



HITECH GUARDING PRIVATE LIMITED

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| 1. NAME OF THE COMPANY | HITECH GUARDING PRIVATE LIMITED |
| Corporate identity Number | U93090TN2012PTC084705 |
| 2. CORPORATE OFFICE ADDRESS | New No. 8, Old No. 130, Colonel Sridharan 8 th Street, G.K.M Colony Chennai – 600082 |
| 3. Telephone Land Line | 044-26702161, 7299237299 |
| 4. Company E-Mail | md@hitechguarding.com accts@hitechguarding.com hr@hitechguarding.com admin@hitechguarding.com |
| 5. Company WEB Site | www.hitechguarding.com |
| 6. TNPSA LICENSE No. | DGP License No. 1195/2019 Govt. of TN – Chennai. |
| 7. EPF Code number | CHN/RO/TN/85800 |
| 8. ESI Code Number | 51-000-076168-000-1018 |
| 9. GST Number | 33AADCH0738G1ZY |
| 10. PAN No. | AADCH0738G |
| 11. Company is an | “ TASK ORIENTED EMPLOYER” |
| 12. COMPANY HAS A | Written Safety Policy |
| 13. Bankers | HDFC, ICICI BANK |
| 14. MEMBER of CAPSI Industry. | Central Association of Private Security |
| 15. Quality Assurance Accreditation Accredited by | ISO 9001:2015 Certification BMQR AMERICAN INTERNATIONAL] |
| ACCREDITATION | ORGANISATION, USA |
| 16. Security Personnel Personnel | Over 300 Highly Competent Security |
| 17. Training and Recruitment Center | At The Places Given Below |



INTRODUCTION

M/S HITECH GUARDING PRIVATE LIMITED has been incorporated as a Private Limited company as per the companies Act of 1956 (no: 1 of 1956) and its corporate office is at Chennai. The company officers integrated and comprehensive management Consultancy to cater the needs of the Corporate, Factories, Banking, IT, Communication, Hospitality, Protection to the Govt. Agencies, Private Companies, Non-Governmental Agencies, International Organization as well as diplomatic missions. Our Scope of Consultancy is to provide manned Security staff armed and unarmed, personnel Body Guarding , Investigation Consultancy, Antecedents verification, Man Power Management, Facility Management and Labour Contract.

HITECH recorded a steady and sustained growth over the last 6 Years, It has carved for itself a place, among the security organizations noted for their wide ranging and outstanding quality of consultancy. The functions of HITECH are guide by its staff's vast industrial. Commercial Security experiences, which enriched HITECH with Quality and made customer oriented and quick response in security services available in the region.

CHAIRMAN CUM MANAGING DIRECTOR

M/s. HITECH GUARDING PRIVATE LIMITED is led and managed professionally by the founder Sri. A Rajaram who served in Indian Army (1985-2000) for about 17 years and he is a trained commando and special weapon training instructor until 1999. He participated in OPERATION VIJAY KARGIL WAR and for his participation he was awarded war medal. After the services, he started the Security consultancy to cater the needs in one Umberlla as **HITECH GUARDING PRIVATE LIMITED**.

DIRECTOR – FINANCE AND ADMINISTRATION

Mrs. Bhavani Rajaram is taking care of Human resources, Finance and administration she has a vast knowledge in financial administration . Over the Years she contributed immensely for the growth of the organization, which presently has more than 300 employees. She allocates significant time in administration of the branches of HITECH. She takes keen interest and spends most of her time in bringing improvement in the field of security. She oversees the activities of all the branches from its Regd. Office, Chennai.

GENERAL MANAGER

Sri. Mohideen after his Graduation in Science chosen Training as profession and Joined us as Operation Manager in 2010 and his experience brought improvement in Operation wing. He is a certified trained trainer from Security Sector Skill Development council set up by Ministry of Finance. Government of India to train the Security Guard in the Private Security Sector and he is executing it for last five years.**RECRUITMENT**

Recruitment is one of the most challenging activities in this field of security Consultancy and we are aware of the screening and selecting the right individual . We take almost care to in



cult in them the precept, obedience, honesty, discipline and integrity. We check their antecedents and back- ground before we employ them in our rolls, we obtain and verify and keep copies of Aadhaar card, Voter ID, Ration Card Education certificates along with finger prints keeping in view the clients focus.

