

No. 28(75)/2020-D(Res-1)  
Government of India  
Ministry of Defence  
(Department of Ex-servicemen Welfare)

New Delhi, dated 13 May 2021

**SUBJECT : GUIDELINES FOR OPERATION/ FUNCTIONING OF DGR EMPANELLED EX-SERVICEMEN (ESM) SECURITY SERVICES**

**References:**

- (a) DESW/ MoD OM No. 28(3)/ 2012-D (Res 01) dated 09 July 2012 & Amendment in OM dated 16 Jan 2013.
- (b) DPE-GM- 12/0001/2016-GM-FTS-5410 dated 13 Sep 2018.

1. Due to Operational and administrative reasons, around 60,000 skilled Armed Forces Personnel (*skilled to undertake security guards related duties*) are retired every year to maintain a youthful profile of the Armed Forces. Deptt of ESM Welfare/ DGR inturn, is mandated to facilitate their re-settlement through various Govt sponsored schemes. "Provision of Security Services" through DGR empanelled Security Agencies (*with ESM Officer as proprietor and other ESM as Security Supervisors/ Guards*) is **one of the 'Flagship Project' that generates maximum employment for ESM.**

2. Towards above, DGR under directives of Ministry of Defence had evolved ESM Security Agency Scheme in 1992. In pursuance of the same, Ministry of Defence vide its letter Number **4(20)/US(RES)/93 dated 04 Feb 1994** regarding provision of personnel for security services on contract in CPSE's, approached Ministry of Industries & Heavy Industries and Public Enterprises, Department of Public Enterprises (DPE) , Government of India for issuing appropriate directions. Accordingly DPE vide their **OM No 6 / 23 / 93 – DPE (SC/ST) dated 11 Nov 1994** issued instructions on the subject matter and further amended it vide their letter No. **DPE-GM- 12/0001/2016-GM-FTS-5410 dated 13 Sep 2018.**

3. In order that larger number of individual ESM can avail sponsorships from DGR to the ESM, provisions are made to make the process of sponsorships for security agencies transparent through online registration, data updation by DGR and hosting on their website (*www.dgrindia.com*) the list of ESM registered/ empanelled and sponsored. To further increase employment for ESM, DGR is concurrently migrating to "GeM Portal" for contractual process and enable all PSU's/Government and other Departments to requisition Security Guards only through 'DGR'. For implementation and also to ensure transparency in operations/ sponsorship for running security agencies, **guidelines are given in succeeding paragraphs in supersession of all earlier orders/ instructions issued by DGR and Deptt of ESW/ MoD.**

4. **Categories of DGR Empanelled Security Agencies:** The following categories of DGR Empanelled ESM Security Agencies are eligible for sponsorship:-



- (a) **Individual ESM Security Agency** – Open to "Ex Servicemen Class 1 Gazetted Commissioned officers" (*hereafter referred to as "ESM (officers)"*) in the form of Proprietorship concerns.
- (b) **State Government Owned ESM Corporations** (*specific instructions for Empanelment / renewal are attached as Appendix 'A'*).
- (c) **Widow of ESM (Officer) in case of Death while availing benefit under Security Agency Scheme under DGR** (*specific instructions are incorporated in Para 15 below*).

5. **Empanelment.** The Empanelment will be done 'State wise' and the applicants will be given the option of choosing only "one State" for operation. Change of State will be permitted only once during the entire period of empanelment (*i.e only if no benefit taken from the State empanelled initially*). Empanelment to the DGR Security Agency Scheme is subject to fulfilling the following conditions:-

- (a) The Individual should be an ESM (Officer/ Proprietor) as per definition promulgated by Government of India, Ministry of Personnel, Public Grievances & Pensions (DOP&T) OM No 36034/1/2006-Estt(Res) dated 10 Oct 2012 (*last amendment issued on 13 Feb 2020 vide DOP&T F.No.36034/1/2019-Estt.-Res dated 13 Feb 2020*) and as revised from time to time.
- (b) Should be a Resident of the Union of India.
- (c) Registered ESM (Officers) can apply for empanelment for the scheme **before attaining the age of 60 years.**
- (d) **No Dual Income:**
  - (i) The ESM (officers) **should not have availed any other Employment/ Self Employment/ Re-settlement benefits through DESW (ECHS/ KSB/ RSB/ ZSB/ DGR).** An undertaking to this effect will be provided at the time of empanelment.
  - (ii) Should not be re-employed with the Indian Armed Forces or any other Government/ Semi-Government organisation, Central Public Sector Undertakings, Public Sector Banks after retirement or employed in the Private Sector once they are awarded the contract.
  - (iii) An affidavit by the officer to the effect that he will resign from any such job / own business venture / consultancy if he takes up the contract should be submitted in this regard at the time of **empanelment.**
  - (iv) The officer will confirm in writing (*i.e. 'Self Declaration'*) to DGR that he has resigned from such job after getting the contract. Any false declaration in this regard will make the applicant liable for dis-empanelment and followed by cancellation of all sponsorships/ contracts.
  - (v) Consultancy/ Honorarium income of repetitive nature after award of contract with DGR will also be construed as dual income and will be the criteria for Disempanelment.

6. **Empanelment Certificate**



(a) The 'Empanelment Certificate' will be issued for a duration of five years (05) or up to the date when Proprietor turns Sixty (60) years whichever is earlier.

(b) This certificate is only valid for earning Security Agency Contracts through DGR and not through any other Deptts/ Agencies.

7. Empanelment Certificate by DGR will be issued to the Proprietor of ESM Security Agency only after submission of the following documents:-

(a) **PSARA License for the "entire State" in the name of the ESM (Officer).** Partial PSARA (*i.e a licence not valid for entire State*) for a State will not qualify for Empanelment with DGR.

(b) **Affidavit** Format attached as **Appendix 'B'**.

(c) **Proof of Office Setup**. An office should be setup duly compliant with the provisions of PSARA Act. All correspondence will be sent at the office address. The ESM will submit Notarized Rent Agreement for office space in the local area within 30 days of first award of contract. In case of self/ spouse/ dependent owned premises, no such agreement is required in which case notarized supporting documents will be submitted.

(d) **Change of Address**. The Proprietor of the Security Agency will not change its office address without intimation and acknowledgment from PSARA issuing authority and will be further intimated (*in writing with proof*) to DGR/ DRZ. In case of change of residential address, the Empanelled ESM Security Agency will intimate change of residential address / email / telephone number within its empanelled State in form of a Notarized Affidavit on Rs 50/- Stamp Paper.

(e) **GeM Vendor Code**. It will be mandatory for Security Agency to be registered with GeM as a "Vendor" and acquire a unique vendor code. The ibid code will be submitted to DGR for obtaining Empanelment Certificate. The Vendor Code will also be endorsed on the Empanelment Certificate issued under the aegis of DGR. A self attested email copy from GeM to the proprietor (*ESM officer/ Applicant*) duly confirming his registration with GeM will be submitted to DGR at the time of Empanelment.

