

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
HOME (Police Estt.) DEPARTMENT
5th Level, 'C' Wing Delhi Secretariat, I.P. Estate, New Delhi**

No.F.05/72/2005/HP-I/Estt./Pt.F/3568-71

Dated:05.12.2011

To

All the private security agencies (who have been issued license)

Sub: Regarding training of security guards and supervisors.

Sir,

As per rule 6 of the Delhi Private Security Agencies (Regulation) Rules, 2009, every guard or supervisor has to undergo training as per syllabus and guidelines prescribed, in recognized training institutes. It is mandatory for all the guards/supervisors to undergo training. Govt of NCT of Delhi has decided to allow setting up of training institutes for the purpose of training of security guards/supervisors. Accordingly, guidelines and syllabus have been framed. These have been uploaded on the website of Delhi Govt. www.delhi.gov.in at Home Department section. Any suggestions regarding the training norms are welcome.

All the private security agencies are hereby required to prepare a list of their security guards/supervisors for getting them trained as per the provisions of rule 6 of the Rules, and intimate the number of guards/supervisors to be trained so as to facilitate the process with the training institutes who wish to be recognized for the purpose, **within 15 days** of the receipt of this letter.

Yours faithfully,

Sd/-

**(M.A. ASHRAF)
JOINT SECRETARY (HOME)**

No.F.05/72/2005/HP-I/Estt./Pt.F/3568-71

Dated:05.12.2011

Copy for information to:-

1. OSD to Hon'ble Lt. Governor, Delhi, Rajniwas, Delhi-110054
2. Addl.CP/Licensing / Nodal Officer, Licensing Unit, Defence Colony Police Station, New Delhi
3. Chairman, Central Association of Private Security Industry, 276, Sultan Sadan, Lane No.-3, West End Marg, Saidullajab, New Delhi -110030

Sd/-

**(M.A. ASHRAF)
JOINT SECRETARY (HOME)
For CONTROLLING AUTHORITY,
D.P.S.A. (R) Rules, 2009**

Government of National Capital Territory of Delhi
Home Police-I/Establishment Department
5th Level, 'C' Wing Delhi Secretariat, I.P. Estate, New Delhi.

No. F.05/72/2005/HP-I/Estt./2424 - 2430

Dated:14.03.2011

ORDER

In compliance to Rule 6 of the Delhi Private Security Agencies (Regulation) Rules, 2009, the syllabus for training of private security guard is framed as under:-

SN	Subject	Basic Minimum Syllabus to be covered
[1]	[2]	[3]
1.	Private Security Agency Law	<ul style="list-style-type: none">• Basic features of Private Security Agency (Regulation) Act, 2005.• Basic features of the Delhi Private Security Agency (Regulation) Rules, 2009.
2.	Conduct in public and correct wearing of uniform	<ul style="list-style-type: none">• Elementary spoken English.• Display of identity before any enquiry to be made by the public.• Courteous mode of enquiry with proper manners.• Courteous handling of crowded situation.• Extra care to be taken while interacting with female gender.• Proper care to be taken while using detecting devices, especially for frisking and searching, to avoid public taking offence.• Help to be extended at each and every site while deployment of security guards for the public.• Appropriate wearing of uniform, hygiene, cleanliness and maintaining dignity of uniform.
3.	Physical fitness training	<ul style="list-style-type: none">• Daily jogging of 3 km for male and 2 km for female.• P.T. and aerobic exercises during the practical training classes on daily-basis.• A minimum of long jump of 2 meters

		<ul style="list-style-type: none"> • A minimum of high jump of 1.2 meters • Drill and file formation, unarmed combat and drill saluting.
4.	Physical security, security of the assets, security of the building or apartment, personnel security, household security;	<ul style="list-style-type: none"> • Maintaining & checking of, entry and exist registers. • Training to secure access to and from the site of deployment. • Authorized and regulated entry of man, material, vehicle, etc. • Prevention and prohibition of any activity, movement of man, material and vehicle, which has been mandated in the contract between the parties. • Basic reading of layout building plans, site plan of group housing societies, residential colonies and commercial / residential enclaves. • Onsite decision-making regarding deployment of personnel at critical, entry and exit points. • For personal security of clients, basic sensitization towards needs of business, home and societal environments. • Sensitization about different types of security responsibilities, eg. Reception, gate, store, factory, residence, hotels, farm house, Mall, bank, ATM cash in transit etc. • Use and handling of communication devices such as walkie-talkie, mobile, HAM-set, basic telephones etc. <p>Practical exposure to control room duties.</p>
5.	Fire Fighting	<ul style="list-style-type: none"> • Fire and its chemistry. • Types of fire prevention. • Fire precautions, causes of fire in industry and establishments. • Handling of fire fighting equipments.

