

DRAFT GUIDELINES FOR FUNCTIONING OF DGR EMPANELLED EXSERVICEMEN FOR SECURITY SERVICES

General

The Government of India vide Department of Public Enterprises Office Memorandum Number 6/22/93-GL-15-DPE(SC/ST) dated 01 Feb 1994 as amended from time to time has instructed all Central Government Public Sector Undertakings/Enterprises (CPSU/CPSEs) to take security cover from Security Agencies sponsored by Directorate General Resettlement (DGR) (An Attached Office of The Ex-serviceman Welfare Department, Min of Defence). These draft guidelines are put on website to seek the feedback from ESM Associations within next 10 days (Copy also issued to Recognized ESM Associations).

Background

The Ex-Servicemen retire at a relatively young age while they still have family liabilities and responsibilities to shoulder. Every year about 60,000 ESM are being added to the large number of existing ESM population. The government has put in place various measures and schemes for Rehabilitation of the ESM who are in need of a second employment to supplement their income from pension for this period before normal retirement at 60 years. One of the most popular employment schemes which has all India coverage is the security agencies run by the ESM (O) and ESM corporations. The Director General (Resettlement) under the MOD is mandated with sponsoring the ESM run security agencies to the CPSUs for their security operations. Guidelines were issued by the MOD from time to time for regulating operation of the employment schemes of the DG(R).

It is felt that there is a need to fine tune and rationalize the existing provisions with respect to sponsorship of the security agencies by the DGR. The following guidelines are intended to address the issue of balancing the need to provide reasonable source of income to ESM for the period of early retirement and at the same time offer cost effective security services to CPSUs. The scheme is meant to operate as a means to supplement income of ESMs who retire early and still have family commitments. **It is certainly not meant to be a source of unlimited profit for a few retired individuals. The huge margins also lead to a lot of undesirable consequences. In order that larger number of individual ESMs can**

avail sponsorships from DGR and also ensure reasonable income to the ESMs , provisions are made to make the process of sponsorships more transparent through online registration, data updation by the DGR and putting up the list of ESMs registered/empanelled and sponsored on the website. To ensure transparency in operations/sponsorship of Security Agency scheme of DGR, the guidelines are amended as follows in supersession of all earlier orders/instructions issued by DGR and MoD:

Categories of DGR Empanelled Security Agencies.

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

- (a) **Individual ESMs.** (This will eliminate jumping of queue by individuals in the guise of forming companies and taking shelter under corporate veil.
- (b) State Government Owned ESM Corporations.

Eligibility Criteria for Empanelment and Operation of DGR Sponsored ESM Security Agencies

2. The Individual should be an ESMs as per definition promulgated by Government of India , Ministry of Personnel, Public Grievances & Pensions (DOPT) OM No 36034/5/85-Estt(SCT) dated 14 Apr 1987 as revised from time to time.

3. **Not to exceed the age of 57 years at the time of applying for Empanelment of a Private Security Agency with DGR. The Subedar Major's will also be eligible to participate in the scheme. (This will ensure that only those who retire early are entitled to this benefit).**

4. Should have attended and qualified the **“Security and Fire Fighting Course”** conducted at a DGR Empanelled Training Institute **or any institute recognized by the Central/State Govt.**

5. Should not have availed of any other Employment/ Self Employment /welfare benefits from DGR. Should not be on Re-employment with the Indian Armed Forces or with any other Government/Semi-Government organisation, Central Public Sector Undertakings, Public Sector Banks or **employed in the private sector at the time of sponsorship**. An affidavit on a Rs 100/- Stamp paper attested by notary public should be submitted in this regard at the time of sponsorship. Any false affidavit will make the applicant liable for cancelation of registration/sponsorship and also liable for criminal prosecution for breach of trust. **This affidavit is to be submitted at the time of sponsorship. The affidavit & the IT return will be insisted upon and checked before being sponsored.**

