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COMMISSIONER OF POLICE, BHUBANESWAR-CUTTACK, BHUBANESWAR

NOTIFICATION

The 27th July 2016

No. 745—N-6/2012-CP-Licence Cell—In exercise of the powers conferred by Section 28 of the Odisha Urban Police Act, 2003 (Odisha Act 8 of 2007) and with the previous sanction of the Government, the Commissioner of Police, Bhubaneswar-Cuttack, Bhubaneswar do hereby make the following regulations to regulate the private residential hostels of different Educational Institutions and matters incidental thereto, namely :—

**1. Short title and commencement.**—These regulations may be called the “Bhubaneswar-Cuttack Police Commissionerate (Registration of Private Residential Hostels of Educational Institutions) Regulations, 2016”.

(1) They shall come into force on the date of their publication in the *Odisha Gazette*

**2. Definitions.**—In these regulations, unless the context otherwise requires—

(a) ‘Act’ means the Odisha Urban Police Act, 2003;

(b) ‘Form’ means the Form appended to these regulations; and

(c) ‘Person’ means any individual and includes an organization or society registered or unregistered or firm or corporation or a company.

(2) All other words and expressions used, but not defined in these regulations shall have the same meaning as respectively, assigned to them in the Act.

**3. Registration of private residential hostels.**—

(1) Commissioner of Police shall be declared by the Government as the Licensing Authority under this Act.

(2) No private residential hostel, managed by any Educational Institution within the jurisdiction of the Police Commissionerate, shall function except after obtaining a licence from the Licensing Authority.

- (3) Any person willing to maintain any private residential hostel shall apply for licence as provided under this regulation, in Form-I along with such fees, as may be specified by the Licensing Authority and with the following documents, namely:—
- (i) No Objection Certificate from the landlord of the house;
  - (ii) Recommendation or No Objection Certificate from local Fire Officer;
  - (iii) Recommendation or No Objection Certificate from local Electrical Inspector;
  - (iv) Recommendation regarding fitness of civil construction from the concerned Executive Engineer, working under the Works Department;
  - (v) Certificate of sanitation and health from the Municipal Corporation.;
  - (vi) No Objection Certificate from Inspector-in-Charge of the local Police Station; and
  - (vii) Copy of agreement or lease deed etc. in respect of the occupation of the premises of the private residential hostel.

**4. Inspection of the premises.—**

- (1) Commissioner of Police, or any other officer authorized by him, may, for the purpose of granting license or permission, if necessary, inspect the premises and during such inspection, may take the assistance of any other officer or authority.
- (2) The Commissioner of Police or any other officer authorized by him may also inspect the premises of the concerned private residential hostel.

**5. Noticeboard.—**The owner of every private residential hostel shall affix a noticeboard containing information about the name of the organization, address, the period of license, total number of students residing in the hostel along with a photocopy of the license issued by the Licensing Authority.

**6. Furnishing information regarding boarders.—**While applying for registration or license or for renewal of licence, the applicant shall furnish details of the admitted boarders i.e. name, parentage, permanent address, name of the educational institution where admission has been taken, course enrolled for, name and address of the local guardian etc. to the Licensing Authority at the time of application for registration or for renewal of registration or license and also once in every 6 (six) months for updation of records.

**7. Furnishing information regarding wardens etc.—**An institution managing such hostel(s) shall also furnish the particulars of Wardens, Superintendent or Asst. Superintendents and other staff to the Licensing Authority.

**8. Location.—**The private residential hostel shall not be situated within a radius of 200 meters of any liquor (ON or OFF)/shop or bar.

**9. Security measures.—**

- (1) Proper security measure shall be taken by the licensee for the safety and security of the boarders especially female boarders.

- (2) Private security guards shall be engaged for the purpose, if required and in case of hostel accommodation for ladies, only female attendants, staff etc. should be employed.
- (3) No male persons should, ordinarily, be allowed to enter the premises except in case(s) of exigency which should be recorded in writing in the visitors register of the private residential hostel.
- (4) CCTV shall be installed in the premises to record entry and exit. The video photocopy shall be stored in the Computer for a period of 30 days and shall be provided as and when required by the Commissioner of Police or any other officer authorized by him.

**10. Duties of the Licensee.—**The license shall—

- (i) Produce on demand, the license for inspection to the Licensing Authority or any officer authorized by such Licensing Authority;
- (ii) get the premises of the residential hostel cleaned, from time to time, to prevent accumulation of filth and garbage;
- (iii) provide suitable means of ventilation and lighting for such premises and shall ensure maintenance of the same is good working condition;
- (iv) provide a clean and safe environment;
- (v) ensure appropriate safety measures pertaining to fire, health, sanitation, electricity, structure etc.;
- (vi) ensure that no illegal, unauthorized or immoral acts are conducted in the premises of such residential hostel;
- (vii) maintain Visitor's Register for visitors who visit the residential hostel for entering details of their name, address, contact No. as well as time and purpose of visit;
- (viii) maintain a register for boarders containing all relevant details;
- (ix) maintain a time schedule with respect to closure of main gate in the evening, visiting hours, providing meals which shall be mentioned in the noticeboard; and
- (x) inform the nearest Police Station regarding occurrence of any law and order situation or anticipation of such occurrence thereof.

**11. Maintenance of records or registers.—**

- (1) A register shall be maintained in the office of the Licensing Authority wherein names of all private residential hostels along with other relevant details shall be maintained.
- (2) Every licensee under these regulations, shall keep and maintain such records and register and other documents as may be prescribed from time to time by the Licensing Authority containing such information as required by such authority.