TRAINING

We are of the opinion that the Training is essential for optimum utilization of an individual and to his personnel growth and to meet the client's requirements. It brings in effectiveness and to make himself suitable to tackle the various situations that he may come across at the site. Prior to deployment we train our security personnel as per requirement of duty location. We normally need 30 days to deploy our security staff depending upon the size of security requirements so that we train and mould them to meet the requirements of the client. We also arrange for the refresher course every six month. We have special training modules for each and every cadre of our security staff. All the personnel of HIECH are trained at our in-house training center at Chennai. Which follows strict defense and security training standards and this training equips each security guard to handle any situation. Further Training is imparted at client's place on monthly basis.

Our Security training package consists of the following modules:

1. Basic Code of Conduct/use of ethical Language.
2. Security Awareness /Close Protection.
3. Patrolling/Night Roving
4. Health and safety / Basic first aid
5. Fire prevention and control
6. Electronic Security System
7. Communications (Walk talkie/ Radio Procedure)
8. Physical Training (Basic)

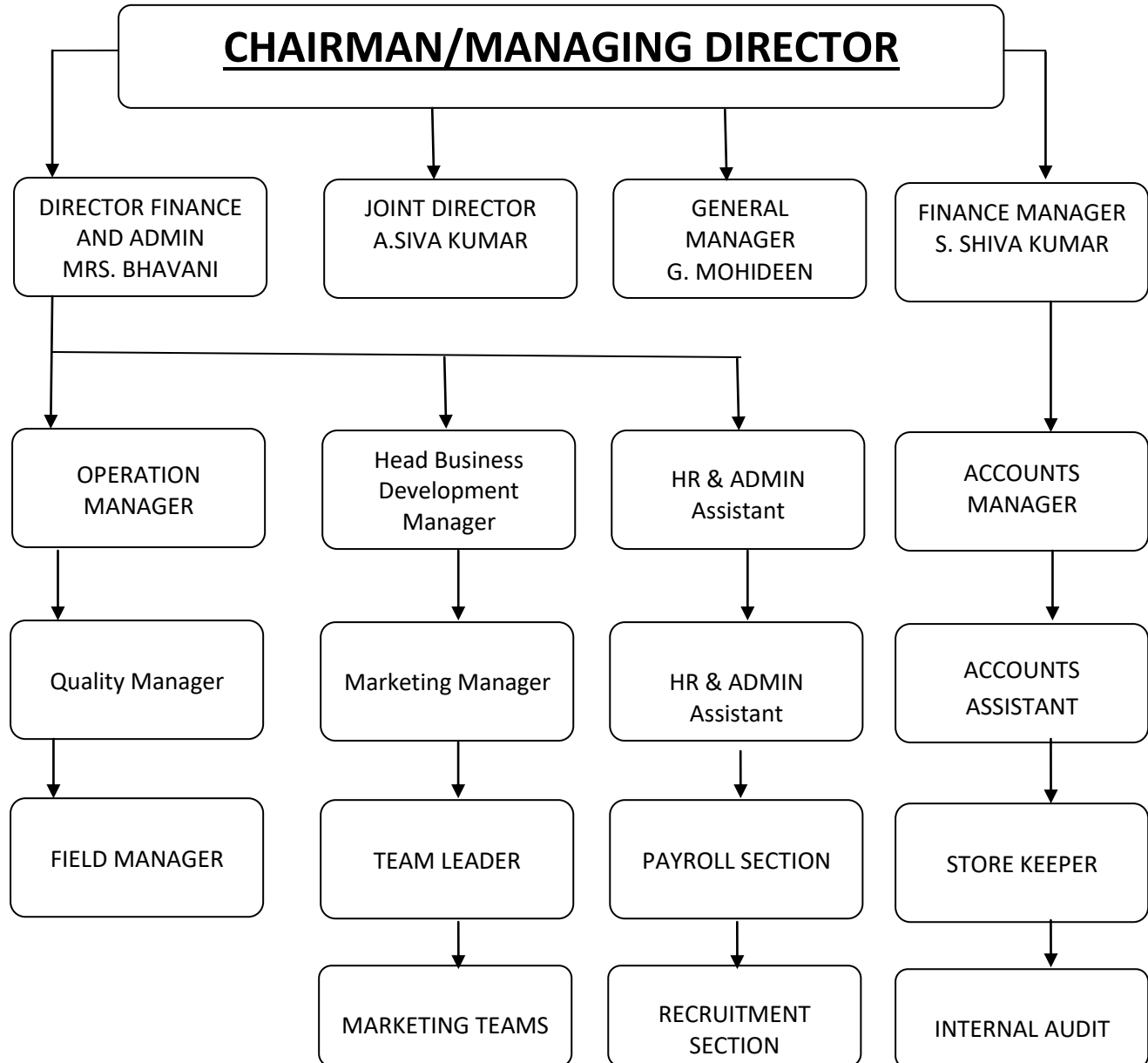
QUICK RESPONSE TEAM (QRT)

Our Quick Response Team reaches the security spot at the call time with the quest for problem solving. Quick response Team is composed of officer of officer and security personal in vehicles and it is 24 Hours operational. On routine they carry out regular and surprise checks to ensure efficient functioning of our security personnel on duty Our team is well experienced in Investigation and security combat Training and security Management and well versed in Fire Fighting Operations which enriches the knowledge of our Security Personnel.