(f) **Outcome of Tender Process on GeM Platform**. Details of outcome of the tender process shall be intimated simultaneously via GeM Portal to DGR and the Requisitioning Agency/ Principal Employer.

## 8. **Functioning of Security Agencies:**

(a) **Employment of Security Supervisor Personnel**. The Security Agency will obtain a labour license for provision of contract labour in accordance with the Government order on the subject and will also abide by the following guidelines regarding appointment and employment of ESM Guards:-

- (i) **Employment of ESM as Security Supervisor/ Guard**. Security Supervisor/ Guards employed by DGR empanelled Security Agencies and empanelled State ESM Corporations providing Security services at Principal Employer's complex must be ESM (**as per the DOP&T Gazette Notification**). A maximum of 10% of Non ESM personnel can be

employed by the Security Agency/ State ESM Corporation. Any violation in this aspect will lead to dis-emanement.

- (ii) **Employment/ Appointment of ESM Security Supervisor/ Guards.** Antecedents of ESM being employed should be ascertained by the Proprietor. The ESM employed by the agency should fill recruitment forms as mandated by Govt directives on contract labour. The terms of engagement of security guards must be clearly spelt out in writing. All Security Guards employed by DGR Empanelled Security agencies will be given a "**Letter of Appointment**" as given at **Appendix 'C'**. The copies of the same will be provided to DGR/ DRZ. Terms and conditions given therein will be binding on both ESM Security Agency and the Security Guards.
- (iii) **Number of Security Guards.** Allotment of number of Security Guards to a Proprietor/ESM Corporation is subject to number of empanelled agencies & requisitions from Principal Employers in a State and shall be regulated by DGR. In case of specific requirement of 'Female Guards' it shall be mentioned in the "Requisition Form". These **female guards will be over and above 10% of Non-ESM in the DGR sponsored contract.**
- (iv) **Age of Security Guard and Supervisor.** The upper age limit of a Security Guard and Supervisor will be 65 Years in consonance with PSARA Act - 2005.
- (v) **Training of Security Guards and Supervisors:** In compliance with Section 9 of PSARA Act 2005, Private Security Agency will ensure imparting of prescribed training and skills to its Private security guards and supervisors.
- (vi) **Security Supervisors:** Security Supervisors will be deployed compulsorily as per scales given in State PSARA Rules (*i.e. not below one Supervisor each for every 20 Security Guards*).
- (vii) **List of Employees** deployed by the respective Security Agency as Security Guards and Supervisors and a **copy of latest DGR Wage Notification (Appendix 'D')** will be displayed at all the worksites, locations and Office of the Security Agency giving out the details.
- (b) **Reports and Returns.** The following reports and returns will be submitted to DGR in the prescribed format as per laid down periodicity:-
- (i) **Award of Contract.** All Sponsored Security agencies will forward "Award of Contract Report" duly countersigned by the Principal Employer within seven days of signing of contract.
- (ii) **Strength Return.** All Proprietors will forward **Half Yearly Strength return and Nominal Roll of all the Supervisors/ Guards** duly countersigned by authorised representative of Principal Employer as on 01 January and 01 July as per Format attached at **Appendix 'E'**. These Half



yearly strength returns should reach the concerned office within 15 days of the due date and within 30 days of the new contract being signed. This Strength Return will also include the nominal Roll of ESM and Civilian guards employed as 1/6<sup>th</sup> relief.

(iii) **Form AS 26.**

(aa) **Form 26A will be downloaded in the office of DGR during the process of Empanelment.**

(ab) Thereafter, Form AS 26 will also be submitted by the Proprietor on a notarized affidavit confirming the correctness of the details mentioned in the Form AS 26 to DGR /DRZ office as applicable by 30<sup>th</sup> July every year.

(ac) In addition, the AS 26 form will be downloaded at DGR / DRZ as and when directed/asked for.

(iv) **Half yearly report of ECR (*Electronic Challan cum Return*) and EPF (*Employee Provident Fund*) details duly signed by the Security Supervisor/ guards and countersigned by the Proprietor will be forwarded.**

(v) DGR reserves the right to seek any other document for corroboration (when/ if need arises).

9. **Requisitions by Principal Employer.** The CPSUs/Principal Employers will seek fresh sponsorship from DGR minimum three (03) months in advance from the intended date of deployment of manpower for security, including the exact number of Female Guards (if) required. With regard to Sponsorship letter, under no condition, additional/ Female Guards will be employed by the Principal Employee, if not requisitioned to DGR/ DRZ. The format for requisition of "Manpower for Security" is given at **Appendix 'F'**.

10. **Sponsorships and Duration of Contracts.** To ensure that Principal Employers gets efficient and effective security agencies, DGR will sponsor more than one Security Agency for contractual process on the GeM Platform/ Portal. **Sponsorships will be done in 'cyclic order' by DGR through** duly constituted Board of officers (BOO) in accordance with the guidelines. The sponsorships will be done in the name of DGR Empanelled Security Agency/ Proprietors only. The Sponsorship letter will clearly mention the GeM Vendor Codes of all Security Agency sponsored.

(a) **Validity of Sponsorship Letters.** All Sponsorship letters will be valid for duration of 90 days and its validity can be extended only once for another 45 days on written request from the concerned Principal Employer. Any further extension (*i.e beyond 45 days and upto maximum of 90 days*) will be approved by PD / ADG on noting on case to case basis. **In case the tender process of awarding contract does not materialise within the extended period of maximum 90 days then the ibid sponsorship letter will be deemed as 'Cancelled'. Fresh requisition will then be forwarded by the Requisitioning Agency.** All Sponsorship letters will clearly indicate its date of issue and duration of its validity.

(b) **Sponsorship Duration.** All Sponsorships will be done for duration of maximum of two years only.

(c) **Extension of Contract** Principal Employer, cannot suo-moto extend duration of the Contract of Security Agency/ Proprietor. DGR will reserve the right in this regard. Any violation in this regard, will lead to cancellation of the contract as well as dis-empanelment of the Proprietor.

(d) All DGR sponsored agencies declared "Overage" (refer Para 17(a) below) subsequent to issue of DGR sponsorship letter will be allowed to participate in the selection process and will be awarded contract if found compliant and the existing contracts will be allowed to run to completion.

11. **Conclusion of Selection Process and Award of Contract:** The Principal Employer must ensure that the selection process is concluded and finalized within the valid duration of DGR sponsorship letter. A report will be submitted by the Principal employer to this effect as per the format attached at Appendix 'G' within 30 days of the award of the contract.

(a) **Tendering Processing through GeM Platform.** On receipt of Sponsorship Letter, PSU will call for sponsored Security Agencies on GeM Portal through their unique vendor code and initiate the tendering action.

(b) **Adherence to DGR Wage Notification.** All sponsored security agencies will mandatorily submit requisite details as sought by the Principal Employer wrt DGR Sponsorship. **All Tender rates (except Service Charge) will be as per 'DGR Wage Notification' and be prefilled by the system.**

(c) The rates of wages, allowances, statutory deductions and service charges will also be updated regularly on GeM Portal in accordance with the DGR wage notification (also available on its site [www.dgrindia.com](http://www.dgrindia.com)) as revised from time to time.

