



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE**  
**“NISARGA BHAWAN”, 1<sup>ST</sup> FLOOR, THIMMAIAH ROAD, 7 ‘D’ CROSS**  
**SHIVANAGAR, BENGALURU-560 079**  
**Phone: 080-23233739, 080-23233827, Fax: 080-23234059**

F.No.Admin/26/SG/ZOB/2015-16/1836  
To

Dated: 21<sup>st</sup> January, 2016

**Sub: Inviting sealed quotation for engaging civilian security guards on 24X7 basis in three shifts for CPCB Zonal Office, Bengaluru**

Dear Sir,

The Central Pollution Control Board, South Zonal Office, Bengaluru is a statutory organization working under the Ministry of Environment, Forests & Climate Change, GOI. The south zonal office intends to engage civilian security guards on 24X7 basis in three shifts for its office located at 1<sup>st</sup> & 2<sup>nd</sup> floors, Nisarga Bhawan, A-Block, Thimmaiah Main Road, 7<sup>th</sup> ‘D’ cross, Shiva Nagar, Bengaluru-560 079. The agency should have registration under PSA (Regulation) Act, 2005 and KPSA Rules, 2008. The applicable terms and conditions are given at **Annexure 1**.

In this connection, it is requested to send the sealed quotations as per prevailing minimum wages Act with offer details including all taxes as applicable in the format enclosed at Annexure-2. The sealed quotation super scribing on envelop as “**Quotation for engaging civilian security guards for CPCB Zonal Office, Bengaluru**” containing all relevant details should reach this office by post or in person on or before Friday 19<sup>th</sup> February, 2016 by 4.00 P.M. The interested agencies may visit the office to have first-hand information about the requirements of needs before submitting the sealed quotation.

In case of any clarifications please contact Sh K.S. Rajasekar, Nodal officer (Mob: 9035172351/ off: 080-23233739) during working days.

Yours Sincerely

*S. Suresh*  
(S. Suresh) 21/1/2016

**Zonal Officer**

Encl: Annexure 1 & 2

Copy to:

✓ Incharge IT Division, CPCB, Delhi

: With a kind request to upload the advertisement in CPCB website, Pl.



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**Terms and conditions for providing civilian security guards (24X7) for CPCB, SZO, Bengaluru**

The Central Pollution Control Board, South Zonal Office, Bengaluru is a statutory organization working under the Ministry of Environment, Forests & Climate Change, GOI. This office intends to engage **civilian security guards on 24X7 basis in three shifts** for office located at 1<sup>st</sup> & 2<sup>nd</sup> floors, Nisarga Bhawan, A-Block. Thimmaiah Main Road, 7<sup>th</sup> ‘D’ cross, Shiva Nagar, Bengaluru-560 079 on following terms and conditions. The security agency should have all registrations with local government agencies and meet the norms of department of police notifications/instructions and shall abide for all conditions under relevant Act like PSA (Regulation) Act, 2005 and KPSA Rules, 2008.

1. The responsibility of Security Agency is to provide three Civilian security guards on 24X7 basis in three shifts to the Central Pollution Control Board for I & II Floors of the above said office building with effect from the date of commencement of the agreement on the approved rates.
2. The Security Guards shall be posted as per the requirement of the CPCB in both the floors and perform security duties round the clock in uniform. No Guard will be allowed to perform duty beyond 8 hours hence the agency will not force it's security guards to perform duty for more than 8 hours at any cost. The CPCB will pay for their service charges in accordance with the monthly bills as per the agreed rates and no bills will be paid if the same is found against violation on agreed terms and conditions. Any additional staff required shall be provided within a fortnight from the date of intimation and any reduction in staff shall be informed within a period of one month from the date of information from CPCB.

