

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Police- Private Security Agency (Regulation) Act 2005 - Andhra Pradesh
Private Security Agency (Regulation) Rules 2008 - Notification - Orders -
Issued.

HOME (LEGAL-II) DEPARTMENT

G.O.Ms.No. 31

Dated: 19-01-2009

Read the following:-

1. From the Government of India Ministry of Home Affairs
Lr.No.VI24021/17/2005-PM-I, dated 27.4.2006.
2. Govt.Memo.No.16677/Leg.II/A1/05-7,dated 13-07-2006.
3. From the Director General of Police, Andhra Pradesh, Hyderabad
Lr.Rc.No.32.A1/2004, dated 04-05-2006.

ORDER:

In the reference 1st read above, the Joint Secretary to Government of India, Ministry of Home Affairs, New Delhi has informed that the Private Security Agencies (Regulation) Act, 2005 has been brought into effect from 15th March, 2006. The Private Security Agencies Central Model Rules, 2006 have also since been framed under the provisions of the Act and have been notified. While enclosing copies of the said rules, he has requested that the Model Rules framed in terms of section 24 of the Act, may be adopted by the States under section 25.

2. In the reference 3rd read above, the Director General of Police, Andhra Pradesh, Hyderabad has furnished the draft rules of Andhra Pradesh Private Security Agency (Regulation) Rules, 2008, and requested the Government to issue early orders in the matter.

3. After careful examination of the matter, the Government have decided to frame the Andhra Pradesh Private Security Agency (Regulation) Rules, 2008.

4. Accordingly, the following notification will be published in the extraordinary issue of the Andhra Pradesh Gazette, dated 22-01-2009.

NOTIFICATION

In exercise of the powers conferred under sub-section(1) of section 25 of the Private Security Agencies Act, 2005 (Central Act 29 of 2005) and all other powers hereunto enabling the Governor of Andhra Pradesh hereby make the following model rules.

1. Short Title:-

These Rules may be called Andhra Pradesh Private Security Agencies (Regulation) Rules, 2008.

2. Definitions:-

In these rules, unless the context otherwise requires

(Contd...)

- a) "Act means the Private Security Agencies (Regulation) Act, 2005 (Central Act No..29 of 2005).
- b) "Agency" means the Private Security Agency.
- c) "Annexure" means the annexures appended in appendix-II to these rules.
- d) "Form" means a form appended in appendix-I to these Rules.
- e) "The Controlling Authority" means the Controlling Authority as notified and appointed by the Government under Sub-Section (1) of section 3 of the Act.
- f) The 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 antecedents of the applicants for the issue of a Licence:**

- 1) Every applicant while making an application to the Controlling Authority for the issue of a Licence shall enclose the Form 1 alongwith form III (to be issued by the village secretary and attested by Tahasildar) for verification of his antecedents and (Form V) for grant of fresh Licence or (Form V (a)) for renewal thereof. In case of a company, the applicant shall also attach completed Form I and form III (to be issued by the village secretary and attested by Tahasildar) for every proprietor, Majority shareholder, partner and director of the company as if they were also the applicants.
 - 2) On receipt of such application, the Controlling Authority may make such inquiries, as it considers necessary to verify the contents of the application and the particulars of the applicant.
- 3) (a) The Controlling Authority shall obtain a no objection certificate from the District Superintendent of Police of the District concerned, where the Private Security Agency intends to commence its activities. For this purpose it will send to him a copy of the application for Licence and its attachments for verification and report.
- (b) The District Superintendent of Police in addition to causing the verification of antecedents of every individual name the antecedent form is filled up, shall also furnish the following information:
- (i) Whether the applicant or the Company earlier operated any Private Security Agency either individually or in partnership of others and if so the details thereof and ;
 - (ii) Whether the applicant possesses any special qualification or skill, which may facilitate his operations of Private Security Agency.

(Contd...)