6. **The ESM will be allowed to register with DGR for all self employment schemes as soon as the ESM gets 'retirement warning letter'. The ESM will be identified by name, rank and service number while registering with DGR prior to actual retirement. A list of such ESM will be posted on the DGR's website indicating the date of registration and all other details. The ESM will be informed of his registration number/seniority. However sponsorship will only be made once the ESM retires and submits the required papers for empanelment & sponsorship. This procedure will be followed for all self employment schemes where sponsorship is made by DGR i.e. Management of CNG Stations, COCO outlets, Mother Dairy/Safal outlets etc.**

7. **The ESM will not be required to submit AS 26 Form at time of registration and sponsorship. The Form AS 26 will be submitted subsequent to the year when the ESM has availed the benefit.**

8. Should not have been dismissed from service on disciplinary grounds.

9. Should be a Resident of the Union of India.

10. **The service charge will be at 8-10% instead of 14%-20% now, to reduce unreasonable profits, and at the same time ensure reasonable income. The quota for each sponsored ESM will be 150 guards year for the duration of 2 years. Even with this reduced number and lesser service charges the income will be reasonable. The sponsorship will be valid for two years with another extension of two years but up to the age of 60 years, if 150 guards year has not been availed for two years. The**

sponsorship will clearly indicate the date upto which the sponsorship is valid. The CPSUs will seek fresh sponsorship/re-sponsorship from DGR, 3 months prior to this date. It will issue a satisfactory performance report, if seeking re-sponsorship.(one guard year is defined as one security guard employed for 12 months)

11. The number of the security guards at any point of the time for a individual will not exceed 150 guards. For existing private limited security agencies, the date upto which such sponsorship is valid will be clearly indicated and allowed to complete this term. The CPSUs will be informed by DGR in this regard.

12. DGR will follow the prescribed procedures as below for empanelment of security agencies.

(a) Application form for Empanelment of ESM for Security work with DGR will be as annexed. It will be hosted on DGR's website.

(b) Applications can be made through post or online through DGR website.

(c) Incase of online application hard copies should also be submitted by applicant to DGR and acknowledgement obtained as proof of having submitted the hard copy.

(d) **Details of the applications received will be uploaded on DGR's website as when received by DGR, in order of the date of receipt. List will be prepared State-wise, the applicants will be given the option of choosing only one state for operation. One change of state will be permitted during the entire period of empanelment.**

(e) **DGR will examine the empanelment request and any/all deficiencies in the application will be intimated to the ESM online/through a letter within a week of receipt of the application and it will also be displayed on the DGR website. All observations on the application will be intimated at one go, piecemeal observation will not be permitted.**

(f) **Empanelment will be done within 15 days of receipt of the completed application form alongwith the required documents.** List of documents required for empanelment will be hosted on DGR website.

(g) **Seniority of the ESMs will be determined from the date of their registration with DGR. A state-wise seniority list of ESMs registered for sponsorship will be hosted on the website of DGR. However sponsorship will be done only for those in order of seniority, who have retired and submitted all papers required for sponsorship. The same procedure will apply in respect of other re-employment schemes like CNG gas station, COCO outlets, Safal/ Mother diary outlets etc.**

Sponsorship Norms/Procedure

13. **Requisition.** All Principal Employers will project their requirement in the Requisition Performa as available on DGR Web site www.dgrindia.com to reach DGR three months prior to termination of existing contract.

14. **Sponsorship/Re-sponsorship.** All sponsorships/re-sponsorship will be done in cyclic order of seniority of registration / empanelment for a period of two years extendable by another one/two year depending upon the Age of ESM, available quota of guards and subject to satisfactory performance report received from the concerned Principal Employer. All sponsorship/re-sponsorship will be done by a BOO with DoESW representative. A clear notice of 3 working days will be given by DGR to DoESW for nomination of a rep. **All new sponsorship/re-sponsorship will be in individual names of ESMs.**

15. **Conclusion of Contracts.**

(a) The Principal Employers must ensure that the contracts are concluded and finalized within three months of issue of sponsorships by DGR.

