



The Gazette of Meghalaya

PUBLISHED BY AUTHORITY

No. 18

Shillong, Thursday, April 30, 2020

11th Vaisakha, 1942 (S. E.)

Separate paging is given on this part in order that it may be filed as a separate compilation.

PART-IIA

GOVERNMENT OF MEGHALAYA

NOTIFICATIONS

The 10th February, 2020.

No.HPL/93/2019/25. – In exercise of the powers conferred by Section 24 of the Private Security Agencies (Regulation) Act 2005, the Governor of Meghalaya is pleased to make the following Rules, namely :-

1. **Short title and commencement** — (1) These Rules may be called the Meghalaya Private Security Agencies (Private Security to Cash Transportation Activities) Rules, 2020.
(2) These Rules shall come into force on the expiry of six months of their publication in the official gazette.
2. **Definitions** — In these Rules, unless the context otherwise requires,—
 - (a) “Act” means the Private Security Agencies (Regulation) Act, 2005 (29 of 2005);
 - (b) “ATM” means the automatic teller machine that dispenses cash or performs other Banking services when an account holder of any Bank inserts a Bank card therein;
Explanation – for the purposes of this clause, “Bank card” includes credit card or debit card;
 - (c) “cash handling agency”, “cash replenishment agency” or “cash-in-transit agency” means an agency or entity, by whatever name called, engaged in cash transportation Activities;
 - (d) “cash transportation activities” means the physical transfer of cash, such as Banknotes, coins, credit card, debit card or other items of value from one location to another, and includes loading cash in to, or unloading cash from, an ATM machine;
 - (e) “private security” or “private security agency” shall have the same meaning as assigned to it in clause (f) or clause (g) of section 2 of the Act;

(f) "Schedule" means a schedule appended to these Rules.

3. **Private Security for cash transportation activities etc.**- (1) No private security shall be provided by the private security agency for cash transportation activities unless he holds a license under the Act.

(2) For the purpose of providing private security for cash transportation activities, a contract may be entered in to between,-

(a) A private security agency holding a license under the Act and the bank concerned; or

(b) A cash handling agency and the bank concerned:

Provided that in case the cash handling agency holds a license as a private security agency under the provisions of the Act, such cash handling agency may itself provide the private security to cash transportation activities in accordance with the provisions of these Rules.

4. **Use of specially designed and fabricated cash van** — (1) No private security agency shall provide private security or private security guards to a Bank or a cash handling agency for cash transportation activities, unless such activities are carried out in a secured cash van, which complies with the conditions for design and specification specified in the First Schedule, owned by it or owned by the Bank or the cash handling agency, as the case may be.

(2) No taxi or hired vehicle shall be used for cash transportation activities by the private security agency:

Provided that a vehicle which is on long term contract with the private security agency or Bank or cash handling agency and the vehicle complies with the conditions for design and specification laid down under sub-Rule (1) may be used by the private security agency:

Provided further that in case of any remote location where private security agencies are not present and not serviced by a currency chest, any vehicle at such location may be used as an exception under the strict security control and support of the local police.

5. **Requisite number of trained staff per cash van** — (1) The private security agency shall provide the private security for the cash transportation activities with the requisite number of trained staff, directly appointed or engaged by the private security agency, as specified in sub-rule (2).

(2) Every cash van shall have the following minimum staff, possessing the qualifications and training laid down under section 10 of the Act, on board for every single cash transportation activities, namely:—

(i) Driver – one;

(ii) Armed security guards – two; and

(iii) ATM officer or custodian – two.

(3) The cash van shall always be escorted by at least two trained armed security guards on board:

Provided that more than two armed security guard may be deputed on a cash van depending on the amount of cash carried and in accordance with the individual company's insurance guidelines or client contract or terrain of operation.

(4) Where the cash van is a medium motor vehicle, one armed guard shall sit in the front along with the driver and another in the rear portion of the van and while in transit, loading or unloading, nature's call, tea or lunch break, at least one armed security guard shall remain present with the cash van all the time.

(5) Notwithstanding any other provision in these Rules, the ex-serviceman, otherwise eligible, may preferably be appointed or engaged by the private security agency for providing security for cash transportation activities.

