

**GOVERNMENT OF ASSAM**  
**POLITICAL (A) DEPARTMENT : DISPUR**  
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No.HMA.19011/76/2022- Pol (A)/11(eCF-202488)/96 Dated Dispur, the 25<sup>th</sup> January, 2024

**NOTIFICATION**

In pursuance of Section 9(2) of Private security agencies (regulation), 2005 and Rule 8 of Assam Private Security Agencies Rule, 2023 and as per the powers conferred in Section 25 of Private Security Agencies (Regulation) Act, 2005 and MHA, Gol's letter No.24021/25/2021-PM-I dated 02/05/2023, Governor of Assam is pleased to recognize/ register/ authorize of Training Institute for Private Security Guards/ Supervisors etc. for facilitating the Security Agencies to impart training to the Security Guards and Supervisors who are being deployed in different Government, Semi Govt., Private Institutions/ Industries etc from time to time.

The guidelines for opening of the training institute/centre are as follow:-

**I. Statutory Guidelines**

**1. Provisions under the PSAR Act, 2005:**

1.1 "Private Security Agency" means a person or body of persons other than a government agency, department or organisation engaged in the business of providing private security services including training to private security guards or their supervisor or providing private security guards to any industrial or business undertaking or a company or any other person or property. [Section 2(g)] ,

1.2 No person shall carry on or commence the business of private security agency, unless he holds a licence issued under this Act. [Section 4]

1.3 An application for grant of licence to a private security agency shall be made to the Controlling Authority in such form as may be prescribed. [Section 7(1)]

1.4 Every private security agency shall ensure imparting of such training and skills to its private security guards and supervisors as may be prescribed. [Section 9(2)]

1.5 Training of licensee is a condition for grant of licence. [Section 11(1)]

1.6 The State Government may make provision in the rules to verify about imparting of required training by the private security agency under sub-section (2) of section 9 and to review continuation or otherwise of license of such private security agency which may not have adhered to the condition of ensuring the required training. [Section 11(2)]

1.7 Any person or private security agency, who contravenes the provisions of sections 9, 10 and 12 of the Act, shall be punishable with a fine which may extend to twenty-five thousand rupees, in addition to suspension or cancellation of the license. [Section 20(2)]

**2. Provisions under the Private Security Agencies Central Model Rules, 2020:**

2.1 The Rules provide the subjects and minimum duration of trainings for guards/supervisors and licensees as below:

Sl. No.	Type of training	Minimum training period	Training Subjects
1	Licensee's training	6 working days	As prescribed under Rule 4(3) of Central Model Rules, 2020
2	Guards (entry level)/ Supervisors	20 working days (classroom instruction-100 hours & field training -60 hours)-[Rule 8(1)]	As prescribed under Rule 8(2) of Central Model Rules, 2020
3	Guards (ex-servicemen) 7 working days and	7 working days (Classroom instruction-40	



	former police personnel)	hours & field training-16 hours-[Rule 8 (1)]	
4	Training for personnel engaged in Cash above. Transportation Activities	Same as at Serial. No. 2 & 3 above.	As prescribed in the second schedule' under the model rules: Private Security Agencies (Private) Security to Cash Transportation Activities) Rules, 2018

2.2 The Controlling Authority shall frame the detailed training syllabus required for training the security guards in accordance with National Skill Qualification Framework (NSQF). [Rule 8(1)].

2.3 The Controlling Authority shall frame the **detailed training syllabus** required for training the licensee (of Private Security Agency). [Rule 4(2)]. **[Annexure-A]**

2.4 On completion of the training, each successful trainee shall be **awarded a certificate in Form VIII** by the training institute. [Rule 8(4)] **[Annexure-B]**.

2.5 The training certificates issued to the guards/ supervisors from Training Institutes in one State shall be accepted in other State also. It is valid for the entire Country. [Rule 8(5)]

2.6 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. [Rule 8(6)]

2.7 All the training agencies shall submit a list of successful trainees to the Controlling Authority in the manner prescribed by it. [Rule 8(7)]

2.8 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. [Rule 8(9)].

3. The Department of Economic Affairs' Notification No. 8/6/2013-Invt. dated 27.12.2013 stipulated that it shall be mandatory for all training/educational programmes/courses to be NSQF -compliant after the fifth anniversary date of the notification of the NSQF.

## **II. Application for license/recognition of a training institute with the Controlling Authorities**

1. Procedure of application and renewal of license to private security agency applies **mutatis mutandis** in case of license/ recognition of a training institute. The following points are noteworthy in this regard:

1.1 Every training institute imparting trainings in the sector of private security services (regulated under the PSAR Act, 2005) shall apply for its Recognition with the Controlling Authority concerned in the prescribed forms [except Para 10 (regarding own/outsourced training facility) and Para 12 (regarding uniform) of Form-1 (Application for licence), while applying licence for a training institute] along with the licence fee as per Rule 3 of the Private Security Agencies Central Model Rules, 2020. **[Annexure-C]**

1.2 The Controlling Authority shall recognize/grant licence to a training institute for a period of five years as per provisions under Rule 3 of the central model rules, 2020 and it can be renewed further for another five years and so on.

1.3 Renewal of license of a training institute shall be as per Rule 5 and 6 of the Private Security Agencies Central Model Rules, 2020.

2. Processing of applications for license/recognition and renewal of training institute will be as below:



2.1 The Controlling Authority shall process the applications for license/recognition of a training institute in the same manner as followed for grant of licence to a private security agency.

2.2 The Controlling Authority shall pass an order on applications for fresh license/recognition of training institute within sixty days from the date of receipt of it, complete in all respects. In case of renewal of license/recognition, the time limit shall be thirty days.