(d) **Earnest Money Deposit / Contract Performance Guarantee (CPG)/ Bank Guarantee.** DGR sponsored ESM are not required to deposit Earnest Money Deposit (EMD). However, depending on the nature of service being provided a DGR sponsored ESM (Proprietor) may be asked to deposit EMD/ CPG or Bank Guarantee up to a maximum limit not exceeding 10 % of One month's wage bill. The same will be deducted from the Proprietors Monthly service charges in instalments as mutually agreed by the ESM and the Principal Employer.

(e) **Cancellation of Requisition / Sponsorship letters.**

(i) In case DGR / DRZ cancels any sponsorship letter or the Principal Employer decides to cancel its requisition / tender, **the sponsorship letter will be treated as cancelled and seniority of all the sponsored ESM (Officer) will remain unchanged. Fresh sponsorship will be carried out only on the basis of written confirmation from the Principal Employer.**

(ii) Cancellation of requisition/ sponsorship (on occurrence) by the Principal Employer will be intimated to DGR/ DRZ immediately.

(f) **Duration of Contract** Agreement between the Principal Employer and the DGR sponsored ESM Security Agency should be for a period for which the DGR has sponsored the ESM(Officer) i.e it will not exceed a maximum of two (02) years of duration.



12. **Brief Procedure.** Consequent to migration to GeM Portal, under mentioned procedure of sponsorship/ award of guards will be followed (*detailed instructions will also be issued subsequently*):-

- (a) **Stage I.** Requisition clearly specifying **number of guards** required and **duration** is made to **DGR only** by Principal Employer/ Requisitioning Agencies.
- (b) **Stage II.** DGR processes requisition received from Principal Employers and issues Sponsorship Letter addressed to Requisitioning Agency (*notifying sponsored Proprietors*) through GeM Portal/ Platform. Sponsorship Letter contains Vendor Code & other details of the Sponsored Agencies.
- (c) **Stage III.** Using Vendor Code available on Sponsorship Letter issued by DGR, Principal Employer/ Requisitioning Agency calls for sponsored agencies through GeM Platform to initiate tendering/ bidding process.
- (d) **Stage IV.** Post completion of Tendering action based on competitive bidding, **contract is awarded to successful bidder (L1) and concurrently intimation sent by Principal Employers to DGR.** As all rates are pre-filled by the system as per DGR Wage Notification, **bidding is purely based on "Service Charge" quoted by the sponsored bidders.**
- (e) **Stage V.** Contract commences with successful & compliant bidder (*any other allowances/ rates would be taken into consideration by the Principal Employer and would be built into the contract with L1 bidder*).

13. **Wage Rates.** All employees engaged by DGR sponsored Security Agency for security work will be paid monthly wages as per **DGR Wage Notifications** in accordance with minimum wages notified by Ministry of Labour & Employment, GOI from time to time for employment of personnel for **Watch and Ward** duties. All statutory deposits and deductions will be governed by the DGR Wage Notifications (***Latest DGR Wage Notification issued as part of this OM is attached as Appendix 'D'***).

- (a) DGR sponsored Security Agencies will not quote the wage rates **below the rates as given in respective DGR Wage Notifications at any of the stages of selection procedure to the Principal Employer.** Similarly, **Service charge can be quoted upto a maximum of upto 10% for mandatory competitive bidding on the 'GeM Platform'/ Portal.**
- (b) With migration of Security Agency Scheme onto GeM Platform, submission of Tender data gets simplified.
- (c) Bidding is competitive and purely based on service charge quoted by compliant bidders (*maximum up to 10% in the present instance*) and applicability of DGR notified wage rates. EPF rates and other data would be taken into consideration by the Principal Employer as per formulation of contract with the selected (L1) bidder (as per rules in vogue).

- (d) **Payment to all the Guards** Employed by a DGR Empanelled Security Agency to perform duties will be exactly as per DGR wage Notifications and no discrimination on the basis of ESM / Non ESM / Female Guards will be made.
- (e) **Wage of a Security Supervisor will be @ 1.33 times of an unarmed security guard.**
- (f) **Additional Charges.** Additional charges will be levied in case of service being provided in **Central/ State Government Notified** remote/disturbed/hazardous areas as Field Allowance@25 percent on Basic Pay plus VDA will be entitled to ESM security guards when working in remote/ distributed areas such as North Eastern States, J & K etc. or when working in areas hazardous to health such as Coal Fields, Mines and Pipelines.
- (g) **Service Charges.**
- (i) The ESM Security Agency **will be paid service charges as approved in the Competitive bidding on GeM Platform @ a maximum upto 10% of the total bill (including Additional Charges if Applicable) by the Principal Employer. This will be reviewed periodically by DGR and issued through its Wage Notification.**
- (ii) Service charge of all on-going security agency contracts **through DGR (i.e those contracted or under negotiation before migration to GeM Portal) will be @10% (fixed) w.e.f the date of issue of the ibid OM/ DGR Wage Notification (Feb 2021).**
- (h) **Death Gratuity.** In an unfortunate event of the death of a Security Guard/ Supervisor, Death Gratuity will be paid to the nominee by the Principal Employer as per the Gratuity Act.

14. **Payment of Wages.** Principal employer will pay wages due to the Security Agency by 1<sup>st</sup> of every month. **Payment to security guards/ supervisors will be done only by ECS in his/her pension account with the bank/ Cheque by the Security Agency by 7<sup>th</sup> of each month as per Payment of Wages Act, Govt of India.** In case the Security Agency is not able to pay salary by ECS in his/her pension account with the bank/ Cheque due to compelling reasons, DGR will be intimated and the waiver will be sought accordingly. **Failure to comply this will lead to actions under Para 17(b).**

15. **Change of Proprietorship to Widow of ESM(Officer) in case of Death.** Post unfortunate demise of a Proprietor (officer) while availing benefit under DGR Security Agency Scheme (*benefit availed will only be considered once ex proprietor has been sponsored and awarded / running a contract*), financial hardships are faced by the widow of ESM Proprietors. As the widow of the officer is Next of Kin (NoK) and the legal nominee for pension etc. it is deemed fair to transfer the proprietorship on humanitarian grounds following due legal procedures. Following procedure will be adhered to prior carrying out the transfer of proprietorship -

- (a) Cancellation of all running contracts at the earliest by DGR/DRZ/ Requisitioning Agency/ Deptt.
- (b) Receipt of Closure Report countersigned by respective PSU/ Principal Employer



- (c) Surrender of original Empanelment Certificate of the ex Proprietor (officer) at DRZ/DGR.
- (d) Obtaining Fresh PSARA in name of Spouse for same State (i.e as of ex Proprietor).
- (e) Apply for Empanelment certificate at DGR with all requisite documents for empanelment on spouse name.
- (f) On obtaining Empanelment Certificate in name of **spouse-benefit under security agency scheme will be governed by the residual benefits of the ex Proprietor (de-mised ESM officer/ Proprietor)**. The spouse will be eligible (*as per ex Proprietor*) for Seniority for sponsorship, Quota of Guards and Age limit.
- (g) All the instructions/ guidelines of this OM will be applicable immediately on the spouse after her being Empanelled with DGR under Security Agency Scheme.