6. **Antecedent check of personnel** — (1) No private security agency shall appoint or engage or deploy any personnel for the cash transportation activities, unless such personnel has undergone thorough antecedent check and his proper KYC verification and police verification is done, before appointing or engaging or deploying them by the agency, in accordance with the provisions of the Act or any other law for the time being in force.

Explanation— For the purposes of this sub-Rule, the expression “KYC” means the know your customer process of an agency or business identifying and verifying the identity of its clients or person associated or to be associated with the agency or business.

(2) Every private security agency shall be responsible to comply with the following checks before an individual is appointed or engaged to participate in cash transportation activities, namely:—

(a) Police clearance certificate – every individual shall obtain the police clearance certificate from his local police station before appointment or engagement;

(b) Residence verification – the private security agency shall use its own resources to conduct a physical verification of the residential address of every individual, including general conduct check and the individual shall furnish to the security agency the proof of residential address of at least three years before appointment or engagement for the cash transportation activities;

(c) Previous employer check – the private security agency shall use its own resources to conduct reference check with previous employers of the individual, if any;

(d) Aadhaar verification – each individual appointed or engaged for the cash transportation activities shall be Antecedent verified through Aadhaar number from the Unique Identification Authority of India;

(e) Credit history check – the private security agency shall conduct a credit history check of every individual appointed or engaged to ensure that wilful credit defaulters are not appointed or engaged for the cash transportation activities;

(f) Fidelity insurance – the private security agency shall obtain a fidelity insurance in respect of every personnel appointed or engaged for the cash transportation activities.

7. **Adequate training and certification of personnel** — The private security agency shall ensure that every personnel appointed or engaged for cash transportation activities shall be imparted,-

(a) The training and certified for the security and safe handling of such activities as per the requirements of training laid down in the Second Schedule;

(b) The refresher training once in every two years.

8. **Live GPS tracking of cash van during operations** — (1) Every cash transportation activities shall be carried out only in secured cash vans fitted with GPS tracking device.

Explanation.— For the purposes of this sub-Rule, the expression “GPS” means the global positioning system which is a space based navigation system that provides location and time information in all weather conditions, anywhere on or near the earth where there is an unobstructed line of sight to four or more GPS satellites.

(2) The private security agency shall ensure that each cash van shall be monitored at all times during cash transportation activities through a redundant communications protocol.

9. **Guideline for maximum cash carrying limit in a single cash van** — (1) The private security agency involved in cash transportation activities shall ensure that no cash van carries cash of more than Rupees five crore per trip.

(2) The private security agency shall ensure that secured cash van shall be deployed for carrying cash of more than Rupees ten lakh per trip.

10. **Specification for private cash vaults used for holding and overnight vaulting of Bank currency** — The private security agency shall ensure that all cash handling, including counting, sorting, and bundling activities shall be carried out in secured premises in accordance with the following guidelines, namely:—

(a) Location of private cash vault premises – the premises used for cash handling activities shall be located to ensure safety of activities/operations, including areas closer to Bank’s

cash withdrawal centre or police station and secluded areas with poor connectivity be avoided;

(b) Design of premises – the premises shall be designed to include two physically independent areas, one for general office purpose and other for secured cash processing and handling activities and it shall accommodate space for cash deposit, collection, sorting, counting and delivery and dispatch of cash on secured cash vans;

(c) Cash vault – a secured area shall be designed to store cash to meet with the requirement of the Reserve Bank of India specified for cash vaults in accordance with the following specifications, namely:—

(i) In smaller cities with limited overnight vaulting requirements of less than Rupees ten crore, a strong room with defender safes;

(ii) At operation centres with overnight vaulting requirements between ten to Rupees one hundred crore, vaulting facility as per the norms of the Reserve Bank of India specified for C Class vaults;

(iii) At large operation centres with overnight vaulting requirements of more than Rupees one hundred crore, increased vaulting facility in consultation with the concerned Bank; and

(iv) All overnight vaulting facilities shall have provision to store currency of multiple Banks in separate and exclusive bins;

