

GOVERNMENT OF PUNJAB
DEPARTMENT OF HOME AFFAIRS AND JUSTICE
(HOME VI BRANCH)

NOTIFICATION

The December, 2007

No.2/12/2007-2H(6)/ -In exercise of the powers conferred by sub-section (1) of section 25 of the Private Security Agencies (Regulation) Act,2005 (Central Act No. 29 of 2005), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, to carry out the purpose of the said Act, namely :-

1. **Short title and Commencement :-** (1) These rules may be called the "Punjab Private Security Agencies Rules, 2007.

(2) They shall come into force on and with effect 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;

(c) "Form" means, a Form appended to these rules; and

(2) The Words and expressions used in these rules but not defined, shall have the same meaning as signed to them in the Act.

3. **Verification of the antecedents of the applicants :-** (1) Every applicant, while making an application to the Controlling Authority for the issue of a fresh licence or renewal, shall enclose information in 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 information in Form 1 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 inquiry, as it considers necessary, to verify the contents of the application and the particulars of the applicant.

Section 25

Section 2

Section 3

(3) The Controlling Authority shall obtain a No Objection Certificate from the Senior Superintendent of Police of the concerned district, where the agency intends to commence its activities. For this purpose, it shall send to him a copy of the application for licence and its attachments for verification and report.

(4) The Senior Superintendent of Police of the concerned district, 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 namely:-

- (i) Whether the applicant earlier operated any Private Security Agency, either individually or in partnership in the others and if so, the details thereof; and
- (ii) Whether the applicant possesses any special qualification or skill, for operations of a Private Security Agency.

4. Verification of character and antecedents of the private security guard and supervisor:- (1) Before any person is employed or engage by it as a security guard or supervisor, the Agency shall satisfy itself about the character an antecedents of such person in any one or more of the following modes:-

- (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;

Provided that the character and antecedents certificate is genuine and valid and the Agency does not have any adverse report regarding the person's character and antecedents from any other source; and

- (c) by relying upon the report received from the Senior Superintendent of police or an officer of the equivalent or higher rank.

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

(3) The Agency shall cause an inquiry into the corrections of the particulars so furnished either by itself or by sending the Form to the respective Senior Superintendent of Police of the concerned district/s.

(4) The form and the manner in which the fee is to be deposited for the service of character and antecedents verification by police, shall be specified by the State Government from time to time.

(5) The police shall verify and ascertain identity and character and antecedents of the person from at least two respectable residents of the locality where the person claims to have resided or be residing. They shall also consult the records of the concerned police station and of the District Police Headquarter, before preparing the character and antecedents verification report. This report shall contain the comments of the police on each and every claim of the person contained in character and antecedent Form and also a general report about his activities including means of livelihood during the period of verification. The police shall specifically state, if a criminal case was registered against the person at any point of time or if he had ever been convicted of a criminal offence punishable with imprisonment.

(6) The police shall specifically comment, if the engaging or employing the person under verification by the Private Security Agency shall pose a threat to State/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 person shall be treated as confidential. It shall be addressed in named cover

to a designated officer of the Security Agency requesting for character and antecedents.

(9) Character and antecedents verification report once issued shall 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 shall not be taken back by such Agency even if the person ceases to be an employee of that Agency.

5. Security Training :- (1) The Controlling Authority shall frame the detailed training syllabus required for training the security guards. This training shall be for a minimum period of sixty days. The ex-servicemen and former police personnel shall however, be required to attend a condensed course only, spread over at least fifteen days.

- (2) The training shall 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 Arabic numerals as normally encountered in the identification documents, arms licence, 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 the Indian Penal Code,1860, right to private defence, procedure for lodging first information report in the Police Station, Arms Act (only operative sections), Explosives Act (operative sections);
- (n) badges of rank in police and military forces;
- (o) identification of different types of arms in use in public and Police;
- (p) use of Security equipments and devices (for example; security alarms and screening equipments); and
- (q) leadership and management (for supervisors only).

(3) The security guard shall have to successfully undergo the training specified by the competent Authority. On completion of the training each successful trainee shall be awarded a certificate in Form- IV by the training institute or organization.

(4) The training agency or the training facility run by the security agency for the purpose of the Act, shall be such as authorized by the Controlling Authority in accordance with the parameters specified by it from time to time.

(5) The Competent Authority shall inspect the functioning of training facility from time to time either by itself or through its own officers. Normally such inspection shall be conducted at least two times every year.

(6) All the Agencies, shall submit a list of successful trainees to the Controlling Authority in the manner specified 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 fulfill the standards of physical fitness as specified below :-

- (i) (a) Height - Men - 5'.6"
- Women - 5'.2"

(b) Weight – According to standard table of height and weight.

(c) Chest–Men -31” with an expansion of 32.1/2”
Women - No minimum requirement.

- (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 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 specified in these rules for the entry level.

7. Provisions 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 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 licence:-(1) Every application by an Agency for the grant of a licence 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 demand draft or banker's cheque showing the payment of fees as specified under sub-section (3) of Section 7 of the Act, payable to the Controlling Authority.

(3) Every application referred to in sub-rule (1), shall be delivered to the Controlling Authority either personally 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 specified by the Controlling Authority within the time frame fixed by it.

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

Sub-Section
(1) of
Section 7

Sub-Section
(4) of
Section 7

Section 11

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 requirements of physical standards for the private security guards and their training as specified in these rules as the condition on which the licence is granted.