2.3 In case of rejection of the application, no order of rejection 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.

2.4 The Controlling Authority shall update the database of recognized training institutes in their respective State/UT on the PSARA portal (psara.gov.in) under the head "know your training institutes" immediately on their recognition.

2.5 The Controlling Authorities shall give a notice to the training institutes running without licence/recognition asking them to apply for licence immediately. Reasonable time of six months may be given before taking action for contravention of section 4 of the PSAR Act as per section 20(1) of the Act.

### **III. Conditions of license /recognition to training institutes**

1. The following are the conditions of license /recognition to training institutes

1.1 Training institute shall conduct the **training courses as per the syllabus prescribed by the Controlling Authority as provisioned under Rule 8 (for private security guards/ Supervisor) and/or Rule 4 (for licensees)**. Appropriate action for taking approval under NSQF is being taken by the Ministry of Home Affairs. Till such time this approval process is completed, the syllabus presently included in the Rules shall be treated as the syllabus prescribed by the Controlling Authority.

1.2 The Controlling Authority shall satisfy himself of the minimum infrastructure required, based on training capacity, to run the training institute for which license/ recognition is issued by him.

1.3 On completion of the training, each successful trainee shall be awarded a certificate in the prescribed format (Form VIII) by the training institute.

1.4 All the training agencies shall submit a list of successful trainees to the Controlling Authority in the manner prescribed by it.

### **IV. Monitoring & Review:**

1. Controlling Authorities shall monitor working of training institutes and compliance of training provisions by the private security agencies in the following manner:

1.1 Working of the training institutes under their jurisdiction would be reviewed regularly by the Controlling Authority.

1.2 The Controlling Authority shall inspect the functioning of training facility from time to time either by itself or through its own officers at least two times every year.

1.3 The Controlling Authority either by itself or through its officers shall verify the training and skills imparted to the private security guards and supervisors by the training agency.

1.4 Regular review must be taken in respect of implementation of Section 9(2), since such contraventions attract punishment under Section 20(2). Contravention of the provisions of sections 9(2) by private security agency, i.e., non-imparting of training and skills to private security guards and supervisors is punishable with a fine which may extend to twenty-five thousand rupees, in addition to suspension or cancellation of the license of such agency.

## V. Additional item:

1.1 Training facilities in different Battalions of Assam Police will be considered for imparting training to the Private Security Guards/ Supervisors etc. on payment basis as and when such proposal is received.

1.2 Training module for the Private Security Guards/ Supervisors will also include the Soft skill development.

This notification will remain in force till further orders.

**Sd/-**  
**( Asim Kumar Bhattacharyya, ACS)**  
Secretary to the Govt. of Assam  
Home & Political Department, Dispur

**Memo No.HMA.19011/76/2022- Pol (A)/96-A**      **Dated Dispur, the 25<sup>th</sup> January, 2024**

Copy for favour of information and necessary action to:-

1. The Director General of Police, Assam Ulubari, Guwahati-19
2. The Director General of Civil Defence and Commandant General of Home Guard, Assam
3. The Spl. Director General of Police (Border), Assam
4. The Addl. Director General of Police (Security/SB), Assam, Kahilipara, Guwahati-19
5. The Addl. Director General of Police (L&O), Assam, Ulubari, Guwahati-07
6. The Addl. Director General of Police (CID), Assam, Ulubari, Guwahati-07
7. The Addl. Director General of Police (TAP), Assam, Ulubari, Guwahati-07
8. The Commissioner of Police, Guwahati.
9. The Secretary to the Governor of Assam, Rajbhawan, Guwahati
10. The Secretary, Coordination to the Chief Secretary, Assam, Dispur
11. All Deputy Commissioner.
12. All Superintendents of Police.
13. The Director of Information and Public Relations, Assam, Dispur, Guwahati
14. PS to the Addl. Chief Secretary to the Hon'ble Chief Minister, Assam, Dispur
15. PS to the Addl. Chief Secretary, Home & Political Department, Dispur
16. PA to the Secretary, Home & Political Department, Dispur

  
Joint Secretary to the Govt. of Assam  
Home & Political Department, Dispur



**A. Syllabus for imparting training to Private Security Guards/ Supervisor.**

- 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 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).

**B. Syllabus for imparting training to Licensees of Private Security Agency.**

*(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 equipments
- (j) Communication Equipments
- (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)*

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**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 confirming 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

## ANNEXURE-C

### FORM-I

**APPLICATION FOR GRANTING TO SET UP TRAINING INSTITUTE FOR PRIVATE SECURITY GUARDS/ SUPERVISORS ETC. FOR FACILITATING THE SECURITY AGENCIES TO IMPART TRAINING TO THE SECURITY GUARDS AND SUPERVISORS ETC.**

To,

The Joint Secretary to the Govt. of Assam  
Home & Political Department, Dispur  
Cum- Controlling Authority,  
Private Security Agencies, Assam

The undersigned hereby applies to set up training institute for private security guards/ supervisors etc. for facilitating the security agencies to impart training to the security guards and supervisors etc.

1. Full name of the applicant:
2. Nationality of the applicant:
3. Son/wife/daughter of:
4. Residential Address/Telephone Number:
5. Name of the Training Institute:
6. Address, where the applicant desires to start the Training Institute:
7. Additional details of the Training Institute (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:

Sl. 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:

11. Equipments which will be used for Training purposes:

(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

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

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

Signature

Name of the applicant

Address of the application

Telephone number of the applicant

Date of application

Enclosure:

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