

POLICE



DEPARTMENT

**No.C1-2498/2017/PHQ**

Police Headquarters,  
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Dated. 23-01-2017

**Circular No.04/2017**

Sub : Procurement and Distribution of Prepaid CUG SIM Cards in the Police Department- The upkeeping of the SIM Cards- Instructions issued-

Ref : 1)This Office Letter. No. C1/153576/2015 Dated: 31/12/2016  
2)Order.No.C1/517/2017/PHQ Dated:18/1/2017.

It is decided to procure 36,084 Prepaid SIM Cards for the Police Department to cover the entire force and administrative staff under the Closed User Group network. This will facilitate accessibility among the Police personnel and the controlling officers. This will strengthen the Police Communication system to a reasonable extent. This will strengthen the Police Communication system, with the existing 14945 numbers, total number of Prepaid CUG SIM cards in the Police department will be 51029.

The following instructions are issued as guidelines for distribution, use and maintenance of CUG SIM Cards.

1. The CUG SIM Cards should be distributed first to the Executive Officials. After completing the issue of the SIM Cards to Executive, Ministerial staff should be issued with the SIM Cards.
2. The allotment should be strictly in the order of hierarchy, in accordance with the allotting Serial numbers of the cards, that is from DySP/CI/SI/SCPO/CPO and Sr. Administrative Assistant/ Administrative Assistant/Manager/Jr.Supdt/Head Clerk/Senior Clerk/Clerk/Typists etc.
3. Registers should be maintained in the unit and subunit level for the proper distribution of the SIM Cards and its accounting.
4. The SIM cards are the sole property of the department, and they shall not be taken as the private property. When a person leaves the department or on transfers to the other offices/Police stations, the SIM Card to be deposited with the parent unit.
5. The SIM Cards should be surrendered by the using officer at the time of transfer/promotion/retirement/suspension/deputation etc., and suitable entries should be made in the Registers.



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6. The establishment sections in the various offices will issue relieving orders during transfer/promotion,etc., and Non Liability Certificates for pensionary benefits, only after the surrender of the SIM Cards to the concerned sections/offices.

7. The District Police Chiefs will ensure the surrender of cards at the time of the transfer even from one Police Station to the other inside the districts. This will make available the same Phone numbers in the Police Stations for the easy access of the public.

8. The Police personnel on working arrangement in the department should not be issued with SIM Cards from the parent unit. They should be issued with SIM Cards from the place where they are actually working.

9. It has to be remembered that the Department is making payment for every SIM Card every month at a fixed rate. Hence no SIM Cards should be left non-activated or unused. Unit Heads should take special care in this regard.

10. The Unit heads should take immediate action on the loss of the SIM Cards for getting fresh SIM Cards and collect relevant charges from the concerned who lost the SIM Card.

11. The calls made within the CUG Network of Police Department and Police landline numbers will be free. The using officers has to recharge/Top up the cards from their pocket in order to make outside calls and data usage.

12. The SIM Cards are procured by the Unit heads by submitting Customer Application Forms by themselves. The sole responsibility of keeping, maintaining and accounting of the SIM Cards rests in the concerned Unit heads/Controlling officers.



Kaliraj Mahesh Kumar S IPS  
Superintendent of Police

To : All Officers in List B for strict compliance

Copy : CA to SPC/ADGP HQ/IGP HQ/DIG Admn and to all Senior Officers in PHQ for  
To information  
Manager/Accounts Officer/ SS's/JS's and to all the Staff in the Ministerial  
cadre for information.  
SFO/Legal Advisor for information/Duty Officer, PHQ for information.



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