

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhaban, 3rd Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata-700 091

No.:1069(10)-IW-11011(99)/25/2020

Date:22.04.2025

From: The Deputy Secretary to the Government of West Bengal.

To:

1. The Chief Engineer, South, I & W Directorate.
2. The Chief Engineer, West, I & W Directorate
3. The Chief Engineer, South West, I & W Directorate
4. The Director of Personnel & Ex. Officio Chief Engineer, I & W Directorate
5. The Chief Engineer, North, I & W Directorate
6. The Chief Engineer, (Design & Research), I & W Directorate
7. The Chief Engineer, North East, I & W Directorate
8. The Chief Engineer, Teesta Barrage Project, I & W Directorate
9. The Chief Engineer (Mechanical & Electrical), Irrigation & Waterways Directorate
10. The Chief Engineer (Project Director, WBMIFMP), Irrigation & Waterways Directorate,

Subject: Publication of WBPSA(R)Rules, 2024

Ref: Memo no. 333-IS/PVT-60/2021 dated 04.04.2025 of the Senior Deputy Secretary, Home and Hill Affairs Department

The undersigned is directed to enclose the above referred memorandum and request them to circulate the same to their subordinate offices to take necessary actions from their end.

Encl: As stated above.

Sd/-
Deputy Secretary to the Government of West Bengal

No.:1069(10/1(2)-IW-11011(99)/25/2020

Date:22.04.2025

Copy forwarded for information and necessary action to:

1. P.A to the Secretary, I&W Department.
- ✓ 2. The Executive Engineer, DVC Study Cell, I&W Dte.----With a request to upload the same in this Department's official website.

22.4.25
Deputy Secretary to the Government of West Bengal



GOVERNMENT OF WEST BENGAL

HOME AND HILL AFFAIRS DEPARTMENT
INTERNAL SECURITY BRANCH

NABANNA

325, SARAT CHATTERJEE ROAD, HOWRAH - 711 102

No. : 333-IS/PVT-60/2021

Dated, Howrah, the 04th day of April, 2025

From : Controlling Authority, PSA Licence
& Special Commissioner to the Government of West Bengal

- To :
- 1) The Additional Chief Secretary/Principal Secretary/Secretary,Department
 - 2) The Director General & Inspector General of Police, West Bengal
 - 3) The District Magistrate, (All)
 - 4) The Commissioner of Police, (All)
 - 5) The Superintendent of Police, (All)

*SO(A)-1
may be circulated to
all CFS
8/4/25*

*3
8/4/25*

*OSD(e)
8/4/25*

① JS(M) H
② JS(T) H
③ JS(E) H
Expn

Sub: Regarding publication of WBPSA(R) Rules, 2024

Sir,

I am directed to forward herewith a copy of the gazette notification No-244-IS/PVT-60/2021 dated 28th February, 2025 of West Bengal Private Security Agencies (Regulation) Rules, 2024 for information and taking necessary action.

Encls: As stated.

JH 04/04/2025
[Shri Jitendra Roy, IAS]

Controlling Authority, PSALicence

& Special Commissioner to the Government of West Bengal

No.: 333/1(2)-IS/PVT-60/2021

Dated, Howrah, the 04th day of April, 2025


Copy forwarded for information to:-

1. Senior PS to Chief Secretary, Government of West Bengal.
2. Senior PS to Home Secretary & Principal Secretary, Home & Hill Affairs department, Government of West Bengal.

*1416 - ACS
7/4/25*

Sd/-

Senior Deputy Secretary to the Government of West Bengal

The

Kolkata Gazette
सत्यमेव जयते
Extraordinary
Published by Authority

PHALGUNA 17]

SATURDAY, MARCH 08, 2025

[SAKA 1946

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
HOME AND HILL AFFAIRS DEPARTMENT
INTERNAL SECURITY BRANCH, NABANNA
325, Sarat Chatterjee Road, Howrah-711102

NOTIFICATION

No. 244-IS/PVT-60/2021

Dated, 28th day of February, 2025

In exercise of the powers conferred by section 25 of the Private Security Agencies (Regulation) Act, 2005 (29 of 2005) and in supersession of the West Bengal Private Security Agencies (Regulation) Rules, 2007, except as respects things done or omitted to be done before such supersession, the Governor is pleased to make the West Bengal Private Security Agencies (Regulations) Rules, 2024.

