

## **ENCLOSURES TO BE SUBMITTED ALONG WITH THE APPLICATION**

1. Form No.- I, as prescribed in rule No.3 of Assam Private Security Agencies Rule,2008.
2. Form No.- V, as prescribed in rule No.8 of Assam Private Security Agencies Rule,2008.
3. Demand Draft / Banker's Cheque for Rs as applicable under the Act.
4. Affidavit in Rs. 100/- Stamp Paper, in original, as per prescribed rule.
5. Current Income Tax clearance certificate
6. Pan Card
7. Experience Certificate issued by appropriate authority.
8. Address Proof : (any two of the following)
  - (a) Electricity Bill
  - (b) Pass Port.
  - (c) Driving Licence.
  - (d) P.R.C.
  - (e) Ration Card
  - (f) Voter Identity Card
  - (g) Certificate from Gaon Burha
  - (h) Photocopy of Current Bank Account Pass Book.
9. Educational Qualification Certificate.
10. Receipt of Treasury Challan of Penalty (if any).
11. Deed of partnership/Proprietorship etc. who are responsible and beneficial in running the Agency.
12. Certified copy of the Registration of the Agency.
13. Registration under Employees State Insurance (ESI) Act.
14. Registration under Employees Provident Fund.
15. Four (4) copies of recent Passport size photographs.
16. Name of Training Centre with address, Phone No. of the Agency.
17. Name of Trainers (Ex-Force Personnel) to trained up the Guards/supervisors.
18. Trace map of the land showing Dag No., Patta No. of Land of training centre.
19. NOC of the land of training centre for five years.
20. Jamabandi of the land.
21. If the land is in the name of some other person(s), then the agreements of the land for running the training centre.
22. Training Centre Licence No. if already exist.

## DO's and DON'Ts for Private Security Agencies

1. Every private security agency shall commence its activities after obtaining the proper licence only and within six months from the date of receipt of N.O.C. from the Controlling Authority.
2. The Agency shall prefer **Ex-Servicemen of Army, Para Military Force, Ex-Police Personnel, Home Guards** for appointing Security Guards/ Supervisors.
3. Every licensee shall successfully undergo a training course prescribed by the Controlling Authority. (Sub-Section (1) & (2) of Section 11).
4. Every Private Security Agency shall ensure imparting of proper training and skills to its private security guards and supervisors as may be prescribed.
5. The agency 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.
6. The agency shall ensure to open a separate Bank Account for every employee (Security Guards and Supervisors) with A.T.M. Card within 15 days from the date of enlistment. The payment of employees must be completed within the 1<sup>st</sup> week of every consequent month through their Personal Bank Account.
7. The E.S.I. and E.P.F. account must be opened for every employee (Security Guards and Supervisors) within the 30 days from the date of appointment.
8. Agency shall not employ any person as a private security worker, who is not a citizen of India. Resident of the State of Assam will be given priority.
9. The Controlling Authority or any other officer authorised by it in his behalf may at any reasonable time, enter the premises of the private security agency and inspect and examine the place of business, the records, accounts and other connected documents and may take copy of any document.
10. No Private Security Guard or Supervisor wears the uniform of the Army, Air Force, Navy or any other armed forces of the Union or Police or any dress having the appearance or bearing any of the distinctive marks of that uniform. Violation may attract the proprietor of the private security agency for punishment with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees, or with both under Section 21 of PSA Act, 2005.
11. Every private security guard while on active duty shall wear proper smart uniform 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.
12. Every agency shall issue a uniform and make it obligatory for its security guards and supervisors to wear properly while on duty and also make obligatory to put on :-
  - (a) An arm badge distinguishing the Agency.
  - (b) Shoulder or chest badge to indicate his position in the organization.
  - (c) Whistle attached to the whistle cord and to be kept in the left pocket.
  - (d) Shoes with eyelet and laces.
  - (e) A headgear which may also carry the distinguishing mark of the Agency.
13. Every agency should provide free of cost one pair uniform once within six months, free accommodation and minimum required facility for livelihood(water, latrine etc.), free of cost proper training to every security personnel before their deployment for duty.
14. Every private security agency shall maintain four separate registers as per format- VIII of Rule- 10 of Assam Private Security Agencies Rules, 2008.
15. Every private security guard/supervisor shall be issued a photo identity card under sub-section (2) of Section 17 in Form No.- IX by the private security agency as per Rule prescribed under Rule 15 of Assam Private Security Agencies Rules, 2008.
16. No Security Guard/ Supervisor shall be appointed without proper police verification and without undergoing prescribed medical test.
17. Before use of private weapons by licensee and provide Armed Security to any firm / Company etc. the arm licence should be verified from the concerned authority and the State CID.
18. The Licence granted by the Controlling Authority shall be valid for a period of five years from the date of issue, unless the same is cancelled under subsection (1) of Section 13. The agency should apply for renewal of the same to the Controlling Authority, not less than forty-five days before the date of expiry of the period of validity thereof, in such form as No. V accompanied by the requisite fee and other documents required under Sections 6, 7 and 11 of P.S.A.(Regulation) Act,2005.
19. The partnership owner should have a registered deed of their partnership. (if applicable)

