

Indore Community Cameras (Surveillance) By-laws 2021

Whereas, use of CCTV Surveillance System is increasing today with the aim to enhance public safety and security and in protecting both people and property.

And whereas, it is an international best practice that the community surveillance is not restricted to only deployment of cameras by Law Enforcement Agencies in public places, but it uses the CCTV Surveillance Systems implemented by various private/ public establishments as defined hereunder. This not only improves the coverage within the city, but also promotes collaborative way of ensuring public safety.

Now, therefore, in exercise of the powers conferred by Section – 427 of Madhya Pradesh Municipal Corporation Act 1956, Indore Municipal Corporation is making the following By-laws governing the installation, operation, monitoring and other issues related to Closed Circuit Television (CCTVs) in Public Spaces in Indore Municipal Area.

1. Short Title and Commencement

- (a) These By-laws shall be called the Indore Community Cameras (Surveillance) By-laws 2022.
- (b) These By-laws shall come into force from the date of their publication in the Official Gazette.

2. Definitions

In these By-laws, unless the context otherwise requires:-

- a. ‘**Auditor**’ means, an agency or a person appointed by the Competent Authority, in accordance with the provisions of rule 13 of these By-laws.
- b. ‘**CSS**’ means Centralized Surveillance Software.
- c. ‘**CCTV**’ means the IP Based Closed-Circuit Television Camera used as a surveillance system comprising cameras, recorders and displays for monitoring activities in and around any place;
- d. ‘**Competent Authority**’ means the Commissioner, Municipal Corporation, Indore.
- e. ‘**Consultant**’ means, an agency appointed by the Competent Authority, in accordance with the provisions of rule 07 of these By-laws.
- f. ‘**Data**’ shall have the same meaning as defined under clause (o) of the sub-section (1) of section 2 of the Information Technology Act, 2000 (21 of 2000);
- g. ‘**Establishment**’ – means a place frequented by large number of people with a likelihood of gathering of 100 people or more at a time or built-up area of 1500



sqft or above, including but not limited to Commercial Establishments, Industrial Establishments, religious places, educational institutions, hospitals, Sports Complexes, Places of entertainment, Auditoriums, Hotels, Offices, Banks, Convention Centers, public places like railway stations, bus stations, places of organized congregation and such other Establishments as the Monitoring and Control Committee (as defined in this By- Laws) may specify to be an Establishment for the purpose of the these By-laws.

Establishment also includes all entry and exit gates of residential townships, housing societies (RWAs) and gated colonies.

Establishment also includes group of individual shops concentrated at a particular area giving scope for more congregation at any given point of time.

Establishment also includes temporary Establishments i.e. the conventions/events organized by religious/ political/ social/ institutional group/ trust/ society/ individual in the city from time to time including religious, political and social gathering of all types such as open ground etc. in form of rallies, mela, pandals etc., where there is a possibility of gathering of more than 1000 persons at a time.

Proviso:

1. While identifying an Establishment, a Supervising Committee (as defined under sub-rule 2(t)) will inspect, or get inspected through Implementation Committee (as defined sub-rule 2(j)), the Establishment duly taking into account, including but not limited to, the following factors whether there is a gathering of more than 100 people at any point of time in or around a particular Establishment, the area of that particular Establishment, the vulnerability of that particular Establishment and total number of people visiting that particular Establishment in a day, etc.
 2. Where there are multiple owners of Commercial Establishments the Supervising Committee will advise such multiple Owners to form a Sectoral Committee and implement sector wise Public Safety Measures, defined in these By-laws.
- h. **‘ICCC’** – Integrated Control and Command Center.
- i. **‘ISP’**-means Internet/ Network Service Provider empaneled in accordance with the provisions of Rule 12 of these By-laws.