4. Verification of character and antecedents of Security Guards and Supervisors:-

- (1) Before a person is employed or engaged as a security guard/ Supervisor by a private security agency, the agency shall satisfy itself about the character and antecedents of the person in the following manner, (a) by verifying the character and antecedent of the persons by itself (b) by relying on the character and antecedent report received from the police authorities, signed under the authority of the District Superintendent of Police or an officer of the equivalent or higher rank.
- (2) The person desirous of getting employed or engaged by the Agency shall fill up **Form II along with Form III (to be issued by the village secretary and attested by Tahasildar)**. In case the person has stayed in more than one District during the last five years, the number of forms will be as many as Districts. After filling up, the person will hand over the form to the agency.
- (3) The Security agency shall cause an enquiry into the correctness of the particulars filled in, by sending the form to the respective District Superintendent of Police.
- (4) **A requisite fee of Rs. 100/-(Rupees One hundred) to be paid through challan in a treasury under the head of A/c 2055 - Police - MH: 800 - other Expenditure - SH: (77) user charges, as user charges. It shall be enclosed with a self addressed envelope while sending the forms. The fee in respect of applicants residing in other states will be Rs. 300/-.**
- (5) (a) the Police will establish identity of the individual and verify the character and antecedents of the person by making a visit to the locality where the person claims to have resided or residing and ascertain his identity and reputation from the respectable residents of the locality. They will also consult the Police Station record of the concerned Police Station and other records at the district Police headquarter before preparing the Character & Antecedents' verification report. This report will contain the comments of the Police on every claim of the person in Character & Antecedents Form and also a general report about his activities including means of livelihood in the period of verification. The police will specifically state if there is a criminal case registered against the person at any point of time or if he has ever been convicted/arrested of criminal offence punishable with imprisonment.

(b) The police will specifically comment if the engaging or employing the person under verification by the private security agency will pose a threat to National Security.

(Contd...)

- (c) The police authorities shall ensure that Character & Antecedents' Verification report is issued within 90 days of the receipt of the Character & Antecedents' Form, for verification from outside the State, it should be sent within 120 days with all the details necessary for verification.
- (d) The report of the police regarding Character & Antecedents of a person will be graded as confidential. It will be addressed in named cover to a designated officer of the security agency requesting for Character & Antecedents. This report cannot be used for any other purpose.
- (6) Character & Antecedents verification report once issued will remain valid for two years.

5. Security Training:-

- (1) The controlling authority shall frame the detailed training syllabus required for training the security guards/Supervisors. (Training Syllabus for Security guards, Supervisors and Licencees in Annexures I, II and III). This training shall be for a minimum period of 120 hours of classroom instruction and 90 hours of field training, spread over to 30 working days for security guards (Annexure I), 18 working days for Ex-Servicemen and Ex-Policemen (Annexure I (a)), 15 working days for Supervisors (Annexure II) and 6 working days for licencees (Annexure III).
- (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/apartment, personnel security, household security,
 - (d) Fire fighting,
 - (e) Crowd control,
 - (f) Examining identification papers including identity cards, passports and smart cards,
 - (g) The candidate should be able to read and understand English alphabets and Arabic numerals as normally encountered in the identification of 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 IPC, Right to private defence, procedure for lodging an FIR in the Police Station, Arms Act (only operative sections), Explosives Act (operative sections),

(Contd...)

- (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),
 - (q) Leadership and Management (for supervisors only).
- (3) In addition to the subjects mentioned above, training for Security Guards and Supervisors will also include the following topics:- (i) Present Security Scenario (ii) Govt. Security Agencies (iii) Interface with Police, Public and other Departments (iv) Maintenance of various records (v) Relevant Labour Laws (vi) Introduction of "Private Security Agencies' (Regulation) Act, 2005 and Rules and (vii) Field visits.
- (4) The security guard will have to successfully undergo the training prescribed by the competent authority. On completion of the training each successful trainee will be awarded a certificate in Form IV by the training organization.
- (5) The competent authority will inspect the functioning of training facility from time to time either by itself or through its own officers. Training facility will include:-
- a) Adequate space to train at least 25 security guards at one time
 - b) Suitable ground and class rooms. (c) Security equipment and training aids d) Qualified instructors for out door and in door training.
- (6) All the training agencies shall submit a list of successful trainees to the controlling authority in the format prescribed in form X.

6) Educational Qualifications and Physical Standards for Security Guards and Supervisors.