6.	Crowd Control	<ul style="list-style-type: none"> • To address crowd over public address system in crowded situation. • Proper appeals to be made to the public to prevent chaos, stampede, etc. in a crowded situation. • To create a rope barrier, human barriers, metal barricades to secure given area in crowded situation. • To man, planned site evacuation during the crowded situation. • Measures for bringing order in a crowded situation.
7.	Examining identification papers including identity cards, passports, and smart cards.	<ul style="list-style-type: none"> • Exposure to various kinds of identification papers, identity cards, passports and smart cards. • Recognition of critical marks, stamps, hologram, etc. of various agencies in order to differentiate between the original and fake identification papers. • Whom to approach in case of detection of forged / suspicious documents.
8.	Should be able to read and understand English alphabets and Roman numerals as normally encountered in the identification documents, arms license, travel documents and security inspection sheet.	<ul style="list-style-type: none"> • Reading & writing of preliminary/basic English, Arabic & Roman numerals.
9.	Identification of improvised explosive devices	<ul style="list-style-type: none"> • Methods of identifying IED in searching explosive devices through the qualified instructors. • How to approach Police, if such devices are detected or suspicious objects are found. • Relay of information to counter such a situation of disaster.

		<ul style="list-style-type: none"> • Use of technical devices helping in detection of IED.
10.	First-aid	<ul style="list-style-type: none"> • Principles of first-aid (structure and functions of the body). • Bleeding and type of bandages, treatment of fractures and wounds. • Transportation of injured • Emergency handling of stroke, heart attack, trauma, falls, casualty, poisoning etc. • Emergency handling of burn. • Basic of communication both verbal and non-verbal to be made during the times of medical casualties in public places.
11.	Crisis response and disasters management.	<ul style="list-style-type: none"> • Identification of crisis-prone and disasters-prone areas at the site of deployment. • Framing up of site-specific management plan including making up of resource inventory, planning of deployment during the crisis, evacuation, relief of victims in circumstances of crisis and disasters. • Mock drill plans to be made by supervisors for crisis management and disaster management on-site-basis. • Sensitization of important telephone numbers of State actors whose minimum intervention would be required in crisis / disaster situations.
12.	Defensive driving (compulsory for the driver of Armoured vehicle and optional for others)	<ul style="list-style-type: none"> • Training to be provided by qualified instructors in defensive driving.
13.	Handling and operation of non-prohibited weapons and firearms (optional).	<ul style="list-style-type: none"> • Training in NPB small arms with respect to maintenance, cleaning, operational use and handling. • Sensitization towards authorities issuing and

		<p>renewing arms licenses, and the terms and conditions for use of weapons in a given jurisdiction.</p> <ul style="list-style-type: none"> • Exposure to provision of Arms Act and offences.
14.	<p>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).</p>	<ul style="list-style-type: none"> • Preliminary knowledge of relevant provisions of IPC, Cr.P.C., Arms Act, Explosive Act, etc. • Procedure of registering FIR in Police Station.
15.	<p>Badges of rank in police and military forces.</p>	<p>Description about ranks and badges used in defence and police establishments of the State.</p>
16.	<p>Identification of different types of arms in use in public and Police.</p>	<ul style="list-style-type: none"> • Demonstration of various kinds of small arms / weapons used by public. • Explaining about arms used for prevention and bringing order in public such as water cannon, rubber bullet guns, smoke canisters, etc.
17.	<p>Use of security equipments and devices (for example, security alarms and screening equipments).</p>	<ul style="list-style-type: none"> • Handling of metal detectors, handling of devices, box scanners, use of DFMDs, HHMDs. • Use of IMD detectors, etc. • Use of various kinds of alarm system installed for security purposes.
18.	<p>Leadership and management (for supervisors only).</p>	<ul style="list-style-type: none"> • Personality development training. • Leadership training. • Report-making training • Training for improving inter-personnel skills • Training for preparing deployment plan to secure a given site.