(d) Security of cash vault – the private security agency shall ensure the following security aspects at its cash vault used for secured handling of cash on behalf of the Bank, namely:—

(i) Adequate numbers of armed private security guards are deputed round the clock;

(ii) Premises are under 24x7 electronic surveillance and monitoring;

(iii) Cash vault is provided with CCTV system with adequate number of cameras having at least ninety days recording facility;

(iv) The activities at cash vault are undertaken under dual custody basis;

(v) The main cash vault area complies with all safety norms, like fire fighting systems, smoke detection systems, emergency lighting, control room for monitoring the movement of vehicles, auto-dialer and burglar security systems;

(vi) Security alarm with GSM based auto dialer, fire and magnetic sensor are installed;

(vii) The loading and unloading area of cash is covered by night vision CCTV cameras;

(viii) Electric power supply inside the cash vault is provided through plug-in, plug-out system;

(ix) Carrying of naked light inside the cash vault is strictly prohibited and dry battery operated torches or emergency lights are used inside strong rooms;

(x) Emergency lighting with the help of inverter shall always be available to the security staff; and

(xi) Cash processing and vault areas shall have restricted and controlled access, preferably through interlocking systems and frisking.

Explanation - for the purposes of this Rule, the expression "CCTV" means the closed circuit television which is a self-contained surveillance system comprising cameras, recorders and displays for monitoring activities in a store or company.

11. Measures for risk mitigation — (1) The private security agency shall ensure that the ATM under its security shall be fitted with one time electronic combination locks for reducing the instances of crew pilferage losses and ATM frauds.

(2) The cash for loading in to an ATM machine shall be collected from the Bank on previous day or in the first half of the day so that operations can be concluded before the time stipulated in sub-rule (3).

(3) No cash loading of the ATMs or cash transportation activities shall be done —

(a) **After 6 pm in urban areas:**

(b) **After 4 pm in rural areas;** and

(c) **Before 9 am or after 4 pm in militant affected areas.**

Provided that in case an emergency situation arising due to natural disaster, unforeseen circumstances like bandhs, hartals, etc., where in the public interest, it is necessary to extend the above timing, the Deputy Commissioner of the District concerned, by an order in writing, shall have the power to extend the time, on a case to case basis, with intimation to the Home (Police) Department.

C. V. D. DIENGDOH,
Secretary to the Government of Meghalaya,
Home [Police] Department.

FIRST SCHEDULE**[See Rule 4(1)]****DESIGN AND SPECIFICATION FOR SECURED CASH VANS**

(a) **Make** — The cash van shall—

(i) Be a Light Commercial Vehicle, with an engine capacity of not less than 2200 CC, preferably turbocharged;

(ii) Be not more than seven years old;

(iii) Have tubeless tyres;

(iv) Have a ground clearance of not less than 190 mm; and

(v) Accommodate minimum of five passengers.

(b) **Layout** — The cash van shall have the compartment for storing cash, physically separated and locked from the passenger compartment unit;

(c) **Cash compartment security** — (i) The cash compartment should be inaccessible from outside the van unless operated internally through manual or electronic lock and cash compartment is specially reinforced with steel with only one door and grill gate;

(ii) The entrance of the cash compartment shall be from the rear side to ensure proper visibility, operational feasibility and CCTV surveillance;

(iii) All windows and wind screen shall have wire mesh protection of not more than one square inch and each window mesh shall have a circular port-hole of six inches diameter for use of weapons;

(iv) The panic switches for operating the hooter are available with the driver and other occupants.

(d) **Cash box security** — Each of the cash boxes shall be secured to the floor with separate chains and have locks that can be opened or locked only by using separate keys kept with different custodians and cash for each bank shall be carried, preferably, in a separate box with the name of the Bank written on it.

(e) **Other security features** — (i) The cash van shall be provided with a small CCTV system with at least five days recording facility and three cameras installed in front, rear and inside of the cabin.

(ii) A security alarm with GSM based auto-dialer shall be provided with a motorised siren.

(iii) The cash van shall be equipped with hooter, fire extinguishers and emergency lights to ensure quick reaction in case of an attack.

