

# COMPANY PROFILE



WITH LOGICAL & PROFESSIONAL APPROACH

# GLOBAL

SECURITY AND FACILITY SERVICE

*With Logical & Professional Approach*

## GLOBAL SECURITY & FACILITY SERVICE

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# GLOBAL

SECURITY AND FACILITY SERVICE

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### **Our Ethics Code**

We have developed a core set of values which are the base to the organization's development & success. One of these values is Integrity, which means we can always be trusted to do the right thing and our ethics code below sets out how we expect all our employees to behave in order to live this core value.

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We have developed a core set of values which are the base to the organization's development & success. One of these values is Integrity, which means we can always be trusted to do the right thing and our ethics code below sets out how we expect all our employees to behave in order to live this core value.

### **Being Safe and Secure:**

Putting Health & Safety First

Carefully following company rules & procedures

### **Being Honest and Trustworthy:**

Always following the law

Reporting any wrongdoing

Never offering or taking a bribe

Avoiding any conflict of interest

### **Being Fair and Considerate:**

Showing respect and consideration for others

Treating people fairly

Thinking about environment

### **Being Professional and Proud:**

Doing the best job you can

Looking Smart and Professional

Being a good role model





## OUR BUSINESS ETHICS POLICY

### Stay on commitments

- ◆ In support of our code, the purpose of this business Ethics Policy is to ensure that Managers and Employees have a detailed understanding of our standards of operation and expectations of our customers/clients.
- ◆ Our senior managers are therefore asked to show their personal commitment by regularly endorsing this policy and confirming compliance within their own areas of responsibility.
- ◆ We are committed to these standards and routinely monitor compliance across the organization, taking necessary action in the unlikely event that they are not being met.

### Adherence to Policy

- ◆ We aim to maintain high ethical standards in carrying out its business activities, practices of any sort that are incompatible with the core principles and policies are not tolerated. Strict adherence to these principles and supporting policies is a condition of employment in the group. Any action by an employee, which deliberately or recklessly breaches this ethics policy, may result in disciplinary action and where appropriate, criminal proceedings will be instituted.



## GLOBAL SECURITY & FACILITY SERVICE

- ◆ Submitting our profile / Quotation for your kind consideration as discussed with you. We hope you will find it suitable according to your specific needs & cost effective too; now we are looking forward for your response at earliest possible. We assure you to provide our level best error-free services all the times, GSFS is in the business of providing premium cost effective security solutions to the customers. Customer's satisfaction is our foremost concern. A quick and accurate response to customer needs shall govern all actions taken by us. We will involve the customer in every solution and enhance customer satisfaction to delight. Our quality system is the responsibility of every employee and has undaunted support from all members of the management team.

### STANDARD OPERATION PROCEDURE

#### GENERAL INSTRUCTIONS

All security personnel of Global security & facility service deployed at the facility will ensure that they are fully conversant with the client's business activities and its related security requirements. Hence the staff will observe/ ensure the following:

#### **CODE OF CONDUCT** The Security staff of GSFS will strictly observe that they:

- ✦ Are always smartly turned out and vigilant.
- ✦ Are punctual and arrive at least 15 minutes before start of their shift.
- ✦ Take charges of their duties and properly and thoroughly.
- ✦ Perform their duties with honesty and sincerity.
- ✦ Read and understand their post & site instruction and follow the same.
- ✦ Extend respect to all managers and staff of the office.
- ✦ Shall not drink on duty, or come drunk and report for duty.
- ✦ Will not gossip or chit chat while on duty?
- ✦ Will not leave the post unless their reliever comes.
- ✦ Will never sleep while on duty post.
- ✦ Will not read newspaper or magazine while on duty.
- ✦ Will immediately report if any untoward incident/misconduct or misbehavior occurs, to GSFS control / superior in order and the client.
- ✦ When in doubt approach concerned person immediately?  
Will take periodic rounds around the premises.
- ✦ Security should not leave the post without the knowledge of the shift-in charge. Admin / Concerned related person.
- ✦ Security personnel should get themselves checked whenever they go out by the other shift security.



## DUTIES OF SECURITY SUPERVISOR

Working in all the shifts to oversee and supervise the following arrangements:

- Incoming Supervisors to report sufficiently in advance before his shift time and at the time of change of shift go through the occurrence register and understand clearly the nature of pending works to be carried out. To make sure that all guards have reported and are presently on duty and no post is left vacant.
- Oversee, whether the guard at the main entrance is discharging the duties assigned to him properly.
- Ensure entry in contract-laborers registers, their details such as check in and check out and also check the contract laborers at the time of their leaving the site by frisking them physically.
- To maintain all the records in concerned registers properly.
- Ensure the punctuality, conduct of guards and also their reporting in time of their duties.
- Occasionally, especially after office hours move around the entire site and ensure that the guards posted there and discharging their duties correctly. He should make surprise visits also to observe the alertness of the guards.
- Supervisor, in the night shift should blow his whistle occasionally at random intervals and ask the guards to reciprocate by blowing the whistle from their positions itself.
- Reconciliation work should be done on daily basis without fail in night shift.
- Briefings should be taken before starting of each shift.
- Supervisor should present according to situation / at peak time on concerned post.



## DUTIES OF SECURITY GUARDS

- Check all employees for ID and challenge to display it properly until they are in the premises. In case he is not carrying with him, contact to Admin or act according to site instructions. Inform to Supervisor immediately. Don't take decision on your own behalf.
- All baggage's to be thoroughly checked for material carrying inside, in case if any employee questions-- reply humbly and politely 'Sir / Madam I am just ensuring that there is nothing harmful item carrying inside.
- Under no circumstances should leave the post and go inside to obtain permission on any one's behalf and he should very politely say that he is not supposed to leave the post.
- In any problem contact to Supervisor/ concerned Admin.
- All security guards should be very polite.
- All vendors and housekeeping staff including security staff will be thoroughly frisked at in/ out time of the premises.
- Never leave the post without being relieved.



## PATROLLING

The guard must ensure that once the office is closed all the unwanted lights and Air Conditioning Units are switched off.

Security should not switch off the computers, which are left on.

Patrolling should be taken on an hourly basis once the office is closed.

He will keep a watch on the activities of the casual labourers/ contractors.

If he finds anything unusual/ untoward, a written report must be given to the Admin Head,

And act according the instructions given.



## FRISKING

→ All contract staff will be thoroughly frisked at the time of their leaving the office premises in the evening. In case of any person resisting, the same will be clearly informed to the concerned authority.

If anything unwanted item is found, it must be reported to the Administration head. Staffs are requested to display their pocket able items and enter in the property register. Housekeeping personnel should be frisked / checked on their each in and our movements.