- j. **'Implementation Committee'** means the committee, with minimum three members, one officer not below the rank of Police Sub-Inspector, one officer not below the rank of Building Inspector, Municipal Corporation, one officer not below the rank of Assistant Engineer, Electrical Department, Municipal Corporation, and other members nominated by the Competent Authority, working under and reporting to Supervising Committee. The Implementation Committee shall be formed to enforce these By-laws, in accordance with the provisions of Rule 6 of these By-laws.
- k. **'Information'** shall have the same meaning as defined under clause (v) of sub-section (1) of section 2 of the Information Technology Act, 2000 (21 of 2000);
- l. **'License'** means a valid permission or license to build or operate an Establishment obtained under the Madhya Pradesh Municipal Corporation Act, 1956 or any other Act or the rules made under the relevant Acts for this purpose;
- m. **'MSI'**- Master System Integrator means as defined in accordance with the provisions of rule 10 of these By-laws.
- n. **'Monitoring and Control Committee'** means a committee with minimum four members chaired by officer not below the rank of Additional Commissioner, Municipal Corporation, comprising of one officer, not below the rank of Superintendent of Police - Traffic, one officer, not below the rank of deputy commissioner, Municipal Corporation, one officer, not below the rank of City Engineer or City planner Municipal Corporation and other members nominated by Competent Authority. The committee shall be formed to enforce these By-laws, in accordance with the provisions of Rule 04 of these By-laws.
- o. **'OEM'** – means Original Equipment Manufacturer (OEM) who shall be responsible for supplying hardware to the System Integrator.
- p. **'Owner'** means the Owner or the authorized representative or the person who is responsible for operations of the Establishment where the CCTV is installed/to be installed; In case of Organization or Institution, the head of Institution/ Organization of that particular Establishment or the authorized representative duly appointed by the head of the Institution/ Organization will referred as Owner for the purpose of these By-laws;
- q. **'Public Safety Measures'** means Closed-Circuit Television (CCTV) Surveillance at entry and exit points of the Establishments, their parking areas and all such areas, as may be determined by the Implementation Committee, as vulnerable areas by installing: -



- Surveillance through CCTV placed so as to cover the entry and exit points of the Establishments and vulnerable, sensitive and critical areas with proper angle and visibility along with a provision for storage of video footage for Minimum 30 (thirty) days; Provided that no CCTV should be installed in a manner that it violates privacy of any individual.
 - The technical equipment; adhering to the specifications as notified by the Competent Authority from time to time. While deciding the technical specifications, it shall be taken care of that no particular OEM/SI/ISP is either favored or disfavored, and a healthy competition is promoted among manufacturers/SIs/ISPs. Also, while deciding the specifications, it shall also be taken care of that most of the preinstalled cameras in the City are included in the network.
 - In case of any National Threat, Nationwide or State level emergencies and/or in cases involving criminal offences, MP police department, Competent Authority or any other investigating agency may access and take the Data from community surveillance system.
- r. **'SI'**- means System Integrators (SI) empaneled in accordance with the provisions of Rule 11 of these By- laws.
- s. **'Supervising Committee'** means the committee, with minimum three members chaired by an officer not below the rank of Deputy superintendent of police, comprising of one officer not below the rank Building Officer, Municipal Corporation, one officer not below Revenue Inspector Municipal Corporation and other members nominated by the Competent Authority, working under and reporting to Monitoring and Control Committee. The committee shall be formed to enforce these By-laws, in accordance with the provisions of rule 05 of these By-laws.
- t. **'Sectoral Committee'** means a committee formed in accordance with the provisions of rule 09 of these By-laws.

(All other words and expressions used and not defined in these By-laws but defined in the Information Technology Act, 2000 and Madhya Pradesh Municipal Corporation Act 1956, Madhya Pradesh Police Act, 2002 and so far, they are relevant for the purpose of these By- laws, shall have the meanings respectively assigned to them in said Acts.)

3. Applicability of the By-laws

These By-laws shall be applicable to all the Establishments as defined in these By-Laws, located within the city limits of Indore Municipal Corporation as amended from time to time.