16. **Legal Aspects**

(a) The proprietors should have a thorough knowledge and should be compliant with the following (***an undertaking to this effect will be part of the Affidavit submitted to DGR during Empanelment***) :-

- (i) Payment of Wages Act.
- (ii) Minimum Wages Act.
- (iii) ESIC Act.
- (iv) Industrial Disputes Act.
- (v) Employees Provident Funds and Miscellaneous Provisions Act.
- (vi) Payment of Bonus Act.
- (vii) Contract labour (Regulation and Abolition) Act.
- (viii) Payment of Gratuity Act.
- (ix) Equal Remuneration Act.
- (x) Workmen Compensation Act.
- (xi) Other statutory Directions as revised from time to time.

(b) The Proprietor will present himself in person for all dealings with Principal Employers/ Prospective Principal Employers. **No dealing through representatives even on Power of Attorney / any other letter or document of authorization is permitted.**

(c) At DGR, no representatives/ representations on behalf of Security Agency will be entertained. Proprietors will make themselves available at DGR or its **Regional offices (DRZ's) and Principal Employers Premise as and when directed.**

(d) **Police verification of all employees should be done by the Proprietors.** The proprietors are directly responsible for the action of their employees wherever employed.

17. **Non Operational (Non Ops) Status of Security Agency**. Security Agencies will be removed from the active panel of DGR under the following conditions (*list of such ESM Security Agencies will be updated regularly by DGR on their website [www.dgrindia.com](http://www.dgrindia.com)*):-

(a) Overage / End of laid down Period (60 Years / 05 Years whichever is earlier). When an Individual ESM is declared Overage / Non operational (i.e in accordance with 'Exit Policy').

(i) Only ongoing contracts will be allowed to run till completion of the contract period. All DGR sponsored agencies declared "Overage" subsequent to issue of DGR sponsorship letter will be allowed to participate in the selection process and will be awarded contract if found compliant.

(ii) In this regard there would be no requirement for change in validity of Empanelment Certificate, once sponsorship letter has been issued in the name of ESM/ Security Agency before attaining the age of 60 years.

(b) Disempanelment. Following acts by a DGR Empanelled Security Agency (once established) will lead to Dis-empanelment (i.e cancellation of existing sponsorships and termination of all running contracts):-

(i) **Violation of any of the MoD's Instructions / Norms on Empanelment and functioning of DGR Sponsored Security Agencies, or has provided false information in the Affidavit.**

(ii) Concealed any material information having a bearing on his empanelment and sponsorship which may have come to the notice of DGR /DRZ at any time of the validity period.

(iii) **Seeking/ bidding for 'Security Contracts' anywhere without sponsorship from DGR/ DRZ.**

(iv) Non-submission of 'Reports and Returns' as per details given above.

(v) Non submission of bids in response to Principal Employer's enquiry wrt to DGR Sponsorship Letter.

(vi) **Violation of any of the clauses referred wrt DGR wage Notification.**

(vii) Violation of Affidavit.

(viii) Voluntary Exit.

(ix) If he/she is convicted of an offence involving moral turpitude or has been convicted under any offence by a Court of Law.

18. These guidelines are issued with the approval of the 'Competent Authority' and it supersedes all earlier guidelines/ instructions issued by Deptt of ESW/ MoD and DGR

19. The instructions/ guidelines will be effective from the date of issue of this OM.



(Sushil Kumar)  
Director

To

- Director General Resettlement, R.K. Puram, New Delhi.(wide publicity may please be given to these guidelines by uploading it on website)



- Secretary, Kendriya Sainik Board, R.K. Puram, New Delhi.(wide publicity may please be given to these guidelines by uploading it on website)
- Secretary, ECHS
- All Service HQs

Copy to:

- Chief Vigilance Commissioner
- Secretary to the Government of India, Department of Public Enterprises
- Adviser (Defence), GeM.

Copy for information to:

- PPS to Secretary(ESW)/PPS to Joint Secretary(ESW)
- Technical Director, NIC Sena Bhawan for display in the 'Circulars' Section of MoD website.



**STATE ESM CORPORATIONS : PROCEDURE AND MANDATORY DOCUMENTS  
REQUIRED FOR EMPANELMENT WITH DGR**

1. The following supporting documents along with Application for Empanelment are required to be submitted by State ESM Corporation seeking their Empanelment with DGR :-

- (a) State Govt Notification, notifying formation of Corporation.
- (b) Gazette of the Notification.
- (c) Certificate of Incorporation.
- (d) Copy of Registration with Registrar of Companies.
- (e) Articles of Association.
- (f) Memorandum of Association.
- (g) List of Directors.
- (h) List of Guards currently Operational and those for which participation in tendering is being done/planned for:-
  - (i) State Govt concerns
  - (ii) Central Govt and CPSUs
  - (iii) Private Concerns

***Note :- In case above is not planned / envisaged, the Director / Chairman of the Corporation shall submit a 'Certificate', certifying that no such activity is planned / envisaged for participation in State Govt / Central Govt & CPSUs, Private Concerns (strike out whichever is applicable) Security Agencies Services as Service provider.***

- (j) Undertaking as per format attached as per **Appx 'B'**.
- (k) Details of Current Bank Account.
- (l) GST Number.
- (m) EPF Account number.
- (n) ESI and EDLI Account Number (as Applicable).
- (o) PAN details of the Corporation.
- (p) Contact details of Director/Chairman and nominated Officer(s) to include their official /authorised E-Mail ID(s).

2. **Board of Officers**. Based on receipt of Application for Empanelment along with requisite documents a Board of Officer will be convened for Empanelment of State ESM Corporations under the aegis of DGR with a Member from Deptt of ESW.

3. **Number of Security Supervisors/ Guards**. This shall be duly based on requisitions, ESM Proprietors (wait-listed) and State parity. DGR will reserve the right for sponsorship duly based on a Board of Officers and approved by the 'Competent Authority'.

4. **Allotment of Security Guards in other States**. Empanelled State ESM Corporations can be offered Sponsorship of Guards outside their Parent State if the affected state wherein/wherefrom the requisition has been received does not have its own DGR empanelled State ESM Corporation.

5. **Ratio of ESM & Non- ESM Security Guards**. The ratio of ESM and Non-ESM Security Guards will be 90:10 – same as for ESM (Proprietors/ Security Agency).



