

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**DRAFT FOR THE PRIVATE SECURITY AGENCIES RULES FOR  
UNION TERRITORY OF ANDAMAN AND NICOBAR ISLANDS.**

**NOTIFICATION**

पोर्ट ब्लेयर, दिनांक 11 नवम्बर, 2009  
Port Blair, dated 11 November, 2009

**F.No.45-230/2005-Home:-** In exercise of powers conferred under section 25 of the Private Security (Regulation) Act 2005 read with Sub-Section (i) of Section 2 thereof the Lt.Governor (Administrator), A & N Islands hereby publishes the draft A & N Islands Private Security Agencies Rules 2009 for inviting suggestions from the public. The suggestions may be sent to Assistant Secretary (Home), Secretariat, Port Blair within 30 days.

**1. Short title and commencement –**

- 1) These Rules may be called as Andaman and Nicobar Islands Private Security Agencies Rules 2009.
- 2) They will come into force from the date of their 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 so declared under 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 regulations 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) Every applicant while making an application to the Controlling Authority for the issue of a fresh license or renewal shall enclose the Form I for verification of his antecedents. If the applicant is a Company, a firm or an association of persons, the application shall be accompanied by Form I for every proprietor or majority shareholder, partner or director of the company, as if they were also the applicants.
- 2) On receipt of such application the Controlling Authority shall make such inquiries, as it considers necessary to verify the contents of the application and the particulars of the applicant.
- 3) The Controlling Authority shall obtain no objection certificate from the District Superintendent of Police of the concerned District where the Agency intends to commence its activities. For this purpose it will send to him a copy of the application for license and its attachments for verification and report.
- 4) The District Superintendent of Police 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:
  - (a) Whether the applicant of the company earlier operated any Private Security Agency, either individually or in partnership of others and if so, the details thereof; and
  - (b) Whether the applicant possesses any special qualification or skill, which may facilitate his operations of Private Security Agency.

**4. Verification of character and antecedents of the Private Security guard and supervisor. -**

- 1) Before any person is employed or engaged as a security guard or supervisor, the Agency shall satisfy itself about the character and antecedents of such person in any one or more of the following manners -

- (a) by verifying the character and antecedent of the person by itself
- (b) by relying upon the character and antecedent verification certificate produced by the person:

Provided that the character and antecedent certificate shall be valid and the Agency does not have any adverse report regarding the person's character and antecedents from any other source; as prescribed herein under, produced by the person provided it is valid and the Agency does not have any adverse report regarding the person's character and antecedents from any other source.

- (c) By relying on the 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.
- (d) 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 Districts.
- (e) The Agency shall cause an inquiry into the correctness of the particulars filled in either by itself or by sending the form to the respective District Superintendent of Police.
- (f) The State Government may prescribe the form and the manner in which the fee is to be deposited for the service of character and antecedent verification by police.
- (g) 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 resident 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 and antecedent 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 of criminal offence punishable with imprisonment.

- (h) 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.
- (i) The police authorities shall ensure that character and antecedent verification report is issued within ninety days of the receipt of the character and antecedent form.
- (j) The report of the police regarding character and 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 and antecedents.
- (k) Character and antecedents verification report once issued will remain valid for three years.
- (l) On the basis of police verification and on the basis their own verification, the Agency shall issue in Form III a character certificate and this certificate will not be taken back by such Agency even if the person ceases to be the employee of that Agency.

#### **5. Security training -**

- 1) The Controlling Authority shall frame the detailed training syllabus required for training the security guards. This training shall be for a minimum period of hundred hours of classroom instruction and sixty hours of field training, spread over at least twenty working days. The ex-servicemen and former police personnel shall however be required to attend a condensed course only, of minimum forty hours of classroom instructions and sixteen hours of field training spread over at least seven working days.
- 2) The training will include the following subjects, namely:-
  - (a) conduct in public and correct wearing of uniform;
  - (b) physical fitness training;

- (c) physical security, security of the assets, security of the building or apartment, personnel security, household security;
- (d) fire fighting;
- (e) crowd control;
- (f) examining identification papers including identity cards, passports and smart card;
- (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 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);
- (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 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 institute or organization.
- 4) The competent Authority will inspect the functioning of training facility from time to time either by itself or through its own officers. Normally such inspection will be conducted at least two times every year.
- 5) All the Agencies shall submit a list of successful trainees to the Controlling Authority in the manner prescribed by it.

