

**POLICE**



**DEPARTMENT**

**No. H4-82310/2021/PHQ**

Police Headquarters,

Thiruvananthapuram

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Dated. 04-10-2021

**Circular No. 27/2021**

Sub : Standard Operating Procedure(SOP) for allotment /issuance of Explosives & its accessories to Units, from State Special Branch(SSB) HQrs- Reg:-

Ref : PHQ Circulars No. 26/2011 dated 13/09/2011 & 15/2016 dated 12/08/2016

The custody of the explosives / its accessories are vested with the Bomb Detection and Disposal Squad(BDDS) of State Special Branch (SSB) Headquarters, Thiruvananthapuram, as the officers of the SSB BDDS have training and expertise in handling explosive materials and this helps in handling / processing of the explosives in a centralized manner, ensuring accountability and proper monitoring. But, it is seen that the request for explosives / its accessories from various units for the training of officers/men for official duties, assessment / training of K-9 Squad etc are sent directly to the Addl. Director General of Police (Intelligence), State Special Branch (SSB) Headquarters and not through proper channel. Further, no standing orders are existing related to the allotment /issuance of explosives / its accessories to Units from State Special Branch (SSB) Headquarters. In order to streamline the whole process with regard to maintaining accountability or to avoid misuse / mishandling of the explosives/ its accessories, the following instructions are issued for strict compliance.

1. The IGP & City Police Commissioners should submit their requirement for the temporary allotment of explosives / its accessories to State Special Branch (SSB) Headquarters through the Additional Director General of Police (L&O), only. The District Police Chiefs of Cities and Districts shall submit their requirement to DisGP / IsGP of Ranges and they shall forward the same to State Special Branch (SSB) Headquarters through ADGP (L&O). Commandants of Battalions and other Special Units shall forward their requirement through ADGP(AP Bn).
2. All requirement received in this regard should be scrutinized by the Inspection Board constituted at SSB HQrs for the purpose of recommending sanction. The Board should also verify and submit the scrutiny report within the time limit prescribed.
3. Based on the requirement of Unit and the scrutiny report, the Addl. Director



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General of Police (Intelligence) will issue necessary orders for issuing explosives / its accessories on a temporary basis.

4. Quantity issued shall be limited to the bare minimum.
5. The items issued will be used, only for the purpose for which it is issued. Maximum care should be taken to avoid loss of quantity, while using the same for training purposes.
6. Proper 'Issue Register' has to be maintained at SSB Hqrs by indicating quantity / number/ dimension etc of the temporarily allotted items and it should be verified and ascertained by the issuing and receiving officers and necessary entries shall be made in the 'Explosive Issue Register' and 'Stock Register' of SSB Hqrs.
7. The stores allotted on temporary basis shall be returned to SSB Hqrs on time ie, immediately after the completion of the stipulated purpose / time, for which it was allotted.
8. If these items are required for a long period, for training or any other official duty purposes, the Unit Head concerned shall take necessary action to inspect the items every quarter and the Inspection Report shall be forwarded to ADGP(Intelligence).
9. The Unit Heads concerned shall forward a monthly statement regarding the stock position of temporarily issued items of explosives to SSB Hqrs on the first week of every month.
10. Unit heads concerned shall ensure the safety, up keep and proper usage of the items.
11. If any difference in the quality, quantity, colour, number, dimension etc of the issued items subsequent to its issue is noticed, the reason for the same shall be specifically mentioned in their monthly statements, at the time of return.
12. The quantity, colour, number, dimension etc of the items issued shall be inspected by a competent Inspection Board constituted by the Unit heads concerned. The certificate regarding the differences noticed to the explosives, if any, shall be provided by the Unit Heads along with the explosives at the time of returning to SSB Hqrs.
13. The quality, quantity, colour, number, dimension etc of the items, returned from the Units concerned shall be inspected by the competent Inspection Board constituted at SSB Hqrs, before taking the items into stock.
14. If any variation is noticed at the time of inspection, the Chairman of Inspection Board of SSB Hqrs shall take necessary action to report the matter to ADGP(Intelligence) with specific recommendation. A decision regarding accounting of articles returned, in case of shortage will be taken by the ADGP (Intelligence) on the basis of the recommendation of the Inspection Board.
15. If any difference is noticed in the items during inspection, while on return, such items should be kept separately and a separate Stock Register for the same should be maintained by the custodian. If there are no changes in the issued items, the same can be included to the Stock of Explosive and necessary entries shall be made in the Stock Register.
16. If the explosives / its accessories are permanently required for any of the



units, the matter should be taken up with the Police Headquarters, through proper channel and the sanction should be obtained from the State Police Chief, Kerala.

**17.** The Unit heads concerned shall depute an Officer of and above the rank of Inspector to collect the temporarily / permanently allotted items from SSB Hqrs.

**18.** The items should be issued / received only upon proper indent.

**19.** Utmost care should be taken while transporting the items and its upkeep, as per the provisions laid down in the Explosives Rules 2008.



Anil Kant IPS  
State Police Chief

To : All Unit Heads(including Special Units)

Copy To : All Officers in PHQrs/ Circular Register/ Police Website/ D Space/  
Stock File