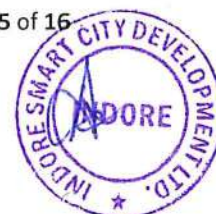
4. Functions of the Monitoring and Control Committee

Monitoring and Control Committee (as defined in Rule 2(n)) nominated by Competent Authority, Indore shall be formed to enforce these By-laws. The roles and functions of the Monitoring and Control Committee shall be following, but not limited to: -

- a) Monitor Supervising Committees to prepare a report on existing community CCTV Surveillance System within the municipal limit.
- b) Annually procure a report from Supervising Committees to review and ensure proper working of CCTV Surveillance System as per By-laws.
- c) Evaluate, review and approve sealing order/similar order against Establishments as per the reports submitted by Supervising Committee after non-compliance of Show Cause Notice issued to Establishments by Supervising Committee.
- d) To report the Competent Authority with implementation of the By-laws ensuring public safety measure as define in By-laws.
- e) To take action against any person misusing/ mishandling the Data reported by Supervising Committee or Implementation Committee.
- f) Upon the approval of the Competent Authority, Monitoring and Control Committee may appoint a technical team for successful implementation of Community Surveillance Project.
- g) Perform such other functions as may be prescribed by the Competent Authority from time to time.

5. Functions of the Supervising Committee.

- a) Working under the supervision of the Monitoring and Control Committee for a defined area to prepare a report on existing community CCTV Surveillance System in the city by obtaining the Information from the Establishments and identification of new Establishments in the format prescribed under Annexure -1 of these By-Laws.
- b) The Supervising Committee shall randomly inspect minimum 10% of the Establishments within the area of their jurisdiction, annually and shall submit the Inspection Report, in the format prescribed under Annexure-2 of these By-laws, to the Monitoring and Control Committee.
- c) To impose fines on the Establishments in the event of non-compliance or violation of these By- laws. The Competent Authority will decide and shall have right to revise/amend the monetary value of the fines, as and when required.
- d) To take prescribed action against any person misusing/ mishandling the Data after approval from Monitoring and Control Committee.
- e) The Supervising Committee shall procure yearly compliance report of Public Safety Measures being followed by Establishments from the Implementation



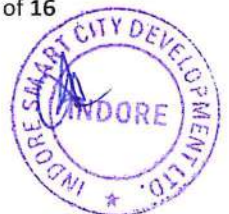
Committee.

- f) In case of any failure by any Establishment, to comply with the Public Safety Measures even after imposing fine, the Supervising Committee shall issue show cause notice relating to Sealing Order/similar order against the respective Establishment.
- g) The Supervising Committee shall have the right to issue the sealing order/similar order after approval of Monitoring and Control Committee for non-compliance / violation of these By-laws in the event such non-compliance/ violation by an Establishment continues for a period of more than two consecutive months and a show cause notice relating to Sealing Order/similar order has been issued against the Establishment.
- h) At the time of sealing the Establishment, the Supervising Committee shall give a minimum notice of 24 hours to the Establishment for necessary disposal of any perishable goods at the Establishment.
- i) Perform such other functions as may be prescribed by the Competent Authority from time to time.
- j) To monitor operations of Implementation Committee.

6. Functions of the Implementation Committee:

An Implementation Committee, nominated by the Competent Authority for each Police Station area, shall work under the supervision of the Supervising Committee. The Implementation Committee shall be vested with the following roles and responsibilities, including but not limited to:

- a) The Implementation Committee shall maintain a record register as prescribed in Annexure-3 for Establishments as identified by Supervising Committee in its jurisdiction.
- b) The Implementation Committee shall inspect the Establishments within the area of jurisdiction with an empaneled SI and submit annual Inspection report in the format prescribed under Annexure-4 to the Supervising Committee. For Temporary Establishments (as defined in Rule 2(f-5), the Implementation Committee shall inspect these Establishment before each gathering.
- c) The Implementation Committee may take assistance of an empaneled Auditor for annually inspecting the Establishments to ensure Public Safety Measures as defined in these By-laws.
- d) The Implementation Committee having jurisdiction over the area of Establishment shall seal the premises after order from the Supervising Committee, post approval of Monitoring and Control Committee.
- e) The Implementation Committee having jurisdiction over the area, may, with prior notice, enter into any Establishment, inspect and check the installation and functioning of the Public Safety Measures and in case of any default or violation shall send a report to the Supervision Committee.
- f) Implementation Committee to coordinate with Sectoral Committee in the effective implementation of Public Safety Measures.



- g) Perform such other functions as may be prescribed by the Competent Authority from time to time.