Rules

1. Short title and commencement. — (1) These rules may be called the West Bengal Private Security Agencies (Regulations) Rules, 2024.
(2) They shall come into force on the date of their publication in the *Official Gazette*.
2. Definitions. — (1) In these rules, unless there is anything repugnant in the subject or context,
 - (a) "Act" means the Private Security Agencies (Regulation) Act, 2005 (29 of 2005);
 - (b) "Agency" means the Private Security Agency;
 - (c) "Controlling Authority" shall have the same meaning as assigned to it in clause (b) of section 2 of the Act;
 - (d) "Form" means Form appended to these rules and includes a digital version of it;
 - (e) "Licence" means a licence granted under the Act.

(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. Application for grant of licence. — (1) Every agency while making an application in Form I to the Controlling Authority for the grant of licence shall also enclose the Form II for verification of his antecedents.

(2) If the applicant is a company, a firm or an association of persons, the application in Form I shall be accompanied by Form II for every proprietor or majority shareholder, partner or director of the company, as if they were also the applicants. In addition, he shall submit an Affidavit in Form III incorporating the details in relation to the provisions contained in sub-section (2) of section 7 of the Act.

(3) On receipt of Form I, Form II, and Form III, the Controlling Authority shall make such inquiries, as it considers necessary to verify the contents of the application and the particulars of the applicant.

(4) Every application referred to in sub-rule (1) shall be accompanied by receipted challan in T.R. Form/ GRIPS e-Challan under head of Account "018-Fees under the Private Security Agencies (Regulation) Act, 2005, for regulating the functioning of Security Agencies" with detailed heads "13-Licence Fees" & "16-Other Fees" subordinate to the Receipt Head of Account "0070-other Administrative Services-60-other Services-800-other Receipts including Census" showing the payment of fees as prescribed under sub-section (3) of section 7 of the Act.

(5) The application referred to in sub-rule (1) shall be delivered to the Controlling Authority by registered post or through electronic means.

(6) On receipt of the application referred to in sub-rule (1), the Controlling Authority shall after noting thereon the date of receipt of the application, issue an electronic or digital acknowledgment to the applicant.

(7) The Controlling Authority, after receiving an application in Form I shall grant a licence to the private security agency in Form IV after making such enquiry as it considers necessary and after compliance with the provisions of the Act or reject the same within a period of sixty days from the date of receipt of the application complete in all respect:

Provided that in case of rejection of the application for grant of licence, no order of refusal shall be made unless, -

(a) the applicant has been given a reasonable opportunity of being heard; and

(b) the grounds on which licence is refused is mentioned in the order.

(8) The Controlling Authority either by itself or through its officer or any other means or concerned police authority having jurisdiction over the applicant shall verify the premises of the private security agency at the address or addresses provided by the agency.

(9) The Controlling Authority shall cause to deliver the licence either physically or digitally within fifteen days of issue to the principal office of the private security agency which the concerned private security agency shall be bound to display at its place of business.

4. Verification of the antecedents of the applicants

(1) The Controlling Authority shall obtain a no objection certificate from the Superintendent of Police of the concerned District, or the Commissioner of Police of the concerned Commissionerate, as the case may be, or an officer authorised by him not below the rank of Deputy Commissioner of Police, where the applicant intends to commence its activities. For the purpose, the Controlling Authority shall send to him a copy of the application for licence and its attachments for verification and report.

