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ROYAL BHUTAN POLICE



No. RBP/DIV-XI/ADM-127/2019 ( 277 )

Dated: 19<sup>th</sup> July 2019

✓ The Chairman/President  
Hotel & Restaurant Association of Bhutan  
Thimphu.

**Sub: Daily Hotel Reports (DHR) and CCTV.**

Dear sir,

This is to bring to your kind notice that of late, most of the hoteliers in Thimphu have stopped submitting their Daily Hotel Reports (DHR) to this office. In this regard we would like to request your office to kindly instruct them to submit the DHR to this office. As requested earlier, we would be grateful if the hotel staff would take the onus to physically verify the guest's travel documents (ID card/Passport) and enter in the prescribed format. This report would be of immense help to the Police in particular and the Country in general at the time of need (for investigation).

Since we have the facility of internet, they can also send a copy in PDF to us. We suggest to put the name of hotel as the subject. For those who do not have internet, they can drop the DHR report to our office located at the old UNDP building.

If they still have questions or concerns, they could contact us at 1. [division11@rbp.gov.bt](mailto:division11@rbp.gov.bt) and 2. [thimphups@rbp.gov.bt](mailto:thimphups@rbp.gov.bt), and Tel no: 322470, 335485, 331873, 323726.

**Hotel Report format**

Name of Hotel:

XXXX

Date:

Sl. No	Name	Age/ Sex	Permanent address	Nationality	Passport/ IDcard/ Permit NO.	Coming from	Going to	Purpose	Check in time	Check out time	Room #	Signature/ Thumb Impression
1												
2												

This is being submitted to your office for further circulation to the Hoteliers for compliance. I would also like to request your office to instruct the Hoteliers to install CCTV at the entry and the exit points (if it is within your mandate).

Thanking you in advance for your kind co-operation.

(Dorjee Khandu, DNY)  
COLONEL

Copy: The DCOP, Crime and Ops Branch, HQ, Thimphu, for his kind information.

Sr. Superintendent of Police  
Royal Bhutan Police  
Division - XI, Thimphu