

**POLICE HEADQUARTERS  
Kerala, Thiruvananthapuram**

**No.C1/105879/2006**

**Dated: 25/02/2009**

**CIRCULAR No.2/2009**

**Sub:--Hi-Tech Crime Enquiry Cell (HTCEC) – Functioning of –  
Regarding.**

Read:-PHQ Order No.L3/82210/2006 (DGO No.451/2006,dated 06.05.2006)

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As per the PHQ Proceedings read above, Hi-Tech Crime Enquiry Cell (HTCEC) was set-up in Police Headquarters, Thiruvananthapuram and is functioning from inside the Command Centre. For streamlining the functioning of HTCEC, proper control must be exercised and regular supervision ensured. Accordingly, the following instructions are issued:

1. The HTCEC working in the Police Headquarters, henceforth, will be under the overall command and control of Additional Director General of Police (Crimes). He may earmark one IGP or DIG to supervise and guide the functioning of HTCEC.

2. One suitable officer of the rank of a Dy.SP/AC having adequate knowledge in IT/Cyber Forensics will be attached to HTCEC to function as **Officer in-charge**.

3. The services of HTCEC will be utilized to give assistance in or enquire into the petitions/aspects of crimes having technology components received through DGP, ADGP (Crimes), IGP (Admn.), IGP (HQ) or any Investigating Officer of and above the rank of Inspector of Police working in Kerala Police. Any petition matter must be endorsed by ADGP (Crimes) or by an Officer of and above the rank of DIG or by any district SP/CP for enquiry or assistance by HTCEC. If any petition is received directly, the Officer-in-charge will get it endorsed by ADGP (Crimes) or an Officer nominated by the ADGP. They will maintain a Petition Register (as done in Police Stations) in accordance with the provisions of P.S.O. This also shall be maintained in soft form. A separate Register shall be maintained in respect of Crime related enquiries referred to the Cell by any Investigating officer or any other Police Officer.

4. The HTCEC will assist IGP (Administration) in handling complaints or allegations of corruption against Police officials received through emails. For this a separate order will be issued specifying details.

5. The HTCEC will assist the Staff Officers of the DGP in matters relating to application of IT in Police Headquarters.

6. Every month, the Officer-in-charge of the HTCEC will prepare a work done statement, separately, for petitions and crimes and also make separate pendency statements. He will submit them to the Additional Director General of Police (Crimes) who may issue suitable instructions.

7. A number of sophisticated items have been supplied to the HTCEC. A list of items should be properly maintained in the Government Property Register and should be available permanently with the Officer in-charge of the HTCEC.

The above instructions will come into force immediately.

**JACOB PUNNOOSE, IPS**  
Director General of Police, Kerala