

PROCEEDINGS OF THE STATE POLICE CHIEF, KERALA TRIVANDRUM.

PRESENT : LOKNATH BEHERA IPS

Sub: - Police Headquarters - Selection of Best Employee (Ministerial Staff) of the PHQ - Guidelines issued - reg

Read:- Note of State Police Chief, Kerala dated 20.09.2016

Order No.C3 163690/2016/PHQ Dated 09.2016

It has been decided to introduce an Award viz **Best Employee of the month (Ministerial Staff) of PHQ**, to encourage the devotion and dedication and also to enhance the general efficiency of staff of Police Headquarters, for a particular month.

For the selection of the above Award, the following guidelines are to be followed by the concerned Section Heads:

Assessment of each section clerks are to be made on the following parameters:

- a) Punctuality and Promptness
- b) Dedication & devotion to work
- c) Knowledge of service rules
- d) Timely disposal of files
- e) Discipline
- f) Aptitude and attitude
- g) Efficiency in making Notes & Drafting communications

The Jr.Superintendent of each section has to propose the name of one Sr.Clerk or Clerk from their concerned Branches in consultation with the Sr.Superintendent concerned.

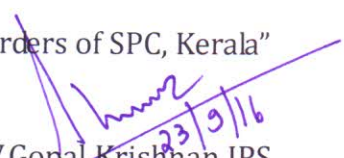
The names of clerks proposed for every month will have to be furnished in white paper, duly signed by JS and SS of the concerned Branches and are to be submitted before the SP, NRI Cell before the 25th of every month, in sealed cover.

A committee consisting of SP, NRI Cell as Chairman, Manager and Accounts Officer, PHQ as members should sit together for the selection of Clerk, to be declared as Best Employee (Ministerial Staff) of PHQ, with the approval of the SPC.

The Best Employee of the month will not only receive Commendation and Honorarium from the State Police Chief but also his/her photograph will be displayed, in the site of Kerala Police & in the PHQ building at vantage locations to be decided by AIG.

Sd/-
State Police Chief

"I am directed to convey the above orders of SPC, Kerala"


23/9/16
V.Gopal Krishnan IPS
SP, NRI Cell, PHQ

To,

All JS/SS of PHQ for information and further necessary action

Copy to:- CA to all Officers in PHQ

" SP, NRI Cell, PHQ for information

" :- Manager / AO, PHQ