(2) The Superintendent of Police, or the Commissioner of Police, or an officer authorized by him not below the

rank of Deputy Commissioner of Police, as the case may be, 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 under sub rule (1) of rule 3, earlier operated any 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 Agency.

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

(2) The Controlling Authority shall frame the detailed training syllabus required for training the licensee.

(3) The training shall be for a minimum period of six working days. The training shall broadly include the following subjects, namely:-

- (i) Present security scenario:
 - (a) VIP Security
 - (b) Internal Security
 - (c) Institutional Security;
- (ii) Role and Functioning of Private Security Agencies:
 - (a) Fire Fighting
 - (b) Disaster/ Emergency Management protocol
 - (c) Security Duties
 - (d) Checking of various documents
 - (e) Information security
 - (f) Access Control
 - (g) Explosives, IEDs
 - (h) Anti Sabotage Checks (ASC)
 - (i) Security related equipment
 - (j) Communication Equipment
 - (k) Patrolling
 - (l) Post duties
- (iii) Legal provisions:
 - (a) The Private Security Agencies (Regulation) Act, 2005 (29 of 2005) and its associated Rules.
 - (b) Relevant Labour Laws
- (iv) Management of Security Agencies:
 - (a) Uniform

- (b) Training of personnel of private security agencies
 - (c) Documentation and records to be maintained by the licensee
 - (d) Data Sharing Protocol
 - (v) Interface with public, Police and other departments:
 - (a) Interface with Public
 - (b) Liaison with police and other concerned Government Departments
 - (vi) Private Security Personnel - DO's and DON'Ts (Conduct Rules)
- (4) The licensee shall inform the Controlling Authority regarding any change in the address of persons forming the Agency or change of management within thirty days of such change.
 - (5) 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 performance of duties as a 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.
 - (6) 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.
 - (7) Save as provided in these rules, the fees paid for the grant of licence shall be non-refundable.
 - (8) The licensee shall commence its activities within six months of obtaining the licence.
 - (9) Commencement of activities shall include the establishment of office premises and engagement of supervisors as provided under sub-section (3) of section 9 of the Act and in accordance with rule 11.
6. **Renewal of licence.** — (1) Every Agency shall apply to the Controlling Authority for renewal of the licence in Form I along with Form II and Form III not less than forty-five days before the date of expiry of the period of validity thereof and after complying with other conditions of section 8 of the Act.
- (2) If the applicant is a company, a firm or an association of persons, the application in Form I shall be accompanied by Form II for every proprietor or majority shareholder, partner or director of the company as if they were also the applicants.
 - (3) The Controlling Authority, after receiving an application in Form I shall grant a renewal of licence in Form IV after making such enquiry as it considers necessary and after compliance with the provisions of the Act.
 - (4) In case of non-receipt of the application for renewal of licence within the validity period, the agency shall be treated as un-licensed agency after the expiry of validity.
 - (5) No application for Renewal of licence shall be accepted after expiry of validity of licence. In such case the Agency may apply for fresh licence as per section 7 of the Act.
 - (6) The fees chargeable for renewal of the licence shall be the same as for the grant of new licence as mentioned in sub-section (6) of section 7 of the Act.
 - (7) The Controlling Authority shall pass an order on application for renewal of licence in Form IV within thirty days from the date of receipt of application complete in all respects.
 - (8) The validity of renewed licence shall be counted from the date of expiry of the previous licence and shall be up to a period of five years irrespective of its date of renewal.