**6. Standard of physical fitness for security guards –**

- 1) A person shall be eligible for being engaged or employed as security guard if he fulfill the standards of physical fitness as specified below:-
  - (a) Height, 160cms (for female 150cms), 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).
  - (b) Eye Sight: far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from color blindness should be able to identify and distinguish color display in security equipments and read and understand display in English alphabets and Arabic numerals.
  - (c) Free from knock knee and flat foot and should be able to run one Kilo Meter in six minutes.
  - (d) Hearing: free from defect; should be able to hear and respond to the spoken voice and the alarms generated by Security equipments.
  - (e) 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 or 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 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 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 clause (1) of section 7 of the Act, 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 Controlling Authority of the state concerned where the application is being made.
- 3) Every application referred 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 of 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 the private security service as prescribed by the Controlling Authority within the time frame fixed by it.
- 2) The licensee shall intimate the name, parentage, date of birth, permanent address, address for correspondence and the principle profession of each person forming the Agency within fifteen days of receipt of the license to the Controlling Authority.
- 3) The licensee shall inform the Controlling Authority regarding any change in the address of persons forming the Agency, change of management within seven days of such change.
- 4) The licensee shall immediately intimate to the Controlling Authority about any criminal charge framed against the persons forming the Agency or against the private security guard or supervisor engaged or employed by the Agency in the course of their performance of duties as private security agency. A copy of such communication shall also be sent to the officer in charge of the police station where the person charged against resides.
- 5) Every licensee shall abide by the requirements of physical standards for the private security guards and their training as prescribed in these rules as the condition on which the 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 licence.
- 2) The fees chargeable for renewal of the licensee 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:-

- (a) The applicant continues to maintain his principle place of business in the jurisdiction of the Controlling Authority.
  - (b) 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 Act.
  - (c) The applicant continues to adhere to the licence conditions.
  - (d) The police have no objection to the renewal of the licence to the applicant.
- 3) 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) Every appeal under sub-section (1) of section 14 of the Act shall be preferred in Form VII signed by the aggrieved person or authorized advocate and presented to the appellate officer in person or sent to him by registered post.
- 2) The Controlling Authority may prescribed a fee for the appeal to be filled under section 14 of the Act and the manner in which such fee will be paid.

**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 shall be in Form IX.

- 2) The photo identity card shall convey a full-face image in color, full name of the private security guard, name of the Agency and the identification number of the individual to whom the photo identity card is issued.
- 3) The photo identity card shall clearly indicate the individual's position in the Agency and the date up to which the photo-identity card is valid.
- 4) The photo identity card shall be maintained up to date and any change in the particulars shall be entered therein.
- 5) The photo-identity card issued to the private security guard will be returned to the Agency issuing it once the private security guard is no longer engaged or employed by it.
- 6) Any loss or theft of photo-identity card will be immediately brought to the notice of the Agency that issued it.

**16. Other Conditions-**

- 1) Notwithstanding whether the Agency mandates its private security guards to put on uniform while on duty or not. Every private security agency will issue and make it obligatory for its security guards to put on:-
  - (a) an arm badge distinguishing the Agency;
  - (b) shoulder or chest badge to indicate his position in the organization;
  - (c) whistle attached to the whistle cord and to be kept in the left pocket;
  - (d) shoes with eyelet and laces;
  - (e) a headgear which may also carry the distinguishing mark of the Agency;
- 2) The clothes worn by the Private Security Guard while on active duty shall be such that they do not hamper in his efficient performance. In particular they will neither be too tight nor too loose as to obstruct movement or bending of limbs.

- 3) Every Private Security Guard will carry a notebook and a writing instrument with him.
- 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.