19.	Observations, handling unidentified objects, conducting anti-sabotage checks, handling equipments and special requirement for those who have to do body protection.	<ul style="list-style-type: none"> • Highly specialized instructions for making observations, handling of unidentified objects, conducting anti-sabotage checks, handling equipments dealing with specialized interventions. • Personal specific requirements for people who require body protection.
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The duration of the training shall be for a minimum period of hundred hours of theoretical instruction and sixty hours of practical training, spread over at least, twenty working days. The ex-serviceman and former police personnel shall however be required to attend a condensed course only, of minimum forty hours of classroom instructions and sixteen hours of field training spread over at least seven working days. Trainees will be declared successful, after passing with minimum 40% marks in theory based on assessment through multiple-choice 50 questions spread over two hours of examination. For physical training, there would not be a separate examination, but it will be based on the continuous assessment of physical training imparted and declared pass at the end of the training course.

This issues with the approval of Hon'ble L.G., Delhi.

Sd/-
(S.B. SHASHANK)
ADDL. SECRETARY (HOME) /
CONTROLLING AUTHORITY
DPSA(R)R,2009

No. F.05/72/2005/HP-I/Estt./2424 - 2430

Dated:14.03.2011

Copy for information and necessary action to:-

1. Principal Secretary to Hon'ble LG, Delhi
2. J.S.(UT), MHA, Govt. of India, New Delhi
3. Commissioner of Police, Delhi, PHQ, IP Estate, New Delhi
4. Director General, Home Guards & Civil Defence, Raja Garden, New Delhi
5. OSD to Chief Secretary, Delhi, Delhi Secretariat, New Delhi
6. PS to Principal Secretary(Home)
7. Guard File

Sd/-
(S.B. SHASHANK)
ADDL. SECRETARY (HOME) /
CONTROLLING AUTHORITY
DPSA(R)R,2009

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
HOME (Police Estt.) DEPARTMENT
5th Level, 'C' Wing Delhi Secretariat, I.P. Estate, New Delhi

No. F.05/72/2005/HP-I/Estt./3487 - 3495

Dated:05.10.2011

ORDER

Sub: GUIDELINES FOR RECOGNITION OF PRIVATE TRAINING INSTITUTES FOR TRAINING OF PRIVATE SECURITY GUARDS AND SUPERVISORS

Under Rule 6 sub-rule 4 of the Delhi Private Security Agencies (Regulation) Rules, 2009, an institution will be recognized for training the security guards, if it fulfills the following minimum standards.

(i) Trainers:

- Trainee - Instructor ratio for classroom training should to be 60: 1.
- Trainee - instructor ratio for physical training should be 50: 1.
- There shall be one principal instructor in every training institution

(ii) Classroom size/other structures:

- Minimum classroom size of 600 square ft. for upto 60 trainees.
- Strength of one section of trainees will be maximum 60.
- Minimum of three classrooms, as per the above-mentioned ratio, should be there in an institution.
- Administrative block should be equivalent to 800 square ft. for chambers of the Principal instructor, instruction staff, office space, etc.
- Laboratory facilities, for in-house training by way of simulators, use of detecting devices, DFMD, HHMD, other detectors, communication sets, alarming devices, fire fighting equipments and computer operation should have a minimum area of 1,000 square ft.
- Adequate provision for water/sanitary facilities and other basic amenities for the trainees.

(iii) Field area for physical training / equipment training:

Minimum open space of one acre, for physical training, equipment training as per the syllabus.

(iv) Availability of basic minimum equipment:

Basic minimum equipment for imparting training for use of DFMD, HHMD, wireless telephones, HAM sets, alarm devices, IED detectors, arms, fire fighting equipments, computer operations, documents as mentioned in the syllabus, must be made available to the trainees.

(v) There should be facility to provide first-aid in the training institute.

(vi) The training institute should have facility for weapon handling training. Preferably, there should be a doctor depending upon the number of trainees

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Dated:05.10.2011

Copy for necessary action to:-

1. Commissioner of Police, Delhi, PHQ, IP Estate, New Delhi
2. Director General, Home Guards, Raja Garden, New Delhi
3. J.S.(IT), GNCTD with the request to host it on the Delhi Govt. website.
4. Chairman, Central Association of Private Security Industry, 276, Sultan Sadan, Lane No.-3, West End Marg, Saidullajab, New Delhi -110030

Copy for information to:-

1. OSD to Hon'ble LG, Delhi
2. OSD to Chief Secretary, Delhi, Delhi Secretariat, New Delhi
3. P.S. to J.S. (PM), MHA, Govt. of India, Jaisalmer House, 26, Mansingh Road, New Delhi
4. PS to Principal Secretary (Home)
5. Guard File

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