- (1) No Candidate seeking employment in a Private Security Agency as Security Guard shall be eligible unless he passed 8th class and for supervisors, it shall be intermediate or SSC with two years of experience as security guard and should have working knowledge of Telugu, Hindi and English.
- (2) The private security guards engaged or employed by the private security agencies shall fulfill the requirement of physical standards as below:-
 - a) Height, 160 cms (female 150cms), 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 measurements), eye sight - far-sight vision 6/6, near vision 0.6/0.6 with or without correction, free from color blindness, free from knock knee and flat foot, should be able to identify and distinguish color display in security equipments and read and understand display in English alphabets and Arabic numerals.

(Contd...)

- b) Should be able to run 1 km in 5 minutes. **Ex Army, Ex Police Personal should be able to complete 1 km run in 6 minutes.**
- c) Hearing: **Should be free from hearing defects;** Should be able to hear and respond to the spoken voice and the alarms generated by security equipments.
- d) 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.
- e) The candidate should not suffer from any physical handicap or deformity which hamper in good performance of duties as security guard.
- f) The candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.
- g) Agency shall ensure that every private security guard and supervisor working for it undergoes a medical examination after every 12 months from his last such examination so as to ensure his continued maintenance of physical standards as prescribed for the entry level.

7. Provision for supervisors:-

- (1) There shall be one supervisor to supervise the work of not more than 10 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 supervisors, so that at least for every six private security guards there is one supervisor available for assistance, advice and supervision.

8. Grant and renewal of Licence:

(a) :- Grant of Licence and Conditions

- 1) The application for grant of a licence to a private security agency shall be made to the controlling authority in the format prescribed in Form V
- 2) The application shall be accompanied with the prescribed fee in shape of crossed bank draft/demand draft or banker's Cheque payable to the controlling authority of the state concerned where the application is being made. The fee for grant of licence is same as in sub-section (3) of Section 7 of the Act.

(3) Condition for grant of licence:-

- i) The Licencee shall successfully undergo 6 days training relating to the private security services as prescribed by the Controlling Authority at Andhra Pradesh Police Academy, Hyderabad (Annexure-III) within the time frame fixed by it.
- ii) The Licencee shall intimate the name, parentage, date of birth, permanent address, address for correspondence and the principle profession of each person forming the Agency within fifteen days of receipt of the Licence to the Controlling Authority.

(Contd...)

- iii) Licencee 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.
 - iv) The Licencee 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 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.
 - v) Every Licencee 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.
 - vi) Save as provided in these rules, the fees paid for the grant of Licence shall be non-refundable
 - vii) The Licencee shall not pay less than the minimum wages to the guards/ supervisors as envisaged in the Minimum wages Act and shall abide by all other relevant provision of the various labour laws with regard to P.F, GLL, gratuity etc., for which the guards/ supervisors are entitled. Failure to fulfil such statutory obligation, would entail cancellation of Licencee after due enquiry.
- (4) The controlling authority shall grant a Licence to the security agency in the format annexed as Form VI after completing all the formalities and satisfying itself. The Controlling Authority may refuse granting of above licence in case any of the prescribed conditions are not satisfied and shall inform the concerned in writing.

(b) :- Renewal of Licence and conditions

- (1) Every Agency shall apply in **Form v(a)** to the Controlling Authority for renewal of the Licence.
- (2) The fees chargeable for the renewal of the Licence shall be 50% of the fee paid for the grant of Licence. However fee for grant of Licence and renewal of Licence can be revised by the Government from time to time.
- (3) The form for application of renewal of Licence will be renewed subject to the following conditions:-
- (4) Conditions for renewal of licence : - The Licence will be renewed subject to the following conditions:
 - (i) The applicant continues to maintain his principle place of business in the jurisdiction of the controlling authority

(Contd...)

- (ii) The applicant continues to ensure the availability of the training for its private security guards and supervisors required under sub section (2) of section 9 of the Act.
 - (iii) The applicant continues to adhere to conditions of the Licence.
 - (iv) The police have no objection to the renewal of the Licence to the applicant.
 - (v) The applicant's failure to fulfill the statutory obligation of payment of eligible wages etc. to the security guards/supervisors will entail cancellation of licence.
- (5) The controlling authority shall renew a Licence to the security agency in the same format as for grant of licence (Form VI)

9. Form for Appeal and Procedures:-

- (1) Every appeal under section 14 of the Act shall be made in the form prescribed in **Form VII**
- (2) Every appeal is to be filed within the prescribed time limit after paying challan for Rs. 2,500/- under the Head of A/c 0055 Police MH 103 Fees, Fines & Forfeiture, SH (01) Fees, Fines and Forfeiture.