Both the parties shall lay down the relating to the controls of personnel, their going out or coming in, materials coming in and going out, security of boundaries, building, plant and equipment, in mutual consultation with each other. These procedures are liable to be alternate or amend as per office requirement. Security agency shall be responsible for adhering strictly to the procedure finalized, in consultation with CPCB and shall maintain such records and registers as may be required by the CPCB. The security agency will have overall responsibility of looking after the belongings of the CPCB and its requirements.

3. All the necessary equipment & tools to carry out the security duty like whistles, torches etc. to the security personal shall be provided by the security agency. Subsequent replacement and maintenance of these equipment including uniforms etc. shall be the responsibility of the security agency. The maintenance of attendance register of security guards, observation of duty performance and verification of antecedents of security guards is sole responsibility of the agency.
4. The agency shall be responsible to provide ESI facility as per ESI Act, Provident Fund facilities as per Provident Fund Act and all other facilities as applicable to the guards posted to the CPCB. The CPCB shall not be responsible for this cause or any other liabilities whatsoever. It is the responsibility of the agency to submit all such monthly statements to office for verification and records.
5. The CPCB will make payment through account payee cheque on or before 10th of each commencing month against bill submitted by the agency along with satisfactory duty performance report. However, in the initial month, the CPCB shall pay the amount to the agency by retaining the amount on monthly wages per security guard towards EPF/ESI which shall be reimbursable in the following months on production of receipts. No advance payments are payable.
6. For all purpose of working, terms and conditions of services, payment, attendance, disciplinary matter in respect of the guards provided by the agency to the CPCB for security purpose, they shall remain fully under the administrative and financial control of the agency. They will be governed by the rules and regulations of the agency in force from time to time. The Guards shall not be treated as employees of the CPCB either directly or indirectly in any form whatsoever under any circumstances. All the liabilities in this regard that may arise shall rest with the agency. The Security Guards posted by the agency to the CPCB for security purpose shall not claim any employment and payment from the CPCB at any point of time.
7. A list of fixed assets (all important moveable and immovable items) shall be provided by the CPCB to the agency for record and taking care. In case of any loss on account of theft, burglary etc. shall be informed to the CPCB as well as to the agency by the guards. The agency will help the CPCB for early settlement of claims lodged by the CPCB with the insurance company and police.
8. No other allowance/payment/ charges whatsoever on any account shall be payable by the CPCB except as agreed to between the two parties.
9. Initially this contract will be valid for one year from the date of signing the agreement. It will require to be renewed before the date of its expiry for which the consent of the CPCB is to be obtained in writing by the agency along with satisfactory duty performance report. Otherwise it will stand automatically terminated.
10. The Guards to be posted will always be get approval from CPCB before posting and the agency will maintain the full strength on 24X7. In case of any shortage in strength, the deductions will be made from the bill at proportional rates. Any loss that may occur to the CPCB due to the negligence of the security guards will also be deducted from the bill after the proper enquiry by both the parties. In case the loss is

exceeding the bill of a month the agency shall be fully responsible for compensating the loss to the CPCB.

11. The CPCB shall cross check the security personnel on duty on routine basis. If any shortcomings are observed, the CPCB shall ask for the explanation and also deduct the service charges of such guard/guards. Such security personnel should be called back immediately and alternative arrangements should be made by the agency.
12. It is the sole responsibility of the agency to give appropriate police, character, and antecedent's verification reports of the Guards posted at CPCB along with proper credentials, ID proofs, address proofs and photographs. It shall also be the responsibility of the Security Guards to check all the staff members at the time of entry and exit from the office and also the boxes/parcels that may be carried in case of any suspicious or instructions of the office. The Security Guards shall exercise the right to inspect the goods and check before allowing inside the office or going outside the office. Entry passes shall be issued and shall maintain records on each occasion.
14. The Guards posted will be in proper, clean and smartly dressed uniform and perform their duties efficiently/honestly. They will not sleep on duty or do anything which is subversive of discipline. The area Incharge/Field officer of the agency will make a surprise check in the night at least once in a fortnight and will submit reports to the CPCB along with bills.
15. The CPCB will not employ any guard or worker of the agency during the contract period for any of its official purpose
16. The agency will deposit an amount of Rs. 20,000/- (Rupees Twenty Thousand Only) with the CPCB within three working days after receiving of work order towards security to cover theft and loss of property, if any, due to the negligence of security personnel.
17. If there is any revision in the minimum wages by Government of Karnataka or the standard rates accepted by CPCB, will be revised proportionately. The same should be informed by the agency to CPCB along with relevant orders/notifications to incorporate.
18. The agreement can be terminated by the CPCB during the contract period with month's notice or without any notice by paying one month's wages to the agency.
19. In case of any dispute between the agency and CPCB on any matter, the decision of the Chairman, Central Pollution Control Board shall be final and binding on both the parties.