7. **Conditions for renewal of licence.**— The renewal of the licence shall 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 supervisors required under sub-rule (2) of rule 9 of these rules;
 - (iii) the applicant continues to adhere to the conditions of grant of licence;
 - (iv) the applicant has no criminal antecedents as may be verified from a database of crime and criminals and /or physical verification by the police authority having jurisdiction.
8. **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 manner, namely:-
- (a) by relying upon the report received from the police authority based upon records/ electronic databases of crime and criminals maintained by police authority, and/or by physical verification by the concerned police authority as the case may be, for verification of the character and antecedents of such person/s.
 - (b) by relying on the report received from the police authorities signed under the authority of the Superintendent of Police or an officer of the equivalent or higher rank of the concerned district or the Commissioner of Police, or an officer not below the rank of Deputy Commissioner of Police, as the case may be.
- (2) The person desirous of getting employed or engaged as a security guard or supervisor shall submit Form V to the Agency. In addition, he shall submit an Affidavit in Form VI incorporating the details in relation to the provisions contained in sub-section (2) of section 10 of the Act.
 - (3) The State Government shall arrange to accept the prescribed fee to be deposited electronically for character and antecedent verification.
 - (4) The authority to which the application is made shall ensure that the character and antecedent verification report is issued within fifteen days of the receipt of the character and antecedent form.
 - (5) Once issued, Character and antecedents' verification report shall remain valid for three years irrespective of the change in employer status.
 - (6) On the basis of character and antecedents' verification, the verification authority shall issue in Form VII a character and antecedents certificate and this certificate shall be valid as prescribed under sub-rule (5) of rule 8, even if the person ceases to be the employee of that Agency.
9. **Security Training.**— (1) The Controlling Authority shall frame the detailed training syllabus required for training the security guards in accordance with the subjects as mentioned in sub-rule (2) hereinafter. For entry-level, this training shall be for a minimum period of a 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 a minimum of forty hours of classroom instructions 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/ apartment, personnel security, household security;

- (d) fire-fighting;
 - (e) crowd control;
 - (f) examining identification papers including identity cards, passports and smart cards;
 - (g) should be able to read, write and speak in Bengali language and able to understand basic English conversation and understand English/ Hindi alphabet and Arabic numerals as normally encountered in identification of documents, arms licence, travel documents and security inspection sheets;
 - (h) identification of improvised explosive devices;
 - (i) first-Aid;
 - (j) crisis response and disaster management;
 - (k) defensive driving (compulsory for the driver of an Armoured vehicle and optional for others);
 - (l) handling and operation of non-prohibited weapons and firearms (optional);
 - (m) rudimentary knowledge of the Indian Penal Code, right to private defence, 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 equipment and devices (for example; security alarms and screening equipment);
 - (q) leadership and management (for supervisors only); and
 - (r) local language and culture.
- (3) The security guard shall have to successfully undergo the training prescribed by the Controlling Authority.
 - (4) On completion of the training each trainee shall have to undergo an evaluation as prescribed by the controlling authority to be considered as a successful candidate for enrolment as a private security guard or supervisor. A certificate in Form VIII shall be issued by the training institute to such successful trainees.
 - (5) 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.
 - (6) All the training agencies shall submit a list of successful trainees to the Controlling Authority in the manner prescribed by it.
 - (7) Based on training completed and requirement of the job, private security agency may have their own designations provided that no agency shall adopt any of the ranks of the armed forces, paramilitary forces or State Police Forces.
 - (8) 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 training agency.
 - (9) The Controlling Authority may review the continuation or otherwise of licence of such security agencies which may not have adhered to the conditions of trained personnel on its rolls.
 - (10) All the Private Security agencies shall submit a list of enrolled guards/ supervisors to the Controlling Authority in the manner prescribed by it.

10. **Standard of physical fitness for security guards.**- (1) A person shall be eligible for being engaged or employed as security guard if he fulfils the standards of physical fitness as specified below:-
- (i) Height, 160 cms (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: Farsighted 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 equipment and read and understand display in English / Bengali alphabets and Arabic numerals.
 - (iii) Free from knock knee and flat foot and should be able to run one kilometre 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 equipment.
 - (v) The candidate should have the 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 private 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 standards as prescribed for the entry level.
11. **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 supervisors so that at least for every six private security guards there is one supervisor available for assistance, advice and supervision.
12. **Appeals and procedure.** - 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 Home Secretary to the State Government in person or in electronic or digital form or sent to him by registered post.
13. **Register to be maintained by the Agency.**- The register required to be maintained under the Act by the Agency shall be maintained electronically in Form X.
14. **Photo identity card.**- (1) Every photo identity card issued by the Agency under sub-section (2) of section 17 of the Act shall be in Form XI.
- (2) The photo identity card shall convey a full-face image in colour, the full name of the private security guard, the name of the Agency and the employee 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 and to the local police authority.