10. Registers to be maintained by the agency:

The registers required to be maintained under the Act by the Private Security Agency shall be in the form at **Form VIII consisting of 5 parts i.e., Part I-Management Details, Part-II-Private Security Guards and Supervisors, Part III-Customers, Part IV-Duty Roaster and Part V-Service Particulars of Security Guards and Supervisors.**

11. The photo Identity Card:

- (1) Every photo identity card issued under sub section (2) of section 17 will be in the form prescribed in **Form IX.**
- (2) The photo identity card will convey a full face image in color, full name of the private security guard, name of the private security agency and the identification number of the individual to whom the photo identity card is issued. **The Photo-Identity Card shall have Hologram, Finger Prints and Blood Group of the Security Guard/Supervisor.**
- (3) The photo-identity card will 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 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.
- (5) Any loss or theft of Photo-Identity Card will be immediately brought to the notice of the Agency that issued it.

(Contd...)

12. Other conditions :

- (1) Notwithstanding whether the private security 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 private security agency,
 - (b) A shoulder or chest badge to indicate his position in the organization,
 - (c) A whistle attached to the whistle cord and to be kept in the left pocket,
 - (d) A headgear which may also carry the distinguish mark of the private security 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. **The uniform worn by security guard/supervisor should not be similar to that of police and defence forces.**
- (3) Every private security guard will carry a notebook and a writing instrument with him.
- (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) Offences mentioned in sections 20, 21 and 22 of the Act shall be cognizable.
- (6) The Controlling Authority, while initiating action for cancellation/suspension of licence under section 13 of the Act., may inform police for initiating criminal action, if deemed fit.
- (7) (i) The Private Security Agency should furnish the information regarding occurrence of any Criminal Acts in its knowledge to Controlling Authority immediately under intimation to Superintendent of Police /Commissioner of Police.

(ii) Suppression of facts regarding knowledge/being witness to a cognizable offence by Security Guards, Supervisors and the private security agency will be ground for initiating criminal action apart from cancellation of licence.

13. Controlling Authority Data Sharing:

The controlling authority at the State level will share the data with all the concerned district Superintendents of Police /Commissioners of Police.. regarding private security agencies in the State. As and when a licence is granted/renewed or refused to an agency, same will be intimated to the concerned district Superintendent of Police /Commissioner of Police.

(Contd...)

14. Punishment for contravention of certain rules:

- (1) Any Private Security Agency or the Licence holder who contravenes the provisions of Rule 4 shall be punishable with fine which may extend to **ten** thousand rupees in each instance apart from cancellation of licence.
- (2) Any private security agency or the Licence holder who contravenes the provisions of rules 5, 6, 7, 10, 11 and 12(1) shall be punishable with fine which may extend to five thousand rupees in each instance apart from cancellation of licence.
- (3) Any private security Guard or Supervisor who contravenes the provisions of rule 12 (2) or rule 12 (4) shall be punishable with fine which may extend to one thousand rupees in each case.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**AJOYENDRA PYAL
PRINCIPAL SECRETARY TO GOVERNMENT**

To
The Director General of Police, Andhra Pradesh, Hyderabad.
Under Secretary to the Govt., of India, Ministry of Home Affairs, New Delhi.
The Commissioner of Printing, Stationery and Stores Purchase, A.P, Hyd with
a request to publish the notification in the extraordinary issue of Andhra
Pradesh Gazette and send 200 copies to the Government for use and record.
The Director, Andhra Pradesh Police Academy, Hyderabad.

Copy to:

The Law Department.
P.S., to the Principal Secretary to Government, Home Department.
SF/SC.

// FORWARDED :: BY ORDER //

SECTION OFFICER

APPENDIX-I

Form 1

(see rule 3)

Form for verification of Antecedents of Applicant

Affix Recent Passport size Photograph with Attestation

Thumb Impression* of the Applicant-----

Signature of the Applicant -----

<i>For Official Use Only</i>		
Form Number	Name of the police station sent for police verification	Date

Fee Amount Rs-----Cash/D.D,-----Name of Bank-----

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

Please read the instructions carefully before 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 License)**

1. Name of applicant (Initials not allowed)

Last name ----- First name-----

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

.....

