

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 by State ESM Corporation
- (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).