15. Other conditions.— (1) Notwithstanding whether the Agency mandates its private security guards to put on the uniform while on duty or not, every private security agency shall 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 eyelets 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 efficient performance. In particular, they shall neither be too tight nor too loose 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 active security duty shall wear and display a photo-identity card issued under section 17 of the Act, on the outermost garment above waist level on his person in a conspicuous manner.

By order of the Governor

Sd/-

(Nandini Chakravorty)

Home Secretary

&

Principal Secretary to the Government of West Bengal
Home & Hill Affairs Department

Form I
(See rule 3, 5)

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

To

The Controlling Authority

The undersigned hereby applies for obtaining a licence to run the business of operating services in the area of Private Security Agencies

1. Full name of the applicant:
2. Nationality of the applicant:
3. Son/wife/daughter of:
4. Residential Address:
5. Address, where the applicant desires to start his Agency:
6. Name of the Private Security Agency:
7. Additional details of the Private Security Agency (if applicable):
 - (a) CIN No.
 - (b) ESI No.
 - (c) EPF No.
 - (d) Labour Licence No.
 - (e) Labour Registration No.
 - (f) GST No.
 - (g) Any other information.
 - (h) Whether the Agency has FDI? (Yes/No).
If Yes, Give the following information;
 - (i) Country of FDI :
 - (ii) Name of foreign Shareholder :
 - (iii) Address of foreign Shareholder :
 - (iv) Year of investment :
 - (v) No. of shares :
 - (vi) Percentage of foreign Shareholding :
 - (vii) Approval details of FDI :

(Please attach the relevant document of FDI approval.)

8. Name and addresses of Proprietor, Partner, Majority shareholder, Director and Chairman of the Agency:

S.No.	Management Type (Proprietor/partner/Majority Shareholder/Director/Chairman)	Name	Address	DIN No. (if held)	ID Proof with no.

9. Name and extent of facilities available:

10. (a) Does the applicant possesses the training facility in its own or will get it on outsourcing basis?

(b) If the applicant has own training facility, please provide the following information:

Name of training agency:

Address of Training agency:

Recognition details of Training agency :

11. 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 Equipments

(i) Wireless Telephones

(ii) Alarm Devices

(iii) Armoured Vehicles

(iv) Arms

12. The particulars of the uniform including colour. (Please attach colour photo of uniforms).

13. Does the applicant intends to operate in more than one districts? If so the name of the Districts

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

14. Does the applicant intend to operate in the entire state? Yes / No

Signature

Name of the applicant

*Address of the applicant

Telephone number of the applicant

Date of application

Enclosure:

1. Photo of the premises of the Agency.
2. ID Proof of all Management personnel.
3. Recognition details of training agency (if applicable).
4. Colour photo of uniforms.
5. Documents (if applicable) under the agency details given in Para 7 above.
6. Copy of current Income tax Clearance Certificate.
7. Affidavit as prescribed in Section 7 sub-section (2) of the Act
8. Other enclosures.

Form II
(See rule 3 and 5)

Form for verification of Antecedents of Applicant

NOTE: If the applicant is a company, a firm or an association of persons, this form shall be filled up by every proprietor or majority shareholder, partner or director of the company, as if they are also the applicants.