(6) Save as provided in these rules, the fee 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 fee chargeable for renewal of the licence shall be the same as for the grant thereof.

12. 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 within 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 rule 5 of these rules;
- (iii) the applicant continues to adhere to the conditions of the licence;
- (iv) the police have no objection to the renewal of the licence;

Sub-Section
(1) of
Section 8

Sub-Section
(1) of
Section 8

(2) The Form for application of renewal of licence shall be the same as for the application for original licence.

Sub-Section
(2) of
Section 14

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 appellate officer in person or sent to him by registered post.

Sub-Section
(1) of Section
15

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.

Sub-Section
(2) of
Section 17

(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 shall 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 shall be immediately brought to the notice of the Agency concerned.

Section 25

(16) Other Conditions :- (1) Every Agency shall issue and make it obligatory for its security guard to put on;

- (a) a uniform as approved by the Controlling Authority;
- (b) 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;
- (e) shoes with eyelet and laces; and
- (f) 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 as do not hamper his efficient performance. In particular they shall neither be too tight nor too loose as to obstruct movement or bending of limbs.

(3) Every private security guard shall carry a notebook 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 these rules on the outer most garment above waist level on his person in a conspicuous manner.

Form I
(See rule 3)

Form for verification of Antecedents of Applicant.

Thumb impression of the Applicant _____

Signature of the Applicant _____

Passport Size recent photograph attested by Gazetted Officer

For official use only		
Form Number	Name of the police station to which 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 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 & 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./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

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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) Reasons 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 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.

(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 and 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 Private Security Guard and Supervisor.

Thumb impression* of the Applicant _____

Passport Size recent photograph attested by Gazetted Officer

Signature of the Applicant _____

For official use only		
Form Number	Name of the police station to which 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 employment/engagement in the Private Agency.

1. Name of the 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 YY

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 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 employer:

(c) Reasons 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 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)

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

FOR OFFICE USE ONLY

File No. :

Date of issue of C and A Report

(Signature of Police Station in charge)

Name of Police Station _____

Name of Police District _____

* N.B. Cancel entries not applicable.

**Form –III
(See rule 4)**

CHARACTER AND ANTECEDENT CERTIFICATE

This is to certify that Mr./Ms. _____

Son/Daughter/wife 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 Qualifications:

Profession:

Present Address:

Permanent Address:

Issuing Authority

Signature

Name

Designation

Date of Issue

Address/Tel. No.

**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/wife of Shri

resident of _____

has completed the prescribed training for the engagement or employment as a

Private Security Guard from _____ till

His/Her 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 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 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 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 the applicant
Address of the applicant
Telephone number of the applicant
Date of application

Enclosure :

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

**Form VI
(See rule 9)**

Government of Punjab

LICENCE TO ENGAGE IN THE BUSINESS OF PRIVATE SECURITY AGENCY

Serial No. _____

Date _____

Shri/Ms. _____ (name of the Applicant),

son/daughter/wife of _____

R/o _____

_____ (Full Address)

_____ is granted the licence _____

_____ to run the business of Private Security Agency in the

State of Punjab with office at _____ (address

of the office).

Place of Issue _____

Date of Issue _____

This licence is valid up to _____

Signature

Name of Controlling Authority

Designation

Official Address

**RENEWAL
(See rule 11)**

Date of Renewal

Date of expiry

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

Signature

Name of Controlling Authority

Designation

Official Address

**Form VII
(See rule 13)**

Form for Appeal

An Appeal under section 14 of the Act

Appellant

S/o, D/O, W/O

_____ r/o _____

Versus

Controlling Authority, State of Punjab, Chandigarh

The _____ above named appeal is made to the Principal Secretary to Government of Punjab, from the order dated _____ of Controlling Authority SSH and against refusal of licence to run Private Security Agency in the State of Punjab, Chandigarh and sets forth the following grounds of objections to the order: -

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

Enclosed list of documents

Signature

Name and Designation of the Appellant

Date:
Place:

Form VIII

(See rule 14)

Register of Particulars

(Part –I Management details)

Sr. No	Name of person (s) managin g	Parents' Father's Name	Present address and Phone No.	Permanent address	Nationality	Date of joining/ leaving the agency
1.						

(Part II Private Security Guards and Supervisor)

Sr. No	Name of Supervisor	Father's name	Present address and Phone No.	Date of Joinin- g/ leaving the agency	Perman- ent address	Photograph	Badg- e No.	Salar y with date
1								
2								

(Part III Customers)

Sr. No	Name of the Customer & Phone No.	Address of the place where security is provided	Number and ranks of Private Security Guards provided.	Date of commencement of services	Date of discontinuation of the service
1.					

(Part IV Duty Roster)

Sr No	Name of the Private Security Guard /Supervisor	Address of the place of duty	Whether provided any arms / ammunition	Date and time of commencement of duty	Date and time of ending of duty
1					

**Form - IX
(See rule 15)**

Photo- Identity card for Private Security Guard/Supervisor

(Name of the Private Security Agency)

**Photograph
of the holder
duly attested
by the
issuing
authority**

Name: _____

Official Designation : _____

Identification No : _____

Date of Issue : _____

Valid upto : _____

Signature of the cardholder : _____

Signature of the issuing authority

Official Seal

**Dr. B.C. GUPTA,
Principal Secretary to Government of Punjab,
Department of Home Affairs and Justice.**