



# SPACE TOWN WELFARE ASSOCIATION

Space Town Housing Complex, VIP Road

Raghunathpur, Kolkata – 700052

Tel: 3983-8333, 3983-8222

eMail: [stwa@spacetown.in](mailto:stwa@spacetown.in) Website: [www.spacetown.in](http://www.spacetown.in)

Regd. under W.B.Societies Act. Reg. No S/11/20933/2004-2005

Communiqué

March 8, 2010

Dear Residents,

You are aware that the security staff has been instructed to verify all the visitors at the gate.

Sometime, during an emergency whenever any Doctor is called by any resident, the Doctor has to go thru the same verification process. To avoid any delay arising out of completing the verification process, I request all the residents that in any such situation, please inform the security staff at main gate IN ADVANCE so that the concerned Doctor can be cleared on arrival without any delay. You will appreciate that if we all follow this small step, a lot of unpleasantness and inconvenience can be avoided. You may seek the help of security in escorting Doctor straight to house in case of medical emergency. It is practically impossible for security guard to know that visiting doctor is here for medical emergency or came for social family visit.

The tutors and pandits or any other regular visitors are also required to get their cards issued by STWA. Needless to say, that this all is done with only one goal in mind – convenience & security of the residents.

I also request you that whenever you find any visitor / guest reaching you without any prior verification, please do report the matter to the Facility Manager preferably in writing so that corrective action can be taken against our security staff.

I once again request all the residents, who have not taken intercom till date, to get the intercom connection so that we can establish communication network with all the residents enabling STWA to follow a seamless system for the whole housing.

Thanks & regards

Jay Varma  
Secretary, STWA

Copy: All residents, Notice Boards, STWA Office, Maintenance Office, Security Office, Website

STWA office	8222, 8333	Exit Gate	8199	Tel. Exchange	8100
Maint. office	8796, 8226	Cable Operator	8960	Temple	8810
Main Gate	8225, 8959	Generator Room	8782		

STWA office working hours: from 9 am to 5 pm – 7 days a week