(b) In an eventuality of all the DGR Sponsored ESMs quoting the same rates the contract under consideration should be allotted to the senior most DGR sponsored ESM as per registration date with DGR.

(c) **Cancellation of Tender vis a vis Seniority of Sponsored DGR Agencies.** In case the Principal Employer decides to cancel the tender, then the sponsorship letter

will be treated as cancelled, and seniority of all the sponsored ESMs will remain unchanged.

(d) Agreement between the Principal Employer and the DGR sponsored ESM should be for a period of two years and further extendable to one/two year on request of PSU and depending on the age of the ESM. Re-sponsorship will follow the same procedure as sponsorship.

(e) **Wages.** All employees engaged by DGR sponsored ESMs for security work at CPSU's will be paid monthly wages in accordance with the minimum wage of the state government as laid down for various categories of persons by the state government.

(f) **Death Gratuity.** In an unfortunate event of the death of a Security Guard/ Supervisor death gratuity is to be paid to the nominee by the Principal Employer as per the Gratuity Act.

(g) **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 may be asked to deposit CPG or Bank Guarantee up to a maximum limit not exceeding 10 percent of One month's wage bill. The CPG will be deducted from the ESM's Monthly service charges in installments as mutually agreed by the ESM and the Principal Employer.

16. **Employment of Security Personnel.**

(a) **Percentage of ESM Employees.** At least 90 percent ESM would be employed by the individual ESM and State ESM Corporations (within their own States). However, in places where adequate number of ESM (OR) are not available the Individual ESM, on the ESM corporation will obtain a Non-availability Certificate from the nearest/concerned Zila Sainik Board, based on which the percentage of ESM Employees could be at lowest limit of 65 percent.

(b) **Age of Security Guard and Supervisor.** The upper age limit of a Security Guard and Supervisor will be 60 Years.

17. **Sponsorship Norms for State ESM Corporations.** State ESM Corporations/ Nigams will operate in respective States only as per Department of Public Enterprises OM No 6/22/93-DPE(SC/ST) dated 04 Oct 2005. However, they may be considered for contracts outside their parent states only if sponsored by DGR, for which the normal procedure for empanelment with DGR will be followed by the State ESM corporation.

Quota of Guards

18. **Individual ESMs:-** DGR will sponsor not more than 150 Security Guards any point of time during the entire tenure of engagement.

19. **ESM Corporation:-** DGR will sponsor not more than 1000 Security Guards at any point of time.

Dis-empanelment :-

20. Agencies/Companies will be removed from the active panel of DGR under the following conditions:-

(a) On allotment of entitled quota of security guards or when an Individual ESM has attained the age of 60 years. The validity of sponsorship of the ESM will cease once the ESM attains 60 years of age. The list of such ESM will be updated regularly by DGR on their website.

(b) Once it has been established that the sponsored ESM has violated any of the MoD's Instructions/Norms on Empanelment and functioning of DGR Sponsored Security Agencies, or has provided false information while submitting the Affidavit.

(c) Apart from dis-empanelment and cancellation of existing sponsorship, action under the relevant provisions of IPC will be initiated by DGR under intimation to MoD/DoESW.

(d) Has concealed any material information having a bearing on his empanelment and sponsorship.

21. **Reports and Returns :-**

(a) **Award of Contract.** The Principal Employers will forward the names of the DGR sponsored ESMs who have been awarded a contract within 30 days of commencement of contract, along with number of guards awarded. Similar report will

also be submitted by all the Sponsored DGR ESMs. Failure to furnish the information will make the sponsored agency liable to termination of contract and dis- empanelment as and when detected.

(b) **Strength Return.** A six monthly return (as on first January and first July) each in connection with the number of guards employed by the Security Agency to be submitted to DGR by the ESM with counter signature of principal employer.

