



*"Spirit of Services"*

**Good Times Security & Allied Services Pvt. Ltd.**

# **SCOPE OF WORK (SECURITY SERVICES)**

## **AIM**

The aim of our services is to device higher quality of security services in order to find more effective ways to obtain criminal & subversive evidence as well as to provide security protection in more sophisticated way to its valued clients to relieve the management completely of all security & allied problems.

## **CHARTER OF RESPONSIBILITY**

- a. To check all incoming & outgoing material/goods.
- b. To ensure that no thefts, pilferage & subversive incidents takes place.
- c. To ensure that no unauthorized person enters the premises & creates nuisance or disturbance.
- d. To ensure proper regulation of casual/ daily visitors.
- e. To maintain cordial relation between society management & union as per company's advice.
- f. To assist in fire fighting arrangements.
- g. To assist & inform management about important events during strikes etc.
- h. To carry out any other task allotted by the management pertaining to the society of the premises.

## **SURPRISE CHECKS & ROUNDS**

Good Times Security & Allied Services Pvt. Ltd. undertakes weekly surprise checks including night rounds. It will be our responsibility to supervise the posted security staff, by our Company's Senior Officer or an officer deputed by you.

## **SECURITY REPORTS**

Good Times Security & Allied Services Pvt. Ltd. prepares the security report with suggestions or inside information on the basis of recommendation of the senior officers/ staff. The form will be duly signed by the clients or an authorized representative. Clients suggestions will always be highly solicited.

## **REPLACEMENT & ROTATION OF SECURITY PERSONNEL**

Good Times Security & Allied Services Pvt. Ltd. rotates its personnel, as we do not encourage our staff to become familiar and acquaintance with the employees or the Union. If the client is not satisfied with any security personnel, merely a phone call will be sufficient to transfer him within 24 hours. However, we reserve the right to change our staff from premises of the client at any time as and when found necessary.

## **PERSONAL SCREENING AND RECRUITING**

Good Times Security & Allied Services Pvt. Ltd. screens the security personnel before appointing. The complete address, educational background, fingerprints, photographs are kept as record. The personnel are selected after due verification of character and antecedents from various sources. In case of any suspicion about integrity of the individual cases are referred to the concerning authorities.

## **DISASTER PLANNING AND RISK ANALYSIS**

Good Times Security & Allied Services Pvt. Ltd. firmly believes that contingency planning requires a lot of study. The disaster planning is carried out in terms of threat (Natural / Manmade) and adequate thought in terms of standards procedures are worked out, implemented and monitored.

*Risk analysis falls in two categories:-*

- a. Human risk e.g. dishonesty, thefts, fraud, terrorism, sabotage, planned accidents etc.
- b. Physical or Technical risk e.g. fire, explosion, environmental damage equipments failure, incidents etc.

## **SELECTION TO SECURITY GUARDS**

The security personnel are recruited through:

- a. Directorate General Resettlement.
- b. Sainik Kalyan Boards in various states.
- c. Regimental centers.
- d. Advertisement in news papers.
- e. Various training centers.

## **VERIFICATION**

- a. Police
- b. Discharge Books (For Ex. Defence personnel)
- c. Personal Bio-Data.
- d. Village Sarpanch/ Head of Local Body.

## **MEDICAL**

All personnel recruited are required to undergo medical examination to be carried out under the supervision of a medical officer available.

## **TRAINING**

Before deputing a security guard at a particular site we impart training as per the requirements of the location for at least seven days at our training centre along with basic concepts. We plan our training in consultation with Principal Employers so that no aspects of security is missed out as such out as such our principal employers, the individual guard himself and we are confident that the duty will be discharged to perfection.

### **Following are catered for during training:**

- Personal security.
- Fire Prevention and Control.
- Loss Prevention and Control.
- Training of proprietary Guards.
- Key point Security.
- Security Survey.
- Investigation.
- Information Security of Office procedures.
- First Aid.
- Office Gate Duties-Documentation.
- Phone handling and customer relation.

## **UNIFORM**

Good Times Security & Allied Services Pvt. Ltd. provides complete uniform to its security personnel. Terry cotton dress, Leather Cross belt, Shoes, identity card and equipped with strong baton or lathi. Parade state, duty roaster and maintenance of uniform are our responsibility.

## **TERMS & CONDITIONS**

The contract is valid for the specified place. The strength of the security personnel cannot be reduced during the contract period. The contract period is valid for a period of one year and one month notice either side is imperative in writing before termination of the said period. Failure in giving one month notice before the expiry of the contract shall be treated to be a mutual extension of the period of contract on the same terms & conditions. Please note that for any reason whatsoever no employees of ours who has worked at your premises will be offered direct or indirect job by you, your members or your sister concern during the contract period. Any other information not covered above can be discussed and incorporated accordingly.