

**CIRCULAR NO. 02/2012**

**Sub:-** Police Station Duty- Regulating Working-hours of Senior CPOs/ ASIs in charge of Station General Diary – Orders issued.

**Ref:-** (1) Section 390 of Kerala Police Manual (Volume II) & Section 12 of Kerala Police Act 2011.  
(2) Circular No. 83/66 (C1/60591/66 dated 16/12/66).  
(3) Circular No. 10/69 (No. D5/2963/69 dated 16/1/69).

The Station General Diary is a record prescribed by the Kerala Police Act and by the Criminal Procedure Code. An officer of and above the rank of Senior Civil Police Officer is normally in charge of General Diary for 24 hours continuously, roughly from 8 AM to 8 AM next day.

**02)** The Station General Diary is a very important document chronicling briefly all occurrences in the Police Station affecting the Police and Public. This chronicling is an important police work and needs to be done diligently and meticulously. The present 24 hour duty of the officer, in charge of the General Diary is strenuous and extends over to rest hours. This will exhaust the person holding the G.D charge and will affect the quality of the chronicling of the General Diary.

**03)** Under the circumstances, it is decided, that henceforth, the timings of the officer holding the charge of General Diary shall be limited to 12 hours. For the purpose there will be two shifts, 1st shift from 8.00 AM to 8 PM and 2nd shift from 8 PM to 8 AM. The person who is holding the charge of the General Diary during the 1st shift, shall hand over the General Diary and the abstract in K.P.F No. 57-A up to the time of handing over, to the officer holding the 2nd shift, who will complete the 24 hour General Diary, as per the existing rules.

**04)** The officers holding the charge of General Diary shall not be eligible for duty- off (in lieu of doing duty of GD charge on that particular day) and shall be present for station duty next day morning. The Station House Officer shall draw up the weekly Roster of GD charge duty, in such a way that all officers work in both shifts in turn.

**05)** In spite of anything contained in the Circular above, the officer posted as the Station House Officer of the station and Principal Sub Inspector of the station shall hold charge of the General Diary during the time he is present in the station and will be assisted in that task by the Senior Civil Police Officer who is on General Diary duty.

**06)** These instructions will come into force with immediate effect.

**STATE POLICE CHIEF,  
KERALA.**

To

All officers in list B,  
Copy to CAs to all officers in PHQ,  
Circular Book/Stock File.