7. Roles and Responsibilities of Consultant:

The Consultant shall have the following roles and responsibilities, including but not limited to: -

- a) Review of existing surveillance system & its performance and network provisions;
- b) Assisting the Competent Authority in preparing technical specifications of the equipment required for implementation of Public Safety Measure. While deciding the technical specifications, it shall be taken care of that no particular OEM is either favored or disfavored, and a healthy competition is promoted among manufacturers.
- c) Assisting the Competent Authority in the empanelment of SIs and ISPs. While deciding the empanelment conditions, it shall be taken care of that no particular SI/ISP is either favored or disfavored, and a healthy competition is promoted among SIs/ISPs.
- d) Organize Annual Training Program of SIs along with Supervising Committees, Implementation Committees and Establishments within the Municipal Boundary to ensure proper and effective implementation of Community Surveillance system.
- e) Prepare an annual report along with Implementation Committee.
- f) Coordinate with MSI, SIs and ISPs along with Establishment to ensure the CCTV connectivity of entire city to Centralized Integrated Command & Control Centre (ICCC).
- g) Selection of MSI and empanelment of SIs and ISPs through a transparent process, as and when required on instructions of Competent Authority for supply of Hardware, Software and Installation Support that will be fully functional and operational with intended quality
- h) Coordinate between Traffic Police, Police, Municipal Corporation and other local bodies for the purpose of implementation of these By-laws
- i) Developing Mobile based application for effective implementation of the entire system.
- j) Develop an SMS and E-mail based system so as to notify the owner of Establishment about violation of any rules.
- k) Perform such other functions as may be prescribed by the Competent Authority from time to time.

8. Directions for the Establishment:

The Establishment shall comply with the following provisions for the purpose of ensuring Public Safety Measures: -



- a) Every Owner or the authorized representative or the person who is responsible for operations of the Establishment shall save / store video footage in the specified format for a period of 30 days and should ensure 24*7 connectivity of CCTV with the network system provided by empaneled ISPs and shall provide the footage as and when required by Implementation Committee.
- b) The CCTV should be installed at such locations of the Establishment that it should cover entry and exit points of the Establishments and their parking areas.
- c) The Establishment shall maintain the confidentiality of the Data. Except for law enforcement, security and investigation purposes, the footage shall not be used for any other purpose. Any misuse of the Data entails the concerned person liable for action.
- d) Every Owner / builders / association of commercial Establishments /persons running the Establishment shall severally and jointly be responsible for installation of Public Safety Measures at their own cost and expense.
- e) The Commercial Establishments/Group of Establishments of a locality may form a Sectoral Committee consisting of representatives from the Owners of such commercial Establishments/ group of Establishments in their locality to aid and assist the Supervising Committee in the implementation of the 'Public Safety Measures'.
- f) The formation of such Sectoral Committee shall be informed to Supervising Committee through the Implementation Committee having jurisdiction over the area.
- g) Use of a surveillance camera system shall always be for a specified purpose, with the legitimate aim and necessary to achieve the Public Safety Measures. The Owner shall ensure that the Information collected through CCTV system is not misused in any manner.
- h) Establishments shall carefully place the CCTV cameras to cover all the vulnerable areas. It is important that sensitive and critical areas are covered with proper angle and visibility, so that the CCTV feeds give the clear picture of the activity and identify individuals.
- i) All Establishment shall ensure that CCTV System doesn't breach Individual Privacy. Establishments shall be transparent about the existence of the CCTV Surveillance System and shall clearly notify that 'The Area is under CCTV Surveillance'. Such notification shall also mention name & telephone number of authorities to be contacted in case of any complaint.
- j) Establishments shall install, CCTV Cameras and related components meeting standards and specifications, as specified by Competent Authority, at their own cost, from empaneled SIs.
- k) Establishment shall ensure that CCTV cameras operate 24X7 throughout the year. Any scheduled maintenance or outages shall be informed to Implementation Committee well in advance to avoid the penalty.
- l) The CCTV Data shall not be accessible to any unauthorized person. The record of access made by authorized persons along with their identity shall be maintained in a register.