20. The Gazette notification of KPSA Rules, 2008 is enclosed as Annexure 3 for reference.

Signature of the Authorized person of the security agency  
for concurring to above conditions along with contact Nos. &  
address with date and seal



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Format for providing civilian security guards services (24X7) as per minimum wages Act and  
KPSA Rules, 2008

Last date for submitting the sealed quotation is 19<sup>th</sup> February, 2016 by 4.00 pm

Sl.No.	Particulars	Civilian Security Guards per guard per shift (8.00 Hrs). duty	Remarks
1.	Monthly Payment (Including ESI,PF, etc.) per guard per shift		
2.	Service charges/tax as applicable		
3.	Total Experience of the agency in the Security field		
4.	Details of the registrations of the security agency with local bodies	i.	
5.	Details of service provided to Govt. Organisations for the past two years	i.	
6	Copy of PAN & TIN and other relevant records		
7.	Other details if any agency would like to submit in support of above claims		

The minimum requirement of guards is three in each floor. For two floors it will be six guards per day. It is requested to submit the rates inclusive of all taxes with detailed break up such as minimum wages, relieving charges, ESI, CPF etc considering this requirement in sealed cover so as to reach this Office on or before 19<sup>th</sup> February, 2016 by 4.00 PM.

Name & Address of the Security Agency  
With Seal

Date :

Place :



# ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು  
ವಿಶೇಷ ಪತ್ರಿಕೆ

ಭಾಗ - IV-A	ಬೆಂಗಳೂರು, ಮಂಗಳವಾರ, ಅಗಸ್ಟ್ ೧೧, ೨೦೦೯ (ಶ್ರಾವಣ ೨೦, ಶಕ ವರ್ಷ ೧೯೩೧)	ನಂ. ೬೯೮
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## HOME SECRETARIAT

### NOTIFICATION

**No. HD 170 SST 2009 (P), Bangalore, Dated: 23<sup>rd</sup> July, 2009**

In exercise of the powers conferred by Section 3(1) of the Private Security Agencies (Regulation) Act, 2005 (Central Act 29 of 2005) the Government of Karnataka hereby appoints the Deputy Inspector General of Police (Internal Security Division), Office of the Director General and Inspector General of Police, Nrupathunga Road, Bangalore as Controlling Authority for the purpose of this Act.

By order and in the name of the Governor of Karnataka,

**K.C. SIDDAPPA**

Under Secretary to Government  
Home Department  
(Law and order, COFEPOSA and Prosecution)

### NOTIFICATION

**No. HD 170 SST 2009 (P), Bangalore, Dated: 23<sup>rd</sup> July, 2009**

In exercise of powers conferred by sub-section (1) of section 25 of the Private Security Agencies (Regulation) Act, 2005 (Central Act 29 of 2005) the Government of Karnataka hereby makes the following rules namely:-