**If frisking is not allowed -- loss of laptops, mobiles and such other valuable items will not be taken up by Global security & facility service.**



## CAUTION NOTE

→ If there is no procedure of frisking or bag check for employees, there is a possibility for pilferage of the concealable items, hence we will not be held responsible for pilferage of any concealable items unless a bag check as least is permitted Ex:- Cellular Phones, pagers, pocket Planners, Laptops, Palm tops, cameras, Pen -drives, Camera phones etc.



## CAUTION NOTE

→ Incoming material – check the documents carefully and receive the items with due entry and forward it to the concerned person.

Outgoing material – before sending the material, has a proper check as per D.C / G.P. Do not send out any material without seal and sign of the authorized person.

Returnable and non – Returnable record has to be maintained. A periodic status (weekly report/monthly report) will be generated by security and submitted to Admin. Admin in charge follow up and back up on items that have not returned on due date.

All Material IN and OUT movement to be recorded correctly as per D.C / G.P.

Material coming in to the premises must be accompanied by a proper D.C / G. P.

No item will be taken out without written permission of the department head.

Documents for material incoming and outgoing should be checked with list of authorized signatories (specimen Sig. List) provided by Admin.

No material should go out without Gate Pass; it has to be signed by the authorized person.

Shifting of material from one wing to another should be carefully monitored and a record of such has to be maintained to avoid confusion.

All internal movement of Laptops etc. will be entered in register.



## MAIL AND COURIER MOVEMENT

- Incoming and outgoing mail / courier record to be maintained properly.  
Incoming – security person will receive the mail and courier and hand it over to the concerned person as soon as possible, & will take Sig. in concerned register  
Outgoing – He will make an entry of outgoing mail / courier with full details and get signature of the receiver party.

Any loss / missing report should be given to Admin, without delay.

No courier should be sent out without seal and sign of the department head



## HANDING OVER AND TAKING OVER

- He will go through the log and entries of previous shift and discuss the progress plan with reliever.  
Both the guards will check the entire occurrence thoroughly.  
Reliever guard should check all the documents, which are related to security before taking over charge.  
They should check all the systems, which are in the facility / under security.  
Occurrences report register to be maintained.  
Follow ups should be highlighted (MUST).  
Reliever guard should check & frisk previous shift guard before taking over charge.



## CLEAN DESK POLICY FOR EMPLOYEE

- All the staff should ensure that their desks are clean before they leave for the day I e.no important items are left on the table to List of authorized signatories to be provided.  
List of Laptops as well as person authorized to carry them to be provided along with their registered numbers. We request the new employees to be informed to us officially to enable us to maintain security procedures. The list of extension No. of the new employees has to be intimated to the security personnel at the earliest to avoid confusion.



## FIRE CONTROL

- All the fire fighting equipment to be checked whether serviceable or unserviceable. Security should know where the fire extinguishers are located / installed and be able to operate them immediately in case of any fire accidents. Check the life of the fire extinguishers. I.e. due date of next recharge. If the due date is over, give a written complaint to the Admin. In case of fire, prompt action to be taken by the security to safeguard the life and property of the client. If necessary, security should call ambulance team. Employees to be made aware to respond during emergency. Take right action immediately, If don't know what to do, approach to supervisor. Keep escape route behind you. Don't fight with fire if you are not trained. Don't get panic. Doesn't use lift escalators in case of fire. Provide help to Ladies & physically handicapped persons.



## EMERGENCY PROCEDURES

### **Common to All Guards In the event of an incident or Emergency.**

- Escalation – Use emergency contact telephone numbers (Panic alarm) as appropriate to incident i.e. Fire, Police, Ambulance, bomb squad etc. Contact Crisis Management team leader / Admin or facility Manager, reception, building maintenance, other guards in every incident. Immediate action should now be taken to counter and control the incident. Produce a written report of the incident detailing all facts and available within 24 hrs in Global security & facility service incident report format. Escalation and contacts telephone number are listed separately and must be clearly displayed or carried along with the guard. Critical areas like Diesel generator room, pantry room, UPS room, sever room, and fire escape routes, Toilets etc., should be patrolled. Any person using drugs especially inside the toilets need to be monitored and to be informed to the supervisor on duty.



## FIRE FIGHTING EQUIPMENT

→ Fire is the most serious risk which will cause a serious damage and too expensive and will effect on the business continuity.

To avoid such risk in every personnel should have accountability and responsibility by observing things during patrols.

The type of hazard that security staff should look for are:

Blocked fire escape routes

Building up of combustible materials like cotton waste, paper / wood scrap etc,

Dangerous/ broken. Overheating, loose electrical fittings

Inflammable, chemical etc. Electric fires left on.

A daily check should be made until the hazard is rectified and if considered sufficiently serious and additional report should be made to the administration / Facility Manager.

All guards will be trained on handling of fire fighting equipment / emergency procedures.

The fire alarm systems zones and responsibilities must be taught to the security personnel by the supplier and regular fire drills should also be carried out with proper evacuation plans and mock drills to be carried out.



## RECRUITMENT TRAINING AND DEPLOYMENT POLICY

### Foreword:

Our solutions are designed to enhance, support our client's day to day proceedings in systematic way by deploying elite security personnel suits to their needs and capable to handle all security related procedures with an ease without any additional assistance. By utilizing expert managers, protocols, technology, and experience we provide quality service to delight our customers. We ensure the implementation of operation procedures 100% without fail all the times to protect, maintain the Man, Material and Property of the client at most economical cost. When comparing to others we response and react at the earliest as client's requirement. We have an experienced manager level team having vast knowledge and capable to handle any worst situation with an ease, to immediate approach and react in any kind of an emergency to further support to our clients.



## FIRE FIGHTING EQUIPMENT

### Resources:

- Conducting job Mela at District/ Mandal / Village levels to shortlist the eligible youth as requirement of the client.
- Providing accommodation nearby work place.
- Employee reference.
- Paper ads.

### Hiring the right People:

We provide a hiring process that result in hiring the best candidate for the job.

### Minimum standard required for guards:

1. SSC Pass.
2. 5' Feet's 6" Inches Height. (liberty for Nepal/ Assam up to some extent)
3. Physically fit and pleasant appearance.

### Recruitment Procedure:

1. Short listing eligible candidates by screening.
2. Verbal interview to check the IQ level.
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### Training Procedure:

- Trainings at office for 7 days.
- Job related visuals being displayed through projector.
- Question and answer session.
- Practical fire training/ physical training.
- Awareness on uniform standards.
- Briefings on SOP/ Mentoring/ Coaching.
- Soft skills (Communication).
- Do's and Don'ts.
- Emergency Response.
- Training & Counseling on site once in three months.



## FIRE FIGHTING EQUIPMENT

### **Effective Coaching Skills:**

Provides practical tools to prepare deliver and follow up on a coaching conversation. Providing the tools to facilitate a meeting or work-out and how to follow-up afterwards to ensure a successful outcome.

