

HOW TO APPLY FOR LICENSE TO START PRIVATE SECURITY TRAINING INSTITUTE FOR PRIVATE SECURITY GUARDS

- 1) Every application for the grant of Private Security Training Institute license should be made to the Controlling Authority in **Form-V** along with a **License fee** by way of Demand draft or Banker's cheque in the name of Director General of Police, Haryana as under:

Fee for the entire State of Haryana	25,000/-
Controlling Authority, Haryana: Additional Director General of Police, (Law & Order), Haryana Police Headquarters, Sector-6, panchkula-134109, Haryana, E-mail: adgp.laworder@hry.nic.in Tel & FAX no: 0172-2585724.	

Every application to the Controlling Authority for grant of a license shall be accompanied by **Form-I** for verification of the antecedents of the applicant. If the applicant is a company or a Firm or a Society or a Trust or an Association of persons, the application shall be accompanied by Form-I for every proprietor or director or partner of the company as an applicant. (Applicant (s) who are residents of other State/UT must also enclose requisite fee for verification of antecedents of every applicant/partner/director of the applicant agency of the prescribed amount as advised under PSARA Rules of that State/UT; so as to avoid delay in processing of application).

List of Additional Documents Required

(Note: All documents except the affidavit are to be duly attested by notary public).

- 1) Details of facilities available in proposed training institute for private security guards/supervisor.
- 2) **Affidavit** in original as per **section 7 (2) PSAR Act- 2005** and w,r,t, **Foreign Equity** etc. as per FDI Policy, duly attested by an Executive Magistrate.
- 3) Copy of the **Certificate of incorporation/registration** of the applicant agency (AA) as company/Firm/Society/Trust/Association of Persons under relevant Acts of Law. In case of a Sole proprietor, copy of **license granted**

by Govt. of India, Ministry of Labour under Contract Labour (regulation & Abolition) Act- 1970 and/or Registration with Labour Department, Haryana under the Punjab Shops & Commercial Establishment Act- 1958 would be applicable.

- 4) Copy of **Memorandum of association** and articles of association, proprietorship, deed of trust/partnership etc including names, address and other particulars of all those responsible for running of the AA.
- 5) Copy or **Proof of residence** as mentioned in Form-V of the proprietor/directors/partners/trustees of the AA. (Allotment letter/valid passport/ration card/ voter card etc.)
- 6) Copy of the **proof of ownership/Rent deed** w.r.t. the 'Principal place of business' (PPB) as mentioned in Form-V (The PPB has to be essentially under the jurisdiction of the Controlling Authority i.e. in the state of Haryana, at some commercial location instead of any residential accommodation).

Clarifications:

(a) A Principal Place of Business is "where the governing power of the organization or establishment is excised, where those meet in council who have a right to control its affairs and prescribe what policy of the organization or establishment shall be pursued, and not where the labour is performed in executing the requirements of organization or establishment in transacting its business."

(b) Further, as permission of commercial activities from residential premises have been objected to by many residents welfare associations (RWAs), PPB are not allowed in residential accommodations.

- 7) Detail of **Arms license(s)** / arms & ammunition already in possession of the proprietor/partners/director/trustees/employees of the AA, anywhere in India either in the individual capacity or in the name of AA as per following format.

Detail of Arms license Arms & ammunition with the AA including its directors/partners/or employees etc. (as on-----)			
Sr. No.	<u>Licencee</u>	<u>Weapon (s)</u>	<u>Licence</u>
	a) Name; b) Address;	a) No. & Category: (PB-----/NPB-----) b) Type: gun/rifle/pistol/revolver etc- (auto/semi-auto/bolt-action/dummy for drill)	a) Number; b) Issuing authority; c) Jurisdiction;

	c) Position in TIPS;	c) Make of company; d) Ammunition stock (weapon wise)	d) Valid up to -----;
	(1)	(2)	(3)
1.			

- 8) Copy of the **Logo of the AA**. (The logo must clearly show the name of the AA.
- 9) Copy of **Sample Identity card** for the employees of the AA. (It must conform to Form IX of PSARA Rules-2009.
- 10) Copy of the **Memorandum of understanding (MOU-2)** for the prescribed 'annual medical examination' of PSTI employees of the AA with a reputed hospital.
- 11) Copy of **Form-III** i.e. Character Verification Report in respect of every employee of the AA separately, confirming that they have no criminal record.
- 12) Detail of all **Serving employees** of the AA as per following format. (Applicable to old-existing agencies only; New AAs may furnish this information within 6 months of obtaining License).

Detail of all employees of the AA (as on-----)				
Sr. No.	a) Name; b) Address; c) Position in PSTI d) Date of birth e) Date of joining AA;	a) Whether he/she is an Ex- (Army/ Navy/ AF/ Paramilitary/Police/HG) or Civilian; b) Edu. Qualification;	Whether his/her Character & Antecedents including Criminal record verified and Form III issued (Yes/No)	Whether he/she has undergone the prescribed training and Form IV issued (Yes/No)
	(1)	(2)	(3)	(4)
1.				

- 13) Copy of **Current Passport** of the proprietor/ directors/partners of the AA as proof of citizenship.
- 14) Copy of **UID No.** of the proprietor/ directors/partners/Trustees of the AA.
- 15) Copy of **DIN No.** of the proprietor/ directors/partners/Trustees of the AA.
- 16) Copy of **PAN No.** of the AA/Sole proprietor.
- 17) Copy of **Current ITR**- Income Tax Clearance certificate of the AA/sole proprietor.
- 18) Copy of **STR-2 Form**- registration under Sec-69 of Finance Act, 1994 of the AA.
- 19) Copy of **ESI Form**- registration under Employees State Insurance Act, 1948 of the AA.

- 20) Copy of **EPF Form-** registration with Regional Provident Fund Commission of the AA.
- 21) **Pattern of Uniform** including cap & badge for the staff of the AA shown by 4 colored, postcard size photographs, showing all 4 sides. (The uniform pattern of PSTI must be distinctly different from those used by defence, paramilitary or police personnel).

Note:

- 1) All documents except the affidavit are to be duly attested by a notary public.
- 2) PSARA license for Training Institute will be issued to the AA within a week on receipt of aforementioned relevant documents complete in all respect.

Abbreviations used:

PSARA: Private Security Agency (Regulation) Act, 2005;
HPSA: Haryana Private Security Agency;
CA: Controlling Authority;
PSTI: Private Security Training Institute;
AA: Applicant Agency;
PSG: Private Security Guard;
PPB: Principal Place of Business;
MOU: Memorandum of understanding;
UID No: Unique Identification Number;
DIN No: Director Identification Number;
PAN No.: Permanent Account Number;