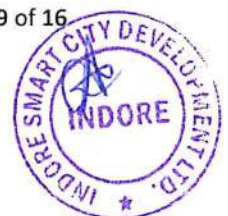
- m) No Information collected through the CCTV system shall be disclosed to any person, not authorized in this regard. The Information collected through CCTV system shall be made available, on demand, to the government agencies, mandated under the law to obtain Information for the purposes of prevention, detection, investigation, prosecution and punishment of offences.
- n) Support the Implementation Committees and Auditors in periodic auditing of the CCTV system.
- o) The Establishments shall report to Implementation Committee for any security breach or any criminal incidence within 24 hours
- p) Violations/ failure to comply with the above By- laws/regulations may lead to punitive action as prescribed under provisions of law including the relevant sections of The Information Technology Act, 2000/ Police Act, 1861/ Madhya Pradesh Municipal Corporation Act, 1956/ Indian Penal Code, 1860 / Code of Criminal Procedure, 1973/ etc.
- q) The Competent Authority can impose the fine or can direct the fine to be imposed through the Supervising Committee, upon the Establishments for non-compliance with respect to the implementation of Public Safety Measures as mandated in these By-Laws. The amount of Penalty shall be decided, and could be amended as per the requirement, by the Competent Authority.
- r) Owner or the authorized representative or the person who is responsible for operations of the Establishment shall file annual returns in such manner certifying that the Public Safety Measures are provided, properly maintained and the relevant equipment's are in working condition as prescribed by the Competent Authority (as per annexure 05), to the Implementation Committee having jurisdiction.

9. Sectoral Committee:

- a) A group of neighboring Establishments of a locality may come together and form a Sectoral Committee consisting of representatives from the Owners of such individual Establishments with the aim of implementation of Public Safety Measures collectively.
- b) The formation of such committee shall be informed to the Implementation Committee and the Sectoral Committee shall collectively follow all the directions for Establishments as mentioned in rule 08 of these By-laws.

10. Master System Integrator (MSI)

- a) The Competent Authority shall appoint a Master System Integrator for implementation of Community surveillance system, through a service agreement.
- b) MSI shall be providing Centralized Surveillance Software (CSS) application with a technical setup for coordinating with SIs & ISPs ensuring 24*7



uninterrupted feed from CCTV installed at every Establishment.

- c) MSI shall ensure that CCTV surveillance system of the city is effectively working through Health Monitoring System (HMS) by developing application for effective Implementation and Monitoring of the entire system. The HMS will give live availability updates of all the CCTV installed throughout the city. If any CCTV goes- offline the HMS will present a visual signifier as an alarm on the ICCC screen.
- d) Will provide adequate team of experts to run the operations at ICCC 24*7.
- e) MSI will coordinate with particular SI and ISP depending on the nature of system malfunction diagnosing the root cause of the camera's non-availability which could either be a network issue, electricity issue or a mechanical issue as detected by Health Monitoring System For this coordination, automatic incident handling mechanism shall be developed by MSI.
- f) The Competent Authority can impose the penalty upon the MSI for non-compliance with respect to the terms of service agreement.

11. System Integrator (SI)

All the SI's that agree to the Service Level Conditions, as decided by Competent Authority, to be empanelled, to perform following roles:

- a) SI shall procure the hardware from the OEM, install the hardware at the identified 'Establishments' and maintain the hardware as per the terms of Service Level Agreement decided by the Competent Authority.
- b) The SI will have to maintain a sizeable amount of stock for any replacement/service requirement of the supplied hardware.
- c) SI's should have an adequate team of experts to run the operations for each police station areas.
- d) SI shall install the CCTV, and thereafter punch the locations of every installed camera (geo- tagging) on a GIS map at ICCC.
- e) The SI's must provide the access login ID and password for each CCTV to the Implementation Committee ensuring no IP conflicts in the system.
- f) The Competent Authority can impose the penalty or can direct the fine to be imposed through the Monitoring and Control Committee, upon the System Integrators for non- compliance with respect to the service level agreement. The amount of Penalty shall be decided, and could be amended as per the requirement, by the Competent Authority.

