



**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.

**BIDHANNAGAR POLICE COMMISSIONERATE**  
**HOUSING COMPLEX PROFILE**

1. Housing Complex Name and date of institution : \_\_\_\_\_  
: \_\_\_\_\_
2. Police Station jurisdiction : \_\_\_\_\_
3. Whether standalone or Multiple Buildings : \_\_\_\_\_
4. No. of flats and no. of Blocks / Buildings : \_\_\_\_\_
5. Details of office bearers of Resident Welfare Association / Facility Officer (s) of the Housing Complex / Flat Owners/ Association with contact No. : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
6. Whether any maintenance agency has been centrally engaged by Resident Welfare Association and if so, details of the same : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
7. Whether private security guards engaged, and if so, : \_\_\_\_\_  
details of the security guards and also the security : \_\_\_\_\_  
agency. : \_\_\_\_\_
8. Whether photo I-Cards issued to Security Guards : \_\_\_\_\_  
: \_\_\_\_\_
9. No. of CC TV installed along with their positions : \_\_\_\_\_  
(Details with Type and Storage Capacity) : \_\_\_\_\_  
: \_\_\_\_\_

-----  
**(Signature of office bearer of Resident Welfare Association / Housing Committee)**

## 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)