

**No.J3/43000/2016/PHQ**  
**Police Headquarters**  
**Thiruvananthapuram**  
**Dated : /05/2016.**

**CIRCULAR No: 04 /2016**

**Sub :** Kerala Police – Functioning of Police Clubs and PT COM  
Instructions issued- Reg

**Ref :** 1) This office order No J4/102880/2015/PHQ dated 25/07/2015.  
2) This Office Order No. J1/58471/2005 dated 11/06/2006.

The officers / personnel of Kerala police have to travel across the state in connection with their official duties. Kerala Police is having limited accommodation facilities for the stay of these officers. Most of them are to be in uniform also. Therefore accommodation available need to be allotted judiciously. Accordingly the following instructions are hereby issued.

- I.** No officer shall be allowed to book rooms for more than three days in a year for his/her private guests.
- II.** All private bookings are subject to the cancellation in favour of officers who are on tour for official duties, irrespective of rank.
- III.** Sufficient rooms should be earmarked for SPC, DGPs and ADsGP etc.
- IV.** The accommodation would be allotted on first come first serve basis with in same rank officers.
- V.** The following shall be the order of preference

- 1) Police officers working in Kerala.
- 2) Retired police officers in Kerala /IPS officers who were of Kerala Cadre staying outside Kerala.
- 3) Police officers of other State and Central services.
- 4) Private bookings by Police officers of Kerala.

**VI).** The officer reserving the room for private guests, should deposit full rent amount in advance.

**VII).** The officers should clear all the bills including the cost of tea, snacks, food items and any other ordered facilities while checking out.

**VIII).** The unit head in charge of the accommodation is to revise / fix the rent subject to the condition that the minimum maintenance cost of the official accommodation can be met from the rent.



**STATE POLICE CHIEF**

**TO :** All officers in List B for information and necessary action.

**COPY**

**TO :** Duty officer ,PHQ information and necessary action.[Here enter the body of the Executive Directive]