3. Sex (male/female). ----- 4. Date of Birth:-----

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

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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.-----

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Email ID.....

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 the 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. Forms may be photocopied, but photograph and signature in original are required on each form.

From-----To----- From-----To-----

-

13. In this case of stay abroad particulars of all place where you have resided for more than one year after attaining the age of twenty-one years.

14. Other details :-

- (a) Educational Qualifications:
- (b) Details of the occupation during the last 5 years.
- (c) Previous position held along with name and address of employer:-
- (d) Reason for leaving last employment.
- (e) Visible Distinguishing Mark

15. Did you earlier operated any Private Security Agency or were its partner, majority share holder 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. (a) Are any criminal proceedings pending against you before a court in
India? If
So, give name of court, case number and offence

(b) Have you been arrested by police/ any other Law enforcement
agency any
time? If so, Provide details of such arrests.

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

19. Detailed addresses of two respectable persons of the area where the
applicant resided in the last 5 years.

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)

Date.

Place.....

21. 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)

Name of the Police station.....

Name of the 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.**

Affix Recent Passport size Photograph with Attestation
--

Thumb Impression* of the Applicant-----

Signature of the Applicant -----

<i>For Official Use Only</i>			
Form Number	Name of the police station sent for police verification		Date

Fee Amount Rs-----Cash/D.D.-----Name of Bank-----

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

Please read the instructions carefully before 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 nameFirst 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.-----

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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 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 this case of stay abroad particulars of all places where you have resided for more than one year after attaining the age of twenty-one years.

14. Other details :-

(a) Educational Qualifications:

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

(c) Reason for leaving last employment-----

(d) Visible Distinguishing Mark.....

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

15. Are you working in Central Government/State Govt/PSU/Statutory Bodies

Yes/No

16. Are you citizen a citizen of India by: Birth/Descent/Registration/Name 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 & Sentenced to imprisonment? If so, give name of the court, case number and office. (Attach copy of Judgment)

18. Are any criminal proceedings pending against you before a court in India? If so, give name of court, cased 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)

Date.

Place.....

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

Name-----

Address-----

Mobile / Tel. No.-----

22. Enclosures:

(Signature/T.I * of applicant)

FOR OFFICE USE ONLY

File No.....

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

(Signature of the Police station in charge)

Name of the police station.....

Name of the Police District.....

* N.B. Cancel whatever is not applicable

Form - III

(see rules 3 & 4)

CHARACTER AND ANTECEDENT CERTIFICATE

This is to certify that Mr/Ms.....Son/Daughter ofWhose particulars are given below has good moral character and reputation and that the applicant has been staying at the following address continuously for the last one year.

Date of Birth

Place of Birth

Educational Qualification:

Profession:

Present Address:

Permanent / Address

Issuing Authority

Signature

Name

Designation

Address/ Tel. No.

Date of Issue

**Form IV
(See rule 5(4))**

Training Certificate

Affix Recent
Passport size
Photograph with
Attestation

Serial Number

Name of the Training Agency
Address of the Training Agency
Licence No

Certified thatSon/Daughter of
resident ofhas completed the prescribed training in the
authorised training facility
Name.....Address.....situated at
.....for the engagement or employment as a Private
Security Guard from.....Till.....

His Signature is attested below.

Signature of the Certificate Holder

Signature of issuing Authority
Designation

Place of issue

Date of issue

Form V

(See rule 3, 8 (a))

**APPLICATION FOR NEW LICENCE TO ENGAGE IN THE BUSINESS
OF PRIVATE SECURITY AGENCY**

To

The Controlling Authority

Affix Recent
Passport size
Photograph with
Attestation

Finger Prints

The undersigned hereby applies for obtaining a Licence to run the business of operating services in the areas 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. (a) Name of the Private Security Agency:
(b) Details of Registration of Agency in India:
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
 - (b) Hand Held Metal Detector(HHMD)
 - (c) Mine detector
 - (d) Other Detectors
 - i. Wireless Telephones
 - ii. Alarm Devices
 - iii. Armored Vehicles
 - iv. Arms
11. The Particulars of the uniform including color in case the applicant intends to use any uniform for the private Security Guards and Supervisors of the Agency:
12. Does the applicant intends to operate in more than one districts ? if so the _____ name _____ of _____ the _____ Districts
1_____ 2_____ 3_____ 4_____ 5_____
13. Does the applicant intend to operate in the entire state?
14. Does the applicant possesses the training facility in its own or will get in on outsourcing basis? The name and address of training facility should be furnished.

