

**GOVERNMENT OF MEGHALAYA
HOME (POLICE) DEPARTMENT**

**THE
MEGHALAYA
PRIVATE SECURITY
AGENCIES RULES 2008**

THE MEGHALAYA PRIVATE SECURITY AGENCIES RULES 2008

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GOVERNMENT OF MEGHALAYA
HOME (POLICE) DEPARTMENT
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N O T I F I C A T I O N
ORDERS BY THE GOVERNOR

Dated Shillong, the 28th May, 2008.

No. HPL. 109/2005/255- In exercise of the powers conferred by section 25 of the Private Security Agencies (Regulation) Act, 2005 (Act 29 of 2005), the Governor of Meghalaya is hereby pleased to make the following rules, namely . –

1. **Short title and commencement.** – (1) These rules may be called the Meghalaya Private Security Agencies Rules, 2008.

(2) They shall come into force 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) licenced under section 4 of the Act;
 - (d) “Controlling Authority” means Commissioner & Secretary to the Govt. of Meghalaya, Home (Police) Department;
 - (e) “Form” means Form appended to these rules;
 - (f) “License” means a license granted under the Act;
 - (g) “Official Gazette” means the Gazette of Meghalaya; and
 - (h) “rules” means the Meghalaya Private Security Agency Rules, 2007.
(2) Words and expressions not defined in these rules but defined in the Act, shall have the same meaning respectively assigned to them in the Act.
3. **Verification of the antecedents of the applicants.** – (1) Every applicant while making an application to the Controlling Authority for the issue of a fresh license or renewal shall enclose the Form 1 for verification of his antecedents. If the application is a company, a firm or an association of persons, the application shall be accompanied by 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 inquiries, as it considers necessary to verify the contents of the application and the particulars of the applicant;

(3) The controlling Authority shall obtain a 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 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 or the company has 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.

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, namely, -

- (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 hereinunder.

- (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.

(2) The person desirous of getting employed or engaged as security guard or supervisor shall submit Form II to the Agency. If the person has stayed in more than one District during the last five years, the number of forms will be as many as the number of Districts he resided.

(3) 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.

(4) A request for the service of character and antecedent verification by police shall be accompanied by an application fee of rupees fifty by way of challan under the receipt head of account payable to the Controlling Authority.

(5) 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 and antecedents verification report. This report will contain the comments of the police on every claim of the person in character and antecedent Form II 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. The Police will conduct two-tier character and antecedent verification of the applicant, one by the District Special Branch/DSB and other by the Special Branch (Hqr.).

(6) The police will specifically comment if engaging or employing the person under verification by the Private Security Agency will pose a threat to National Security. Character and Antecedent verification report will contain the specific comments of district SP and SB (Hqr.) whether the applicant is a threat to national security.

(7) 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 III.

(8) The report of the police regarding character and antecedents of a person will be graded as confidential. It will be addressed in closed cover to a Controlling Authority of the Security Agency requesting for character and antecedents.

(9) Character and antecedents verification report once issued will remain valid for three years.

(10) On 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 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 training syllabus required for training the security guards through the agencies of Civil Defence and Home Guards to be assisted by Police Department. The Government may notify training Center for Private Security Guards and Supervisors and fees, if any, to be realized for imparting the training as may be notified.

Provided that no training will be required to be conducted for security Guards and Supervisors, who are ex-servicemen/ex-paramilitary/Ex-Policemen.

- (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 cards;
 - (g) Ability 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 disasters 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 both by 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 Controlling 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 Controlling 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.

6. **Standard of physical fitness and Educational qualification for security guards.** – (1) A person shall be legible for being engaged or employed as security guard if he fulfills the standard of physical fitness as specified below:-

- (i) Physical Standards :-
 - (i) Heights :- 157 Cms for SC/ST
162 Cms for General.
 - (ii) Chest:-

<u>Normal</u>	<u>Expanded</u>
79 Cms	83 Cms
- (ii) A candidate should not suffer from any of the following physical deformities: -
 - (i) knock knees
 - (ii) bad eyesight
 - (iii) color blindness
 - (iv) flat Foot
 - (v) night Blindness
 - (vi) defective alignment of eyes

- (vii) any other defects which will render him unfit for police duties.
- (viii) The candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.

(2) A candidate should be free from evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public.

(3) Agency shall ensure that every security guard working for it undergoes a medical examination after every twelve months from his last such examination so as to ensure his continued maintenance of physical standard as prescribed for the entry level

(4) For employment of security guard, the educational qualification shall be class VIII passed.

7. **Provision for Supervisors** . - (1) There shall be one supervisor to supervise the work of not more than fifteen private security guards.

(2) The educational qualification for employment as Supervisor shall be SSLC passed or equivalent:

Provided that no such educational qualification shall be required for employment of ex-servicemen/ex-paramilitary/ex-policemen, who during their previous services qualified under their respective rules.

(3) 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 supervisors available for assistance, advice an supervision.

(4) Employment details as specified in sub-rule 3 of rule 7 shall be supplied in Forms V in respect of Supervisor and in Form VI in respect of Security guard.

