



# POLICE DEPARTMENT KERALA

No.C6/55122/2021/PHQ  
POLICE HEADQUARTERS  
Kerala, Thiruvananthapuram

Dated 27/03/2021

## CIRCULAR No.10/2021

### **Sub:-Understanding different formats of PHQ Communications– Regarding.**

We are issuing various instructions; providing various information by way of issuing Circulars/Executive Directives/Advisories/Office Memorandums in addition to various other messages through iAPS/CoB, etc. Anything issued from the PHQ in these formats are to be taken very seriously by all concerned.

We wanted to explain the meaning of these in the following words:

- 1) **Circulars:-**Basically, this gives very crucial information relating to the Law, Judgements, Standing Instructions of the Government, etc.
- 2) **Executive Directives:-**This is basically action oriented, giving information and directions relating to what is to be done, what action to be taken, what is not to be done, etc. in various Policing activities.
- 3) **Advisories:-**These are mostly “advising” in nature, though, these advices are binding on the Officers.
- 4) **Office Memorandum:-**This is general in nature, giving various information, short-term directions, etc.

All Officers are requested to understand the above points and take further action accordingly.

(Loknath Behera IPS)  
Director General of Police &  
State Police Chief

To

All Officers in List-A/B/C/D

Copy to –All Officers in PHQ/CA to SPC  
All Unit Heads/All SDPOs/All SHOs  
Stock File

THP. 1820/27/3/2021