

**No. H11-40003/2018/PHQ**

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Dated: 28/02/2020

**Circular No. 10/2020**

**Sub:- Police Dept. - Construction of Buildings -  
Comprehensive Guidelines - Issued - Reg.**

- Ref:- (1) Executive Directive No.01/2019, dated 23/01/2019.  
(2) Executive Directive No.37/2019, dated 23/10/2019.  
(3) PHQ Circular No.26/2019 dated 26/09/2019.  
(4) CoB Msg of even number dtd 20/05/2019.  
(5) PHQ Endt. of even number dtd 18/12/2019 & 23/12/2019.

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With a view to identify Police buildings easily, to have an aesthetic look, to have room for expansion, for realizing cost effective construction etc., we have framed some parameters with regard to the colour, elevation, appearance, etc. at the time of the approval of the Plans and Elevations of the proposed Police Buildings. In some instances, it has come our notice that during the progress of the construction, certain changes are made by the Unit Heads concerned, in the approved Plans and Elevations without the concurrence of Police Headquarters. These changes affect the timely completion of the work, appearance of the building, overall cost, loss of funds, etc. Moreover, because of such changes, difficulties are being experienced by the Department/Agencies/Contractors to whom the work was awarded, in completing the construction as per schedule.

In order to have a successful completion of the work in a time-bound manner, effective utilization of the funds within the stipulated time and aesthetic outlook of the Police buildings, it is directed to comply with the following instructions scrupulously.

- 1) It is the responsibility of the Unit Head concerned to prepare the Plan of the building or structure/Estimate/Elevation of the front and back side etc. and send these to the PHQ within a maximum

of 45 days from the date of according of administrative sanction from the PHQ. After these documents are received, the PHQ will examine and send the approval within 15 days. AAIG, PHQ, shall ensure this.

- 2) At the time of preparing the proposals for new construction activities, Unit head concerned will ensure that hindrance free land is readily available.
- 3) The finalized proposal of a Unit shall be recommended by the immediate Senior Officer as below.

➤ District Police	-	Zonal IGP/Range DIG
➤ Armed Police Bn	-	IGP Bn./DIG APBn
➤ SSB/Railways	-	ADGP Intelligence
➤ Crime Branch	-	ADGP Crime Branch
➤ KEPA/PTC	-	ADGP Training
➤ Tele / Police ICT	-	ADGP SCRB
- 4) After such approval of PHQ is obtained, it is the responsibility of the Unit Heads to issue the work order to the accredited construction agency along with all details like approved plan, estimate, etc. and give them reasonable time to complete the construction. An Service Level Agreement (SLA) must be signed with the construction agency.
- 5) As far as Police Station buildings are concerned, all the plans and elevations should be prepared as per the Norms fixed, which is annexed to this Circular.
- 6) Due importance should be given by all Unit Heads in the Construction of the Police Building. Alterations, if any, are required to be carried out to the building under construction, approval of the PHQ must be obtained. Such alterations will be considered only if it is considered inevitable.
- 7) It is in the interest of the Department that a proper supervision of construction starts from the beginning. A responsible officer of suitable rank may be nominated as "Supervisor" of the construction and he/she should devote maximum time in supervising the construction on regular basis and inform the

developments to the Unit Heads concerned in time. During such supervision, the quality of materials used, the specifications as mentioned in the estimate, time schedule given by the constructing agency for each of the sub-structures must be looked into by the Supervisor of the Department. This will ensure better quality of buildings/structures. After the construction is over, it will be the joint responsibility of the construction agency and the Unit Head concerned to obtain the Building Number, Water and Electricity Connections, etc.