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 VII.

(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.

(3) Every application referred to in sub-rule (1) shall be either personally delivered to the Controlling Authority or sent to him by registered post.

(4) On receipt of the application referred to in sub-rule (1), the Controlling Authority shall after noting thereon the date of receipt by him of the application, grant an acknowledgement to the applicant.

9. **Grant of licence** . – (1) The Controlling Authority, after receiving an application under sub-rule (1) of rule 8 shall grant a licence to the private security agency in Form VIII 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) A copy of license should be furnished by controlling authority to Superintendent of Police of the concerned district for record

10. **Conditions for grant of licence** . – (1) The licensee shall successfully undergo a training relating to the private Security Services as prescribed by the Controlling Authority within a time framed fixed by it. The syllabus of training for the licensee and the training institute where such training will be conducted shall be notified by the Government.

(2) The Licencee shall intimate the name, parentage, date of birth, permanent address, address for correspondence and the principal profession of each person forming the Agency within fifteen days of receipt of the license to the Controlling Authority.

(3) The 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.

(4) 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 the course of their performance of duties as private security Agency. A copy of such communication shall also be sent to the officer in charge of the police station where the person charged against resides.

(5) Every licensee shall abide by the requirements of physical standards for the private security guards and their training as prescribed in these rules as the condition on which the licence is granted.

(6) Save as provided in these rules, the fees paid for the grant of licence shall be non-refundable.

11. **Renewal of licence** . – (1) Every Agency shall apply to the Controlling Authority for renewal of the licence.

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

12. **Conditions for renewal of licence.** – The renewal of the licence will be granted subject to the following conditions, namely, –

(i) The applicant continues to maintain his principal place of business in the jurisdiction of the Controlling Authority;

(ii) The applicant continues to ensure the availability of the training for its private security guards and superiors required under sub section (2) of section 5 of the Act;

(iii) The applicant continues to adhere to the license conditions;

(iv) The police have no objection to the renewal of the license 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 IX signed by the aggrieved person or his authorized advocate and presented to the appellate officer in person or sent to him by registered post.

(2) The Controlling Authority may prescribe a fee for the appeal to be filed under section 14 of the Act and the manner in which such fee will be paid.

14. **Register to be maintained by the Agency** . – The register required to be maintained under the Act by the Agency shall be in Form X.

15. **Photo identity card** . – (1) Every photo identity card issued by the Agency under sub-section (2) of section 17 shall be in Form XI.

(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 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.



Addl. Chief Secretary to the Govt. of Meghalaya,
Home (Police) Department

Memo. No. HPL.109/2005/255 –A,

Dated Shillong, the 28th May, 2008.

Copy forwarded to: -

1. The Principal Secretary to the Governor of Meghalaya, Shillong.
2. Principal Secretary to the Chief Minister, Meghalaya, Shillong.
3. Private Secretary to the Home Minister, Meghalaya, Shillong.
4. Private Secretary to the Chief Secretary, Meghalaya, Shillong
5. The Director General & Inspector General of Police, Meghalaya, Shillong.
6. All District Magistrates/All. Sub-divisional Officer, Civil Sub-Divisions of the State of Meghalaya.
7. All Superintendents of Police, Meghalaya.
8. The Director of Printing and Stationery Meghalaya, Shillong for favour of publication in the Gazette. He is also requested to print in a book form and supply 200 copies to this Department.
9. Guard File.

By Order etc.,



Under Secretary to the Govt. of Meghalaya,
Home (Police) Department.

Form I

{see sub-rule (1) of rule 3}

Form for verification of Antecedents of Applicant.

Thumb Impression* of the Applicant -----

Signature of the Applicant -----

For official use only		
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 _____
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 (e.g.) date months and year.

_____.

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 year. 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 in any along with name and address of employers:

(c) Reason 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 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. 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 informations given by me in this form and enclosures are true and I am solely responsible for accuracy.

(Signature/T.I.* of applicant)

Date :

Place :

20. Enclosures :

(Signature/T.I.* of applicant)

(* Left hand thumb impression if Male and Right hand thumb impression if female)

FOR OFFICE USE ONLY:

File No. : _____

Date of issue of C&A Report. _____

Signature of Police (Station In-charge)

Name of Police Station _____

Name of Police District _____

* N.B. Cancel whatever is not applicable.

FORM – II

{See sub-rules (2) of rule 4}

Form of verification of Character and antecedents of Security Guard and Supervisor.

Thumb Impression of the Applicant _____

Signature of the Applicant _____.

For official use only		
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 (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 (e.g.) date months and year.

_____.

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 year. 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 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 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 informations given by me in this form and enclosures are 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 or 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. _____

Signature of Police Station In-charge)

Name of Police Station _____

Name of Police District _____

* N.B. Cancel whatever is not applicable.

FORM – III

{See sub-rule (5)(7) & (10) of Rule 4}

CHARACTER AND ANTECEDENT CERTIFICATE

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

Date of birth :

Place of birth :

Educational Qualification :

Profession :

Present Address :

Permanent Address :

Issuing Authority:

Signature:

Name :

Designation:

Address/Tel.No. :

Date of Issue

FORM – IV
{See sub-rule (3) of Rule 5}

Training Certificate

Serial number –

Name of the Training Agency

Address of the Training Agency

License No.