22. **Penalty.** In case the DGR sponsored ESM fail to submit the above reports within the given time frame (within one month of due date and initially on signing the contract), their contract will be terminated with due notice of 2 weeks. The return should be submitted with acknowledgement due to ensure record of delivery. The PSUs/principal employer will be simultaneously informed about the notice and cancellation.

23. **Change of Address.** An Empanelled ESM can place a request for change of address within its empanelled state in the form of an Affidavit on an Rs 50/- stamp paper duly attested by notary public. The permission will be given by DGR within a week of receipt of the request.

24. The ESM will also submit relevant applications to State Government under PSARA Act for a license, and obtain acknowledgement which will be submitted to DGR before sponsorship is made. In states where the Act has not been implemented, a certificate to this effect will be submitted.

25. The sponsoring letter/re-sponsoring letter should clearly indicate the date in bold letters upto which the sponsorship will be valid.

26. Each sponsorship will be identified by the name of ESM along with proprietorship name if any.

27. An application form for Registration duly approved is annexed.

28. The wages/services charges are also include

29. These guidelines are issued with the approval of competent authority and its supersedes all earlier guidelines/instructions issued by DGR and MoD in this regard

Wage Structure at 8% service charges

S No	Description	Security Guard (without arms)	Security Guard (with arms)	Supervisor
(a)	Basic plus V.D.A	6656.00	7358.00	9984.00
(b)	ESI 4.75% (Basic plus V.D.A)	316.16	349.51	474.24
(c)	EPF (12% of Basic plus V.D.A)	798.72	882.96	1198.08
(d)	EDLI (0.5% of Basic plus V.D.A)	33.28	36.79	49.92
(e)	Admn Charges (1.11% of Basic plus V.D.A)	73.88	81.67	110.82
(f)	Uniform outfit allces (3% of Basic plus V.D.A)	199.68	220.74	299.52
(g)	Uniform washing allces (3% of Basic plus V.D.A)	199.68	220.74	299.52
(h)	Total "///"	8277.39	9150.41	12416.10
(j)	Reliving Charges 1/6	1379.57	1525.07	2069.35
(k)	Cost per head "///"	9656.97	10675.48	14485.45
(l)	Service Charges @ 8% (Basic plus V.D.A only)	532.48	588.64	798.72
(m)	Total	10189.45	11264.28	15284.17
(n)	Service Tax @ 10.30% as notified from time to time	1049.51	1160.20	1574.27
(p)	Total	11238.96	12424.32	16858.43

APPLICATION FORM

Please
paste your
recent
passport
size photo
(Self
attested)

REGISTRATION/ EMPANELMENT RETIRED DEFENCE PERSONNEL (FOR EMPLOYMENT ASSISTENCE, SECURITY AGENCY, CNG, COAL, TRANSPORTATION) RETIRED/ RELEASED DEFENCE SERVICE OFFICERS (Personnel)

(REQUIRED IN ORIGINAL)
(TO BE SUBMITTED IN DUPLICATE)

(FOR OFFICE USE ONLY)

DGR Regn No.	Date of Regn (DD/MM/YY)	Date of Renewal (For Emp only)
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

- Personal No
- Category: SC/ST/OBC/GEN
(to delete as no reservation is provided)
- Scheme Opted Code No.
(See Reverse)
- ESM I Card No. _____
- Rank _____
- ~~Religion~~ (to delete has no relevance)
- Name _____
(First Name) (Middle Name) (Last Name)
- Service/Corps/Regt Code
(See Reverse)
- DOB
(DD/MM/YY)
- Date of Commission/
Enrolment
(DD/MM/YY)
- Date of Retirement
(DD/MM/YY)
- Reason for retirement _____
- Re-employed upto
(DD/MM/YY)
- Med Category: _____ Percentage disability & Attributability : _____
- ~~Home Dist~~* (delete, already provided in at SI No. 18)
- ~~Home State~~* (delete, already provided in at SI No. 18)
(*Proposed place for settling down)
- Contact Address (Date Upto _____) _____