**REVISED AFFIDAVIT BY EX-SERVICEMEN (OFFICERS) FOR DGR  
SECURITY AGENCY SCHEME****(TO BE SUBMITTED AT THE TIME OF EMPANELMENT)**

(To be submitted duly signed by ESM(O) on ₹ 100 Non Judicial Stamp Paper and  
Attested by the Judicial Magistrate First Class)

<u>Recent Passport size colour photograph of the ESM(O)</u>
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1. I, \_\_\_\_\_ (Service Number, Rank, Name)  
S/o \_\_\_\_\_, aged \_\_\_\_\_ years, R/o \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Present Address with PIN Code),

DGR Registration No. \_\_\_\_\_ hereby solemnly affirm and undertake &  
declare as under:-

- (a) That I am an **Ex-Serviceman** as per the existing definition.
- (b) That I am registered on **GeM with Vendor Code** \_\_\_\_\_.
- (c) That I will not be employed with any Govt / Semi Govt / Private Organization or practise any self employment venture or any other commercial activity including consultancy individually / jointly on the materialization of my first sponsorship by DGR. I will quit the job / self-employment / any commercial activity / consultancy etc, if any, within 15 days of signing of my first security contract.
- (d) That I shall personally download my Form 26AS at the time of Empanelment at DGR Office and submit subsequent returns by 30 July every year duly notarized by post. When / if required, DGR can muster the Agency to download from 26AS in office of DGR / DRZ.
- (e) That I will represent my Security Agency in person to the Principal Employer / prospective Principal Employer, i.e. the concerned CPSU and DGR, as and when required.
- (f) That I will not give any Power of Attorney in respect of my Security Agency.

- (g) That I will not use the name of DGR / MoD in any correspondence, negotiation or in any other form with any third party for furtherance of business.
- (h) That I will not seek / bid / participate / in the tendering process of any CPSU / Govt Agencies without sponsorship by DGR. Further, I will not engage in private security agency business with any private entity during the period of my empanelment with DGR.
- (i) That I will intimate DGR about the award of a contract within 30 days of signing it.
- (j) That I will ensure that the uniform worn by the security guards employed by me do not resemble the uniforms used by the Armed Forces of the Union of India / Central Para Military Forces or State Police Forces.
- (k) **That I will employ at least 90% ESM security guards (i.e. 90% ESM and 10% Non-ESM) after duly verifying their documents proving ESM status.** I will ensure that all the security guards engaged by me are appointed as per the prevalent Laws & Govt directives and will give Letter of Appointment to each security guard specifying the terms & conditions of employment, duration and the process of termination of employment.
- (l) **I will only quote service charges @ up to maximum of 10% in accordance** with OM and as revised from time to time by DGR wage notification on the GeM Portal. Bidding will be carried out on GeM Platform as per Service Charges & Notification of Revision of Minimum Wages as intimated / uploaded by DGR on its site [www.dgrindia.com](http://www.dgrindia.com).
- (m) That I will also ensure that all the security guards are paid wages & allowances as per the wage structure revised by DGR in terms of the Notification promulgated by the Central Government (Ministry of Labour & Employment and Ministry of Finance etc) and the concerned State Govt.
- (n) That I will deposit the EPF contribution, ESI subscription and all other statutory components regularly in accordance with the laid down legal provisions and the proof of the same will be furnished to the security guards along with their monthly salary slip.
- (o) **That I will submit Guards Strength Returns on Award of Contract and Half Yearly Strength Returns as per the laid down Format, duly counter- signed by the Principal Employer and also whenever directed by DGR.**
- (p) That I will submit the soft copy of Pension Payment Orders (PPOs) of ESM security guards and Training Certificates of all the security guards (*both ESM & Civilian security guards*) within 30 days of the commencement of the security contract and subsequently by 30 June every year.
- (q) That I will follow all directives issued by DGR from time to time for proper compliance of the OM and other guidelines / directions / advisories.



(r) That I shall adhere to all Laws of the Land as applicable to me and my Security Agency including the provisions of the PSARA Act, 2005 and follow the policies, rules and regulations laid down by the Govt / DGR / CPSU as amended from time to time.

(s) That I have a thorough knowledge and am compliant with Payment of Wages Act, Minimum wages Act, ESIC Act, Industrial disputes Act, Employees Provident Funds and Miscellaneous Provisions Act, Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act, Payment of Gratuity Act, Equal Remuneration Act, Workmen Compensation Act and other statutory Directions as revised from time to time.

(t) That I agree to the DGR or any monitoring agency authorized by the DGR having the right to inspect the premises, any documents or accounts of my Security Agency.

(u) That if it is found that I have violated any of the above provisions or I have suppressed / hidden / misrepresented any facts or misled DGR about any of the above statements, I am liable to face legal action(s) including criminal proceedings. I understand that DGR has the right to disempanel me, de-sponsor my Security Agency and cancel my on-going security contracts.

\_\_\_\_\_  
Deponent

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ that the contents of the above Affidavit of mine are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Signed in the presence of -

Witness No 1 \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

Witness No 2 \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

\_\_\_\_\_  
Deponent

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**LETTER OF APPOINTMENT FOR ESM / CIVIL PRIVATE SECURITY GUARD**  
**BY EMP No \_\_\_\_\_ SECURITY AGENCY (VENDOR CODE : \_\_\_\_\_ )**  
**PROPRIETOR \_\_\_\_\_**

1. \_\_\_\_\_ Security agency appoints  
(Name) \_\_\_\_\_ as a Private Security Guard /Supervisors  
wef (Date \_\_\_\_\_ )

PHOTO

2. **Personel Details :-**  
(a) Service No. Rank :  
(b) Date of Birth :  
(c) Date of Retirement :  
(d) PPO No. :  
(e) ESM I Card No. & Issuing Authority :  
(f) ESI No. :  
(g) EPF No./UA No. :  
(h) Mobile No. :

Present Address

Permanent Address

3. **Terms & Conditions:-**

- (a) The appointment will be for a duration of 11(eleven) months from the date of appointment or the date of termination of Security Agencies contract with PSU whichever is earlier.
- (b) First one month of the employment will be treated as probationary period and the services can be terminated without a notice, subsequently for termination of services, the proprietor of the Security Agency will give sufficient opportunity to the ESM Security Guard (Employee) in the form of a written show cause notice with 15 days time for a written reply.
- (c) Minimum two months advance notice will be given by both the ESM Security Guard(Employee) and the proprietor for resignation / termination of service.
- (d) Payment of wages will be done in accordance with relevant DGR wage notification as amended from time to time.
- (e) The Security Agency will adhere to all the provisions of Min of Defence, DESW OM No. 28(3)/2012-D(Res-I) dated \_\_\_\_\_ Feb 2021.