### **Performance Improvement:**

Monitoring employee's continuing poor performance and addressing policy violations. Setting the goals for individual by interacting with each individual periodically, trying to enhance their personal skills in a specific professional area. Provide written notes to enhance their knowledge.

### **Verification Policy:**

We are verifying all the Profiles/Data are being collected at our office through our investigating officer for enrolment purpose. Now- a- days police verification is not in process so our investigation officer checks and verify all the forwarded details as; Present residence proof, Age proof. We don't deploy any person to any of the

site without thorough investigation. Only after getting the OK reports from our concerned officer, we issue Uniform and ID card

Further we update our employee data by every three months and if found any changes, we pass the collected data where-ever the person is deployed. It's a regular process.

Almost all our guards are from Assam, and Nepal and we know their family and background track record also; our personnel never found involved in theft cases till date, nor they involve or take part directly or indirectly any of the union.

We have a presentation process of the security personnel in front of client to further screening and for interview. We don't deploy any guard without verifying by client at any of the site. We don't take any of the guard from local area until and unless recommended by client to do so and further he/she must go through our own procedure of recruitment.

### **Note:**

In any kind of emergency we are in a condition to relieve the security person with the same category at any of our sites within two hours.

Here we are in a condition to ensure our clients that we recruit the capable person to the job who can easily handle day-to-day proceedings of the client without any extra help and are able to implement the client instructions without fail. Our all the guards deputed on any site will be on our pay roll and we take sole responsibility of our all the security personnel. None of our employee involves him/herself with any of the union.



## FIRE FIGHTING EQUIPMENT

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## GLOBAL CLIENT LIST

**SMR Holdings**  
**SLN - EWNS Project**  
**Accord Blue Shopping Mall**  
**Alkabeer**  
**Aparna Cyber County**  
**Art Hotels**  
**Ashoka Vishnu Capital**  
**B K R Hotels**  
**BPM**  
**Cadyploy Engineering Pvt Ltd**  
**Car Club**  
**Casa Luxury Hotels**  
**Century Super Speciality Hospital**  
**Circuit Drive inn**  
**District Drive Inn**  
**Drunken Point(Rest & Pop)**  
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**Eaglewood hotels**  
**ECIL Rapiscan Ltd**  
**Frio Bristo**  
**Gravity Pharma**  
**Green Trange Show Room**  
**Guest Inn Suites**  
**Habeeb Mansion**  
**Horizon Drive Inn**  
**Idea Beats Pvt Ltd**  
**Igl.coatings**  
**Ipay Tech India Pvt Ltd**  
**Jayadarshini Residency**  
**KK Plaza**  
**Madhapur Wines**  
**Magada Village (Villas)**  
**Magna Quest Technologies**  
**Navaseera Technology Pvt Ltd**  
**Olive Service Apartment**  
**Pine & Dine**  
**Pista House**  
**Pista House**  
**PMR Project/Navanaami Constructions**  
**Prolifics india pvt ltd(total Three Sites)**  
**Rajapuspa Retreat**  
**Rapidapps Pvt Ltd**  
**Raymonds**  
**Shakti Cables Pvt. Ltd**  
**Sree Bhgyalaxmi Research Lab**  
**Sree Chandra Foods**  
**Sree Towers**  
**Sri Sai venkateswara Villa**  
**Srinivasa Township**  
**Surya Meleange Bristo**  
**Tummyfull**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**  
**Ur.Carz**  
**Vertex Constructions(Two Site)**  
**Volvo Car Showroom**  
**Wood Bridge Grand**

**Suncity**  
**Manikonda**  
**Madhapur**  
**Sangareddy**  
**Gopanpally**  
**Goldoddy**  
**Jubilee Hills**  
**Kondapur**  
**Wipro**  
**Gachibowli**  
**Madhapur**  
**Banjara Hills Road no-04**  
**Banjara Hills Road no-12**  
**Hi Tech City**  
**Madhapur**  
**Kothaguda**  
**Nanakram Guda**  
**Gachibowli**  
**Tolichowki**  
**Gachibowli**  
**Lakadaram**  
**Gachibowli**  
**Banjara Hills Road no-04**  
**Madhapur**  
**Banjara Hills MLA Colony**  
**Kothaguda**  
**Madhapur**  
**Panjagutta,Nagarjuna hills**  
**Kothaguda**  
**Madhapur**  
**Madhapur**  
**Gandipet**  
**Madhapur**  
**Kothaguda**  
**Madhapur**  
**Madhapur**  
**Gachibowli**  
**JNTU**  
**Kokapet**  
**Dlf,Jst,Raheja 12 Building**  
**Narsingi**  
**Madhapur**  
**JNTU**  
**Patancheruvu**  
**Pasamylaram**  
**Gachibowli**  
**Madhapur**  
**Kokapet**  
**Miyapur alveen**  
**Kondapur**  
**Gachibowli**  
**Madhapur(My Home Hub)**  
**Madhapur**  
**Madhapur/Kokapet**  
**Banjara & Hafeezpet**  
**Lakdikapool**



## GLOBAL CLIENT LIST



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# GLOBAL SECURITY & FACILITY SERVICE

## WITH LOGICAL & PROFESSIONAL APPROACH

### Our Business Ethics Policy

#### Our Ethics Code

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- Reporting any wrongdoing
- Never offering or taking a bribe
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#### Being Fair and Considerate:

- Showing respect and consideration for others
- Treating people fairly
- Thinking about environment

#### Being Professional and Proud:

- Doing the best job you can
- Looking Smart and Professional
- Being a good role model
- Safeguarding the dignity of company



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  - **Document classification: Internal use only; version status: live document**



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# **GLOBAL SECURITY & FACILITY SERVICE**

## **WITH LOGICAL & PROFESSIONAL APPROACH**

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## **Standard Operation Procedure**

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No item will be taken out without written permission of the department head.

Documents for material incoming and outgoing should be checked with list of authorized signatories (specimen Sig. List) provided by Admin.

No material should go out without Gate Pass; it has to be signed by the authorized person.

Shifting of material from one wing to another should be carefully monitored and a record of such has to be maintained to avoid confusion.

All internal movement of Laptops etc. will be entered in register.



Cell: 9989 447 312  
9398 635 314

# **GLOBAL SECURITY & FACILITY SERVICE**

## **WITH LOGICAL & PROFESSIONAL APPROACH**

---

### **Mail and courier movement**

Incoming and outgoing mail / courier record to be maintained properly.

Incoming – security person will receive the mail and courier and hand it over to the concerned person as soon as possible, & will take Sig. in concerned register

Outgoing – He will make an entry of outgoing mail / courier with full details and get signature of the receiver party.

Any loss / missing report should be given to Admin, without delay.

No courier should be sent out without seal and sign of the department head.