**1. Title and commencement.-** (1) These Rules may be called the Karnataka Private Security Agencies Rules, 2008.

(2) They shall come into force 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 (Central Act 29 of 2005).
- b) "Agency" means the Private Security Agency defined in section 2(g) of the Act
- c) "Form" means a form appended to these Rules.
- d) "Licence" means a licence granted under the Act.
- e) 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 details as well as fee specified below in the table i.e. **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-I** for every proprietor or majority shareholder, partner or director of the company, as if they were also the individual applicants 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. An applicant for issue of a fresh license or renewal shall enclose **Form 1** for verification of his antecedents along with the license fee as detailed below:

**Fresh license/renewal fee structures;**

Sl. No.	Jurisdiction	Amount Fresh license	Amount Renewal license
1	Private Security Agency operating in one district of the State	Rs. 5000/- (Five thousand)	Rs. 5000/- (Five thousand)
2	More than one and up to five districts in the State	Rs. 10000/- (Ten thousand)	Rs. 10000/- (Ten thousand)
3	Operating in the whole State	Rs.25000/- (Twenty five thousand)	Rs. 25000/- (Twenty five thousand)

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 the causing of verification of antecedents of every individual in whose 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 or 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-

- (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.
- (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 Districts.
- (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) 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.
- (5) The police will establish identify 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 identify 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 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
- (6) 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.
- (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.
- (8) 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.

- (9) Character and antecedents verification report once issued will remain valid for three years.
- (10) On the basis of police verification and on the basis of their own verification, the Agency shall issue in **Form III** a character certificate and this certificate 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 prescribe a 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 instruction and sixteen hours of field training spread over at least seven working days.

- (2) The training shall include the following subjects, namely: -
  - (a) Conduct in public and correct wearing of uniform;
  - (b) Physical fitness training
  - (c) Physical security, security of the assets, security of the building or apartment, personnel security, household security ;
  - (d) Fire fighting ;
  - (e) Crowd control ;
  - (f) examining identification papers including identity cards, passports and smart cards ;
  - (g) 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 Armoured 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 shall have to successfully undergo the training prescribed by the competent Authority. On completion of the training, each successful trainee shall be awarded a certificate in **Form IV** by the training institute or organization conducting such training.

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

(5) (i) All the Agencies shall submit a list of successful trainees to the Controlling Authority in the manner specified by it.

(6) Depending upon the changing needs, the Controlling Authority is empowered to add or change the subjects mentioned in Rule 5(2).

(7) The Controlling Authority shall periodically review the training subjects as mentioned under Rule 5(2) and modify the training subjects based on the needs of the job to be performed by the security guards.

**6) Standard of Physical fitness for security guards :-**

(a) A person shall be eligible for being engaged or employed as security guard if he fulfills the standards of physical fitness as specified below : -

(i) Height, 160 cms (for Female 150 cms) 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)

(ii) Eye sight ; far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness should be able to identify and distinguish colour display in security equipments read and understand display in English Alphabets and Arabic numerals.

(iii) Free from knock Knee and flat foot and should be able to run one k.m. in six minutes.

(iv) Hearing ; free from defect; should be able to hear and respond to the spoken voice and the alarms generated by Security equipments.

(v) The candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.

(b) A candidate should be free from 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.

(c) Each agency shall ensure that every security guard working for it undergoes a medical examination at the time of appointment and there afterwards once in every twelve months from his last such examination so as 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 **Form-V**.

(2) Every application referred to in sub-rule (1) accompanied by a Demand Draft or Bankers cheque showing the payment of fees, as prescribed under clause (3) of section 7 of the act, payable to the Controlling Authority of the state concerned where the application is being made.

(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 VI** after completing all the formalities and satisfying itself about the suitability of the applicant and also the need for granting the licence for the area of operation applied for.

(2) The Controlling Authority either by itself or through its officers may verify the training and skills imparted to the private security guards and supervisors of any private security agency.

(3) The Controlling Authority may review the continuation or otherwise of licence of such security agencies which may not have adhered to the conditions of ensuring the required training.

**10. Conditions for grant of licence.-** (1) The licensee shall successfully undergo a training relating to the private security service as specified by the Controlling Authority within the time frame fixed by it.

