



**Security Advisory for
Resident Welfare Associations in
Bidhannagar Police Commissionerate**

GUIDELINES

- ❖ Each housing complex must submit a complete profile of the complex to the respective Police Stations (Proforma enclosed).
- ❖ Data of all Flats / Residents / Owners / Tenant must be made available to the concerned Police Stations by the Resident Welfare Association/ Committees.
- ❖ Broker's profile has to be submitted to respective police stations by the Residence Welfare Association (Proforma enclosed).
- ❖ Residents of the Housing / Owners under Bidhannagar Police Commissionerate area wishing to lease / rent out their flats, must also submit a Tenant Profile Form (proforma attached) to the respective police stations and this needs to be routed through each complex / building association body. In case of standalone buildings, the house owner shall submit the said form himself / herself (Online submission of such forms can be done through our website <http://bidhannagarcitypolice.gov.in/>). There will be a police verification of the Tenants by Bidhannagar Special Branch latest within 10 days of receipt of the Tenant Profile Form from Resident Welfare Association. The onus of pursuing and gathering the relevant data from the owners shall be on the Resident Welfare Association and its office bearers.
- ❖ Tenants in the Housing Society should ideally be issued a tenant ID Card (sample enclosed). Persons staying with the tenants must submit their photo ID card / other details to the Resident Welfare Association Office. Details of visitors to a tenant or flat owner's premises within the housing complex must also be maintained separately in a register at the complex's entry gate by the private security guards engaged.
- ❖ CCTVs should be installed at all the entry and exit gates of the complex with provision of digital storage capacity of 30 days.
- ❖ In all residential complexes / housing societies, visitors' register needs to be maintained very carefully. In case of any doubt or entry of any suspicious elements, the security guards must alert the Resident Association Office / Housing Society office-bearers, who in turn must report the matter at once to local Police Stations. The visitors' register should be scrutinized by the Resident Welfare Association and local Police Station once a week.
- ❖ ICs of the PSs shall hold a meeting with the office bearers of Resident Welfare Association once a week.
- ❖ Zonal DCPs shall organise such security review meetings once a fortnight.

LANDLORD / TENANT PROFILE FORM

To
The Officer-in-Charge,
.....
.....
Bidhannagar Police Commissionerate.

Affix
Tenant's
Photograph
here

Landlord Details

1. Name :
2. Age : Gender (M/F/O) :
3. Address :
4. Police Station :
5. Occupation :
6. Contact No :
7. ID Proof and No :

The following is the profile of my residential tenant:

Tenant Details

- 1) Category (New/ Old) :
- 2) Name :
- 3) Age :
- 4) Father/ Guardian Name :
- 5) Contact No :
- 6) Gender (M/F/O) :
- 7) TD Type :
- 8) ID No :
- 9) Name of all Residents with Age and Relation :
- 10) Occupation :
- 11) Office/ Institution Name :
- 12) Office/ Institution Address :
- 13) Office/ Institution Phone No:
- 14) Permanent Address :
- 15) Previous Residential Address :
- 16) Address of Rented Premises :
- 17) Name of the PS of Rented Premises. :
- 18) Expected period of Stay :
- 19) Accommodation Period :
- 20) Reference (1) Name :
- 21) Address & Phone No :
- 22) Reference (2) Name :
- 23) Address & Phone No :
- 24) Date of Occupation :

.....
(Signature of tenant / landlord)

BROKER'S PROFILE

Photograph to be
stamped & signed by
Housing Society office
Bearer (s) Resident
Association Office
Bearer(s)

1. Name (Block Letter) : _____
2. Age : _____
3. Address
Present Address _____

Permanent Address _____

4. Area of Operation : _____
5. Contact No. : _____
6. Identification Proof of the Broker
and details of the same : _____
7. Recommended by : (i) _____
Contact. No. _____
(ii) _____
Contact. No. _____

(Signature of broker)

(Signature of office bearer
of Resident Welfare Association)

TENANT ID CARD

Photograph to be
stamped & signed by
Housing Society
office Bearer (s)
Resident Association
Office Bearer (s)

1. Name (Block Letter) : _____
2. Age : _____
3. Gender : _____
4. Present Address : _____

5. Address where He/ She is a Tenant : _____
and since how long has the tenant been
Staying _____

6. Identification Proof with relevant details : _____

7. House / Flat Owners Name, Address : _____
& Contact. No. _____

(Signature of tenant)

(Signature of owner)

(Signature of office bearer
of Resident Welfare Association)