### **Handing over and taking over**

**He will go through the log and entries of previous shift and discuss the progress plan with reliever.**

**Both the guards will check the entire occurrence thoroughly.**

**Reliever guard should check all the documents, which are related to security before taking over charge.**

**They should check all the systems, which are in the facility / under security.**

**Occurrences report register to be maintained.**

**Follow ups should be highlighted (MUST).**

**Reliever guard should check & frisk previous shift guard before taking over charge.**

### **Clean Desk Policy for Employee**

All the staff should ensure that their desks are clean before they leave for the day I e.no important items are left on the table to List of authorized signatories to be provided.

List of Laptops as well as person authorized to carry them to be provided along with their registered numbers. We request the new employees to be informed to us officially to enable us to maintain security procedures. The list of extension No. of the new employees has to be intimated to the security personnel at the earliest to avoid confusion.



Cell: 9989 447 312  
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# **GLOBAL SECURITY & FACILITY SERVICE**

## **WITH LOGICAL & PROFESSIONAL APPROACH**

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### **Fire Control**

All the fire fighting equipment to be checked whether serviceable or unserviceable.

Security should know where the fire extinguishers are located / installed and be able to operate them immediately in case of any fire accidents.

Check the life of the fire extinguishers. I.e. due date of next recharge. If the due date is over, give a written complaint to the Admin.

In case of fire, prompt action to be taken by the security to safeguard the life and property of the client.

If necessary, security should call ambulance team.

Employees to be made aware to respond during emergency.

Take right action immediately, If don't know what to do, approach to supervisor.

Keep escape route behind you.

Don't fight with fire if you are not trained.

Don't get panic.

Doesn't use lift escalators in case of fire.

Provide help to Ladies & physically handicapped persons.



Cell: 9989 447 312  
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# GLOBAL SECURITY & FACILITY SERVICE

WITH LOGICAL & PROFESSIONAL APPROACH

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## EMERGENCY PROCEDURES

### Common to All Guards

#### In the event of an incident or Emergency.

**Escalation** – Use emergency contact telephone numbers (Panic alarm) as appropriate to incident i.e. Fire, Police, Ambulance, bomb squad etc.

Contact Crisis Management team leader / Admin or facility Manager, reception, building maintenance, other guards in every incident.

Immediate action should now be taken to counter and control the incident.

Produce a written report of the incident detailing all facts and available within 24 hrs in

*Global security & facility service* incident report format.

Escalation and contacts telephone number are listed separately and must be clearly displayed or carried along with the guard.

Critical areas like Diesel generator room, pantry room, UPS room, sewer room, and fire escape routes, Toilets etc., should be patrolled.

Any person using drugs especially inside the toilets need to be monitored and to be informed to the supervisor on duty.



Cell: 9989 447 312  
9398 635 314

# **GLOBAL SECURITY & FACILITY SERVICE**

## **WITH LOGICAL & PROFESSIONAL APPROACH**

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### **Fire Fighting Equipment**

Fire is the most serious risk which will cause a serious damage and too expensive and will effect on the business continuity.

To avoid such risk in every personnel should have accountability and responsibility by observing things during patrols.

The type of hazard that security staff should look for are:

Blocked fire escape routes

Building up of combustible materials like cotton waste, paper / wood scrap etc,

Dangerous/ broken. Overheating, loose electrical fittings

Inflammable, chemical etc. Electric fires left on.

A daily check should be made until the hazard is rectified and if considered sufficiently serious and additional report should be made to the administration / Facility Manager.

All guards will be trained on handling of fire fighting equipment / emergency procedures.

The fire alarm systems zones and responsibilities must be taught to the security personnel by the supplier and regular fire drills should also be carried out with proper evacuation plans and mock drills to be carried out.



Cell: 9989 447 312  
9398 635 314

# **GLOBAL SECURITY & FACILITY SERVICE**

## **WITH LOGICAL & PROFESSIONAL APPROACH**

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## **Recruitment, Training, and Deployment Policy**

### **Foreword:**

Our solutions are designed to enhance, support our client's day to day proceedings in systematic way by deploying elite security personnel suits to their needs and capable to handle all security related procedures with an ease without any additional assistance. By utilizing expert managers, protocols, technology, and experience we provide quality service to delight our customers. We ensure the implementation of operation procedures 100% without fail all the times to protect, maintain the Man, Material and Property of the client at most economical cost. When comparing to others we response and react at the earliest as client's requirement. We have an experienced manager level team having vast knowledge and capable to handle any worst situation with an ease, to immediate approach and react in any kind of an emergency to further support to our clients.

### **Resources:**

1. Conducting job Mela at District/ Mandal / Village levels to shortlist the eligible youth as requirement of the client.
2. Providing accommodation nearby work place.
3. Employee reference.
4. Paper ads.

### **Hiring the right People:**

We provide a hiring process that result in hiring the best candidate for the job.

### **Minimum standard required for guards:**

1. SSC Pass.
2. 5' Feet's 6" Inches Height. (liberty for Nepal/ Assam up to some extent)
3. Physically fit and pleasant appearance.



Cell: 9989 447 312  
9398 635 314

# **GLOBAL SECURITY & FACILITY SERVICE**

## **WITH LOGICAL & PROFESSIONAL APPROACH**

### **Recruitment Procedure:**

1. Short listing eligible candidates by screening.
2. Verbal interview to check the IQ level.
3. Documents verification.
4. Written test on trade activities.

### **Training Procedure:**

1. Trainings at office for 7 days.
2. Job related visuals being displayed through projector.
3. Question and answer session.
4. Practical fire training/ physical training.
5. Awareness on uniform standards.
6. Briefings on SOP/ Mentoring/ Coaching.
7. Soft skills (Communication).
8. Do's and Don'ts.
9. Emergency Response.
10. Training & Counseling on site once in three months.

### **Effective Coaching Skills:**

Provides practical tools to prepare deliver and follow up on a coaching conversation. Providing the tools to facilitate a meeting or work-out and how to follow-up afterwards to ensure a successful outcome.

### **Performance Improvement:**

Monitoring employee's continuing poor performance and addressing policy violations. Setting the goals for individual by interacting with each individual periodically, trying to enhance their personal skills in a specific professional area. Provide written notes to enhance their knowledge.

### **Verification Policy:**

We are verifying all the Profiles/Data are being collected at our office through our investigating officer for enrolment purpose. Now- a- days police verification is not in process so our investigation officer checks and verify all the forwarded details as; Present residence proof, Age proof. We don't deploy any person to any of the



Cell: 9989 447 312  
9398 635 314

# **GLOBAL SECURITY & FACILITY SERVICE**

## **WITH LOGICAL & PROFESSIONAL APPROACH**

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site without thorough investigation. Only after getting the OK reports from our concerned officer, we issue Uniform and ID card

Further we update our employee data by every three months and if found any changes, we pass the collected data where-ever the person is deployed. It's a regular process.

