

DIRECTORATE GENERAL OF RESETTLEMENT

Correspondence Address	Telephone No.	Tele Fax No.	E-mail Id
Administration and Coordination Officer Directorate General of Resettlement Ministry of Defence Government of India West Block – IV, RK Puram New Delhi – 110 066	011- 26192349 011- 26192354 011- 26192352	011- 26171456 Send all the Fax to this No.	dgrsecurity@gmail.com * <u>Note</u> : Letter No. & Date must be filled.

It is requested that in future requisition for sponsorship for security guards be forwarded only as per the format given below along with a covering letter.

REQUISITION FORMAT - SPONSORSHIP FOR SECURITY GUARDS

1	Name of PSU/Company/Principal Employer	
2	Correspondence Address of the Principal Employer	
3	Details of Contact Person of Principal Employer	
4	Tele No. with STD Code of the representative of the Principal Employer Office & Mob.	
5	Fax No. with STD Code of the representative of the Principal Employer	
6	Letter No. Dated, vide which requisition for security agencies forwarded to DGR	
7	E-mail ID of the representative of the Principal Employer	
8	Name of Security Agency/ Company/ Corporation providing service at present & Its Emp No.	
9	Date of commencement of previous contracts	
10	Date of expiry of previous contracts	
11	No. of Guards deployed by the present Security Agency/ Company/ Corporation	
12	Performance of Guards deployed by the present Security Agency/ Company/ Corporation	
13	District & State in which required	
14	Location/Locations at which required	
15	Type of guards required (Armed/ Unarmed/ Supervisor)	
16	Type & Number of Guards required in each location	
17	No. of Post to be manned	
18	Total No. of Guards required	
19	Expected date of commencement of Proposed Contract	
20	No. of Agencies/ Companies/ Corporations required for limited tendering	
21	Period of Contract	

Stamp
Date & Place

Signing Authority