

**POLICE**



**KERALA**

**DEPARTMENT**

**No. H11-36915/2021/PHQ**

**Police Headquarters,**

Thiruvananthapuram.

Dated. 17.03.2021

**Circular No. 08/2021**

**Sub : Preparation and producing of Completion Certificate –reg.**

It is observed that the Unit Heads are not collecting the Completion Reports from the construction agencies in relation to construction of Police buildings etc. A completion report from the construction agency only clearly indicates that the project is complete.

**02.** Henceforth, all the Unit Heads are directed to send a Completion Certificate in the Proforma given below to the Police Headquarters after obtaining the details from the construction agencies. The details must be verified by Liaison Officer (Construction) or the Addl. SP or the Unit Head concerned.

**CONSTRUCTION COMPLETION CERTIFICATE**

The construction project i.e. construction of .....was approved vide Order No..... Date....., which is coming under .....scheme with an outlay of Rs. ....and ..... & .....agencies were engaged for the construction and related work. They have sent a completion report giving the details of funds allotted/ funds spent/ savings etc. (copy attached)

**It is certified that the project is complete.**

**Attached here with the details received from the Construction Agency, which have been verified and found to be true.**

**Date:**

**Signature:**

**Name & Designation of the Unit Head**

**03.** This certificate must be sent in the N/C of AAIG or through iAPS within 30 days of completion of the Project. This certificate should be handled in the PHQ in the concerned building's file.

  
**Loknath Behera IPS**

DGP & State Police Chief

**To : All Unit Heads**

Copy to : All officers in PHQ

SFO, PHQ/JS H/JS MOD/JS Building for necessary action.

Circular Register