Almost all our guards are from Assam, and Nepal and we know their family and background track record also; our personnel never found involved in theft cases till date, nor they involve or take part directly or indirectly any of the union.

We have a presentation process of the security personnel in front of client to further screening and for interview. We don't deploy any guard without verifying by client at any of the site. We don't take any of the guard from local area until and unless recommended by client to do so and further he/she must go through our own procedure of recruitment.

**Note:**

In any kind of emergency we are in a condition to relieve the security person with the same category at any of our sites within two hours.

**Here we are in a condition to ensure our clients that we recruit the capable person to the job who can easily handle day-to-day proceedings of the client without any extra help and are able to implement the client instructions without fail. Our all the guards deputed on any site will be on our pay roll and we take sole responsibility of our all the security personnel. None of our employee involves him/herself with any of the union.**

CLIENT LIST		
SL. NO.	UNIT NAME	LOCATION
1	UPPER ASSAM PETROCOKE PVT LTD.	TINSUKIA
2	ASSAM CARBON PRODUCT LTD.	BUNDA GHY
3	INDIA CARBON LTD.	NOONMATI GHY
4	M/S SHYAM CENTURY FERROUS LTD.	BYRNIHAT ML
5	N K POWER & INFRASTRUCTURE PVT. LTD.	GANESHGURI
6	SR INDIA BIO PRODUCTS	BYRNIHAT
7	MORTEX COKE INDUSTRIES	SONAPUR
8	KOSONS FOREST PRODUCTS PVT.LTD	AMIN GAON
9	NEW AGE PETCOCK PVT,LTD.	BONGAIGAON
10	MEGHALAYA STEELS	BYRNIHAT, MEGHALAYA
11	RAMPUR BLOCK FACTORY	RAMPUR, BIJOY NAGAR
12	FRETEX LOGISTICS SOLUTION PVT LTD	PAMOHI, GARCHUK
13	AJAY PODDAR & KANCHAN PODDAR	PAMOHI, GARCHUK
14	AGRIM AWWAS	BONGAIGAON
15	SAI VIKASH EDUCATIONAL INSTITUION	NORAGAON
16	GERON GUWAHATI SOLIDWASTE MANAGEMENT PVT LTD	BORAGAON
17	JK AVTAR CEMENTS	GUWAHATI
18	R L PODDAR	NARENGI
19	NL PACKEGING	BIJOY NAGAR
20	KRISHNA INDUSTRIES	PAMOHI, GARCHUK
21	B H ENTERPRISES	BAMUNI MOIDAM
22	HOTEL THE KALAYANIZ	HENGERABARI
23	ELEYE MULTIPLEX	JORHAT
24	DIPTI HOTEL	JORHAT
25	DELHI PUBLIC SCHOOL	JORHAT
26	FRANK ROSE	JORHAT
27	PUNJAB ENGINEERING COMPANY EFU	JORHAT
28	GANPATI BHARTI	DABOKA HOJAI
29	MAA ASSOCIATE	REHABARI
30	PANECIA RESORT	SONAPUR
31	KEDIA TIMBER	BORAGAON
32	OPUS PINNACLA	BHARLUMUKH
33	S M SET DESIGNER	DATALPARA
34	DREAMLAND APARTMENT PVT LTD	SURVEY GUWAHATI
35	SANTRA HEALTHCARE	VIP AZARA
36	SHUBHAM BIZ	DIBRUGARH
37	HUNTER DRAGLAS	GUWAHTI AIRPORT
38	URBAN DIENST LLP	GUWAHATI
39	ROUSHEENA UDYOUNG	CHATABARI, KAMRUP
40	SIJJA RUBBER	SONAPUR
41	VINAYAK CEMENT	JORHAT
42	NEXOP EDUTECH	JORHAT
43	BONANI LODGE	KAZIRANGA
44	CHAU LOUNG SUI KA PHA	JORHAT



सत्यमेव जयते

GOVERNMENT OF ASSAM

**LICENCE TO ENGAGE IN THE BUSINESS OF  
PRIVATE SECURITY AGENCY**

Serial No.: PSA/L/1/AS/2024/FEB/3/194

*Rinku Gogoi, Daughter/Son Of Das Kumud, R/o Kumud Das Bhaskar Nagar  
Ps Chandmari Guwahati, Kamrup Metro, ,Kamrup Metro, Assam, 781001 is  
granted the licence by the Controlling Officer for the State of Assam to run the  
business of Private Security Agency 'Global Security And Facility Service' in  
the Entire State with office at Pamohi, Near Bhima Sankar Temple, Garchuk,  
Guwahati,,Kamrup Metro, Assam-781035.*

Place of Issue: ASSAM

Date of Issue: 15/02/2024

This licence is valid from 16/02/2024 to 15/02/2029



*Animesh Talukdar*  
15/2/2024

**Animesh Talukdar, ACS**

SCA  
ASSAM

**Controlling Authority  
Private Security Agencies, Assam**

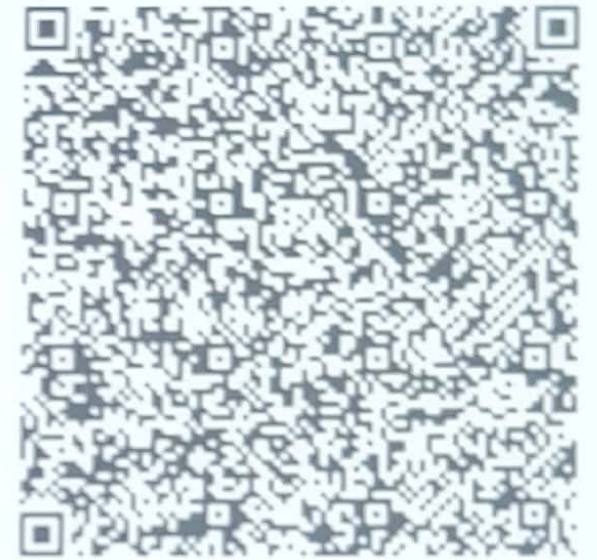
आयकर विभाग  
INCOME TAX DEPARTMENT



भारत सरकार  
GOVT. OF INDIA

स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card

**ABBFG4324K**



नाम / Name

GLOBAL SECURITY AND FACILITY SERVICE

निगमन/गठन की तारीख

Date of Incorporation/Formation

10/06/2024

22062024





MANI RAM DEWAN ROAD, OPP BRAMHPUTRA FLOUR MILLS,  
NOONMATTI, GUWAHATI-781020, ASSAM  
RTGS / NEFT IFSC : HDFC0000758

Pay

Rupees रुपये

A/c. No. 502001100165205

Brn: 00758 Pde:1313 (New Account)  
ASCENT CA

Payable at par through clearing/transfer at all branches of HDFC BANK LTD

*[Handwritten Signature]*

अदा करें

₹

For GLOBAL SECURITY AND FACILITY SERVICE

Valid for 3 months only  
D D M M Y Y Y Y

Or Bearer  
या धारक को

Authorised Signatories

Please sign above / प्रतीक यहाँ हस्ताक्षर करें

0000004 78 12400051: 02516 29



# *Certificate of Registration*

This is to certify that

**M/S GLOBAL SECURITY & FACILITY SERVICE  
PAMOHI NR BHIMA SHANKAR TEMPLE, GARCHUK, GUWAHATI,  
KAMRUP METROPOLITAN, ASSAM, 781035, INDIA**

has been independently assessed by QRO  
and is compliant with the requirement of:

