possess the training facility of 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 :

(33)

FORM VI

(Please see rule 9)

GOVERNMENT OF

LICENCE TO ENGAGE IN THE BUSINESS OF PRIVATE SECURITY AGENCY

Sl. No.

Date

Shri..... (name of the Applicant)

S/o r/o
(Full Address) is granted the licence by the Controlling Officer for the
State district(s) of/State of (Strike off the inapplicable words) with officer 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
(Refer rule 8)

Date of Renewal :

- 1.
- 2.
- 3.
- 4.
- 5.

Date of expiry

Signature

Name of Renewing Authority

Designation

Official Address

FORM VII

(Please see rule 13)

FORM FOR APPEAL

An Appeal under section 14 of the Act :

Appellant

S/o r/o.....

Versus

Controlling Authority/.....

Theabove named 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 for the following
grounds of objection to the order appeal from namely

1.
2.
3.
4.

Enclosed list of documents :

.....

Signature

Name and Designation of the Applicant

Date :

Place :

FORM VIII

(Please see rule 14)

REGISTER OF PARTICULARS

(Part-I Management details)

Sl. No.	Name of person (s)	Parent's/ Father's name	Present address & Phone No.	Permanent Address	Nationality	Date of joining/ leaving the Agency

(Part-II Private Security Guards and Supervisor)

Sl. No.	Name of Guard/ Supervisor	Father's name	Present address & Phone No.	Date of joining/ leaving the Agency	Permanent Address	Photograph	Badge No.	Salary with due
1.								
2.								

(Part-III Customers)

Sl. No.	Name of the Customer & Phone No.	Address of the place where Security is provided	Numer and ranks of Security Guards provided	Date of commencement of services	Date of discontinuation of services

(Part-IV Duty Roster)

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

(36)

FORM IX

(Please see rule 15)

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 card holder

Signature of the Issuing Authority

Official Seal

By Order,

SUBHASH KUMAR,
Principal Secretary.

टिप्पणी—राजपत्र, दिनांक 04-07-2009, भाग--1 में प्रकाशित।

[प्रतिलिपि सूचनार्थ प्रेषित—]

पीएस0यू0 (आर0ई0) 10 गृह/373-07-7-2009-1,000 (कम्प्यूटर/रीजियो)।