12. Internet/ Network service providers (ISP)

Internet/ Network service providers are authorized to provide internet/ Network and Ethernet point to point connectivity through wireless or optical fiber. ISP to be empaneled with the Competent Authority to perform following roles:



- a) All the ISPs operating within the city limits of Indore Municipal Corporation need to be empaneled with Competent Authority. Empanelment needs to be done within 90 days after notification of these By-laws.
- b) The ISPs shall work in accordance with the terms of Service Level Agreement (SLA) decided by the Competent Authority.
- c) The ISPs need to bear the cost of resources of Municipal Corporation, being utilized by them as per the rates to be decided by Competent Authority.
- d) It would be mandatory for all the ISPs to provide optical fiber network connectivity from Establishments to specified storage unit to ICCC.
- e) ISP should have adequate team of experts to ensure uninterrupted connectivity of the CCTV cameras with the ICCC 24*7.
- f) The Competent Authority can impose the penalty or can direct the fine to be imposed through the Monitoring and Control Committee, upon the ISPs for non-compliance with respect to the service level agreement. The amount of Penalty shall be decided, and could be amended as per the requirement, by the Competent Authority.

13. Roles and Responsibilities of the Auditor

The roles of the Auditor shall be following but not limited to:-

- a) To audit the implementation of the Surveillance System & its performance and report to the Competent Authority about any violation of these rules by any establishment.
- b) As per instruction of Competent Authority shall prepare and submit a periodic audit report.
- c) Coordinate between MSI, Establishments, SIs, ISPs and all the committees as provided in these By- laws.
- d) Auditor may charge the Establishment for his services as per rates decided by the Competent Authority.
- e) Auditor would coordinate with Implementation Committees in regular inspections for successful implementation of Community Surveillance System.

14. Dispute Resolution:

Any dispute with regard to implementation of the By- Laws shall be adjudicated upon by the Commissioner, Municipal Corporation. In case of breach or violation of any of the provisions of these bylaws, the accused and every Person responsible thereof shall be liable for prosecution and other punitive actions under the applicable provisions of the Indian Penal Code, 1860 and The Information Technology Act, 2000.

15. Saving of previous laws:

The provisions of these By-laws shall not affect the construction of any Act, Regulation, rule or By-law made before the commencement of these By-laws.



Annexure -1

Form for Identification of an Establishments (See Sec. 5 (a))

Establishment Code		
1)	Name of the Establishment	
(2)	Complete Address	
	Land Line	
	Mobile No	
	E-mail ID	
(3)	Nearest Landmark	
(4)	Name and address of Owner	
(5)	Name and address of Tenant running the establishment (if applicable)	
(6)	Type of Establishment viz., nature of business	
(7)	Total Area of Establishment (in sq ft.)	
(8)	Municipal License/ any other departmental licenses if any (License Number and Date of Validity)	
(9)	(i) No of entry points to the building/premises	
	(ii) No of exit points to the building/premises	
	(iii) Nearest Parking slots and distance from the Establishment?	
(10)	Name of the police station having jurisdiction.	
	Telephone Number of Police Station / Station House officer	
(11)	Average number of visitors to the Establishment during peak hours	
(12)	Establishment area MPEB Zone and telephone number of office	

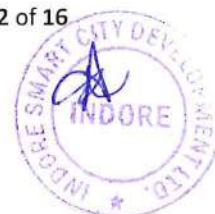
Signature of Supervising Committee

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Annexure-2 Inspection Report(See Rule 5 (b))

Establishment Code:

Name of Inspecting Officer:

Date of Inspection:

Date of last Inspection:

1)	Name of the Establishment	
(2)	Complete Address	
	Land Line	
	Mobile No	
	E-mail ID	
(3)	Nearest Landmark	
(4)	Name and address of owner	
(5)	Name and address of Tenant running the establishment (if applicable)	
(6)	Type of Establishment viz., nature of business	
(7)	Total Area of Establishment (in sq. ft.)	
(8)	Municipal License/ any other departmental licenses if any (License Number and Date of Validity)	
(9)	Whether periodical return submitted by Establishment (Date of Last Return submitted)	
(10)	Installed CCTV System	
	Number of cameras	
	Type of cameras	
	Storage capacity (Number of days)	
	Whether it is covering approach are as to the entry and exit	
	Whether it is working round the clock?	
(11)	Whether maintenance of CCTV is Satisfactory? Is network Connectivity adequate? (Remarks)	
(12)	Suggestions for improvement & Remarks of Inspecting officer	
(13)	Name of System Integrator and Address	
(14)	Name of Internet/Network Service Provider and Address	
(15)	Name of the police station having jurisdiction	

Signature of Owner /Manager / Person or thepersons / Association of
Establishment.....

