

# AIRPORT CITY FLAT OWNER'S ASSOCIATION

238/126/3, JESSORE ROAD  
KOLKATA-700 081



Ref. No. .... ACFOA/SECURITY/15-16/20

Date : 18/01/2016

## SECURITY NOTICE

As you all are well aware that safety and security is one of the most important and prime concerned of our complex. We are adopting some rules/guidelines related to security and maintaining it accordingly, notices also issued in different times. Installation of CCTV is one of the distinct example of it. Still we are far behind in maintaining it properly.

Recently, we have noticed two incidents happened back to back in our complex and unfortunately both are related to either commercial cars or drivers .

The first point of our security instruction/notice issued on 18/10/2014 and 07/11/2015 was that all the visitors (known /unknown including our relatives and drivers) must sign in the visitor's register before entry and departure of the complex. It has been observed that sometimes it was not maintained properly due to non co-operation of our residents itself and ignorance of our security personnel also, for which we all have to pay for it in one day if we don't take necessary action on time.

We should be cautious about our safety and security in our complex. It is our responsibility to educate our security team as well as our friends/relatives who are coming to our place for different reasons, nobody should take it personally but we should maintain the system to protect our family.

It is also instructed to our security team that if any visitor wants to visit any residence/flat, they will intimate first to the resident/flat owner through his Intercom Phone Line available with our security team. Those who have no intercom phone line will be called to his/her mobile from the visitor(s) mobile (if available). Otherwise, our care taker or one security personal will come to that intending resident /Flat owner along with the visitor. Still if you are feeling anything lagging on it, please call to our Security Gate Phone no. / ACFOA Office no. 033-25918206 immediately.

Any positive suggestions regarding this are always welcome.

Co-operation in this regard from all residents/flat owners is highly solicited. We are expecting your full support and co-operation on it.

  
Secretary, ACFOA  