ORGANISATION STRUCTURE: **Sri. A. Rajaram is the CMD** of this company. He is directly involved in the management of the company . Our organization is being managed by a team of professionals from different fields – Defense, Security, Corporate, Fire Fighting, Human Resources and Administration, with rich experience in their respective fields. They are



assisted by a team of experienced managers Officers and field staff to perform the following functions.





OUR STAFF MANAGEMENT POLICY:

We value our staff and take every possible measure to have the best people on the job to serve our clients expectations. We follow the following general guidelines as a task Oriented Employer as per staff management policy and written safety policy and we put or sincere effort in hiring the best people.

All staff has high level of motivation and that try are adaptable to all kind of situations. Every security personnel in our force have complete rigorous training in different aspects of security. Need based training and capacity enhancements are being done on a continuous basis.

REMUNERATION

Rate per month per Security person on 8 Hourly basis as per the need and requirement of the client are being placed. The Minimum Wages/Dearness allowance and GST will be quoted as per the State/Central Minimum Wages Act and GST act Subject to revision in case of amendment by State/Central Government.

MODE OF PAYMENT:

Payment of our Bills Either by Cheque or by NEFT on submission invoice every month by 2nd and the bill amount to be cleared in a week's time in order to disburse salary before 7th of every month.

DUTIES AND HOLIDAYS:

Our Security personnel will perform the duty for 8 hours a day. The rates are consolidated per 26 days with one weekly off for every six days. Nation/Public Holidays shall be claimed as per Company Leave at One Extra wage.

DISCIPLINE :

We Shall replace the Security Personnel within 48 Hours if the allotted personnel found

- (a) Long Absent from duty (b) Sleeping on duty (c) Negligently performing duty
- (d) exhibit Misconduct, Misbehavior and disorderly manner (e) Disobedience, Dishonesty

And indulging in any illegal activities detrimental to the interests of the Company.

ACCESSORIES:

The management concerned should supply Torch Lights, Cells, Metal Detector, Registers and any other accessories for the use at the place of posting.



CONTRACT AGREEMENT

We shall enter in to contract agreement for a period of ONE Year from the date of deployment which can be renewed with mutual consent the Contract can be terminated giving one month notice b either side.

CODE OF ETHICS

- A Member shall perform professional duties in accordance with the law and the highest moral principles taught during training.
- A Member shall observe the precept of obedience, honesty Discipline and shall be faithful, diligent and competent in discharging professional responsibilities.
- A member shall not only safeguard, but exercise due care to prevent improper disclosure of any confidential information.
- A Member shall not maliciously injure the professional reputation of colleagues and shall be loyal to his service provider. Clients and to safe guard the interest of State and Central Government.

WHY HITECH SECURITY

Progressive Industrialists are always much conscious about the importance of **SECURITY** **HITECH'S** mission is to provide innovation, cost effective protective solutions to ensure the safety and security of the assets of any organization without elicit any labour unrest. Security as the word implies must aim at securing complete freedom from fear and offer complete protection to industrial holdings both in men and material. So that the Management can concentrate freely and completely to gain Industrial advancement. HITECH will strive to preserve the security and improve the protection of the personnel/material resources of the facilities

OUR CLIENTS ARE FROM VARIOUS GROUPS VIZ:

| | | |
|-----------------------------|------------|-----------------------------|
| • Corporate. | Industries | Hospitality |
| • Travel Industries | Banks | Communication |
| • Shipping Agencies | Logistics | Construction Sites |
| • Retail/Shopping Malls | Software | Cash Management |
| • Container Terminals | Hospitals | Educational Institutions |
| • Govt. Agencies | ATMS | International Organisations |
| • Non Governmental Agencies | Textiles | Diplomatic Missions |