Signature & Stamp of the Proprietor



**DIRECTORATE GENERAL OF RESETTLEMENT MINISTRY OF DEFENCE  
GOVERNMENT OF INDIA, WEST BLOCK IV RK PURAM, NEW DELHI 110066**



**NOTICE OF REVISION OF MINIMUM WAGES FOR ONE DAY W.E.F. 01 Feb 2021**

- Reference Government of India, Ministry of Defence Office Memorandum No 28(3)/2012-D (RES-I) dated 01 Feb 2021 regarding Guidelines for functioning of DGR Empanelled Ex-Servicemen Security Agencies.
- Consequent to revision of Minimum Wages by Ministry of Labour and Employment, vide Government of India, the Ministry of Labour & Employment, Government of India Order File No. 1/20(1)/2020-LS-II dated 12 Oct 2020 for Employment of personnel of the Central sphere, for Watch and Ward Duties and ibid office memorandum. The under mentioned Minimum Wages for one Watch (8 hours) are the rates (All components) below which the quotations at all stages of Tendering to the Principal Employer and payment to the guards & other staff employed will NOT be made by DGR sponsored security agencies/ Companies/ Corporations throughout the country with effect from 01 Feb 2021.

**Area- A**

S.No	Description	Percentage (To be read in conjunction with latest rules/ Acts/ regulations and policies promulgated by Competent Government Authority)	Security Guard without arms (skilled)	Security Guard with arms Gunman (Highly skilled)	Supervisor (Highly skilled)	Remarks
(a)	Basic Wages (BW) plus Allowance (VDA)	Variable Dearness	777	845	1033.41	1. Centre or state wages, whichever is higher, is payable. 2. See Notes 1 & 5
(b)	Employees State Insurance (ESI)/Medical Allowance and Workmen Compensation in areas not covered under ESI	3.25% of Basic plus VDA	As Applicable			See Notes 2 & 10
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA	As Applicable			See Notes 9 & 10
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA	As Applicable			or as notified from time to time
(e)	Administrative Charges/ EPF & EDLI	0.50 % of Basic plus VDA	As Applicable			or as notified from time to time
(f)	House Rent Allowance (HRA)	24% of Basic plus VDA or Rs 5400 (Whichever is higher)	207.69	207.69	243.87	See Notes 3, 9 & 10 or as notified from time to time
(g)	ESI/Medical Allowance on HRA	3.25% of HRA	As Applicable			See Notes 2,9 or 10 as notified from time to time
(h)	Bonus	8.33% per month (Basic+VDA)	64.72	-	-	See Notes 4, 9 & 10 or as notified from time to time
(i)	Uniform Outfit Allowance	5% of Basic plus VDA	38.85	42.25	51.67	
(j)	Uniform Washing Allowance	3% of Basic plus VDA	23.31	25.35	31.00	
(k)	SUB TOTAL Sum of (a) to (j)					<b>Cost per Watch (8 Hours) for every Guard</b>
(l)	Relieving Charges 1/6 <sup>th</sup> of serial (k) **	1. To be incorporated only when a reliever is provided on paid rest days. 2. All mandatory deductions in respect of the reliever as applicable at serial (b), (c), (d), (e) and (g) to be deposited with concerned Govt Departments.				
(m)	Total Cost Per Day					
(n)	Service Charge*	Upto max of 10% of Ser 2(m) *All on-going contracts (i.e. not bid on GeM Portal) will be @ 10% (fixed) on Ser 2 (m)				See Notes 9 & 10
(o)	Sum Total					See Notes 7 & 8
(p)	GST	As per prevailing rates				As notified

**AREA A** - Ahmedabad(UA), Bangaluru(UA), Kolkata(UA), Delhi(UA), Greater Mumbai(UA), Navi Mumbai, Hyderabad(UA), Kanpur(UA), Lucknow(UA), Chennai(UA), Nagpur(UA), Faridabad Complex, Ghaziabad, Gurgaon, Noida Secundrabad,Pune

**AREA -B**

S.No	Description	Percentage (This is to be read in conjunction with latest rules/ acts/ regulations and policies promulgated by Competent Govt Authority)	Security Guard without arms (Skilled)	Security Guard with arms (Highly Skilled)	Supervisor (one per 20 security Guards) (Highly Skilled)	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)		707	777	940.31	1. Centre or state wages, whichever is higher, is payable. 2. See Notes 1 & 5
(b)	Employees State Insurance (ESI)/Medical Allowance and Workmen Compensation in areas not covered under ESI	3.25% of Basic plus VDA		As Applicable		See Notes 2 & 10
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA		As Applicable		See Notes 9 & 10
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA		As Applicable		or as notified from time to time
(e)	Administrative Charges ( EPF & EDLI)	0.5% of Basic plus VDA		As Applicable		or as notified from time to time
(f)	House Rent Allowance (HRA)	16% of Basic plus VDA or Rs 3600 (Whichever is higher)	138.46	138.46	150.45	See Notes 3, 9 & 10 or as notified from time to time
(g)	ESI/Medical Allowance on HRA	3.25% of HRA		As Applicable		See Notes 2 & 9 or as notified from time to time
(h)	Bonus	8.33% (Basic + VDA)	58.89	64.72	-	See Notes 4, 9 & 10 or as notified from time to time
(i)	Uniform Outfit Allowance	5% of Basic plus VDA	35.35	38.85	47.02	
(j)	Uniform Washing Allowance	3% of Basic plus VDA	21.21	23.31	28.21	
(k)	<b>SUB TOTAL</b>	<b>Sum of (a) to (j)</b>				Cost per Watch (8 Hours) for every Guard
(l)	Relieving Charges 1/6 <sup>th</sup> of total of serial (k) **	1 To be incorporated only when a reliever is provided on paid rest days. 2 All mandatory deductions in respect of the reliever as applicable at serial (b), (c), (d), (e) and (g) to be deposited with concerned Govt Departments.				
(m)	<b>Total Cost Per Day</b>	<b>Sum of (k) to (l)</b>				
(n)	Service Charge	Upto max of 10% of Ser 2(m) *All on-going contracts (i.e not bid on GeM Portal) will be @ 10% (fixed) on Ser 2(m)				See Notes 9 & 10
(o)	<b>Sum Total</b>	<b>Sum of (m) and (n)</b>				See Notes 7 & 8
(p)	GST	As per prevailing rates				As notified from time to time



