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The President / Secretary

Anupama Housing Complex  
Kullabi - 700 52

**Sub: Compulsory fill up and submission Residential Tenants Verification Form**  
**(Mandatory U/S 223 of BNS)**

I am enclosing here with the order passed by Ld. Commissioner of Police, Bidhannagar Police Commissionerate in c/w Tenant Verification along with Tenant Verification Form for wide circulation at your area. The order directs that :-

1. No land-lord or owner or person whose property falls under the jurisdiction of area of any of the Police Stations under Bidhannagar Police Commissionerate area shall let/sublet/lease/rent out any residential accommodation or grant lease or license to any person unless and until the said landlord/owner/person has furnished the particulars of the said tenant(s)/license as the case may be as per the Proforma in Schedule-I to the Officer-in-Charge of the Police Station concerned.
2. Whoever having property in his possession or under his management shall also inform in writing to the Officer-in-Charge of the Police Station concerned in whose jurisdiction the premise falls about the particulars of the tenants or leasee or licensee as the case may be as per the said proforma within 07 days of the tenant agreement.
3. Any person contravening this order is liable to be punished under Section 223 of the Bharatiya Nayaya Sanhita, 2023.

Therefore to maintain the peace and tranquillity at the area you are requested to make it mandatory & circulate the order at your ward and help us to create an anti-social free area.

Your Co-operation is highly solicited in this matter.

Enclosure: 1. Order of Ld. Commissioner of Police  
Bidhannagar Police Commissionerate.  
2. Tenant Verification Form.

Thanking You

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Baguiati Police Station  
Bidhannagar Police Commissionerate

WARD NO - 07

M: 7003901837

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**Government of West Bengal**  
**Office of the Commissioner of Police**  
**Bidhannagar**

**ORDER**

WHEREAS, from the reports received so far, there is sufficient ground to apprehend that the terrorists or anti-social elements may seek hideouts in the residential areas of the Police Stations, falling under metropolitan area of Bidhannagar Police Commissionerate,

AND

WHEREAS, there is every possibility of breach of peace and disturbance of public tranquility and also there is grave danger to human life and safety as well as injury to public property on that account,

AND

WHEREAS, it is felt necessary that some procedural safeguards should be put on tenancy or licensing process prevailing, so that terrorists or anti-social elements in the guise of tenants may not get tenancy or license for residential purpose and to cause disturbance or public tranquility or danger to human life or safety to public at large,

AND

WHEREAS, it is felt expedient to cause immediate prevention of those apprehended danger and arrange for speedy remedy thereof, in the interest of public tranquility, safety of human life, prevention of injury, annoyance to persons etc.,

Hence, in exercise of the power conferred by sub-section (1) read with sub-section (3) of section 163 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Act. 46 of 2023), I, Mukesh, IPS, Commissioner of Police, Bidhannagar Police Commissionerate and Executive Magistrate in relation to the Metropolitan area of Bidhannagar Police Commissionerate and being empowered so to do by the State Government Home (Police) Department Order No. 96-PL/PB/4P-18/11 dated 05.01.2012 to act under the Section 163 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Act. 46 of 2023), do hereby order that

1. No land-lord or owner or person whose property falls under the jurisdiction of area of any of the Police Stations under Bidhannagar Police Commissionerate area shall let/sublet/lease/rent out any residential accommodation or grant lease or license to any person unless and until the said landlord/owner/person has furnished the particulars of the said tenant(s)/ license as the case may be as per the Proforma in Schedule-I to the Officer -in-Charge of the Police Station concerned.
2. whoever having property in his possession or under his management shall also inform in writing to the Officer-in-Charge of the Police Station concerned in whose jurisdiction the premise falls about the particulars of the tenants or leasee or licensee as the case may be as per the said proforma within 07 days of the tenant agreement.
3. Any person contravening this order is liable to be punished under Section 223 of the Bharatiya Nayaya Sanhita, 2023.

AND

Whereas, the emergent nature of the case and circumstances do not permit serving of notice upon the general public in due time and hence, this order is passed ex-parte under sub-section (2) of section 163 B.N.S.S. and is directed to the public in general of this Commissionerate.

AND

This order will remain in force with effect from **16.01.2025** and shall be effective for a period of **60 days upto 16.03.2025 unless withdrawn earlier**. It shall be published for the information of public, through Press and affixing copies in the prominent places i.e. on the Notice Boards of all Police Stations, Office premises of all Zonal ACsP, Divisional DCsP, Municipal Wards, Gram Panchayets in aforementioned PS areas under Bidhannagar Police Commissionerate and also make an announcement through Public Address System for the information of all concerned.

(Mukesh)

Commissioner of Police  
Bidhannagar

&

Executive Magistrate, within the limits  
in the Metropolitan area of Bidhannagar

Memo No. **34 (8)** / CP/BDN/C

Dated 16.01.25

Copy forwarded to the:

1. The District Magistrate, North 24-Parganas
2. All DCsP of BDN PC for information and taking necessary action for compliance.
3. ADCP, Special Branch, Bidhannagar.
4. All ACsP of BDN PC for information and taking necessary action for compliance.
5. Sub-Divisional Officer, Bidhannagar.
6. Commissioner, Bidhannagar Municipal Corporation.
7. The SDICO.
8. All Inspectors-in-Charge of all PSs under BDN PC for information and taking necessary action for announcement of this order through Public Address System and affixing this order at the prominent places for compliance.

(Mukesh)

Commissioner of Police  
Bidhannagar

&

Executive Magistrate, within the limits  
in the Metropolitan area of Bidhannagar

**BIDHANNAGAR POLICE COMMISSIONERATE**  
**[Mandatory u/s 223 BNS]**  
**SCHEDULE - I**  
**RESIDENTIAL TENANTS VERIFICATION FORM**  
**[Fill this form and submit it to your local Police Station]**

To,  
The Officer-in-Charge

\_\_\_\_\_

Bidhannagar Police Commissionerate

The following is the profile of my residential tenants/ lease/ licensee for your information.

1	Category ( New or Old Tenant)	:	
2	Name of House Owner	:	
3	Address of House Owner	:	
4	Contact Nos.	:	
5	Detail of Vehicles (if any)	:	
6	Address of the rented premises	:	
7	Name & Age of Tenant (with alias, if any)	:	
8	Father's/ Guardian's Name	:	
9	Permanent Address of the Tenant	:	
10	Address proof of permanent address of the Tenant	:	
11	Language Spoken (with Dialect)	:	
12	Name of all residents with age and Father's Name	:	
13	Occupation & Address with Telephone Nos. of Tenant & purpose of stay	:	
14	Period for which the accommodation has been rented	:	
15	Names & Address of two reference (Friends / Relatives & other associates)	:	
16	By whom introduced to the landlord, Name & address of the surety	:	
17	<b>Personal Description</b>	:	
A	Height	:	
B	Build	:	
C	Hair	:	
D	Complexion	:	
E	Identification marks	:	
F	Deformity or Peculiarity, if any	:	
G	Signature of the Tenant	:	

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ . (Signature of the House Owner/ Landlord/Leaser)

\*\*\* Please enclose copy of any Photo Identity Card (Aadhar Card/Voter card/ Driving Licence/ Passport/ I.D. proof issued by any Govt. Office).