_____ Pin Code _____

Tele No : _____ Mob No _____ Fax: _____

18. Permanent Home Address _____ E-mail ID: _____

_____ Pin Code _____

Tele No : _____ Mob No: _____ Fax: _____

19. As per your assessment, your job suitability (as per 'CODE' indicated on reverse), it is not essential to fill up all the option.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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20. State preference : (for Security Agency ~~three adjoining states~~ one state only)

At the time of opting for this scheme after retirement state preference is to be given _____

21. ~~Details of Disciplinary Award/ Court Sentences/ Criminal Court Case if any~~ -----Substituted by 'whether convicted by any court of law, if yes, details

22. Retirement/ Release Order No. _____ date _____ Serial No. _____

23. Have you undergone DGR Sponsored Management Course . Yes/No (if yes, give details)

Course SI No . _____ Training
Institute.....

24. Have you undergone any other DGR Sponsored Courses besides Industrial Security, Safety and Fire Protection Course. Yes/No (if yes, give details).

25. Name of DGR Sponsored Industrial Security, Safety and Fire Protection Management Course with date of completion.

.....
.....

26. ~~Qualification~~: (Proposed to be deleted since the only qualification required for availing of benefits under the schemes is that one should be an ESM

Examination	Year	Institution	Subject	Percentage of marks

27. ~~Family Details~~ (Dependents) : (proposed to be deleted since the occupation of dependents has no bearing on the benefits being availed by the ESM)

Name	Relationship	DOB	Occupation with short Address

28. I certify that I am an ESM as per the definition applicable and that the above particulars are correct. Any false information or suppression of info on the day of signing will make the empanelment invalid including liable for subsequent dis-empanelment/penal action.

(to be reworded as)

28. I certify that I am an ESM / will become ESM as per the definition applicable and that the above particulars are correct to the best of my knowledge and belief. No material information has been suppressed. I understand that if, any, information is incorrect; I will be dis-empanelled and will be liable to penal action.

Station :

Signature of the ESM
Service No.
Address.....

Dated :

Witness No 1
(Signature, name
and address

(No need for witness since it is an application for registration)

Witness No 2
(Signature, name
and address

Documents to be Submitted as Applicable

1. **Common for Registration & All Schemes (Coal Tptn/CNG/Security Agency)**

	Existing	Proposed
a	Photocopy of the PPO/Gratuity order.	To retained
b	Photocopy of CV & a softcopy in CD containing CV (only for Gen Employment).	Not required has no bearing on sponsorship
c	Photocopy of Ex-Servicemen I-Card (Issued by RSB/ZSB).	May be retained
d	Check list.	May be retained, this could also double up as a receipt/acknowledgement by DGR of having received the document, one copy of the check list to be stamped as receipt.
e	Photocopy of proof of address.	To be retained.

2. **Only for Coal Tptn Scheme.**

a	Photocopy of PAN Card	To be retained
b	Un-employment status Affidavit duly attested by 1 st Class Magistrate/Executive Magistrate (specimen enclosed).	To be deleted since it is proposed that the ESM should not be employed elsewhere during the period, he is benefiting from DGR scheme
c	IT Return and Form AS-26 of last FY.	Only IT return to be submitted.

3. **Only for CNG Scheme.**

a	Photocopy of PAN Card and latest IT Return.	To be retained
b	Un-employment status Affidavit duly attested by 1 st Class Magistrate/Executive Magistrate (Specimen enclosed).	To be deleted
c	Financial Status: Security upto rupees two to five lakhs required. (Please attach copy of Bank Statement/details of FD)	If this a requirement by the Oil company could be retained

