

C3 / 42057 / 2010

Police Headquarters
Kerala, Thiruvananthapuram
Dated.08/07/2010

Circular No.41 / 2010

Sub: "Serviced Villas"- Issue of Police Clearance Certificate- Instructions Issued.

- Ref: 1. G.O. (Rt) No.8348/09 TSM dated 30.11.09
2. Letter No. F4-3136/09 dated 04.05.10 from Director, Department of Tourism.
3. Circular No. 4/2008 dated 1/07/08.

Government, vide reference first cited has accorded sanction for a new scheme of the Department of Tourism- "**Serviced Villas**", which aims to provide comfortable stay facilities of standardized high quality to tourists, and to supplement the availability of accommodation in various tourist destinations. The Department of Tourism, has informed vide reference second cited that while SHOs are issuing NOCs to Homestays, it is not being done in the case of "Serviced Villas". Issue of Police Clearance Certificate is mandatory for processing an application for a "Serviced Villa."

The Police Clearance Certificate for a Serviced Villa may be issued by the SHO only after ensuring that:-

1. The character and antecedents, including criminal background of the owner/ manager, and the employees are checked;
2. An Occupation Register is maintained where the following details of both foreign and domestic tourists are recorded;
 - a. Name and address
 - b. No. of persons
 - c. Date and time of Check In
 - d. Allotted Room No
 - e. Purpose of Visit
 - f. Nationality
 - g. Passport Number/ Valid Photo ID Card No: and Issuing Authority
 - h. Date and time of Check Out
 - i. The destination to which the foreigners/domestic tourists leaves

j. Signature of Guest

3. A security audit of the villa is conducted, by the local SHO;
4. Necessary safety precautions are available; and
5. Clearance is obtained from the DySP / AC of the District Special Branch.

Subsequent to the issue of the certificate, it may continued to be checked up whether

1. "Form C" forms with Passport details / Photo ID card of foreign/ domestic guests are being filed with the Police .
2. A copy of the Police Clearance Certificate shall be kept in the counter of Serviced Villa for inspection by officials if required.
3. The Occupation Register is being maintained properly;
4. A copy of the identification document is being maintained in the Villa;
5. The character and antecedents of every new owner/ manager/ employee is being reported to the Police Station and is checked; and
6. No anti-social/ criminal activities are being undertaken in the Villa.

The security audit of the villa must be undertaken every year, during which, it must be verified whether the above conditions are being scrupulously followed.

The SHO or the Police Officer deputed by SHO shall conduct surprise verification of the Serviced villa and must ensure that antisocial/antinational activities are not carried out in the above place by the occupants. Also the date and time of verification shall be entered in the occupation register/relevant registers.

Any instance of non compliance of these provisions will cause automatic withdrawal of the Police Clearance Certificate and may be reported to the Superintendent of Police of the district for further action.

Maintenance of Registers and other instructions applicable to Homestays as stipulated in reference third cited will also be applicable for Serviced Villas.

Director General of Police

To

All Officers in List 'B'.

Copy to: CAs to All Officers in PHQ

“ : Circular Book/Stock File/Operation Cell