**ISO 9001:2015**

**Quality Management System**

For the following scope of activities:

**PROVIDING SECURITY MANPOWER SUPPLY**

Date of Certification: 25th October 2023

2<sup>nd</sup> Surveillance Audit Due: 24th October 2025

1<sup>st</sup> Surveillance Audit Due: 24th October 2024

Certificate Expiry: 24th October 2026

**Certificate Number: 305023102512Q**



  
Head of Certification

Validity of this certificate is subject to annual surveillance audits to be done successfully on or before 365 days from date of the audit.  
(In case surveillance audit is not allowed to be conducted; this certificate shall be suspended / withdrawn).

**The Validity of this certificate can be verified at [www.qrocert.org](http://www.qrocert.org)**

This certificate of registration remains the property of QRO Certification LLP, and shall be returned immediately upon request.

**India Office : QRO Certification LLP**

142, IInd Floor, Avtar Enclave, Near Paschim Vihar West Metro Station, Delhi-110063, (INDIA)

Website : [www.qrocert.org](http://www.qrocert.org), E-mail : [info@qrocert.org](mailto:info@qrocert.org)



**Government of India**

**Form GST REG-06**

[See Rule 10(1)]

**Registration Certificate**

**Registration Number : 18ABBF4324K1ZE**

1.	<b>Legal Name</b>	GLOBAL SECURITY AND FACILITY SERVICE			
2.	<b>Trade Name, if any</b>	GLOBAL SECURITY AND FACILITY SERVICE			
3.	<b>Additional trade names, if any</b>				
4.	<b>Constitution of Business</b>	Partnership			
5.	<b>Address of Principal Place of Business</b>	<b>Building No./Flat No.:</b> Global Security And Facility Service <b>Road/Street:</b> Pamohi <b>Nearby Landmark:</b> Near Gati Kway House <b>Locality/Sub Locality:</b> Garchuk <b>City/Town/Village:</b> Guwahati <b>District:</b> Kamrup Metropolitan <b>State:</b> Assam <b>PIN Code:</b> 781035			
6.	<b>Date of Liability</b>				
7.	<b>Date of Validity</b>	From	25/07/2024	To	Not Applicable
8.	<b>Type of Registration</b>	Regular			
9.	<b>Particulars of Approving</b>	Centre Goods and Services Tax Act, 2017			

**Signature**

<b>Name</b>	Nilmani Chanda
<b>Designation</b>	Superintendent
<b>Jurisdictional Office</b>	I-C RANGE
<b>Date of issue of Certificate</b>	01/04/2026

Note: The registration certificate is required to be prominently displayed at all places of Business/Office(s) in the State.

This is a system generated digitally signed Registration Certificate issued based on the approval of application granted on 01/04/2026 by the jurisdictional authority.



**Goods and Services Tax Identification Number: 18ABBF4324K1ZE**

**Details of Additional Place of Business(s)**

**Legal Name** GLOBAL SECURITY AND FACILITY SERVICE

**Trade Name, if any** GLOBAL SECURITY AND FACILITY SERVICE

**Additional trade names, if any**

**Total Number of Additional Places of Business(s) in the State** 0

Goods and Services Tax



**Goods and Services Tax Identification Number: 18ABBF4324K1ZE**

**Legal Name** GLOBAL SECURITY AND FACILITY SERVICE

**Trade Name, if any** GLOBAL SECURITY AND FACILITY SERVICE

**Additional trade names, if any**

**Details of Managing / Authorized Partners**

1		Name	Gogoi Rinku
		Designation/Status	Partner
		Resident of State	Telangana
2		Name	Sangitha Acharya
		Designation/Status	Partner
		Resident of State	Telangana



**Regional Office**  
EMPLOYEES' STATE INSURANCE CORPORATION  
ESI Corporation, Panchdeep Bhawan, P.O.Bamuni Maidan,  
Guwahati

C-11 Regd. with a.d.

To  
M/s.GLOBAL SECURITY AND FACILITY SERVICE

Dated : 12/6/2025

Pamohi Garchuk  
Near Bhima Shankar Temple  
Guwahati,781035

**Subject:- Implementation of the E.S.I. Act, 1948 and Registration of Employees of the Factories and Establishments under Section 1(5) of the Act, as amended.**

Dear Sir(s),

1. It is informed that under section 1(3) of the esi. act, 1948 is applicable to all factories/establishments covered under the act within the area where your factory/establishment is situated
2. It is further informed that the appropriate government has extended the provisions of the act to other establishments under section 1(5) of the act in this area
3. Under section 2 a of the act such a factory/establishment is required to register itself under the act and chapter iv thereof casts a responsibility on the principal employer thereof to get his employees registered and pay contributions in respect of these employees covered under the act.
4. On the basis of the particulars in respect of your factory/establishment submitted by you, the report of the inspection conducted by the Social Security Officer, who inspected your establishment on -NA-, your establishment falls within the purview of Section 1(5) of the Act with effect from 02-06-2025. In case, however, subsequent facts reveal that your establishment was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provisions of the Act from such earlier date.
5. It is requested to take immediate steps for registration of your employees by submitting declaration forms online, payment of contribution, maintenance of records etc. from the date of coverage of your factory/establishment under the act. \*\*You are also requested to submit employer's registration form (form 01) as required under the provisions of sec.2-a of the esi act , 1948 read with regulation 10-b of the esi(general), regulations, 1950.
6. For the sake of convenience your establishment has been allotted code No **43001167850001099** which may kindly be used in all communications sent to this office and on all forms at the place indicated for the purpose. The Branch Office of the Corporation situated at **ESIC Branch Office, House No-8, Ushanagar, Dispur Super Marketm Guwahati-781006** has been instructed to render necessary assistance to you in connection with registration of your employees. In case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme you are requested to contact the Manager of the above Branch Office who will render necessary help in the matter.
7. A State wise list of ESI Dispensaries is available on our website [www.esic.nic.in](http://www.esic.nic.in) under the link Directories which can be downloaded. It is requested that publicity may be given about the Employees' State Insurance Dispensaries to enable your employees to choose their E.S.I. Dispensaries

8. The corporation officials would be pleased to give all necessary and possible guidance to you in discharging your duties and obligations under the esi act, 1948 and I am confident of prompt and timely compliance under the provisions of the ESI act and regulations on your part.