4. **Only for Security Agency Scheme.**

a)	Affidavit duly signed by ESM on Rs 100/- Non Judicial Paper and attested by First Class/ Executive Magistrate of his/her permanent residence district city/jurisdiction). (Annexure I)	Affidavit to be attested by Notary Public.
b)	Photocopy of PAN Card.	To be retained
c)	IT Return and Form AS-26 of last FY	Only IT return to be submitted Form AS 26 to be submitted for the FY succeeding sponsorship and guards are allotted during the year.
d)	Suggested names of five security agencies or details of security agency already registered	To be deleted since it is now proposed that the sponsorship will be in the name of ESM
e)	Copy of Certificate of Industrial Security, Safety and Fire Protection Management Course Conducted under aegis of DGR. (Certificate beyond last 5 years is invalid).	Certificate beyond last 5 years is invalid. This provision to be deleted as there is no logical reason for it to be retained. Moreover this qualification can be had from any institute recognized by Central/State Government apart from DGR recognized Institutes.
f)	Three colour passport size photographs (with 80% face) of each applicant duly self attested	To be retained
g)	State/UT Government License of operation in the entire state/UT of the first choice / acknowledgement of license application, if already obtained by the applicant.	Acknowledgement from the concerned authority of having applied for the PSARA 2005 license would be valid for sponsorship. In case of states where this Act has not been implemented no such acknowledgment is required.
h)	Un-employment status Affidavit duly attested by First Class Magistrate/Executive Magistrate (Specimen enclosed).	Affidavit to be attested by Notary Public to be given at the time of sponsorship and not at the time of registration. since now it is proposed that the ESM should not be employed during the currency of sponsorship

- Note :-
- (a) Attach legible copies of documents and should be self attested.
 - (b) In case of change of address or Tele No please intimate to this office on occurrence.

**AFFIDAVIT TO BE SUBMITTED BY ESM ALONGWITH
REGISTRATION FROM (FOR SELF EMPLOYMENT SCHEMES)**

(to be submitted duly signed by ESM on Rs 100/- Non Judicial Stamp Paper and attested by First Class Magistrate of his/ her permanent residence district city/jurisdiction)

1.	<p>I, (Service number, rank and name) hereby certify that :-</p>	To be retained
	(a) I am an ESM as per existing definition.	To be retained
	(b) I at the time of sponsorship will not be employed with any Govt/Semi Govt/Private concern. In case I have taken up any job I will tender my resignation and submit an undertaking of my employment status to DGR before I am sponsored for the scheme. Also in case I do take up any such assignment/assignments subsequently on availing any of the DGR scheme, I will inform DGR in writing within 48 hours.	I am not employed with any Govt/Semi Govt. private concern. If I am sponsored for any of the self employment schemes of DGR I shall not take up any employment during the currency of the sponsorship. If I do take any employment during that period I will inform the appropriate authority within a week of taking of such employment. It is understood that if I take up any employment or engage myself in any revenue generating self employment venture my sponsorship will be cancelled and I shall be dis-empanelled by DGR
	(c) I will not practice any self Employment venture including running/be associated with any training institute/school or any other commercial activity individually or jointly.	This is covered in the above para.
	(d) That I have not taken any assistance nor availed any other Scheme of DGR viz Security Agency, six months Management Course, Training Institute empanelled with DGR, Management of CNG Station and from Zilla Sainik Karayalaya/Director Sainik Welfare (State) earlier.	to be retained.
	(e) That there are no commercial loans outstanding against me.	This is redundant to be deleted.
	(f) In case, it is found/brought to notice that I have suppressed/hidden/mislead DGR about my change of status from unemployed to employed and /or self employed; taken any of the DGR/ZSK/RSB/any schemes earlier the DGR has the right to dis-empanel me. My appointment as Director of ESM Company with the Coal Company /Sponsorship of CNG scheme will be cancelled	To be deleted already covered para (b)

	without any financial compensation to me, and or any Directors in the Company.	
	(g) I am the resident of NCR. (to be included only for CNG Scheme).	To be deleted since condition of domicile for any of the self employment scheme would be discriminatory.
	(h) I hereby forfeit my right to take legal recourse against DGR and MoD in the civil and criminal courts on being dis-empanelled by DGR.	To be deleted since this condition is unconstitutional.