Signature of the Applicant _____

For official use only

Form number	Antecedents verification issued by:	Date

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

D.D No. _____ Date of Issue _____

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 licence)

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 (DD/MM/YYYY): _____

5. Aadhaar No. _____

6. PAN No. _____

7. Place of Birth: Village / Town _____

District _____ State and Country _____

8. Father's Full Name/ Legal Guardian's Full Name (including surname, if any): (Initials not allowed)

9. Mother's Full Name (including surname, if any): (Initials not allowed)

10. If married, Full Name of Spouse (including surname, if any): (Initials not allowed)

11. Present Residential Address, including Street No./police station, village and District (with PIN code) —

_____ Telephone No./Mobile No. _____

12. Please give the date since residing at the above-mentioned address:

(DD/MM/YYYY) _____

13. Permanent Address including Street No. police station, village and District (with PIN code)

14. If you have not resided at the address given at COLUMN (11) continuously for the last five years, please furnish the other address (addresses) with duration(s) resided.

From _____ To _____ Address _____

15. 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. _____

16. Other Details:

(a) Educational Qualifications. :

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

(c) Reason for leaving last employment:

(d) Visible Distinguishing Mark:

(e) Last 3 years IT Return:

S.No.	Assessment Year	copy of ITR enclosed (Yes/No)
1.
2.
3.

(f) Affidavit incorporating the provisions of Section 6 of the Act enclosed: Yes/No

17. 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 licence particulars

18. Are you a citizen of India by: Birth/ Descent/Registration/Naturalisation: If you have ever possessed any other citizenship, please indicate previous citizenship

19. 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)

20. Is/Are any criminal proceeding(s) pending against you before a court in India? If so, give name of court, case number and offence

21. Self-Declaration:

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

(Signature of applicant)

Date

Place

Enclosures:

.....
.....

(Signature of applicant)

Form-III

(See rule 3(2)/ rule 5(1))

Affidavit

I S/o / D/o / W/o Mr./Ms resident of is a Proprietor/ Partner/ Director of M/s (Name of firm/ agency/company) at (Address of firm/agency/company).

I do hereby solemnly affirm and declare as under:

1. That the deponent is a citizen of India.
2. That the deponent has attained the age of 18 years.
3. That the details of the Proprietor/ Partners/ Directors (Please indicate the details of all the Partners/ Directors) are as under:

Sl. No.	Name of the Proprietor/Partners/ Directors	Designations in the firm/ agency/company (Proprietor/ Partner/Director)	Residential Address

4. That the deponent or any of the Proprietor/ Partner/ Director has not been convicted of any offence in connection with promotion, formation or management of a company (any fraud or misfeasance committed by him in relation to the firm/agency/company), including an undischarged insolvent.
5. That the deponent or any of the Proprietor/ Partner/ Director has not been convicted by a competent court for an offence, the prescribed punishment for which is imprisonment of not less than two years.
6. That the deponent or any of the Proprietor/ Partner/ Director has not been -
 - (a) keeping links with any organisation or association which is banned under any law on account of their activities which pose threat to national security or public order; or
 - (b) indulging in activities which are prejudicial to national security or public order.
7. That the deponent or any of the Proprietor/ Partner/ Director has not been dismissed or removed from Government service on grounds of misconduct or moral turpitude.
8. That the firm/agency/company is registered in India and does not have a proprietor or a majority shareholder, partner or director, who is not a citizen of India.
9. That the deponent and all the Partner/ Director of the firm/agency/company shall comply with the provisions of sub-section (2) of section 9 of the Private Security Agencies (Regulation) Act, 2005 (29 of 2005) by ensuring availability/imparting of such training and skills to its private security guards and supervisors as prescribed.
10. That the deponent and all the Partner/ Director of the firm/agency/company shall fulfill the following conditions of licence as stipulated under section 11 of the Private Security Agencies (Regulation) Act, 2005 (29 of 2005).
 - (i) prescribed training which the licensee is to undergo;
 - (ii) details of the person or persons forming the agency;

- (iii) obligation as to the information to be provided from time to time to the Controlling Authority regarding any change in their address, change of management;
 - (iv) obligation as to the information to be provided from time to time to the Controlling Authority about any criminal charge made against them in the course of their performance of duties of the private security agency or as the case may be, a private security guard employed or engaged by them.
 - (v) Competent authority in the State Government may verify about imparting of required training by the private security agency under sub-section (2) of section 9 of the Act and may review continuation or otherwise of licence of the private security agency if the agency have not adhered to the condition of ensuring the required training.
11. That there are no cases registered with police or pending in court of law against the deponent.