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

(3) The licensee shall inform the Controlling Authority regarding any change in the address of persons forming the Agency, change of management etc., 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 a private security guard or supervisor engaged or employed by the Agency, in the course of their performance of duties as private security agency. A copy of such communication shall also be sent to the officer in charge of the police station where the person charged against resides.

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

(6) Save as provided in these rules, the 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 of licence.

**12. Conditions for renewal of licence.-** (1) The renewal of the licence shall be subject to the following conditions,-

(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 training for its private security guards and supervisors required under sub-section (2) of section 5 of the Act.

(iii) The applicant continues to adhere to the licence conditions.

(iv) The Police have no objection to the renewal of the licence to the applicant.

(2) The form for application for renewal of licence shall be in **Form V**.

**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 his authorised advocate along with a receipt of fee of Rs 1000/- (One Thousand Only) paid to the treasury and presented to the Appellate Authority i.e., Home Secretary of Government of Karnataka in person or sent to him by registered post.

**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**. The Controlling Authority, looking to needs of changing times may alter or modify the contents of the format.

**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 indicate a full-face image in colour full name of the private security guard, name of the Agency and the identification number of the individual to whom the Photo identity card is issued.

(3) The Photo identity card shall clearly indicate the individual's position in the Agency and the date up to which the Photo-identity card is valid.

(4) The Photo identity card shall be maintained up to date and any change in the particulars shall be entered therein.

(5) The Photo-identity card issued to the private security guard shall be returned to the Agency issuing it, once the Private security guard is no longer engaged or employed by it.

(6) Any loss or theft of Photo-identity card shall be immediately brought to the notice of the Agency 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 shall issue and make it obligatory for its security guards to wear:

(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 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.
- (f) The Uniform worn by the Private Security guard Should not have any resemblance to the Uniform or Clothes worn by the Armed Forces of the Union, Police and Police Para-Military, CISF, etc.,

(2) The uniform or clothes worn by the private security guard while on 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 shall carry a notebook and a writing instrument with him.

(4) Every Private security guard while on security duty shall 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) The Controlling Authority in order to ensure co-ordination between the Private Security Agencies and the state Police Department shall issue guidelines and instructions to the Private Security Agencies from time to time.

By order and in the name of the Governor of Karnataka,

**K.C. SIDDAPPA**

Under Secretary to Government  
Home Department  
(Law and order, COFEPOSA and Prosecution)

**Form - 1**  
**(See 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 candidates 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: 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. Form 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 place where you have resided for more than one year after attaining the age of twenty-one years.

\_\_\_\_\_

\_\_\_\_\_

**14) Other Details :**

a) Educational Qualification :

b) Previous positions held if any along with name and address of employers :

c) Reason for leaving his employment :

d) Visible Distinguishing Mark :

15) Did you earlier operate 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 / Naturalisation : 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 Judgement)

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

19) Self-Declaration :

The information given by me in this form and enclosures is true and I am solely

(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 Police Station in Charge)

Name of Police Station \_\_\_\_\_

Name of Police District \_\_\_\_\_

\* N.B. Cancel whatever is not applicable.

**Form - II****(See rule 4)****Form for verification of character and antecedents of Security Guard and Supervisor**

Thumb Impression \* of the Applicant \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

Passport Size recent Photograph attested by Class I Gazetted Office
---

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 candidates unsuitable for employment / engagement in the Private Agency).

