



Urgent

E-Mail

ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.

No.M-01-2017/

5625 /Con.,

Date: 06 .10.2017.

To

**The All district Supdts. of Police, Odisha
(Including Supdts. of Police, Berhampur/Rourkela)/
Dy. Commissioners of Police, Bhubaneswar/Cuttack/
Supdts. of Police, Railways, Cuttack/Rourkela.**

Sub: Guidelines for security and safety of Hotels, Lodges and Guest Houses.

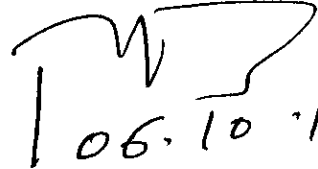
Recent incidents of terrorism and heinous crimes underline the urgency of adopting measures/guidelines for security and safety of hotels, lodges and guest houses for ensuring overall security during the different occasions and for safety of boarders and occupants of the places.

The following safety measures may be taken up by the owners/managers of different hotel/ lodge/guest house as mentioned below.

- 1. Registration of hotels and timely renewals should be made as per SARAI Act at Collectorate/Commissioner of Police.**
- 2. Proper identification of occupants to be ensured and in case of suspicion information should be given to police immediately.**
- 3. Installation of CCTV cameras in the hotel premises i.e entry, exit, corridor etc. to cover all the areas including parking area of the hotels must be done.**
- 4. Improvement in the quality of already installed CCTV cameras should be ensured to get clear picture.**
- 5. DFMD, Baggage Scanner and Vehicle Scanner should be installed without exception.**
- 6. Timely renewal of license in respect of bars and playing of music under copyright act should be ensured.**
- 7. Closure of bars within the prescribed time limit should be ensured.**
- 8. Installation of fire safety equipments and to conduct of fire safety drill at regular intervals must be done mandatorily.**

9. Testing of security/safety system by organizing demonstration should be done at regular intervals.
10. Verification of character and antecedent of the employees as well as security guards should be done. A list of the employees should be furnished to the local Police Station.
11. Proper parking arrangements in hotel premises should be created.
12. Proprietor/Owner of the Hotels/Lodge/Guest Houses must ensure that no illegal activities are carried out within their premises in the guise of Massage Parlor/Spa.
13. Occupancy details should be submitted to the local Police Station and SP, Office through hard copy as well as by e-mail in respect of occupants and foreigners daily.

You are requested to circulate the above instructions to the managers, proprietors of all Hotels/Guest houses/Lodges in your jurisdiction through IsIC/OsIC of PSs and ensure implementation of instructions properly. There are certain provisions in aforementioned instructions which are mandatory as per law and in case of non-compliance of those provisions, legal action can be initiated. For remaining instructions, proprietor/owners may be persuaded to comply.


06.10.17

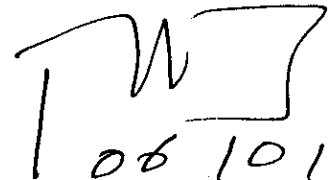
Director General of Police, Odisha.

Memo No. 5626 /Con.,

Dated: 06 .10.2017.

Copy forwarded to the Commissioner of Police, Bhubaneswar – Cuttack, Bhubaneswar/All Range IsG of Police/DIsG of Police, Odisha/IG of Police, Railways, Odisha, Cuttack for information and necessary action.

(ii) Copy forwarded to the Director, Intelligence, Odisha, Bhubaneswar for information and necessary action.


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Director General of Police, Odisha.