

Ministry of Defence
Dte Gen Resettlement
R K Puram, New Delhi -110 066

0049/DGR/E&R Cell

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DGR Security Agency Scheme : Administration Guidelines

1. Reference to **MoD/ DESW OM No. No.28(3)/2012-D(Res-I) Government of India Ministry of Defence dated 09 July 2012 along with amendments issued vide Office Memorandum 28 (03)/2012/D(RES-I) dated 16 January 2013.**
2. In order to further strengthen the guidelines given in ibid MoD OM and to make the ESM Security Agency Scheme fully compliant, the following actions under the provisions of OM are to be incorporated henceforth in the administration of Security Agency Scheme
 - (a) **Status Update** – The status of all ESM Security agencies will be uploaded on DGR website for each State on Monday of every week. The status update will be as per format attached.
 - (b) **Verification of Contact Details** – The following contact details **will be verified** and uploaded on the DGR website all **Empanelled ESM security agencies are to comply and provide assistance** in the process.
 - i. Residential Address
 - ii. Commercial Address
 - iii. Mobile No.
 - iv. Landline No.
 - (c) **Process for making a new Security Agency Operational**
 - i. The ESM Security Agency will be operationalised only once PSARA license is obtained.
 - ii. **On the day of first sponsorship the ESM Security Agency must have requisite office space and landline.**
 - (d) The minimum guard average in a state will be 35 guard years. After 35 guard years for each current operational Security agency is achieved only then guard sponsorship for a new (waiting) Security agency in order of empanelment seniority will be undertaken up to (minimum) 35 guard years each, balance new agencies will be kept in waiting list. There will be an equivalence of the number of guard years allotted in the state.
 - (e) **Strength Return** - (Refer Para 23(b) of OM) In addition to Six monthly strength return all proprietors will forward Quarterly Strength return (Duly countersigned by authorised representative of Principal employer) as on 01 Apr and 01 Oct also. All these Quarterly strength returns should reach the concern office within 15 day of the due date. This Strength Return will also include
 - i. The list of all the guards with Service No., rank, name & **Pension Payment Order No. (Along with soft copy of PPO)** will be **forwarded within 10 days of the new contract being signed.**
 - ii. Details of **guards employed as 1/6 relief.**
 - (f) **Form 26 AS** – In accordance with Para 10 of MOD OM, all proprietor of ESM Security Agency are to visit DGR (**as per block schedule suggested by concerned State JD**) for downloading of **Form 26 AS.**

(g) **Training of Guards** – In compliance with the **Section 9 of PSARA Act 2005** “**Every private Security Agency shall ensure imparting of prescribed training and skills to its Private security guards and supervisors**, a soft copy of training certificate (as per prescribed duration and periodicity) for every guard from a training centre must be submitted by each proprietor along with the First Quarterly strength return every year. Certificate from Various Regimental Training Centers will also suffice for the same. Supervisors will be hired compulsorily as per scales given in State PSARA Rules (Not below one Supervisor each for every 20 Guards). Details and training certificate of every supervisor will also be forwarded.

(h) **Requisitions** - The seniority of PSU requisitions will be maintained as per the date of receipt. All future sponsorships will take into consideration this aspect along with city classifications at the time of sponsorships.

3. Distribution of States / areas wherein the DRZ's will be directly responsible for implementation of DGR Guidelines is as given below.
 - (a) **DRZ North** – J& K, Himachal Pradesh, Punjab and Uttrakhand
 - (b) **DRZ West** – Haryana, Rajasthan, Gujarat, Delhi and Madhya Pradesh
 - (c) **DRZ East** – W. Bengal and all NE states.
 - (d) **DRZ Central** – Utter Pradesh, Bihar, Jharkhand, Chattisgarh and Orissa
 - (e) **DRZ South** – Maharashtra, Goa, Karnatka, Tamilnadu, Kerala, Andhra Pradesh and Telangana.

4. DRZ's will be undertaking following activities in Security Agency Scheme in their respective areas of responsibilities.
 - (a) All the locations where ESM guards are deployed will be inspected at least once every year, interaction with ESM Guards and PSU's Verification of Offices and contact details of all the ESM Security agencies.
 - (b) Investigation of complaints.
 - (c) Deployment of guards (Ensure dply as per 90:10 ratio, Supervisors and 1/6 reliefs) & Wage disbursal as per Contract agreement.

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