9. All the Branches of State Bank of India are authorized to accept the ESI Contribution .

10. The brochures/leaflets containing benefits available under the scheme and obligation of the employer etc are available on our website [www.esic.nic.in](http://www.esic.nic.in) under the link Publications which may be downloaded for wide publicity for the smooth functioning of the scheme

11. Please indicate your code no. on all correspondences to avoid delay

Yours faithfully,

Asstt./Dy. Director

Encl. : As state above

Copy for information and necessary action to:

Name of the principal employer : RINKU GOGOI

No. of employees : 26

ENSURE - TO INSURE ALL ELIGIBLE WORKERS WITH ESI FOR TOTAL SOCIAL SECURITY



## EMPLOYEES' PROVIDENT FUND

(A statutory Body under the Ministry of Labour and Employment,

[www.epfindia.gov.in](http://www.epfindia.gov.in)

### PROVIDENT FUND CODE NUMBER INTIMATION

No : 10001864772GHY

Date : 12/06/2025

**To**

RINKU GOGOI  
Managing Director  
GLOBAL SECURITY AND FACILITY SERVICE  
Pamohi Garchuk Near Bhima Shankar Temple  
Guwahati KAMRUP  
ASSAM - 781035

Sub: Allotment of Code Number to establishment M/s GLOBAL SECURITY AND FACILITY SERVICE under Employees' Provident Fund and Miscellaneous Provisions Act, 1952-regarding.

**Sir/Madam ,**

Based on the information submitted online by you, your establishment is registered with Employees' Provident Fund Organisation with the following code number :

**Code Number : NEGHY3620952000**

This code number is allotted based on the following declarations by you:

1. Name of Establishment : GLOBAL SECURITY AND FACILITY SERVICE
2. PAN of Establishment : ABBFG4324K
3. Date on which employment strength crossed 19 : 02/06/2025
4. Section under which : 0001(3)(b)
5. Primary Activity : TRADING - COMMERCIAL ESTABLISHMENTS
6. Ownership Type : Partnership Firm
7. The address proof of the establishment is : - Copy of power connection in the name of the

8. The proof of date of set up 10/06/2024 is Copy of the first assessment by the Sales Tax Authorities

9. As at the time of application, your establishment is having the following licenses and registrations:

S.No.	License Under	License Number	Date	Issued By	Place of Issue
18632 65	Any License issued by a Municipal Corporation/Authority	1719388380405499	26/06/2024	G M C	Guwahati

10. As on date of your application, your establishment is not registered with ESIC.

11. As on date of your application, your establishment is not having LIN.

**REGIONAL OFFICE**

**GUWAHATI**

**Pamohi Garchuk Near Bhima Shankar Temple 781035**

**gsfspfesic@gmail.com**

Please note that this intimation letter is generated with the Owners' Details in Form 5A and the intimated letter will be valid only if the Form 5A is enclosed.

**Important information:**

1. By virtue of this registration, you are required to comply with the provision of the EPF & MP Act 1952. The obligations/duties/responsibilities cast upon you as an employer of this establishment and penalties, on account of non-compliance with the same, are explained on our website [www.epfindia.gov.in](http://www.epfindia.gov.in). You are required to go through them carefully.

2. Remittance of dues under the provisions of the Act is to be made only through a Challan generated through the Unified portal. (The process for registration on the portal, preparation of the ECR txt file and related information is available on the website and the portal).

**3. In case this letter is produced as a proof of the code number of the establishment, before any person including any Inspector from EPFO, the Form 5A generated through the portal at the time of registration should be a part of this letter. The remittance details of the establishment will be available on the EPFO website through the link "Establishment Search" where all payments from December 2016 onwards with the names of employees are available.**

4. Please quote the Code Number NEGHY3620952000 for all the future correspondence with EPFO.

This is a system generated letter and needs no signature.

Employees' Provident Fund Organisation

**Dated: 12/06/2025**



মল্যমেত জগতে

GOVT. OF ASSAM  
Assistant Labour Commissioner(Guwahati )

**FORM - Q**  
**(See Rule 47)**

**CERTIFICATE OF REGISTRATION UNDER ASSAM SHOPS AND ESTABLISHMENT ACT,1971**

UBIN	:	618/95190/AWOPR4544G/12/2024
UAIN	:	LCFORMRE/2024/21706
Registration No.	:	SHE/2024/XI1734000914531R3
Dated	:	12/12/2024
Name of Establishment	:	M/S. GLOBAL SECURITY AND FACILITY SERVICE
Name of Employer	:	RINKU GOGOI
Address & location of the Establishment	:	GARCHUK PAMOHI ROAD, , GUWAHATI, KAMRUP METRO, ASSAM - 781035
Number of Employees	:	9
Nature of Business	:	PRIVATE SECURITY SERVICE HOUSE KEEPING AND MANPOWER SUPPLY

Certified that under the Assam Shop and Establishment Act and Rules framed there under :

(i) The establishment bearing the above particulars has been registered on 12/12/2024 for a period upto 11/12/2025 and the Registration Number is SHE/2024/XI1734000914531R3.

The Validity of the Certificate of Registration shall expire unless renewed before 11/12/2025 .

(ii) VALID FOR KAMRUP METRO ONLY and only for the purpose mentioned in this certificate..

(iii) Payment Details:

GRN AS006375389202425P

CIN 10004672024121202192

Txn Date 12/12/2024

Amount 2500.00

Status Y



(Scan the QR Code for authentication)

Assistant Labour Commissioner(Guwahati )  
Inspector of Shops and Establishments

\*\*\* This is a computer generated certificate and it does not require a Signature/Seal.\*\*\*

\*\*\*Terms & Conditions of this Certificate is enclosed as Annexure-I.\*\*\*



भारत सरकार  
Government of India  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Ministry of Micro, Small and Medium Enterprises



## UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER

UDYAM-AS-03-0051196

NAME OF ENTERPRISE

GLOBAL SECURITY AND FACILITY SERVICE

TYPE OF ENTERPRISE \*

S.No.	Classification Year	Enterprise Type	Classification Date
1	2024-25	Micro	19/08/2024

MAJOR ACTIVITY

**TRADING**  
[For availing benefits of Priority Sector Lending(PSL) ONLY]

SOCIAL CATEGORY OF ENTREPRENEUR

GENERAL

NAME OF UNIT(S)