- 8) The Police buildings should be made in such a way that they should be mostly maintenance-free to avoid recurring expenditure on maintenance every year.
- 9) All Police Buildings shall be energy efficient, maintenance free, complying to green protocol and having aesthetic look.
- 10) Only approved colour scheme can be used for the interior and exterior of the police buildings to have unified look across the state.
- 11) Wherever a vertical expansion is intended and possible, Kerala type of roofing may be avoided.
- 12) No construction of a new Police Building shall be done without the approval of the PHQ. However, minor constructions can be approved and done by Unit Head /DIG /IGP/ADGP.
- 13) The Competent Authority of the PHQ (atleast AAIG on behalf of SPC) shall sign on each page of the approved drawings, estimates, etc. and copies should be given to all concerned including the DPC /Unit Head. Digital copies of such drawings/estimates should be kept in the PHQ (at least in the D-Space).
- 14) All the requirements for the proposed building should be identified and finalized during the preparation of the proposal. Minor details like cabling, ducting, lighting, storing space etc. must be planned.
- 15) While designing the building, the local architecture of the area and the cultural aspects of that area should be taken in to account.

- 16) Every Police building should be futuristic (cable ducts, concealed lighting, adequate storage space, etc.). There should be always a provision of additional space to be constructed in future, planned from the beginning and it should be always kept in mind that some space will be available for the horizontal or vertical expansion.
- 17) Minimum furnishing must be envisaged in the estimate and construction done accordingly (cabins, cubicles, workstations, etc. to be included in the estimate). In fact, rather than making brick walled rooms, cabins, work stations will be constructed. Only inevitable rooms like Thondy rooms, Bell of Arms, Lock-ups etc should have brick wall.
- 18) After awarding the work, the identified site should not be changed.
- 19) After awarding the work, necessary assistance to the agency should be provided for the smooth completion of the project, by ensuring that there is no liability, legal issues, etc. upon the Department.
- 20) The work should be monitored frequently to ensure the quality and timely completion by the Unit Heads concerned.
- 21) There shall be a Liaison Officer (LO) irrespective of rank, who has interest in construction, in all districts /units. He will submit a daily report to the Nodal Officer.
- 22) There shall be one Nodal Officer of construction, not less than the rank of Dy.SP/Asst CMT for construction in each Unit, to co-ordinate all the construction activities. Nodal Officer shall submit comprehensive **Weekly Report** on all construction activities to the Unit Head, along with photos.
- 23) The Unit heads shall scrutinize the report and send a brief report to PHQ on a monthly basis.
- 24) There should have uniformity for all similar Police buildings such as Police Stations, District Training Centres, Control Rooms, etc. as communicated earlier.

- 25) Aluminium Composite Panels (ACPs), fibers, wood-veneers and such materials can be used on the walls, etc. as such materials last long and maintenance-free. Similar is the case of doors, windows, corridors and fixtures. (Iron designer doors, glass doors, PVC doors, etc.)
- 26) Most of the places should be utilized for making cabins, cubicles, workstations, like in modern offices. Providing of large windows with toughened glass will not only give aesthetic look, but also will be maintenance free.
- 27) Adequate number of toilets with proper drying facilities (heavy duty exhaust fans) must be provided.
- 28) Meticulous planning relating to the materials to be used for the fitments like taps, closets etc. must be worked out during the planning stage.
- 29) One notice board showing the following details shall be displayed at the construction site.
  - a) Name of construction with estimate.
  - b) Date on which construction starts.
  - c) Expected date of completion as per SLA.
  - d) Name of agency.
  - e) Name of contractor and supervisor with phone numbers.
  - f) Safety rules.
- 30) Every Police building will have the following three plaques;
  - a) Foundation stone laying Plaque / Board.
  - b) Inauguration Plaque / Board
  - c) Building details Plaque / Board which will contain:
    - Date of starting the construction
    - Date of completion of work
    - Name of the construction agency
    - Name of the contractor.

- 31) These boards should be of proper size as per the size of the building concerned and should not be less than 3 feet x 2 feet. This can be made of stone / fibre/ metal as per the advice of the Architect.

The above instructions shall be available with all the Officers of and above the rank of SHOs. This Circular will supersede all the Circulars/EDs issued in this regard earlier, which are cited above.

  
28.2.2020  
**Loknath Behera IPS**  
Director General of Police &  
State Police Chief, Kerala

Distribution: **List 'D' Officers [upto SHO level]**

- Copy to:
- (1) All Officers in PHQ
  - (2) Dy. Dir, State Police Media Centre, PHQ
  - (3) Circular Book / Website / D-Space
  - (4) CA to SPC