Or

That there are cases registered with police or pending in court of law against the deponent. (Details shall be enclosed)

12. That the deponent and all the Partner/ Director of the firm/agency/company will comply, conditions of licence and in letter and spirit, with the provisions of the Private Security Agencies (Regulation) Act, 2005 (29 of 2005) and the relevant rules notified by the State Government under the Act and also comply with the instructions issued from time to time by the Controlling Authority appointed under the Act, while managing private security agency with the name and title M/s

Deponent

Verification:- I, hereby solemnly affirm on
(date) that the contents of above this affidavit are true and correct to the best of my knowledge and belief nothing has been concealed therein.

Deponent

- Note:
- (i) Point No. 4 to 8 relates to compliance of section 6 of the Act.
 - (ii) Point No. 9 relates to compliance of section 9(2) of the Act.
 - (iii) Point No. 10 and 11 relates to compliance of section 11 of the Act.
 - (iv) Strike the points which are not applicable.

From IV

(See rule 3(10))

GOVERNMENT OF _____

Licence to engage in the business of Private Security Agency

Serial No. _____

Date _____

Name of the Private Security Agency : _____

Shri. _____ (name of the Applicant)

S/o _____ r/o _____

(Full Address) _____

is granted the licence by the Controlling Officer for the State of _____
to run the business of Private Security Agency in the district(s) of / State of (strike of the inapplicable words)
_____ with office at _____ (address of the office)

Place of Issue _____

Date of issue _____

This license is valid up to _____

Signature

Name of granting authority

Designation

Official Address

RENEWAL

(See rule 5(4))

Sl. No.	Date of Renewal	Date of expiry
1.		
2.		
3.		
4.		

Signature

Name of renewing authority

Designation

Official Address

Form V
(See rule 7(2))

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

Signature of the Applicant

For official use only		
Form number	Character & antecedents verification issued by:	Date

Fee Amount Rs. _____ Cash /D.D _____ Name of Bank _____ D.D No. _____

Date of Issue _____

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 Security Agency.)

- Name of applicant as should appear in the photo-identity card (Initials not allowed)
Last name _____ First name _____
 - If you have ever changed your name, please indicate the previous name(s) in full

 - Sex (male/female). _____
 - Date of Birth (DD/MM/YYYY): _____
 - Aadhaar No. _____
 - Place of Birth: Village/Town _____
District _____ State and Country _____
 - Father's Full Name/ Legal Guardian's Full Name (including surname, if any): (Initials not allowed)

 - Mother's Full Name (including surname, if any): (Initials not allowed)

 - If married, Full Name of Spouse (including surname, if any). (Initials not allowed)

 - Present Residential Address, including Street No./ Police station/ Village and District (with PIN code)

- Telephone No./ Mobile No. _____
- Please give the date since residing at the above mentioned address: DD/MM/YYYY

12. Permanent Address including Street No./ Police station/ Village and District (with PIN code)

13. If you have not resided at the address given at COLUMN (10) continuously for the last five years, please furnish the other address (addresses) with duration(s) resided.