S.No.	Name of Unit(s)
1	GLOBAL SECURITY AND FACILITY SERVICE

OFFICAL ADDRESS OF ENTERPRISE

Flat/Door/Block No.	PAMOHI	Name of Premises/ Building	NEAR GATI K-WAY HOUSE
Village/Town	GARCHUK	Block	PAMOHI
Road/Street/Lane	PAMOHI ROAD	City	GUWAHATI
State	ASSAM	District	KAMRUP METRO , Pin 781035
Mobile	7086398344	Email:	gsfs.2015@gmail.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE

10/06/2024

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS

10/06/2024

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	80 - Security and investigation activities	8020 - Security systems service activities	80200 - Security systems service activities	Services

DATE OF UDYAM REGISTRATION

19/08/2024

\* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from <https://udyamregistration.gov.in> & Date of printing:- 10/03/2025

For any assistance, you may contact:

1. District Industries Centre: DIC Kamrup Metropolitan ( ASSAM )
2. MSME-DFO: GUWAHATI ( ASSAM )

Visit : [www.msme.gov.in](http://www.msme.gov.in) ; [www.dcmsme.gov.in](http://www.dcmsme.gov.in) ; [www.champions.gov.in](http://www.champions.gov.in)

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भारत सरकार  
Government of India  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Ministry of Micro, Small and Medium Enterprises



Udyam Registration Number : UDYAM-AS-03-0051196

Type of Enterprise	MICRO	Major Activity	<b>TRADING</b> [For availing benefits of Priority Sector Lending(PSL) ONLY]
Type of Organisation	Partnership	Name of Enterprise	GLOBAL SECURITY AND FACILITY SERVICE
Owner Name	GLOBAL SECURITY AND FACILITY SERVICE	PAN	ABBF4324K
Do you have GSTIN	Yes	Mobile No.	7086398344
Email Id	gsfs.2015@gmail.com	Social Category	General
Gender	Female	Specially Abled(DIVYANG)	No
Date of Incorporation	10/06/2024	Date of Commencement of Production/Business	10/06/2024

#### Bank Details

Bank Name	IFS Code	Bank Account Number
HDFC	HDFC0000758	5020010065205

#### Employment Details

Male	Female	Other	Total
7	4	0	11

#### Investment in Plant and Machinery OR Equipment (in Rs.)

S.No.	Financial Year	Enterprise Type	Written Down Value (WDV)	Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices	Net Investment in Plant and Machinery OR Equipment[(A)-(B)]	Total Turnover (A)	Export Turnover (B)	Net Turnover [(A)-(B)]	Is ITR Filled?	ITR Type
1	2022-23	Micro	0.00	0.00	0.00	0.00	0.00	0.00	No	NA

#### Unit(s) Details

SN	Unit Name	Flat	Building	Village/Town	Block	Road	City	Pin	State	District
1	GLOBAL SECURITY AND FACILITY SERVICE	PAMOHI	NEAR GATI K-WAY HOUSE	GARCHUK	PAMOHI	PAMOHI ROAD	GUWAHATI	781035	ASSAM	KAMRUP METRO

#### Official address of Enterprise

Flat/Door/Block No.	PAMOHI	Name of Premises/ Building	NEAR GATI K-WAY HOUSE
Village/Town	GARCHUK	Block	PAMOHI
Road/Street/Lane	PAMOHI ROAD	City	GUWAHATI
State	ASSAM	District	KAMRUP METRO , Pin : 781035
Mobile	7086398344	Email:	gsfs.2015@gmail.com
Latitude	26.14089676867841	Longitude:	91.7922575480176

#### National Industry Classification Code(S)

SNo.	Nic 2 Digit	Nic 4 Digit	Nic 5 Digit	Activity
1	80 - Security and investigation activities	8020 - Security systems service activities	80200 - Security systems service activities	Services

Are you interested to get registered on Government e-Market (GeM) Portal	Yes
Are you interested to get registered on TReDS Portals(one or more)	Yes
Are you interested to get registered on National Career Service(NCS) Portal	Yes
Are you interested to get registered on NSIC B2B Portal	Yes
Are you interested in availing Free .IN Domain and a business email ID	Yes

Are you interested in getting registered on Skill India Digital Portal	Yes
District Industries Centre	DIC Kamrup Metropolitan ( ASSAM )
MSME-DFO	GUWAHATI ( ASSAM )
Date of Udyam Registration	19/08/2024
Date of Printing	10/03/2025

<b>IEC Details</b>	
IEC Number	
IEC Status	Inactive
IEC Registration Date	
IEC Modification Date	

CERTIFICATE NO:  
DIPP233203



सत्यमेव जयते

Government of India  
Ministry of Commerce & Industry  
Department for Promotion of Industry and Internal Trade



# CERTIFICATE OF RECOGNITION

*This is to certify that **GLOBAL SECURITY AND FACILITY SERVICE** registered as a **Registered Partnership** on **28-11-2025**, is recognized as a startup by the Department for Promotion of Industry and Internal Trade. The startup is working in 'Security Solutions' Industry and 'Others' sector as self-certified by them.*

This certificate shall only be valid for the Entity up to **Ten** years from the date of its registration only if its turnover for any of the financial years has not extended **₹ 100 Cr.**

09-12-2025

DATE OF ISSUE



27-11-2035

VALID UPTO

आयकर विभाग  
INCOME TAX DEPARTMENT



भारत सरकार  
GOVT. OF INDIA

सत्यमेव जयते

Jul 21, 2025



Ref.No.:883039386247161171/TAN/NEW

TO,  
GLOBAL SECURITY AND FACILITY SERVICE  
NEAR GATI KWAY HOUSE  
GATI KWAY HOUSE PAMOHI  
GARCHUK, PAMOHI,  
GARCHUK, PAMOHI,  
GUWAHATI, ASSAM, 781035-781035  
ASSAM  
TEL. NO.:91-9957561897

Sir/Madam,  
Sub : Allotment of Tax Deduction Account Number (TAN)  
as per the Income Tax Act, 1961.

Kindly refer to your application (Form 49B) dated Jul 07, 2025 for the allotment of Tax Deduction Account Number. In this connection, the following TAN has been issued to you/your organisation:

**SHLG03686E**

Please quote the same in all TDS challans, TDS Certificates, TDS returns, Tax Collection at Source (TCS) returns as well as other documents pertaining to such transactions.

Quoting of TAN on all TDS returns and challans for payment of TDS is necessary to ensure credit of TDS paid by you and faster processing of TDS returns.

The above TAN should also be used as Tax Collections at Source Account Number under section 206CA.

Kindly note that it is mandatory to quote TAN while furnishing TDS returns, including e-TDS returns. e-TDS returns will not be accepted if TAN is not quoted.

This supersedes all the Tax Deduction / Collection Account Number, allotted to you earlier.

Income Tax Department

This is a computer-generated letter. Hence, signature is not required.

Caution : Income Tax Department does not send e-mails regarding refunds and does not seek any taxpayer information like user name, password, details of ATM, bank accounts, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.













