

**APPLICATION FORM
(TO BE SUBMITTED BY THE KEEPER OF THE SARAI)**

To
The Commissioner of Police,
Bidhannagar Police Commissionerate,
Salt Lake Stadium Complex, Gate No. 3,
Sector-III, Kolkata – 700098.

Passport
size
photograph
to be
posted

I submitting hereunder detail particulars of my Hotel / Guest House / Restaurant / Off Shop/On Shop/ Country Shop/ Eating House etc. for your kind perusal & necessary action please.

1	Name of the keeper of the Sarai (OWNER)	
2	Father's Name	
3	Age	
4	Contact No. (Mobile No. Must)	
5	Address	
	a) Local	
	b) Permanent	
6	Nationality	
7	Occupation	
8	Name of the Sarai	
	Address	
	Contact. No. (Mobile No. Must)	
9	Nature of Licence/ Certificate you apply for	
10	Whether the applicant is for a new case or for a conversion case or for name transfer case	
11	a) What is the area of accommodation inside the proposed establishment?	
	b) Is the floor cemented and pucca?	
	c) Are the walls strong and white-washed?	
	d) Is there a separate kitchen in the proposed	

	establishment?	
12	Number of Rooms of each class and number of beds in each room with charges of lodging per head per day / per room per day	
13	Whether there is any off season discount? If so, please state the off season rated for each of above category	
14	Whether applicant is ready to perform the duties of a Sarai Keeper as prescribed by sec. 7 of the Sarais Act, 1867	
15	Whether the applicant is ready to maintain a register an online 'C' form & 'I' form system of lodgers as in sec. 5 of the Sarais Act, 1867?	
16	Whether the applicant is ready to abide by all the other provisions of the Sarais Act, 1867 and the Bengal Sarais Regulations, 1931?	
17	Whether any generator is used? If yes, capacity of energy to be mentioned.	
18	If you are not owner of the premises, have you been permitted by the landlord to run the proposed establishment there? If so, attach the consent letter of the landlord	
19	Did you ever apply before for a Police Licence for Hotel / Guest House / Restaurant / Off Shop/On Shop/Country Shop Eating House etc.? If So, result of such application	
20	Were you ever accused of or convicted on a criminal charge? If so, please give details	
21	Do you propose to play music, vocal or instrumental including gramophone or radio sets and TV inside your proposed establishment?	
22	The date from which the establishment is running?	
23	Whether this premise is a residential or a commercial building?	

I hereby declare that the above statements are true, I also undertake that in case of any adverse verification report about my character and antecedents, I shall surrender my Police Licence for cancellation as soon as I am called upon to do so by the Commissioner of Police, Bidhannagar or by an officer authorized on his behalf.

(Signature of the applicant)

ENQUIRY REPORT
(TO BE SUBMITTED BY THE I.O OF THE CONCERNING POLICE STATION)

To
The
Deputy Commissioner of Police
(HEAD QUARTERS)
Bidhannagar

I submitted hereunder detailed report of Hotel / Guest House / Restaurant etc. for your kind perusal & further necessary action Please.

1	Name of the keeper of the Sarai	:	
2	Father's Name	:	
3	Age	:	
4	Address	:	
	a) Local	:	
	b) Permanent	:	
5	Nationality	:	
6	Occupation	:	
7	Name & location of the Sarai	:	
	Mouza	:	
	Plot No.	:	
	P.S	:	
8	Nature of Licence/Certificate you apply for	:	
9	Whether the applicant is for a new case or for a conversion case or for name transfer case	:	
10	a) What is the area of accommodation inside the proposed establishment?	:	
	b) Is the floor cemented and pucca	:	
	c) Are the walls strong and white-washed?	:	
	d) Is there a separate kitchen in the proposed establishment	:	

	e) Is the proposed site provided with an independent filtered water tap? If not, what arrangements are made by you for supply of adequate water therein	:	
11	Number of Rooms of each class and number of beds in each room with charges of lodging per head per day / per room per day	:	
12	Whether there is any off season discount? If so, please state the off season rate for each of above category	:	
13	Whether applicant is ready to perform the duties of a Sarai Keeper as prescribed by sec. 7 of the Sarais Act, 1867.		
14	Whether the applicant is ready to maintain a register and submit online 'C' Form & 'T' Form of lodgers as in sec. 5 of the Sarais Act, 1867?		
15	Whether the applicant is ready to abide by all the other provisions of the Sarais Act, 1867 and the Bengal Sarais Regulations, 1931.		
16	Whether any generator is will be used? If yes, capacity of energy to be mentioned.		
17	If you are not owner of the premises, have you been permitted by the landlord to run the proposed establishment there? If so, attach the consent letter of the landlord		
18	Did you ever apply before for a Police Licence for eating house/Sweetmeat Shop, etc? If So, result of such application		
19	Were you ever accused of or convicted on a criminal charge? If so, please give details		
20	Do you propose to play music, vocal or instrumental including gramophone or radio sets and TV inside your proposed establishment		
21	The date from which the establishment is running		
22	Whether this premises is a residential or a commercial building		

I hereby declare that the above statements are true, I have personally enquired into and certify that nothing adverse found against the above noted Hotel / Guest House. No Criminal record found in this P.S. against the keeper of the Sarai.