From	To	Address
_____	_____	_____
_____	_____	_____

14. 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:

15. 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 on body :
- (e) Height (cms) :
- (f) Affidavit incorporating the provisions of Section 10(1) & (2) of the Act enclosed : Yes / No

16. Are you working in Central Government/ State Govt/ PSU/ Statutory Bodies : Yes / No

17. Are you a citizen of India by: Birth/Descent/Registration/Naturalisation: If you have ever possessed any other citizenship, please indicate previous citizenship

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

(Attach copy of judgment)

19. Is/Are any criminal proceeding(s) pending against you before a court in India? If so, give name of court, case number and offence

20. 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

21. Self Declaration:

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

22. Finger Prints:

(Signature of applicant)

Date

Place

Enclosures:

(Signature of applicant)

Form-VI
(See rule 7(2))
Affidavit

I S/o / D/o / W/o Mr./Ms. resident
..... (Residential Address) offer myself for employment as a private secur
guard/supervisor in the private security agency M/S. (Name of fir
agency/company) at (Address of firm/agency/company).

I do hereby solemnly affirm and declare as under:

1. That I am a citizen of India:
2. That I have attained the age of 18 years but have not attained the age of 65 years.

My date of birth is

3. That I have not been convicted by a competent court.
4. That I have not been dismissed or removed on grounds of misconduct or moral turpitude while serving any of the armed forces of the Union, State Police Organisations, Central or State Governments or in any private security agency.

Deponent

Verification: I, hereby solemnly affirm on (dat
that the contents of above this affidavit are true and correct to the best of my knowledge and belief nothing has be
concealed therein.

Deponent

Note: The provisions of section 10(2) of the Private Security Agencies (Regulation) Act, 2005 (29 of 2005) may be printed at the back of affidavit for awareness of deponent as follows:

Section 10. Eligibility to be a private security guard.

(2) No person who has been convicted by a competent court or who has been dismissed or removed on ground of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organisation Central or State Governments or in any private security agency shall be employed or engaged as a private security guard or a supervisor.

Form-VII
(See rule 7(6))

CHARACTER AND ANTECEDENT CERTIFICATE

(This certificate is issued under the provisions incorporated in the rules of the Private Security Agencies (Regulation) Act, 2005.)

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 (es) continuously for the last one year

Date of Birth :

Place of Birth :

Educational Qualification :

Profession :

Present Address :

Permanent Address :

This certificate is issued on the basis of (Source of certificate) and shall be valid upto
a period of five years from its date of issue.

Issuing Authority

Signature

Name

Designation

Address/Tel.No.

Date of Issue :

Form-VIII.
(See rule 8(5))

Training Certificate

Serial number

Name of the Training Agency

Address of the Training agency

Training Agency Recognition No

[The recognition of this agency is valid upto (date)]

Certified that _____ son/daughter of _____ resident of _____ has completed the prescribed training for the engagement or employment as a Private Security Guard/Supervisor conforming to National Skill Qualification Framework (NSQF) standards from _____ till _____.

His signature is attested below.

Signature of the Certificate Holder

Signature of issuing authority

Designation

Place of issue

Date of issue

Form-IX
(See rule II)

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 licence to run Private Security Agency _____ and sets forth the following grounds
of objection to the order appeal from namely _____

1. _____

2. _____

3. _____

4. _____

Enclosed list of documents
.....

Signature

Name and Designation of the Appellant

Date

Place

Form X

(See rule 12)

Register of Particulars**(Register A: 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.						

(Register B: 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	Finger Prints	Employee No	Salary with date, ESI, EPF numbers and Bank/Branch through which paid
1.									
2.									

(Register C: Customers)

Sl. No.	Name of the Customer & phone no.	Address of the place where Security is provided	Number and ranks of Security Guards provided	Date of commencement of services	Date of discontinuation of services

(Register D: 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 13)

Photo Identity card for Private Security Guard/Supervisor

(Name of the Private Security Agency)

Identity Card No.

Name

Official Designation

Employee no.

Blood Group

Date of issue

Valid up to

Signature of the cardholder

Signature of the issuing authority

Official seal

Colour Photo

By order of the Governor,

Sd/-

(Nandini Chakravorty)

Home Secretary

&

Principal Secretary to the Government of West Bengal

Home & Hill Affairs Department