Signature
 Name of the applicant
 Address of the application
 Telephone number of the applicant
 Email ID 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 V (a)
(See rule 3, 8 (b))
APPLICATION FOR RENEWL OF LICENCE TO ENGAGE IN THE
BUSINESS OF PRIVATE SECURITY AGENCY

To

The Controlling Authority

Affix Recent
Passport size
Photograph with
Attestation

Finger Prints

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. (a) Name of the Private Security Agency:
(b) Details of Registration of Agency in India:
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

b. Hand Held Metal Detector(HHMD)

c. Mine detector

d. Other Detectors

i. Wireless Telephones

ii. Alarm Devices

iii. Armored Vehicles

iv. Arms

11. The Particulars of the uniform including color in case the applicant intends to use any uniform for the private Security Guards and Supervisors of the Agency:

12. Does the applicant intends to operate in more than one districts ? if so the _____ name _____ of _____ the _____ Districts
1_____ 2_____ 3_____ 4_____ 5_____

13. Does the applicant intend to operate in the entire state?

14. Does the applicant possesses the training facility in its own or will get in on outsourcing basis? The name and address of training facility should be furnished.

15. Details of previous Licence

(i) Licence No.

(ii) Date of Issue

(iii)Date of expiry

16. Details of cancellation and suspension of Licence by Controlling Authority under section 13 of the Act.

Signature

Name of the applicant

Address of the application

Telephone number of the applicant

Email ID of the Applicant

Date of application

Enclosure:

1. Copy of current Income tax Clearance Certificate

2. Affidavit as prescribed in Section 7 sub-section (2) of the Act

3. Other enclosures.

Form VI

(See rule 8 (a) and (b))

GOVERNMENT OF _____

Licence to engage in the business of Private Security Agency

Serial NO.-----

Date -----

Shri -----(Name of the Applicant)

S/o-----r/o-----

----- (Full Address)-----

-----is Granted /Renewed the Licence by the Controlling Officer for the State of -----to run the business of Private Security Agency in the district(s) of /State of (Strike of the Inapplicable words)-----

-----with office at -----(Address of the office)

Place of Issue_____

Date of Issue_____

This Licence is valid up to_____

Signature
Name of the granting Authority
Designation
Official Address

RENEWAL
(see rule 8(a) & (b))

Date of Renewal

Date of expiry

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

Signature
Name of the granting Authority
Designation
Official Address

Form VII

(See rule 9)

Form for Appeal

An Appeal under section 14 of the Act

Appellant _____

S/o _____ r/o _____

Versus

Controlling aughority/ _____

The _____ above 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 against refusal of Licence to run Private Security Agency _____ and sets forth the following grounds of objection to the order appeal from namely _____.

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

Enclosed list of documents

Signature
Name and Designation of the Appellant.

Date
Place.

Form VIII

(See rule 10)

Register of Particulars

(Part -I Management details)

S.No.	Name of person(s) Managing the Agency	Parents's Father name	Present address & Phone No	Permanent Address	Nationality	Date of Joining/leaving the Agency	Photo graph
1.							

(Part II Private Security Guards and supervisor)

Sl.No	Name of the Guard/Supervisor	Father's Name	Present address & Phone No	Date of Joining/leaving the Agency	Permanent Address	Photo- Graph	Badge No.	Salary with Date	Finger Prints

(Part III Customers)

Sl.No.	Name of the Customer & Phone No	Address of the place where security is provided	Number 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 Arms/ammunition	Date and time of Commencement of duty	Date and time of ending or duty

Part V (SERVICE PARTICULARS)

Service particulars for Security Guard and Supervisor

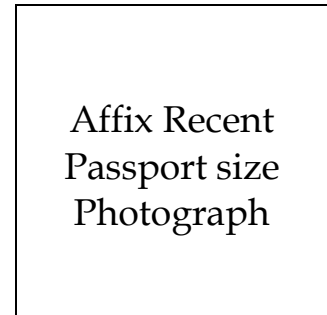
1. Name :
2. Post :
3. Date of Birth :
4. Date of Appointment :
5. Educational Qualification :
6. Native District and State :
7. Rewards :
8. Punishments :
9. Previous Experience :
(if, any)

Form IX

(See Rule 11)

**Photo-Identity Card for Private
Security Guard/Supervisor**

(Name of the Private Security Agency)



Serial No:-

Name -----.

