



No. H11 - 40003/2018/PHQ

Police Headquarters, Kerala
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Dated: 14/05/2021

Circular No. 14/2021

Sub: Norms for Police Station Buildings – Instructions – Reg.

- Read: 1) CoB Msg of even no. dtd 20/05/2021.
2) Executive Directive No. 37/2019 dtd 23/10/2019.
3) PHQ Circular No. 26/2019 dated 26/09/2019.
4) Executive Directive No. 09/2017 dtd 26/04/2017.

In the year 2019, vide reference cited, we had issued the norms for Police Station buildings. Meanwhile, some new programmes & schemes have been launched, which are Police Station centric. For eg. child friendly space, better facilities for the visitors, toilets for the visitors, shed for the seized vehicles, etc.

02. Hence, a Circular is being issued to formalize the space, as per the Annexure attached. We had earlier given the norms / parameters pertaining to a **Rural Police Station / Semi-Urban Police Station / Urban Police Station / City Police Station**. Though it is ideal to construct the new Police Stations as per the norms, sometimes it may so happen that either the land is not adequate or other technical matters as per the Building Rules, which may cause hindrance to the construction, will come on the way to follow the norms as prescribed. In that situation, the DPCs concerned may take a call and reduce the space(s) slightly to suit the technical aspects. It will be the endeavour not to omit any of the "items" as mentioned in the norms.

03. We have marked those portions "*without stars*", which can be constructed by putting **modern partitions**, rather than doing brick works. Some rooms in a Police Station have to be made with Brick Walls for safety and security purpose. In neatly made Brick Walls (without plastering), the maintenance will be minimum and whitewashing and painting will not be required every year or the walls can be covered with veneers / fibres / ACP Sheets etc.; inside also the construction should be similarly planned hence the minimum area will be required for maintenance like whitewashing etc. As modern construction materials and items are available now-a-days in this regard that should be taken into consideration, while planning and executing. This means proper planning to be made to make walls maintenance free.

04. All the Police Station buildings should be energy efficient and follow Green Building norms with adequate natural light entering the building. It will also be the endeavour to put as many solar panels as possible to get alternate source of energy.

05. As far the Record Room is concerned, there should be two Record Rooms one for the current records and the other for old records.

06. Adequate number of exhaust fans must be fitted, not only in toilets and bathrooms but also in those areas where more number of people have to sit/ work.
07. Inside of the Police Station should be neatly built, clean, hygienic & with requirement of minimum maintenance.
08. It will be very important to ensure the security of the Police Station building. Therefore, a proper and strong Compound Wall with proper one strong Iron Gate and an Emergency Gate shall be envisaged. Similarly, premises of the Police Station should be well lighted and provisions must be made accordingly. A well lit Police Station building gives good optics as a Service Delivery Centre.
09. Adequate Lights & Fans shall be fixed inside. Most importantly during the construction, provision must be made for cable ducts, so that various types of cables can be taken through.
10. The Colour Scheme for inside & outside the building (as approved) must be strictly followed. So also the Police Station Board.
11. This Circular along with its Annexure must be shown to the Construction Agency before they prepare the plan and the DPCs must check the plan submitted by the construction agency. In case of any deviation, that should be clearly explained by the DPCs before being sent to the Police Headquarters. The plan, estimate, elevations, drawings etc. (in triplicate) must be approved by the SPC. One should be kept in PHQ, one in the DPO concerned and one should be given to the Construction Agency.
12. After the construction of the building, in all respects, it will be the joint responsibility of the DPCs and the Construction Agency to get the Pachayath / Municipality / Corporation number for the building and get the electricity and water connection. Only after the electricity and water connections are made available, **Completion Certificate** should be taken by the DPC from the Construction Agency, which should be checked and verified by the DPC concerned and then only sent to the PHQ for final payment or for final payment by the DPC. Without the Completion Certificate, no building shall be made functional.
13. Ideally, there should be 3 Boards / Plaques; one relating to the foundation stone laying, the other one relating to the inauguration of the building and the 3rd one relating to the details like when the construction was started, when it was completed, who was the construction agency, who is the architect etc.
14. It is desirable that the photographs of the foundation stone laying and the inauguration functions are suitably taken and displayed permanently on the walls of the Police Station building; uploaded in Police Station Website. Digital records comprising of the video and photographs should be permanently kept in the Police Station (also in its Website) as well as in the PHQ for future reference. Various stages of construction to be photographed / videographed and kept / saved permanently.

15. Each Police Station should have succession board of the SHOs.
16. It will be the responsibility of the SHOs, for the upkeep and maintenance of the Police Station building; it is appropriate that one official in the Police Station must be entrusted the work of housekeeping and maintenance of the building, so that no damages take place & repairs, whenever needed, are done quickly.
17. In the case of multi-storied buildings, all the Fire & Safety rules should be followed.