SECOND SCHEDULE**[See Rule 7(1)(a)]****TRAINING FOR PERSONNEL APPOINTED OR ENGAGED IN CASH TRANSPORTATION ACTIVITIES****(a) Basics of cash handling and cash transportation activities —**

- (i) Scope of service.
- (ii) Team composition.
- (iii) Role of driver, armed guard, cash custodian.
- (iv) Functioning of cash vans.
- (v) Contact details of concerned agencies.
- (vi) Threat and risks involved.
- (vii) Reporting procedure.

(b) Threat and risks —

- (i) Criminal and miscreant Action.
- (ii) Tailing by vehicle-borne criminals.
- (iii) Specific threats to stationary and moving vehicle.
- (iv) Insider's threat.
- (v) Fraudulent practices by team members.
- (vi) Loss of life and medical emergency.
- (vii) Road accident and vehicle breakdown.
- (viii) Fire accident.

(c) Safety and security of cash van —

- (i) In-built safety features of the cash van carrying cash and valuables.
- (ii) Cash boxed for carrying cash and valuables.
- (iii) Locking and security systems.
- (iv) Weapon and ammunition.
- (v) Communication equipment.
- (vi) Global positioning system.
- (vii) Fire extinguishers.
- (viii) Distress alarm.
- (ix) First-aid kit.

(d) Agencies —

- (i) Controlling Authority under the Private Security Agencies (Regulation) Act, 2005 (29 of 2005).

- (ii) Police station, PCR vans, police helpline.
- (iii) Controlling supervisor and operations manager.
- (iv) Concerned bank representative.
- (v) Ambulance and hospital services.

(e) **Weapons, ammunition and documents** —

- (i) Minimum 12 bore DBBL shot gun should be provided to the guards. Gun must be test fired at least once in two Years. Gun cartridges must be replaced once in 02 years. Gun must be checked and certified by a government approved armourer.
- (ii) Documents – gun licence, identity card and permission to carry weapon during restrictions imposed by authorities.
- (iii) Real weapons carried by miscreants.
- (iv) Other objects which can be used as weapon by miscreants.

(f) **Emergency and incident response** —

- (i) Distress alarm procedure.
- (ii) Seeking help from concerned agencies.
- (iii) Use of weapon to deter and resist criminals and miscreants.
- (iv) Ensure safety of team members and consignment.
- (v) Disengage from situation and drive vehicle to safety.
- (vi) Evacuation of the injured.

(g) **Other internal organisational procedures** —

- (i) Antecedent check procedure.
- (ii) The Provident Funds Act, 1925 (19 of 1925) and benefits.
- (iii) The Minimum Wages Act, 1948 (11 of 1948) and benefits.
- (iv) The Employees State Insurance Act, 1948 (34 of 1948) and benefits.
- (v) Leave entitlement and application procedure.
- (vi) Other company rules.
- (vii) Obligations as employee.

The 30th April, 2020.

OFFICE ORDER

Standard Operating Procedure for Persons entering Meghalaya

No.POL.79/2020/Pt. I/35. - Whereas, there is a need to have a Standard Operating Protocol for entry of all persons into Meghalaya (hereinafter referred to as 'SOP for Entry') in order to prevent the spread of COVID-19 in the State.

Accordingly, the following 'SOP for Entry' is being put in place;

1. **Deputy Commissioners shall be responsible** for enforcing this SOP for Entry.
2. The entry of persons into Meghalaya shall only be allowed from the following **designated entry points**:

| Locations | District |
|------------------|--------------------|
| Ratacherra | East Jaintia Hills |
| Byrnihat | Ri-Bhoi District |
| Bajengdoba | North Garo Hills |
| Tikrikilla | West Garo Hills |
| Umroi Airport | Ri-Bhoi District |

3. Preparatory steps by District administration

3.1 All DCs are to put in place the physical infrastructure and human resources at the checkpoints. Officials from the District Administration and the Police as deemed necessary shall be placed by the Deputy Commissioners (DCs) on a shift basis for effective registration and screening of all persons at the entry points.

3.2 Teams for screening and registration of persons shall be placed by the Health and Family Welfare Department through the office of DM & HO.

3.3 For Health Check-up, a kiosk should be set up slightly far away from the actual check point for hassle free movement and screening.