**AREA-B**

Agra	(UA)	Indore	(UA)	Ranchi	(UA)
Ajmer	(UA)	Jabalpur	(UA)	Saharanpur	M.Corp
Aligarh	(UA)	Jaipur	M.Corp	Salem	(UA)
Allahabad	(UA)	Jalandhar	(UA)	Sangli	(UA)
Amravati	M.Corp	Jalandhar Cantt	(UA)	Shilong	
Aurangabad	(UA)	Jammu	(UA)	Siliguri	(UA)
Amritsar	(UA)	Jamnagar	(UA)	Solapur	M.Corp
Asansol	(UA)	Jamshedpur	(UA)	Srinagar	(UA)
Aurangabad	(UA)	Jhansi	(UA)	Surat	(UA)
Bareilly	(UA)	Jodhpur	(UA)	Thiruvananthapuram	(UA)
Belgaum	(UA)	Kannur	(UA)	Thrissur	(UA)
Bhavnagar	(UA)	Kochi	(UA)	Tiruchirappalli	(UA)
Bhiwandi	(UA)	Kolhapur	(UA)	Tiruppur	(UA)
Bhopal	(UA)	Kollam	(UA)	Ujjain	M.Corp
Bhubaneswar	(UA)	Kota	M.Corp	Vadodara	(UA)
Bikaner	M.Corp	Kozhikode	(UA)	Varanasi	(UA)
Bokaro Steel City	(UA)	Ludhiana	M.Corp	Vasai-Virar City	M.Corp
Chandigarh	(UA)	Madurai	(UA)	Vijaywada	(UA)
Coimbatore	(UA)	Malappuram	(UA)	Vishakhapatnam	M.Corp
Cuttack	(UA)	Malegaon	(UA)	Warangal	(UA)
Dehradun	(UA)	Mangalore	(UA)		
Dhanbad	(UA)	Meerut	(UA)		
Durgapur	(UA)	Moradabad	M.Corp		
Durg-Bhilai Nagar	(UA)	Mysore	(UA)		
Erode	(UA)	Nanded Waghala	M.Corp		
Firozabad		Nasik	(UA)		
Goa		Nellore	(UA)		
Gorakhpur	(UA)	Panchkula	(UA)		
Greater Vishakhapatnam	(M.Corp)	Patna	(UA)		
Gulbarga	(UA)	Port Blair	(UA)		
Guntur	(UA)	Puducherry	(UA)		
Guwahati	(UA)	Raipur	(UA)		
Gwalior	(UA)	Raurkela	(UA)		
Hubli-Dharwad	M.Corp	Rajkot	(UA)		

**AREA-C**

S.No	Description	Percentage (This is to be read in conjunction with latest rules/ acts/ regulations and policies promulgated by Competent Govt Authority)	Security Guard without arms (Skilled)	Security Guard (with arms)/ Gunman (Highly Skilled)	Supervisor (one per 20 Security Guards) (Highly Skilled)	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)		603	707	801.99	1. Centre or state wages, whichever is higher, is payable. 2. See Notes 1 & 5
(b)	Employees State Insurance (ESI)/Medical Allowance and Workmen Compensation in areas not covered under ESI	3.25% of Basic plus VDA	19.60	22.98	-	See Notes 2 & 10
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA	As Applicable			See Notes 9 & 10
(d)	Employees Deposit linked Insurance (EDLI)	0.50% of Basic plus VDA	As applicable			or as notified from time to time
(e)	Administrative Charges	0.50% of Basic plus VDA	As applicable			or as notified from time to time
(f)	House Rent Allowance (HRA)	8% of Basic plus VDA or Rs 1800 (Whichever is higher)	69.23	69.23	69.23	See Notes 3, 9 & 10 or as notified from time to time
(g)	ESI/Medical Allowance on HRA	3.25% of HRA	2.25	2.25	-	See Notes 2, 9 & 10 or as notified from time to time
(h)	Bonus (ref notes)	8.33% per month (Basic+VDA)	50.23	58.89	66.81	See Notes 4, 9 & 10 or as notified from time to time
(i)	Uniform Outfit Allowance	5% of Basic plus VDA	30.15	35.35	40.10	
(j)	Uniform Washing Allowance	3% of Basic plus VDA	18.09	21.21	24.06	
(k)	<b>TOTAL</b>					<b>Cost per Watch (8 Hours) for every Guard</b>
(l)	Relieving Charges 1/6 <sup>th</sup> of total of serial (k) **	1. To be incorporated only when a reliever is provided on paid rest days. 2. All mandatory deductions in respect of the reliever as applicable at serial (b), (c), (d), (e) and (g) to be deposited with concerned Govt Departments.				
(m)	<b>Total Cost Per Day</b>					
(n)	Service Charge	Upto max of 10% of Ser 2(m) *All on-going contracts (i.e not bid on GeM Portal) will be @ 10% (fixed) on Ser 2(m)				See Notes 9 & 10
(o)	<b>Sum Total</b>	<b>Sum of (m) and (n)</b>				
(p)	GST	As per prevailing rates				See Notes 7 & 8
						As notified from time to time

**AREA -C: AREAS NOT COVERED IN AREA-A AND AREA-B**



**Notes:-**

1. Wherever the state minimum wages are higher than the wages notified herein, the higher wages shall stand protected and would be payable.
2. **ESI** The employees employed in the watch & ward duties shall be covered under the Employees State Insurance Act 1948 as amended from time to time based on the gazette notifications by respective State Governments covering the areas under the ESI Act. Those areas which are not covered in the notification shall be covered under the Workmen Compensation Act 1923, as applicable.
3. **HRA** The classification of the areas for the purpose of calculation of HRA is to be taken as per the classification of areas for **HRA promulgated by the Ministry of Finance, Govt. Of India.**
4. **Bonus** Bonus is mandatory as per Payment of Bonus Act 1965 (as amended vide payment of Bonus Amendment Act 2015), concerned month's wage as fixed by DGR or State Govt or Rs. 7000/- whichever is higher is payable to the security guard/supervisor w.e.f 01 April 2014.
5. **Paid Rest Day** The security guards are entitled to a paid rest day in every period of seven days. (Refer Section 13 (b) of the Minimum Wages Act, 1948 and Rule 23 of the Wages (Central) Rules, 1950). When a security guard is requisitioned by the Principal Employer to work for more than 48 hours in a week, he is entitled to wages on overtime rates for the additional period at double the ordinary rates in addition to the wages for the rest day.
6. **Leave.** Payment for leave relief during the leave as mandated by Centre/State Govts. / Principal employer/Service recipient will also be admissible by the Principal Employer/Service Recipients.
7. **Additional Charges** Additional charges will be levied in case of service being provided in remote/disturbed/hazardous areas as Field Allowance @ 25 percent of Basic Pay plus VDA, and will be entitled to ESM security guards when working in remote / disturbed area such as Northern Eastern States, J&K etc, or when working in areas hazardous to health such as Coal Fields, Mines and Pipelines.
8. The daily wages shall be the minimum wages below which the the employees employed in the watch & ward duties shall not be paid. The security agencies shall acquaint themselves with the relevant statutory provisions and carry out the market survey before bidding/ quoting the rates of basic daily wage including the variable dearness allowance but the same will not be below the minimum wages as given above.
9. Wages are subject to amendments as and when promulgated by concerned authorities from time to time.
10. Para 2(b), (c), (f), (g), (h), (i) and (n) of this Notice shall be calculated by the security agencies and PSUs/service recipients, as per the governing statutory provisions, as applicable.
11. Any welfare measures laid down by the Central/State Enactments shall be duly complied with by the security agencies and PSUs/Principal employers/service seekers.





