

**Subject** Re: Request to sponsor eligible and willing retired DySPs , Inspectors and Sis for the post of AM-Security at Pondyicherry -- Manappuram Finance Ltd.  
**From** C BALASUBRAMANIAN <svpsecurity@manappuram.com>  
**Date** Thursday, September 7, 2017 12:11  
**To** "dgp.pon@nic.in" <dgp.pon@nic.in>

Dear Shri Sunil Kumar Gautam ,

Kindly refer to my e-mail dated 30-8-17 on the above mentioned subject.

By mistake the attached sheet pertaining to Kerala was sent which is regretted . Now the sheet pertaining to Pondyicherry containing details pertaining to eligibility , emoluments , duties & responsibilities etc. of AM-Security is attached herewith . It is requested that necessary arrangements kindly be made for sponsoring the names and addresses with mobile phone numbers of the eligible and willing Retired Dy.S.P.s , Inspectors , S.I.s for the vacant post of AM-Security at Pondyicherry to me early.

With Best Regards ,

C.Balasubramanian  
 Senior Vice President -- Security & Admin.,  
 Manappuram Finance Limited , Corporate Office ,  
 W/638A , Manappuram House , Valapad ,  
 THRISSUR -- 680567 . KERALA

OFFICE OF THE SSP (HQ)  
 PUDUCHERRY

No. 4535/CR/2017  
 Received On 08/09/17  
 Despatched On 09.09.17

From: C BALASUBRAMANIAN

Sent: Wednesday, August 30, 2017 5:47 PM

To: dgp.pon@nic.in

Subject: Request to sponsor eligible and willing retired DySPs , Inspectors and Sis for the post of AM-Security at Pondyicherry -- Manappuram Finance Ltd.

Dear Shri Sunil Kumar Gautam ,

Greetings from C Balasubramanian.IPS.(Retd.) Senior Vice President -- Security & Admin. , Manappuram Finance Limited , Corporate Office , Valapad , Thrissur , Kerala.

One post of Area Manager -- Security ( AM-Security ) in Manappuram Finance Limited is now vacant at Pondyicherry. Retired Dy.SP.s , Inspectors and S.I.s are eligible for the post of AM(Security ) which has total emoluments of Rs. 32000/- per month. Further details with regard to eligibility , emoluments , duties & responsibilities etc. for the post of AM-Security in Manappuram Finance Limited are indicated in the attached sheet.

It is requested that necessary arrangements kindly be made for sponsoring the names and addresses with mobile phone numbers of the eligible and willing Retired Dy.S.P.s , Inspectors , S.I.s for the vacant post of AM-Security at Pondyicherry to me early. This is in continuation of my telephonic request made with you on 29-8-17.

With Best Regards ,

C.Balasubramanian  
 Senior Vice President -- Security & Admin. ,  
 Manappuram Finance Limited , Corporate Office ,  
 W/638A , Manappuram House , Valapad ,  
 THRISSUR -- 680567 . KERALA

**Post of Area Manager-Security (AM-Security)**  
**in Manappuram Finance Limited**

Eligibility	:	Retired Deputy Supdt. of Police, Retired Inspector of Police Retired Sub-Inspector of Police Graduates will be preferred
Age	:	Below 63 years Preference will be given to those retired within one year back.
Vacancy available in Pondy cherry	:	1 post Pondy cherry.
Emoluments:		
Consolidated salary	:	Rs.25,000/- per month
Travel Allowance	:	Rs. 5,000/- per month
Special Allowance	:	<u>Rs. 2,000/- per month</u>
Total	:	<u>Rs.32,000/- per month</u>

In addition, SIM for Mobile Phone will be provided and eligible for travel expense reimbursement as per Travel Policy. Initial appointment of AM-Security will be made for one year and the same will be extended year by year upto the age limit of 65 years.

**Duties and Responsibilities of AM-Security**

- 1) To visit all Manappuram Gold Loan Branches located in the Region to which he is posted as AM-Security at least once in a month.
- 2) To ensure that all the Branches in the Region have always security guards as per the norms of the Company.
- 3) To exercise control and supervision over all security guards detailed in the Branches of the Region.
- 4) To ensure that all the Security Equipments installed at the Branches of the Region are always in working condition.
- 5) To ensure that all the Branches of the Region have fully complied with the instructions pertaining to Security.
- 6) The employees and Security Guards of the Branches in the Region are given regular training / briefing on security matters.
- 7) To coordinate with local Police Stations so that patrolling parties of local Police Stations visit the Branches periodically and immediately at the time of emergency.
- 8) To mention close liaison with the local Police and other Government authorities.
- 9) To take appropriate measures to prevent security risk to Company assets in the Region.

Eligible and willing retired DySPs, Inspectors and SI of Police are requested to contact immediately Shri.HareeshkumarP.V, Asst. General Manager (I/c of AM-Security), Manappuram Finance Limited, Manappuram House, Corporate Office, Valapad, Thrissur 680567 (Mob.Phonie: 9388127209, Email: [agmsecurity@manappuram.com](mailto:agmsecurity@manappuram.com)) for taking further action.