Signature of Supervising Committee

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Annexure-3

Register of identified Establishments(See Rule 6 (a))

Establishment Code:

(1)	Name of the Establishment	
(2)	Complete Address	
	Land Line	
	Mobile No	
	E-mail ID	
(3)	Nearest Landmark	
(4)	Name and address of Owner	
(5)	Name and address of Tenant running the establishment (if applicable)	
(6)	Type of Establishment viz., nature of business	
(7)	Total Area of Establishment (in sq. ft.)	
(8)	Municipal License/ any other departmental licenses if any (License Number and Date of Validity)	
(9)	Whether periodical return submitted by Establishment (Date of Last Return submitted)	
(10)	Installed CCTV System	
	Number of cameras	
	Type of cameras	
	Storage capacity (Number of days)	
	Whether it is covering approach	
	Whether it is working round the clock?	
(11)	(i)No of entry points to the building/premises	
	(ii)No of exit points to the building/premises	
	(iii) Nearest Parking slots and distance from the Establishment?	
(12)	Name of System Integrator and Address	
(13)	Name of Internet/Network Service Provider and Address	
(14)	Name of the police station having jurisdiction	
(15)	Date of last inspection	
(16)	Fine levied for non-compliance.	
	Order Number	
	Date	
	Amount of fine levied	
	Amount of fine collected	
(17)	Show cause notice issued by committee after observing non-compliance of By-Laws for consecutive two month (Notice Number and date)	
(18)	Order for sealing (Order Number and date)	

Signature of Implementation Committee

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Annexure-4

Annual Inspection Report(See Rule 6 (b))

Establishment Code:

Name of Inspecting Officer:

Date of Inspection:

Date of last Inspection:

(1)	Name of the Establishment	
(2)	Complete Address	
	Land Line	
	Mobile No	
	E-mail ID	
(3)	Nearest Landmark	
(4)	Name and address of Owner	
(5)	Name and address of Tenant running the establishment (if applicable)	
(6)	Municipal License/ any	
(7)	Total Area of Establishment (in sq. ft.)	
(8)	Whether periodical return Date of Last Return submitted: submitted by Establishment Owner/manager/person/persons /Association	
(9)	Installed CCTV System	
	Number of cameras	
	Type of cameras	
	Storage capacity (Number of days)	
	Whether it is covering approach are as to the entry and exit	
	Whether it is working round the clock?	
(10)	Whether maintenance of CCTV System is satisfactory.	
(11)	Suggestions for improvement / Remarks of Inspecting officer	
(12)	Name	
(13)	Name of Internet/Network Service Provider and Address	
(14)	(i) No of entry points to the building /premises	
	(ii)No of exit points to the building /premises	
	(iii) Nearest Parking slots and distance from the Establishment?	

Signature of Implementation Committee

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Annexure-5

Annual Return By Establishment (See Rule 8 (s))

Establishment Code:

(1)	Name of the Establishment	
(2)	Complete Address	
	Land Line	
	Mobile No	
	E-mail ID	
(3)	Nearest Landmark	
(4)	Name and address of Owner	
(5)	Name and address of Tenant running the establishment (if applicable)	
(6)	Municipal License/ any other departmental licenses if any (License Number and Date of Validity)	
(7)	Total Area of Establishment (in sq. ft.)	
(8)	Fine imposed/show cause notice/ any sealing order/similar order, if any in last year	
(9)	Whether periodical return submitted by Establishment Owner/manager/persons /Association (Date of Last Return submitted)	
(10)	Installed CCTV System	
(1)	Number of cameras	
(2)	Type of cameras	
(3)	Storage capacity (Number of days)	
(4)	Whether it is covering approach are as to the entry and exit	
(5)	Whether it is working round the clock?	
(11)	Name of System Integrator and Address	
(12)	Name of Internet/Network Service Provider and Address	

Signature of Establishments Owner / Manager/ person/Association

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NOTE

*All Annexures have to be filled digitally

*All Annexures can be amended with approval of the Competent Authority upon recommendation of Monitoring and Control Committee.