- 1) Name of applicant as should appear in the photo-identity card (Initials not allowed)  
 Last name \_\_\_\_\_ First name \_\_\_\_\_
  - 2) If you have ever changed your, please indicate the previous name(s) in full  
 \_\_\_\_\_
  - 3) Sex (male / female) \_\_\_\_\_
  - 4) Date of Birth \_\_\_\_\_
  - 5) Place of Birth : village / Town \_\_\_\_\_ District \_\_\_\_\_ State & Country \_\_\_\_\_
  - 6) Father's Full name / legal Guardian's Full name (including surname, if any) : (Initials not allowed) \_\_\_\_\_
  - 7) Mother's full name (including surname, if any) : (Initials not allowed)  
 \_\_\_\_\_
  - 8) If married, Full Name of spouse (including surname, if any). (initials not allowed)  
 \_\_\_\_\_
  - 9) Present Residential Address, including Street No. / Police Station, village and District (with Pin code) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Telephone No. / Mobile No. \_\_\_\_\_

10) Please give the date since residing at the above-mentioned address : DD MM YYYY

\_\_\_\_\_

11) Permanent Address including street No. / Police station, Village and District (with PIN Code)

\_\_\_\_\_

12) If you have not resident 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 furnished 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 Qualification :

\_\_\_\_\_

(b) Previous positions held if any along with name and address of employers :

\_\_\_\_\_

(c) Reason for leaving has 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 / Naturalisation : 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 Judgement)

\_\_\_\_\_

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 you departure from India? If so, give name of court, case number and offence.

\_\_\_\_\_  
\_\_\_\_\_

20) Self-Declaration :

The information given by me in this form and enclosures is true and I am solely responsible for accuracy.

(Signature / T.I.\* of applicant)

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

Date : \_\_\_\_\_

Place : \_\_\_\_\_

21) Particulars of Person to be intimated in the event of death or accident :

Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile/ Tel. No. \_\_\_\_\_

22) Enclosures :

\_\_\_\_\_  
\_\_\_\_\_

(Signature / T.I. \* of applicant)

**\*FOR OFFICE USE ONLY :**

File No. \_\_\_\_\_

Date of issue of C&A Report \_\_\_\_\_

(Signature of Police Station in charge)

Name of Police State \_\_\_\_\_

Name of Police District \_\_\_\_\_

\* N.B. Cancel entries is not applicable.

**Form-III**

(See 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 rule 5)

**Training Certificate**

Serial number

**Name of the Training Agency**

**Address of the Training Agency**

**Licence 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 rule 8)

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

To,

The Controlling Authority,

\_\_\_\_\_

\_\_\_\_\_

The undersigned hereby applies for obtaining a 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) Qualification of staff engaged for  
imparting instruction :

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 Supervisor of the Agency.
- 12) Does the applicant intends to operate in more than one district ? 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 application  
Telephone number 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)

**GOVERNMENT OF KARNATAKA**

**License 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 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 in applicable 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 8)

Date of Renewal

Date of expiry

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

Signature  
Name of renewing 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 Authority \_\_\_\_\_

The \_\_\_\_\_ above named appeal to the \_\_\_\_\_(State Home Secretary) \_\_\_\_\_  
form 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 appealed 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)**

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 The Agency
1.						

**(Part-II Private Security Guard and Supervisor)**

Sl. No.	Name of Supervisor	Father's Name	Present address & Phone No.	Date of Joining/ leaving the agency	Perma- nent address	Photo- graph	Badge No.	Salary with date
1.								
2.								

**(Part III Customers)**

Sl. No.	Name of the Customer & Phone No.	Address 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 any arms / Communion	Date and time of commencement of duty	Date and time of ending of duty

**Form - IX**

(See rule 11)

**Photo-Identity card for Private Security Guard / Supervisor  
(Name of the Private Security Agency)**

<p>Photograph of the holder duly attested by the issuing authority</p>
--

Name \_\_\_\_\_

Official Designation \_\_\_\_\_

Identification No. \_\_\_\_\_

Date of issue \_\_\_\_\_

Valid up to \_\_\_\_\_

Signature of the cardholder \_\_\_\_\_

Signature of the  
Issuing authority

Official Seal

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ಸರ್ಕಾರಿ ಮುದ್ರಣಾಲಯ, ವಿಕಾಸ ಸೌಧ ಭವನ, ಬೆಂಗಳೂರು.