3.4 All DCs should hold meetings with the headmen and sensitize them about this SOP.

4. Registration and verification

4.1 It is mandatory for all persons who intend to return to Meghalaya to register at the following link-www.meghalayaonline.gov.in/covid. Those who do not have internet access, may call 81320-11037, 84330-38716, 97115-44148, 73385-50288 between 9 A.M. to 8 P.M. This registration is compulsory.

4.2 After registration, an acknowledgement form with a QR code will be issued online or sent to the registered number by WhatsApp/ SMS. The QR code has to be shown at the time of entry into Meghalaya at the Designated Entry Points along with a valid photo ID.

4.3 In exceptional circumstances, if an individual is unable to register as per 4.1 above, manual registration will be done at the entry points.

4.4 All persons who enter the State without registration will be liable for penalty as per the provisions of law.

4.5 All persons who enter the State shall mandatorily download the Corontine App of the State Government by following this url: <https://bit.ly/35gg1cm> or from the Google Play Store. It is also advised that the Government of India's Aarogya Setu app may be downloaded.

5. Health check at entry points

5.1 All persons entering Meghalaya at the designated entry points will be scanned by an infrared thermometer or thermal scanner to detect body temperature.

5.2 Any person showing symptoms of COVID-19 (as determined by the screening personnel), will be tested using Rapid Diagnostic Test kits at the health check-up kiosk. All other co-travellers (people who travelled together in the same vehicle) will have to wait till the testing process is completed.

- a. If the person tests negative, he/she, along with all the co-travellers, shall proceed to their respective homes and be under mandatory home quarantine for 14 days along with their family members. The home quarantine shall be followed up by the IDSP unit, which shall also keep the Headman of the locality informed.
- b. If a person tests positive, a confirmatory RT-PCR test will have to be done. For this purpose, the individual shall be taken to the nearest designated sample collection facility at Shillong, Tura or Jowai and kept under institutional quarantine/isolation till the PCR test results are available. If the result is confirmed positive, then the process outlined in the confirmed case management protocol of the Health and Family Welfare Department will be implemented. If negative, the process described in point (a) above for negative cases shall be followed.

5.3 All asymptomatic individuals will not be tested and will have to undergo mandatory home quarantine along with their families for a period of 14 days as described at 5.2. (a) above.

5.4 All the persons who are under home quarantine should compulsorily wear mask, practice hand hygiene (using hand sanitizer or washing hands frequently with soap) and maintain social distancing at all times.

6. Transportation and travel facility

6.1 The Government, through the Transport Department, will make necessary arrangements for transporting people returning to the State by road from neighboring States provided prior information is provided through the registration mechanism described at 4.1 above. Those who are able to manage their own transportation are also allowed to do so with prior intimation through the registration mechanism described at 4.1 above.

6.2 In case some families desire to pick up returning family members from the airport/bus-station/railway-station at Guwahati, one family member along with one driver can be allowed by the Deputy Commissioner. It should be ensured that the family members going to pick-up the returning individuals should not have any ailments. Vehicles should only stop for border screening and not at any other location.

6.3 For those returning by rail and air and not having the transport facility from Guwahati, Government will make necessary arrangements for pick-up from the airport/railway station while following protocols for social distancing.

7. Enforcing Home Quarantine

7.1 The information of all those under home quarantine will be shared by the Health and Family Welfare Department with the Deputy Commissioner. The Deputy Commissioner should share the information with the Headman of the locality where the person resides for ensuring community enforcement of home/ family quarantine.

7.2 The Community COVID Management Committees / Teams will monitor and also provide necessary support and follow up for all people who are under home quarantine.

7.3 Geo fencing will be used to monitor people undergoing quarantine and authorities will get a notification in case of a breach of home quarantine.

7.4 All persons who violate Home or Institutional Quarantine shall be liable for penalty as per provisions of law.

8. DCs should provide **free Provision Kits (under the Chief Minister's Special Grant)** to all families under home quarantine.

This Standard Operating Procedure shall come into force with immediate effect.

M. S. RAO,
Chief Secretary
Government of Meghalaya.