## 2. Summary of Sponsorships.

- (a) Total no. of guards sponsored till date since Empanelment =  
(b) Materialised =  
(c) Under Negotiation =  
(d) Not Materialised =  
(e) Total Cumulative Guards Aailed =

## 3. Important instructions:-

- (a) All fields are required to be mandatorily filled. The sponsorship details should include all sponsorships (from the first to the last) irrespective of the seniority of the security agency. Incomplete report will be returned. No further sponsorship will be considered till submission of complete returns.
- (b) List of ESM guards employed location wise giving their Number, Rank, Name & Regiment and contact number( Mobile ) duly countersigned by the Principal Employer is to be submitted along with this report. Submission of the same is mandatory failing which the security agency will not be considered for further sponsorship.
- (c) All reports will positively be submitted within 30 days of the due date, failing which the defaulting security agency is liable for Disempanelment.
- (d) All security agencies are to submit initial report on award of contract within 30 days of award of contract besides reflecting the same in the current report.

To be submitted to DGR as on 01 January and 01 July every year.

### CERTIFICATE

Certified that the above mentioned information furnished by me is correct and in the event of it being wrong, my agency shall be liable to be disempanelled, and all my individual proprietorship contracts will be terminated by the Principal Employer. I will be liable for legal/ penal actions.

Signature and stamp of

Proprietor (Rank & Full Name):

Date and Place:

**Nominal Roll of Security Guards Deployed by \_\_\_\_\_ Security Agency (Separate for different Contracts)**

Security Guards Deployed at \_\_\_\_\_ as on Month Year.

S.No	Service No.	Name	Regiment	ESM I Card No.	Mobile

Security Guard (Relief) Deployed at \_\_\_\_\_ as on Month Year.

S.No	Service No.	Name	Regiment	ESM I Card No.	Mobile

Signature & Stamp of  
Proprietor (Rank & Full Name)  
Date & Place

Countersignature

(Authorised Representative of Principal Employer)



**Requisition Seeking Sponsorship from DGR / DRZ  
for ESM Security Agencies for Limited Tender Enquiry**

1. I \_\_\_\_\_ for and on behalf of M/s \_\_\_\_\_ hereby undertake the following prior to seeking sponsorship of DGR empanelled security agencies at \_\_\_\_\_ (Area) in the jurisdiction of my organization.

(a) That whilst seeking sponsorship of / awarding contract to DGR sponsored security agency, the Principal Employer (CPSU), i.e. M/s \_\_\_\_\_ shall abide by the provisions of GOI MoD OM No 28(3)/2012-D(Res-I) dated \_\_\_\_\_ Feb 2021 and its subsequent amendments, if any, issued from time to time.

(b) The Principal Employer, i.e. M/s \_\_\_\_\_ shall submit half yearly returns of the security guards status, including Ex-Servicemen guards, employed by the security agency, to DGR so that the stipulated percentage & strength of ESM guards can be ascertained by DGR. These reports shall be authenticated by the Authorized Representative of the Principal Employer, i.e. M/s \_\_\_\_\_ and sent to DGR on 01 Jan & 01 July of each year.

(c) Intimation will be given to DGR/ DRZ regarding the award of contract with the details of the successful security agency. Details/ Reasons will be intimated if the contract is not entered into.

(d) Intimation will be given to DGR /DRZ regarding cancellation of the contract. (if any)

**2. Requisition for seeking sponsorship of ESM Security Agencies for limited tender enquiry.**

(a)	Name of PSU / Principal Employer	
(b)	Corporate & Correspondence Addresses of the Principal Employer	
(c)	Name & Designation of the Authorized Representative of the Principal Employer	
(d)	Tele No with STD Code of the Authorized Representative of the Principal Employer Office & Mobile No	
(e)	Fax No with STD Code of the Authorized Representative of the Principal Employer	
(f)	Letter No & date vide which Requisition for security agencies forwarded to DGR (Mandatory field. Unique Number / ID for each Requisition be given)	
(g)	Official E-mail id of the Authorized Representative of the Principal Employer	
(h)	Location(s) District & State where Security guards are proposed to be deployed	
(i)	Type of guards required in confirmation with <b>State PSARA Rules</b> (Armed / Unarmed / Supervisor)	
(j)	Type & Number of Guards required in each location	

(k)	Number of posts to be manned	
(l)	Total No of guards required (Armed + Unarmed + Supervisor + Lady guards, if any)	
(m)	Scheduled / Expected date of commencement of the Proposed Contract	
(n)	Number of security agencies / Corporations required by limited tendering	
(o)	<u>Duration of Contract</u> (a) Maximum of 2 years (No provision for suo-moto extension by Principal Employer) (ref <b>Para 10 (c) of OM</b> ) (b) Reasons if specifically required for only 1 year	
(p)	Any other relevant information.	

### 3. Details of previous contract.

(a)	Name of Security Agency / Corporation providing service at present & its DGR Empanelment No	
(b)	Date of commencement of previous contract(s)	
(c)	Date of expiry of previous contract(s)	
(d)	Number of guards deployed by the present Security Agency / Corporation / Company	
(e)	Performance of Guards deployed by the present Security Agency / Company / Corporation	

Official Stamp  
Date & Place

Signing Authority

Correspondence Address	Tele Fax No	E-mail Id & Website	Remarks
Jt Dir [(Emp)(E&R)] Directorate General Resettlement Dept of Ex-Servicemen Welfare Ministry Of Defence, Govt of India West Block-IV, RK Puram New Delhi - 110066	Tele :- 011-20892565  Fax :- 011-26171456	<a href="mailto:ercellidgr@desw.gov.in">ercellidgr@desw.gov.in</a>  <a href="http://www.dgrindia.com">www.dgrindia.com</a>	Requisition to reach DGR <b>three</b> <b>(03)</b> months before commencement of the new contract.

### Alternate address

Principal Director [(Emp)(E&R)] Directorate General Resettlement Dept of Ex-Servicemen Welfare Ministry Of Defence, Govt of India West Block-IV, RK Puram New Delhi - 110066	Tele :- 011-20862529  Fax :- 011-26171456	<a href="mailto:pdidgr@desw.gov.in">pdidgr@desw.gov.in</a>  <a href="http://www.dgrindia.com">www.dgrindia.com</a>	Requisition to reach DGR <b>three</b> <b>(03)</b> months before commencement of the new contract.
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## **Format : Award of Contract / Tender Closure Report**

Ref :- Para 11 of MoD OM No. 28(3)/2012-D(Res - I) dated \_\_\_\_\_ Feb 2021.

1. **Details of Principal Employer**
  - (a) Name of Principal Employer :
  - (b) Address/Location :
2. Requisition Reference
3. Sponsorship letter Number :
4. Outcome of Tendering (Successful / Cancelled / Deferred / Delayed) Reasons :
5. **Details of Security Agency awarded contract :**
  - (a) Empanelment No :
  - (b) Vendor Code (issued by GeM) :
  - (c) Name of Security Agency :
6. **Contract details**
  - (a) Work Order Number :
  - (b) Duration :
  - (c) Lady Guard (if any)
  - (d) Start Date :
  - (e) Finish Date :
7. **Guard details**
  - (a) Armed Guards :
  - (b) Unarmed guards :
  - (c) Supervisors :
  - (d) Total :

Date :

Auth Signatory  
Dept Designation