Certified that _____ son/daughter of _____ resident of _____ has completed the prescribed training 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:

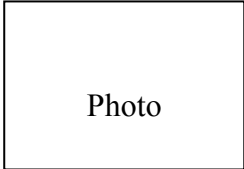
Date of issue:

]

FORM – V

(See sub-rule (4) of Rule - 7)

DETAILS OF SUPERVISORS (USE SEPARATE SHEET FOR EACH SUPERVISORS)



1. Details of Supervisor:-

- (a) Name :- _____ Rank :- _____
- (b) Sex :- _____
- (c) Age _____ Date of Birth _____ Place of birth _____
- (d) Permanent Address: - _____
- (e) Local Address: - _____
- (f) Educational Qualification : _____ Name of the Institution: _____
- (g) Parentage :-
 - (i) Father's Name :- _____
 - (ii) Mother's Name :- _____
- (h) Telephone :- Land Line No. _____ Cell No. _____
- (i) Date of Joining : _____ Monthly Salary : _____
- (j) Previous Records of employment (Details of such employment records)
- (k) Any Criminal Case Registered (Brief Details thereof) :- _____
- (l) Training :-**

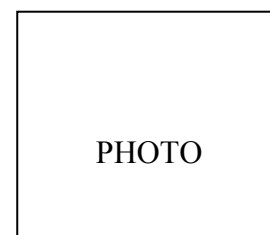
Name and Place of Training Institution: - _____

- (i) Equipments Details: - _____
- (ii) Training Period w.e.f. : - _____
- (iii) Details of Training as Security Guard :- _____

FORM – VI

(See sub-rule (4) of Rule - 7)

DETAILS OF SECURITY GUARD (USE SEPARATE SHEET FOR EACH GUARDS)



1. Details of Security Guard :-

- (a) Name :- _____ Rank :- _____
- (b) Sex :- _____
- (c) Age :- _____ Date of birth _____ Place of birth _____
- (d) Permanent Address:- _____
- (e) Temporary/Local Address:- _____
- (f) Educational Qualification:- _____ Name of the Institution:- _____
- (g) Parentage:-
 - (i) Father's Name :- _____
 - (ii) Mother's Name:- _____
- (h) Telephone : Land Line No. _____ Cell No. _____
- (i) Date of Joining _____ Monthly Salary _____
- (j) Previous Records of employment (Details of such employment records)
- (k) Any Criminal Case Registered (Brief Details thereof):- _____
- (l) **Training: -**
 - Name and Place of Training Institution: - _____
 - (i) Equipments details : _____
 - (ii) Training Period w.e.f. : _____
- (iv) Details of Training as Security Guard : _____

FORM - VII

{See sub-rule (1) of Rule 8}

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

To,

The Controlling Authority,

The undersigned here by applies for obtaining a license 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 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 District : (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 it on outsourcing basis? The name and address of training facility should be furnished.

Signature:

Name of the Applicant:

Address of the applicant:

Telephone number of the applicant:

Date of application:

Enclosure:

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

FORM – VIII

{See sub-rule (1) of rule 9}

GOVERNMENT OF _____
License to engage in the business of Private Security Agency

Serial No. : _____

Date : _____

Shri _____ (name of the Applicant) son of
_____ r/o _____

_____ (Full Address) _____

_____ is granted the license 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 license is valid up to: _____

Signature:

Name of granting Authority:

Designation:

Official Address:

RENEWAL

(See rule 11)

Date of Renewal:

Date of expiry:

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

Signature:

Name of renewing Authority:

Designation:

Official Address:

FORM - IX

{See sub-rule (1) of rule 13}

Form for Appeal

An Appeal under section 14 of the Act

Appellant _____

S/o. _____ r/o. _____

-Versus-

Controlling authority/ _____

The _____ above named appeal to the _____ (State Home Secretary) _____ from the order of (Controlling Authority) dated _____ day of _____ and against refusal of license 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:

FORM - X

(See rule 14)

Register of Particulars

(Part - I Management details)

Sl. No.	Name of person(s) managing the Agency	Parent's/ Father's name	Present address & phone No.	Permanent Address	Nationality	Date of joining/ leaving.
1.						

(Part II Private Security Guards and Supervisor)

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

(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 service	Date of discontinuation of services

(Part IV Duty Roster)

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

FORM - XI
(See Rule 15)

Photo Identity card for Private Security Guard/ Supervisor

(Name of the Private Security Agency with address)



Name : _____

No./Membership No. (for ex-Army men only) : _____

Service No. (for ex-Army men only) : _____ Regt. : _____

Name & Rank : _____

Date of Birth : _____

Blood Group : _____

Address : _____

Date of Issue : _____ Valid up to : _____

Signature of Card holder : _____

Signature of Issuing Authority.

Official Seal:

()
Commissioner & Secretary to the Govt. of Meghalaya,
Home (Police) Department.