

**OFFICE OF THE SUPERINTENDENT OF POLICE (NORTH)  
PUDUCHERRY**

No. 632/SR/SPN/2010

Dated: 23-9-2010

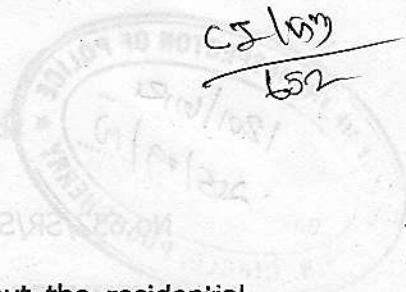
**MINUTES OF THE SECURITY REVIEW MEETING FOR CLASSIFIED HOTELS  
HELD AT HOTEL SURGURU ON 22-9-2010**

A security review meeting was held for the management staff and security personnel of classified hotels at Hotel Surguru on 22.09.2010 at 18.30 hrs. 35 persons participated on the side of the Hotel management. SP(North), SP(Traffic), all CIs in North region, Inspector (STF) and SHOs of North region were present. At the outset, SP(North) explained the purpose for conducting such meetings. SSP(L&O) gave special address to the gatherings about the security aspects to be adopted in the hotels. The following points were stressed upon in the meeting:

- (i). The customers shall be given accommodation in the hotels only after verifying their personal identity and copy of such proof shall be retained for record.
- (ii). The cell phone numbers and the registration numbers of the vehicles of the customers shall be invariably recorded in the lodging register.
- (iii). The CCTV systems installed in the hotel shall be checked up periodically to ensure its proper functioning.
- (iv). The verification of employees should be done before their actual engagement. The personal data of the employees shall be collected in a prescribed format and their signature and finger prints shall also be obtained.
- (v). The security personnel in hotels shall be employed by the management concerned directly or through reported authorized security agencies and the guidelines issued by the Government of Puducherry shall be followed scrupulously.
- (vi). Notice boards containing the name and contact numbers of Police officials shall be displayed in conspicuous places in the hotels for awareness of the customers and for use during exigency.
- (vii). C-Forms shall be sent to the concerned CIs by e-mail ID on daily basis and the hard copy sent to the them once in a week.

*cc:ab office*

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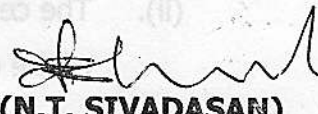


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- (viii). The Hotel managements shall give information about the residential premises converted as hotels unauthorizedly to the Municipality as well as to the Police Department for taking follow up action.
- (ix). The employers shall be briefed about the action to be taken during natural or man made disasters.
- (x). Information may be provided to the SHO level officers for better co-ordination.

2. On behalf of Management Association Thiru. Prabakaran, Executive Manager, Hotel Mass International and Thiru. Lawrance, General Manager, Ananda Inn spoke assuring their support in strengthening the security arrangements in the classified hotels. The meeting concluded on at 19.30 hrs.

  
**(N.T. SIVADASAN)** 28/9/10  
 SUPDT. OF POLICE (NORTH)  
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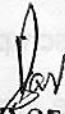
**To**

- 1. CIs of North Region
- 2. SHOs of North region

**Copy to**

DGP/SSP(L&O) - for favour of kind information.

Thiru: CI-aise

  
**INSPECTOR OF POLICE**  
**GRAND BAZAAR CIRCLE**  
**PUDUCHERRY**