Mr. 14.5.2021

Loknath Behera IPS
Director General of Police &
State Police Chief, Kerala

Distribution:-

- 1) ADGP / Zonal IGPs / Range DIGs / DPCs / SDPOs / SHOs – for info & n/a.
- 2) MD KPHCC / All Accredited Agencies – for info & n/a.
- 3) All Unit Heads (including Spl Units) - for info.
- 4) All Officers in PHQ / State Police Media Centre, PHQ.

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Circular File / Police Website / D-Space / CA to SPC.

KERALA POLICE - NORMS FOR POLICE STATION BUILDINGS (Area in Sq. Feet)					
SL No	Description	Rural	Semi - Urban	Urban	City
1	Reception & PRO	150	200	250	300
2	Reception Toilet (M) for Visitors	40-50	40-50	80	100
3	Reception Toilet (F) for Visitors	40-50	40-50	60	60
4	SHO Room	150	160	180-200	200
5	SHO Ante Room	40-50	40-50	40-60	50
6	SHO Toilet	40-50	40-50	40-50	40-50
7	Station Writer's Room	100	100	120	150
8	SI (L&O) Room or Cabin	120	130	140	150
9	SI (Crimes) Room or Cabin	120	130	140	150
10	Toilet for Both	80	80	80	80
11	Officers' Work Room (M + F)	200	250	400-500	500
12	Officers' Common Toilet (M) *	50	80	100	150
13	Officers' Common Toilet (F) *	50	80	80-100	100-120
14	SCPO / CPO Work Room	200	300 - 500	400-600	500-700
15	SCPO / CPO Common Toilet (M) *	80-100	100	100-120	150-180
16	SCPO / CPO Common Toilet (F) *	80	80	80-100	100-120
17	Male Lock up with toilet *	120-150	180	200	240
18	Female Lock up with toilet *	120-150	180	200	240
19	Transgender Lock up with toilet *	100-120	150	180	200
20	Malkhana (Thondi Room) *	200	300	300-400	500
21	Bell of Arms (Strong Walls) *	150	150-200	150-200	200-250
22	Record Room	200	250	300	200-250
23	Library / Reading Room	150	150	200	200-250
24	CCTNS Room	150	150	150	200
25	Ops Room (briefing / de-briefing / VC)	150	180	200	250

KERALA POLICE - NORMS FOR POLICE STATION BUILDINGS (Area in Sq. Feet)					
SL No	Description	Rural	Semi - Urban	Urban	City
26	Investigation (Interrogation) Room (Video recording) *	100	150	150	150-200
27	Store Room (for keeping new & old articles)	150	200	200	250
28	Old Records Room	150	200	200	250
29	Community Policing Room	100	150	200-300	350-400
30	Machine/Gadget Room	80	100	100	100
31	First Aid Room	80	80	120	150
32	M.T. Room	100	120	150	150-200
33	Wireless Room *	80	80	80	100
34	Witness Examination Room *	80	100	100	120
35	Rest Room (M - Officers)	100	150	150	200
37	Rest Room Toilet (M)	40-50	80	80	80
36	Rest Room (F - Officers)	80	100	100	120
38	Rest Room Toilet (F)	40-50	80	80	80
39	Rest Room with Toilet (M) (SCPO/CPO)	150	200	250	300
40	Rest Room with Toilet (F) (SCPO / CPO)	120	120	150	200
41	Gym / Meditation Centre	150	180	200	250
42	Recreation Room (Common)	150	180	200	200
43	Kitchenette - For Officers with Sink	60	80	80	100
44	Kitchenette - For Others with Sink	80	80	100	120
45	Dining Area (Officers) with wash basin	80	80	100	100
46	Dining Area (Others) with wash basin	80	80	200	120

KERALA POLICE - NORMS FOR POLICE STATION BUILDINGS (Area in Sq. Feet)					
SL No	Description	Rural	Semi - Urban	Urban	City
47	Sr. Officer's Room with Toilet / Rest Room * (visiting officers)	NA	180	200	250
48	Miscellaneous	80	100	120	150
49	Visitors' Room with Toilet	NA	200	200	200
50	Ladies Visitors' Room with Toilet	NA	150	150	150
51	Vehicle Shed for Seized Vehicles (2-wheelers)	400	400	400	400
52	Child Friendly Room with Park	250	250	350	400
53	Toilet for Disabled Persons	90	90	90	90
54	Dumpyard for 4 Wheelers (Shed)	500	600	700	1000
TOTAL		4990 / 6250	6700 / 7880	7660 / 9410	9080 / 10770

- A Vehicle Shed to keep 3 LMVs in the premises:120 - 200 Sq. Feet for keeping Departmental Vehicles.
- Front portion inter-locking tiles preferable
- Building corners to have lights facing premises and outside (wherever possible)
- All Rooms should have adequate storage space (Vaults / Wall Cupboards, etc)
- Quality & branded materials to be used.
- Architect to be engaged by the Construction Agency.
- Cabling ducts to cover the entire interior.
- Adequate Electrical plugs, fans, sockets etc

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