OUR MAJOR CLIENTS:

| S.No. | Particulars | Place |
|-------|---|----------------|
| 1 | Ani Technologies Pvt Ltd | Ekkaduthangal |
| 2 | Ani Technologies Pvt Ltd | Arumbakkam |
| 3 | Basell Polyolefins India Pvt Ltd | Sriperumpudur |
| 4 | Blue Ocean Personnel & Allied Services Uthukadu | Sriperumpudur |
| 5 | Bridgestone India Automotive | Sriperumpudur |
| 6 | Hanil Tube India Pvt Ltd | Irungatukottai |
| 7 | Korea Fuel Tech | Irungatukottai |
| 8 | LCP Building Projects | Irungatukottai |
| 9 | Lysaght Taperline | Irungatukottai |
| 10 | Lysaght Taperline | Irungatukottai |
| 11 | Parle Agro Pvt Ltd | Mevalur kuppam |
| 12 | Parle Agro Pvt Ltd-Depot | Mevalur kuppam |
| 13 | Ranee Enterprises Pvt Ltd | Royapuram |
| 14 | Spinco Tech Pvt Ltd | T. Nagar |
| 15 | Sri Marg Human Resource Pvt Ltd | Irungatukottai |
| 16 | Sundaravadanam | Ashok Nagar |
| 17 | OHM Energy Management Sys pvt Ltd | Irungatukottai |
| 18 | SGB Transformers india Pvt Ltd | Irungatukottai |

We take it “as prestigious” to say that “the organizations which deploys us shall never leave us”

OBJECTIVES OF THE COMPANY

We aim to:

- ❖ Promote and inculcate professionalism amongst security personnel.
- ❖ Bring together security and safety experience by sharing and updating knowledge of the technological aids to security.
- ❖ Bring both theoretic and customized exposure to fundamental concepts and principles of security duty backed up by the best security practices which are being taught by our expert staff that has long experienced in the field.
- ❖ Make Security personnel feel they have become ‘learned’ to talk on professional intricacies on both theory and practices of security audit.
- ❖ Cover all essential aspects of security and safety management so that it could become a very effective means of disseminating information of professional value.
- ❖ Built up a reputation for giving our customers an unparalleled service.
- ❖ Achieve by liaise with our customers and listening to their needs, provide peace of mind by ensuring all of their security needs by providing superior consultancy.

Our mission is to continuously improve the quality of our consultancy to meet the overall requirements of our valued customers.



Our motto is building trust and a lifetime bond with our customers.

OUR SECURITY SYSTEM

INDUSTRIAL SECURITY CONSULTANCY

Our primary objective is analyzing the whole system at the clients place keeping in view of the concept of SECURITY, which will cover every function and operation. For achieving this objective, we provide a well designed and efficiently managed security system, which can consistently contribute to its well being in all its aspects leading to loss, prevention and safety of the organization. A professional evaluation of the security needs. Present and future on the basis of a critical and reliable survey of the problem areas, realistic assessment of the need for security will be suggested.

INVESTIGATIONS/BUSINESS INTELLIGENCE / EMPLOYEE SCREENING

Antecedent verification, credit worthiness evaluation, surveillance of specified persons. Credential Screening and Doing intelligence work to provide specific information required by business clients, tracing individuals, identifying and pinning malpractice. Reporting on the track record of prospective employee with particular reference to his performance, conduct, integrity, effectiveness in his previous/ present jobs, etc as desired by clients.

BODYGUARD CONSULTANCY / EVENT SECURITY

We provide well-built security personnel, trained to suit the requirement of the client and specifically allocated to the clients as personal bodyguards to protect them individually from any untoward occurrences as well to the men and material. Further Providing comprehensive security needs of any event (entertainment show, trade, fairs, exhibitions and such other public events) in such a manner that the property and belongings are safeguarded, in addition to providing safety for the VIPs.

OUR VISION- MISSION AN QUALITY POLICY

We feel privileged due to the faith and trust affirmed in us and makes it a goal to provide customized solutions to all your security needs. We Know what it is like to create a secure environment for one and all. We've been doing it for years and doing it with 100% dedication. We work hard to keep ourselves completely aware of all the technological reforms and our consultancy is an echo in them.

We provide high class security system with a passion to secure that entire perimeters.

We realize the importance and value of lives and property and we have been consistent in safeguarding them. We always try to strike a chord with our customers and build relationships that can last forever and win them for life.

We follow high moral standard to provide integrated security including cash and valuables, guarding, alarms and training and lay strong emphasis on:

- Principles and expansion of our staff
- Look forward to and meet up challenging customers
- Building long- Term relationship with our customers
- Optimized utilization of latest technology.