

GOVERNMENT OF ODISHA
DEPARTMENT OF TOURISM & CULTURE
(TOURISM)

GUIDELINES FOR SAFETY & SECURITY OF TOURISTS

In the wake of recent incidents relating to safety & security issues, it has become imperative to re-orient the focus more positively to ensure better safety standards for the visiting tourists. There has been a substantial increase in the domestic & international tourist traffic to the state over last few years. Tourists coming to the State stay in Hotels / Guest Houses / Maths / Dharmasalas and other accommodation units. The tourists prefer to go to the destinations which are secure and hassle free and return with a pleasant memory.

It is under the above circumstances the foremost responsibility of the State & Stakeholders is to ensure utmost safety & security of the visitors / tourists. It is observed that many visitors frequenting tourist destinations are not insisted to submit their Proof of Identity at the time of checking in to the accommodation establishments. It is therefore necessary to create adequate awareness among all concerned to ensure that Proof of Identity should be made mandatory for all visitors / tourists staying in accommodation units in the state. It is under this backdrop, the following guidelines are issued to be adhered to by all concerned scrupulously.

1. The Owners / Proprietors / Management of all Hotels & Accommodation Units in the State are urged to collect a copy of the Proof of Photo Identity (PAN Card / Passport / Driving License/Adhaar Card / Voter I Card / Photo I Card etc.) at the time of check-in in Hotels & Accommodation Units including Guest houses, Dharmasalas, Maths, Lodgings, Home stays, Holiday homes, etc.
2. All Hotels / Guest Houses shall take appropriate steps to install CCTV, preferably near to the reception area to keep a watch on the movement of tourists / visitors.
3. The front office Manager and other staff of the hotel directly dealing with the tourists shall be properly sensitized through training about the safety & security aspects.
4. Awareness and Sensitization Programmes on Safety & Security issues shall be organised at regular intervals at the District & RDC Zonal level by the DOT involving India Tourism, IHM, IITTM, HRAO, TAAO, OTOA, Guide Association, OTDC & DOT officials.
5. All Hotels / Accommodation Units of the State shall strictly follow these guidelines failing which appropriate action as deemed fit shall be initiated as per rule.
6. The Tourist Officers / Assistant Tourist Officers are directed to inspect the hotels or guest houses and other accommodation units under their jurisdiction at regular intervals and ensure that nobody is allowed to check-in in any accommodation unit without producing the Proof of Identity. They shall submit a detailed report at the end of every month to the DOT in the prescribed format.

M. Anil
Director & Addl. Secretary to Govt.
22/04

Government of Odisha
Department of Tourism & Culture
(Tourism)

**Format for submission of Monthly Report
in respect of ensuring Safety & Security of Tourists**

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| 1 | Name & Address of the visitor : Tel No. & E-mail | |
| 2 | Nationality : | |
| 3 | Date of Arrival : | |
| 4 | Date of Departure : | |
| 5 | Proof of Identity (Each Individual) | |
| 6 | Purpose of Visit : | |

9/29/14
HRAO