

**No.C3/60963/10**

Police Headquarters

Kerala, Thiruvananthapuram

Dtd. 08/07/2010

**Circular No.34/2010**

**Sub: Police Station Functioning – Lack of Cleanliness and Improper Maintenance Of Stores / Records Etc - Need for Immediate Improvement - Reg.**

It is often observed that there is complete disorder in the physical layout / upkeep / maintenance of Government property, stores, CD files, properties entrusted by the courts, personal effects etc in Police Stations. Cobwebs and thick layers of dust tend to be seen on the ceiling, items of furniture, and files. The uniforms and personal effects of policemen are found scattered in almost every room of the police station. In short, cleanliness, tidiness and maintenance of hygienic standards in Police Stations leave a lot to be desired. This conveys a bad impression about Police efficiency, dependability, internal discipline, commitment and sincerity to members of the public who come to the police station seeking various police services.

2. The following instructions are issued to improve the cleanliness / hygiene, and to ensure proper space management and arrangements of stores in Police Stations.

- a. **Distribution of Space** : All Police Stations will have separate earmarked spaces for Bell of Arms, CD files, Government stores, Thondy articles entrusted by the court or otherwise.
- b. **Bell of Arms**: The Bell of Arms will have only the Arms, ammunitions and related items, with tidiness, cleanliness, safety and security properly ensured.
- c. **CD Files** : All the CD files in the Police Stations will be sorted out under the captions 'UI cases CD files', 'PT cases CD files', 'LPT cases CD files' and 'Referred cases CD files'. The CD files in each of these categories will be maintained year wise in chronological order. All the CD files therefore will be kept in a separate space and nothing else will be kept in the space meant for CD files. The CD files will be kept in wooden / steel racks.

- d. **Government Property / Store Room:** All Government stores should be properly segregated from other stores. The riot control equipments should be kept in a manner that will facilitate easy withdrawal and deposit.
- e. **Thondy Articles:** The Thondy articles (MOs) entrusted by the courts and seized by the police must be kept properly and securely. There is often no proper record of Thondy articles in the Police Stations. It is therefore necessary to segregate / separate the Thondy articles from the rest of the stores kept in the station and make proper records thereof. The Thondy register should be re-written with clear details of Thondy articles belonging to various crime cases in calendar year wise chronologically. The Thondy articles should have tags which will clearly indicate the crime number to which the Thondy article belongs. All Thondy articles will be kept in a separate earmarked space.
- f. **Vehicles Kept in the Police Stations:** A number of motor vehicles involved in various crimes are also kept in police station premises without any order. The details of crimes in which these vehicles are involved are also not available in the Thondy Register. This will be ascertained and the details of Crime number and Police Station will be pasted on every vehicle kept in the Police Station.
- g. **Unclaimed Property:** There are unclaimed properties including motor vehicles kept in the stations without any records. These unclaimed properties should be disposed off under the '**The Kerala Escheats and Forfeitures Act, 1964**'.
- h. **Condemnation of Old Records:** The Government stores / properties, CD files and other registers which are old and qualify to be condemned / sold in auction should be listed out and **condemned / sold in auction as per the provisions of the Police Manual.**
- i. **Rest Areas for Policemen and WPCs** The policemen and WPCs working in the station should be provided separate rest areas and they should keep their uniforms and personal belongings in those rooms only. The practice of policemen keeping their uniforms and personal belongings in almost every room has to stop forthwith and they should be either neatly folded and kept out of sight or hung systematically on hangers in earmarked space.

- j. **Disposal of Liquor and Spirit Seized:** Seized liquor and spirits are kept for years together taking up a lot of space and emitting foul smell. Immediate action should be taken to dispose them under relevant provisions of the Abkari Act.
- k. **Parade Ground:** In many stations there is no provision for parade ground and wherever it is available it is not maintained properly. The space for parade ground should be properly earmarked and maintained in the Police Station.
- l. **Garden:** In all Police Stations where space permits, there must an endeavour to nurture an attractive garden. Each plant/ tree could even be adopted by each member of the Police Station.
- m. **Plastics:** There must be a conscious effort to discourage use of plastics within the Police Station precincts.
- n. **Station Buildings and Quarters:** The condition of police station buildings and family quarters constructed over three decades ago has deteriorated due to lack of timely maintenance. The CIs / SDPOs will therefore make a request to PWD for conducting repairs of the old Police Station buildings and those family quarters which can still be used after repairs under intimation to district SsP/CsP. They will personally contact the PWD authorities in this regard. District SsP/CsP can also call a co-ordination meeting to streamline this.

3. The police station building and premises should be swept daily and the accumulated dust on the furniture and files should be cleaned on a daily basis. Waste paper and waste food articles must also be removed promptly. Cleanliness is both a common and individual responsibility.

4. The stores, CD files and Thondy articles should be kept in such a manner that windows and doors can be opened and closed freely without any hindrance. The stores kept in a room should get proper air after opening the windows and doors.

5. The work of sprucing up of Police Station building / premises, sorting out of records / CD files and distribution of rooms in Police Stations for various stores / CD files etc should be started immediately and completed by 30<sup>th</sup> September 2010.

6. The SDPOs and Circle Inspectors will be personally responsible for ensuring completion of the above mentioned works by the SHO and station staff. They will sit in the Police Stations and supervise the completion of the above tasks. The

Superintendents of Police and Commissioners of Police will convene a special conference of SDPOs / CIs / SHOs to chalk out a time bound programme and strategy to achieve completion of the tasks mentioned in this circular. A copy of this circular will be distributed among all SDPOs / DySsP of Special Units / CIs / SHOs of the district by the SsP /CsP for ensuring better compliance.

**Director General of Police**

To

All Officers in List 'B'.

Copy to: CAs to All Officers in PHQ

" : Circular Book/Stock File/Operation Cell