**12. License.—**

- (1) The Licensing Authority may, after being satisfied that applicant has fulfilled all the conditions required for obtaining license under this regulation, grant the license in Form-II.
- (2) The Licensing Authority may also refuse to grant the license if it is found that any of the conditions required for obtaining the license has not been fulfilled by the applicant.
- (3) A license granted under these regulations shall cease to be valid after 1 (one) year from the date of issue.
- (4) After a license for the purpose as provided under these regulation is granted, the Licensing Authority shall have the power to cancel the license on the ground of non-compliance of any of the conditions, or on the ground of maintaining public safety or for breach of public order.
- (5) Before cancellation of the license under sub-clause (4), the Licensing Authority shall give an opportunity of hearing to the licensee and record the reasons of such cancellation in writing while issuing the order.
- (6) Every license for the purpose, as provided under these regulations, shall lapse on expiry of the period or duration specified in the license, unless renewed by the Licensing Authority.
- (7) The license may be renewed before one month of its expiry. If the license is not renewed within the prescribed period, the licensee shall be liable to pay a charge of ten per centum of the license fee for every subsequent month of delay.
- (8) The licensee shall apply for renewal of the license along with the following documents, namely :—
  - (a) recommendation or No Objection Certificate from local Fire Officer;
  - (b) recommendation or No Objection Certificate from local Electrical Inspector;
  - (c) Recommendation regarding fitness of civil construction from the concerned Executive Engineer working under the Works Department; and
  - (d) certificate of sanitation and health from the Municipal Corporation.
- (9) Any person aggrieved by any order of the Licensing Authority may prefer an appeal before the Director General of Police, Odisha within a period of 30 (thirty) days from the date of passing of such order.

**13. Other laws not affected.—**The provisions under these regulations are in addition to and not in derogation of the provisions of the Odisha Urban Police Act, 2003 and any other law for the time being in force.

YOGESH BAHADUR KHURANIA

Commissioner of Police, Bhubaneswar-Cuttack  
Licensing Authority

FORM - I  
FORM OF APPLICATION

[ See Regulation - 3 of the Bhubaneswar-Cuttack Police Commissionerate (Registration of Private Residential Hostels of Educational Institution) Regulations, 2013 ]

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

The Commissioner of Police,  
Bhubaneswar—Cuttack.

SUBJECT— Application for grant of license for running private residential hostel,  
namely \_\_\_\_\_

Sir,

I, Shri/Smt./Kumari \_\_\_\_\_ apply for grant license under  
regulation \_\_\_\_\_ of the above mentioned regulations. The details are as follows :—

- |   |    |
|---|----|
| 1. Full name  | .. |
| 2. Father's/Husband's name                                    | .. |
| 3. Occupation   | .. |
| 4. Nationality  | .. |
| 5. Residential address with<br>Telephone/cell phone number    | .. |
| 6. Name & address of the<br>private residential hostel namely | .. |
| 7. Hostel facility available—                                 |    |
| (a) Number of Rooms/Halls                                     | .. |
| (b) Accommodation capacity of student                         | .. |
| (i) Number of Male Student(s)                                 | .. |
| (ii) Number of Female student(s)                              | .. |
| (c) Total number of Students<br>admitted in the hostel        | .. |
| (i) Number of Male Student(s)                                 | .. |
| (ii) Number of Female Student(s)                              | .. |

8. Name & address of the Hostel Superintendent with Telephone Number . .
9. Name & address of the Hostel Warden with Telephone Number . .
10. Number of Caretakers . .
  - (a) Name & address of the Caretaker with Telephone Number . .
11. Number of Watch man/women . .
  - (a) Name & address of the Watchman/woman with Telephone Number . .
12. Name of the Educational Institution of such hostel with address and Telephone Nos. . .
13. Name and address of the Principal of the Educational Institution with Telephone Number . .
14. Whether applied for similar license in the past and if so, the details . .
15. Amount of fee paid with details of Treasury Challans or Indian Postal Orders or Bank Draft, drawn in favour of Accounts Officer, office of the Commissioner of Police, Bhubaneswar-Cuttack . .
16. Certificates or reports or documents enclosed along with the application :—
  - (a) No Objection Certificate from the landlord of the house . .
  - (b) Recommendation or No Objection Certificate from local Fire Officer . .
  - (c) Recommendation or No Objection Certificate from local Electrical Inspector . .
  - (d) Recommendation regarding fitness of civil construction from the concerned Executive Engineer, working under the Works Department . .
  - (e) Certificate of sanitation and health from the Municipal Corporation . .
  - (f) No Objection Certificate from the Inspector- in-Charge of the local Police Station . .
  - (g) Copy of agreement or lease deed etc. in respect of the occupation of the premises of the Private Residential Hostel. . .

Certified that the information(s) stated above are true to the best of my knowledge and belief.

Place : \_\_\_\_\_

Signature of the applicant

Date : \_\_\_\_\_

FORM - II  
LICENSE

[ See Regulation - 12 of the Bhubaneswar-Cuttack Police Commissionerate (Registration of Private Residential Hostels of Educational Institution) Regulations, 2013 ]

(Granted under Regulation - 12)

Shri/Smt./Kumari .....  
S/o/D/o/W/o ..... of M/s ..... is  
hereby granted the license for running private residential hostel, namely .....  
for the period of 1(one) year i. e. from ..... to ..... subject  
to the following conditions and restrictions, namely :—

**Conditions & Restrictions**

- 1.
- 2.
- 3.
- 4.
- 5.

NOTE— (1) This license shall be renewed before one month of its expiry.

(2) The license shall be produced for inspection on demand by any Police Officer authorized by the Licensing Authority.

Signature of the Licensing Authority