Official Designation-----

Identification no.-----

Blood Group:-----

Telephone No. & Mobile No.-----

Date of issue-----

Valid up to-----

Signature of the cardholder-----

**Signature of
Issuing authority**

Official Seal

On the Back Side of the Photo ID Card

“Name and Address and Telephone No. of the person to be contacted in case of Emergency.

Form X

(see Rule 5)

Form for List of Successful Trainees

Name of the Training Institute:-

Sl.No	Name of the Trainee	Address of the Trainee	Kind of Training undergone	Duration of Training with dates	Remarks
1					
2					

Official Seal

**Signature
Issuing Authority.**

APPENDIX -II
TRAINING SYLLABUS

ANNEXURE -I

DETAILED TRAINING SYLLABUS FOR TRAINING OF SECURITY GUARDS
(See Rule 5)

Class Room Work	:	120 hrs.
Field Training	:	90 hrs.
Duration	:	30 working days.

Daily Schedule:-

6.00 A.M. TO 7.30 A.M.	:	Physical Training: Squad drill and short baton drill (2 periods)
9.00 A.M. TO 1.00 P.M.	:	Class Room: Theory Classes (4 Periods daily)
4.00 P.M. TO 5.30 A.M.	:	Field Training and Games (2 Periods)

Theory classes to cover topics:-

1. Present security scenario - different types of threat (VIP/Institution/Internal Security)
2. Government Security Agencies.
3. Role of Private Security Agencies.
4. Duties of private security guards including
 - I. Post duties.
 - II. Access Control measures
 - III. Anti Sabotage checks
 - IV. Patrolling.
 - V. Checking of various documents
 - VI. Intelligence collection
 - VII. Crowd Control.
 - VIII. Fire Fighting
5. Security related equipment usage
6. Communication, equipments.
7. Explosives and IEDs - Identification and follow-up drill.
8. Standard Operation procedures to be followed.
 - I. In time of any crises
 - II. Whenever suspicious objects are found.
9. Interface with public/police/other departs. Etc., procedure for lodging FIR.
10. Police/Army organization - Functional hierarchy.
11. police and Army Badges
12. Maintenance of records by private Security Agencies.
13. Basic provisions of Law- Right of Private Defence, Arrest by Private Person, Arms Act, Explosives Act etc.
14. The Private Security Agencies (Regulation) Act 2005 and rules. Rule-5 (2) (c), (e), (f) & (m) of AP Private Security Agencies (Regulation) Rules, 2008.
15. Relevant Labour Laws for Security Guards and Supervisors.
16. Language Knowledge:- English, Telugu & Hindi.
17. Dos and Don'ts (Conduct rules)

Physical Training:

1. Physical fitness drills: PT, squad drill and short baton drill
2. Weapon training (Optional) - Identification of weapons.
3. Unarmed Combat
4. Fire Fighting
5. Rescue drills.
6. First Aid.
7. Proper wearing of uniform
8. Offensive/ defensive driving in case of drivers.

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

Note:- i) Every trainee is required to qualify in the written examination and physical test to be conducted at the end of the training.
2) The trainees who fail to qualify in the examinations will have to undergo training for a further period of ten days and qualify in the out door and indoor examinations.

ANNEXURE -I (a)

TRAINING OF PRIVATE SECURITY GUARDS

(See Rule 5)

(Who are Ex-Service men, Ex-central Police personnel, Ex-State Police personnel)

Class Room Work	:	95 hrs.
Field Training	:	40 hrs.
Duration	:	18 working days.

Daily Schedule:-

6.00 A.M. TO 7.30 A.M.	:	Yoga/Drill etc.
9.00 A.M. TO 1.00 P.M.	:	Class Room: Theory Classes
3.00 A.M. TO 4.30 P.M.	:	Class Room: Theory Classes
4.00 P.M. TO 5.30 A.M.	:	Games, Familiarization with Security Equipment and at least three field visits.