(Signature of the enquiring officer)

As per Government Notification No 97-PL/PB/4P-18/11 dated, Kolkata the 5th January, 2012, In exercise of the power conferred by paragraph (3) of section 2 of the Sarais Act, 1867 (22 of 1867), the Governor is pleased hereby to confer on the Commissioner of Police, Bidhannagar, the power to exercise all the functions of Magistrate of the District in respect of the Bidhannagar Metropolitan Area declared as such vide this Department notification No. 93-PL dated. 05/01/2012.

Relevant provisions of the said Act are as follows:

Section 5: Lodgers etc. not to be received in Sarais until registered, - After one month after the giving of such notice to register as this Act provided, the keepers of any Sarai or any other person shall not receive any lodger or allow an person, cattle, sheep, elephant, camel or other animal, or any vehicle to halt or be placed in such Sarai until the same and the name and residence of the keeper there of shall have been registered as by this Act provided.

Section 6: Magistrate may refuse to register keeper not producing certificate of character,- The Magistrate of the Metropolitan Area may if he thinks fit, refuse to register as the keeper of a Sarai a person who dose not produce a certificate of character in such form and signed by such persons the {State Government} shall from time to time direct.

Section 7: Duties of keepers of Sarai. The keepers of a Sarai shall be bound.

(1) When any person in such Sarai is ill of any infections of contagious disease, or dies of such disease, to give immediate notice thereof to the nearest Police Station.

(2) At all times when required by any magistrate of the Metropolitan Area in this behalf to give him free access to the Sarai and allow him to inspect the same at any part thereof .

(3) To thoroughly cleanse the rooms and verandahs, and drains of the sarai and the wells, tanks, or other sources from which water is obtained for the persons or animals using it to the satisfaction of and so often as shall be required by the Magistrate of the Metropolitan Area, or such person as he shall appoint in this behalf.

(4) To remove all noxious vegetation on or near the sarai, and all trees and branches of tree capable of affording to thieves means of entering or leaving the sarai.

(5) To keep the gates, walls, fences, roofs and drains of the sarai in repair.

(6) To provide such number of watchmen as may, in the opinion of the Magistrate of the Metropolitan Area subject to such rules as the state Government may prescribe in this behalf, be necessary for the safety and protection of and animals or behalf, be necessary for the safety and protection of persons or animals or vehicles lodging in halting at or placed in the sarai, and

(7) To exhibit a list a charge for the use of the sarai at place and in such from and languages as the Magistrate of the Metropolitan Area shall from time to direct.

Section 8: Power to order reports from keepers of Sarais.

Section 9: Power to shut up, secure, clear and clean deserted Sarai.

Section 10: Taking down or repairing ruinous Sarai.

Section 11: Sale of materials of ruinous Sarai.

Section 12: Penalty for permitting Sarais to be felting or overgrown.

Section 13: Power for state Government to make regulations.

Section 14: Penalty for infringing Act or regulations.

Section 15: Conviction for third offence to disqualify persons from keeping Sarai.

A notice along with application form is given to register his/ her Sarai as per the Act within a month from the date of receipt of the notice .He/ She is directed to comply with the provisions of the Act and to submit necessary document enlisted below.

The filled up application along with necessary supporting documents be submitted to the office of the Commissioner of Police, Bidhannagar for registering his/her Sarai as per the Act within a month from the date of receipt of the notice.

Documents to be submitted for:-

Sl. No	Obtaining Sarai License(first time)	Sl. No	Renewal(every year)
1	Sectioned Building plan by Municipal Authority	1	Income Tax Clearance Certificate
2	Income Tax Clearance Certificate	2	Trade License u/s 201 of WBMA 1993
3	Professional Tax	3	Approval of Pollution Control Board
4	Trade License u/s 201 of WBMA 1993	4	Fire License/NOC
5	Approval of Pollution Control Board	5	Luxury Tax payment update
6	Fire License/NOC	6	Verification of C.A of personnel employed in the Sarai
7	Details of security measures including CCTV installation	7	Regular submission of online C & I Forms to S.B. Bidhannagar Police Commissionerate
8	C.A. verification by Police Station Concerned.		
9	Site Plan/Lay out		
10	NOC from land owner in case rented house		
11	Certificate of fitness from Joint Deputy Chief Electrical Inspector, West Bengal		
12	Installation of C-Form and I-Form software		

* In case of Playing of recorded music, necessary permission of Phonographic Performance License (PPL) to be the collected from concerned authority.

Renewal or earlier license and issuance of Sarai license will be made from other License Department, Commissioner of Police, Bidhannagar.