Signature

No, Rank & Name

Address

Dated :

Witness No 1

(Signature, name

and address

Witness No 2

(Signature, name

and address

Proposed format of Affidavit

AFFIDAVIT TO BE SUBMITTED BY ESM AT THE TIME OF SPONSORSHIP
(FOR SELF EMPLOYMENT SCHEMES)

(To be submitted duly signed by ESM on Rs 100/- Non Judicial Stamp Paper and attested by Notary Public)

1. I,

.....
..... (Service number, rank and name) hereby certify that :-

- (a) I am an ESM as per existing definition.
- (b) I am not employed with any Govt/Semi Govt. private concern. If I am sponsored for any of the self employment schemes of DGR I shall not take up any employment during the currency of the sponsorship. If I do take any employment during that period I will inform the appropriate authority within a week of taking of such employment. It is understood that if I take up any employment or engage myself in any revenue generating self employment venture my sponsorship will be cancelled and I shall be dis-empanelled by DGR
- (c) That I have not taken any assistance nor availed any other Scheme of DGR viz Security Agency, six months Management Course, Training Institute empanelled with DGR, Management of CNG Station and from Zilla Sainik Karayalaya/Director Sainik Welfare (State) earlier.
- (d) I under stand that if at any subsequent date it is found that I have not adhered to the terms of engagement for availing of self employment benefits I will be liable to administrative and penal action as decided by the appropriate authority.

Signature

No, Rank & Name

Address

Dated :

Witness No 1
(Signature, name
and address

Witness No 2
(Signature, name
and address

Check List of Documents

S.No	Item	To be completed by applicant	SE Dte
1	Whether Application Form submitted in prescribed format.	Yes/No	
2	Whether copy of PPO issued by PCDA (P), Allahabad enclosed	Yes/No	
3	Whether copy of Retirement/Release Order enclosed	Yes/No	
4	Whether copy of Record of Service, issued by MP-6 enclosed	Yes/No	
5	Whether copy of Ex-Servicemen Identity Card issued by HQ Command/RSB/ZSB enclosed.	Yes/No	
6	Whether Affidavit regarding Non-employment status as per proforma, has been duly attested by First Class Magistrate on Rs 100 Stamp paper (Non judicial) enclosed.	Yes/No	This to be deleted, affidavit attested by Notary Public to be submitted at the time of sponsorship
7	Whether copy of Pan Card & latest income tax Return enclosed (for Coal Tpt/CNG Schemes/Security Agency only)	Yes/No	
8	Whether one of the following documents submitted as Proof of Address : (a) Copy of Passport (b) Copy of Voters Identity Card (c) Copy of Landline telephone/Electricity/Gas connection Bills (d) Copy of Ration Card (e) Copy of valid Driving License enclosed	Yes/No	
9	Copy of Bank Statement/details of FD enclosed (for Coal Tpt/CNG Scheme)	Yes/No	
10	Suggested names of five security agencies or details of security agency already registered (for Security Agency only).	Yes/No	To be deleted sponsorship to be in the name of ESM.
11	Copy of Certificate of Industrial Security, Safety and Fire Protection Management Course conducted under the aegis of DGR (for Security Agency only).	Yes/No	This qualification can be had from any institute recognized by Central/State Government apart from DGR recognized Institutes.
12	Three colour passport size photographs (with 80% face) of each applicant duly self attested (for Security Agency only)	Yes/No	
13	State/UT Government License of operation in the entire state/UT of the first choice/acknowledgment of License application (for Security Agency only)	Yes/No	Eligible for sponsorship after producing acknowledgment
14	Un-employment status Affidavit duly verified by 1 st Class Magistrate (Annexure of Appendix 'B') (for Security Agency only).	Yes/No	Affidavit to be submitted at the time of sponsorship, attested by Notary Public.
15	Income Tax Return including AS-26 (for Security Agency only).	Yes/No	IT Return to be submitted at the time of sponsorship. AS 26 to be submitted in the next FY after sponsorship materializes.