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

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

- Note:-** 1) Every trainee is required to qualify in the written examination and physical test to be conducted at the end of the training.
- 2) The trainees who fail to qualify in the examinations will have to undergo training for a further period of ten days and qualify in the out door and indoor examinations.

ANNEXURE -II

(See Rule 5)

TRAINING OF SUPERVISORS

Class Room Work	:	80 hrs.
Field Training	:	48 hrs.
Duration	:	15 working days.

Daily Schedule:-

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

Physical Training:

1. Physical fitness drills: PT, squad drill and short baton drill
2. Weapon training (Optional) - Identification of weapons.
3. Unarmed Combat
4. Fire Fighting
5. Rescue drills.
6. First Aid.
7. Proper wearing of uniform
8. Offensive/ defensive driving in case of drivers.

Indoor Classes:-

1. Present security scenario
 - i. VIP Security
 - ii. Internal Security (left Wing Extremism, ISI, Political unrest)
 - iii. Institutional Security: Various Govt. Security Agencies.
2. Role of functioning of Private Security Agencies.
3. Duties of Supervisors including
 - i. Access Control.
 - ii. Anti Sabotage checks
 - iii. Fire fighting
 - iv. Intelligence Collection
 - v. Patrolling
 - vi. Checking of various documents : such as ID Cards, Vehicle documents, Passports etc.
 - vii. Disaster/Emergency Management Protocol
 - viii. Crowd Control.
4. Explosives and IEDs - Identification and follow-up drill.
5. Security related Equipment.
6. Communication Equipment.

7. Interface with public
8. Liaison with police and other concerned Govt. Department.
9. Supervision of Security Guards.
10. Records to be maintained by licensee.
 - i. Documentation.
 - ii. Framing of standing orders.
 - iii. Report writing.
11. Legal Provisions IPC (Sec. 96 to 106), Cr. PC (Sec 37 and 43), Labour Laws, Arms Act, Explosives Act and private Security Agencies (Regulation) Act, 2005 and Private Security Agencies (Regulation) Rules, 2006.
12. Uniform
13. Dos and Don'ts (Conduct rules)
14. Leadership & Management
15. Field Visits.
 - i. Visit of Industrial Security Establishment and Govt. Security institutions.
 - ii. Interaction with police agencies, (CISF, SPF, Local Police) and well established private security agency.

Note:-

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

ANNEXURE -III

TRAINING MOUDLE FOR LICENCEES

(See Rule 5)

SIX WORKING DAYS TRAINING AT A.P. POLICE ACADEMY, HYDERABAD

Daily 6 Hrs : 9.00 A.M. to 1.00 P.M.
3.00 P.M. to 5.00 P.M.

1. Present security scenario

- a) VIP Security
- b) Internal Security (left Wing Extremism, ISI, Political unrest)
- c) Institutional Security:

2. Role and Functioning of Private Security Agencies:-

- a) Fire Fighting
- b) Disaster / Emergency Management protocol
- c) Security Duties
- d) Checking of various documents.
- e) Information security.
- f) Access Control.
- g) Explosives, IEDs
- h) Anti Sabotage Checks(ASC)
- i) Security related equipments.
- j) Communication Equipments.
- k) Patrolling
- l) Post duties.

3. Legal Provisions:-

- a) The Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies (Regulation) Rules, 2008.
- b) Relevant Labour Laws.

4. Management of Security Agencies:-

- a) Uniform
- b) Training of personnel of Private Security Agencies.
- c) Documentation and Records to be maintained by the licensee.
- d) Data Sharing Protocol.

5. Interface with public, Police & Other Departments

- a) Interface with Public.
- b) Liaison with police and other concerned Govt. Department.

6. Private Security Personnel - DO's and DON'Ts(Conduct Rules)

7. Field Visits:-

- a) Visit to Industrial Security Establishment and Govt. Security Institutions.
- b) Interaction with police agencies (CISF, SPF, Local Police) and established private security agencies.

**AJOYENDRA PYAL
PRINCIPAL SECRETARY TO GOVERNMENT**

// FORWARDED :: BY ORDER //

SECTION OFFICER