



POLICE DEPARTMENT KERALA

No.C3/132674/2018/PHQ
POLICE HEADQUARTERS
Kerala, Thiruvananthapuram

Dated 04.06.2019

ADDENDUM TO CIRCULAR No.11/2019

Sub:-Records and Registers in Police Stations – Inspection by various officers - Regarding.

Ref:-Circular No.11/2019, dated 21.05.2019, Circular No.34/2010, dated 08.07.2010, Circular No.4/2011, dated 22.01.2011 and Circular No.01/2005, dated 01.01.2005, Circular No.05/2015, dated 13.02.2015.

Recently, a Circular No.11/2019, relating to the maintenance of the Records and Registers in all Police Stations was issued on 21.05.2019. In the Circular it was also mentioned that senior officers have to conduct Police Station inspections to verify the entries of various Records and Registers maintained in such Police Stations. How often/how many times they have to carry out such visits/inspections is mentioned below:

i)	Dy.SsP/ACP/ Asst: SsP/Jt.SsP	At least once in a year of all Police Stations under their respective jurisdictions.
ii)	Special Team	Will conduct inspections of 10 different Police Stations in a year covering 10 districts as per the directions of ADGP SCR.B.
iii)	DPCs.	DPCs of Thiruvananthapuram Rural, Kollam Rural, Pathanamthitta, Alappuzha, Idukki, Kottayam, Ernakulam Rural, Thrissur Rural, Palakkad, Malappuram, Kozhikode Rural, Wayanad, Kannur Rural and Kasaragod will conduct inspection of 10 different Police Stations per year, in their jurisdiction. 5 Police Stations in the 1 st half and next 5 Police Stations in the 2 nd half of the year. As far as DPCs in the Cities are concerned, they will conduct inspections of 15 Police Stations in a year viz-a-viz. 7 Police Stations in the 1 st half and 8 Police Stations in the 2 nd half of the year. Inspections of the same Police Stations year after year can be avoided.
iv)	Range IGsP	Inspections will be conducted in 15 different Police Stations in a year, covering all the districts under their respective jurisdictions.
v)	Zonal ADGsP	Will conduct inspections of 12 different Police Stations in a year covering the entire jurisdiction. In every month, one Police Station should be inspected invariably.

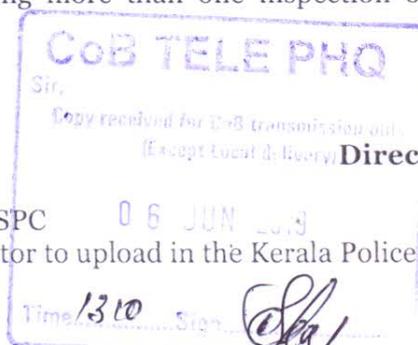
There is no bar in conducting more than one inspection of a Police Station by the Dy.SP/ASP/ACP in a year.

To

All concerned.
List 'D' Officers.

Copy to – All Officers in PHQ/CA to SPC

DD PR/System Administrator to upload in the Kerala Police website.



(Loknath Behera IPS)
Director General of Police &
State Police Chief



POLICE DEPARTMENT KERALA

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POLICE HEADQUARTERS
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Dated 21.05.2019

CIRCULAR No.11/2019

Sub:-Records and Registers in Police Stations – Inspection by various officers - Regarding.

Ref:-Circular No.34/2010, dated 08.07.2010, Circular No.4/2011, dated 22.01.2011 and Circular No.01/2005, dated 01.01.2005, Circular No.05/2015, dated 13.02.2015.

Police Stations are the most important and crucial institution in a Police Department. It is a legally notified office where people can come and get their grievances redressed. A number of records are being maintained in the Police Stations. The number of records has increased over the period of time in the last few years. When so many Records and Registers are maintained in a Police Station, it is but natural that many of the Records and Registers are not maintained up-to-date/properly.

02. It is basically the Station Writer or the Assistant Station Writer who maintains these Records and Registers. We do not have a system of “Record Keeping Division” in a Police Station. Secondly, now with the digitization process in the form of CCTNS and other solutions being used or introduced in Police Stations, most of the records especially relating to Crime, etc., will now be digitized fully. Till such digitization takes place, the physical record maintenance has to continue.

03. Police Station inspection by senior officers involves inspection of various Records and Registers and it has been observed that a particular Record is being inspected by every senior officer who inspects the Police Station. For example, Government Property Register, SCH Part-I, SCH

Part-I/II, etc. Such duplication of work is not desirable. Over the period of time, a number of Circulars, Executive Directives, etc. have been issued by the Police Headquarters to streamline the process of inspection. But, on a perusal of some of the inspection reports by senior officers has shown that inspections of Records/Registers are not being done properly by various officers. It is also learnt that an inspection by an officer inspecting a large number of Records and Registers in a Police Station creates quality-less inspection reports. Therefore, this Circular is issued to give the responsibility to various senior officers in a divided manner. The Records and Registers to be inspected by various level senior officers are given in an annexure in a Table. It may also be noted here is that most of the Police Stations today are headed by Inspector SHOs. So, inspections at the level of Inspectors of Police Stations perse are not to be continued. But, SHO is responsible for the meticulous maintenance of all the Records and Registers in his/her Police Station. It can be only done by his quarterly supervision process of checking and verifying the Records and Registers in the Police Station by him once in three months.

05. We have not mentioned Inspector of Police SHO (ISHO) in the Table as it is understood that he is responsible for the maintenance of Records and Registers and he should do checks, verifications, etc. of Records every 3 months so as to maintain them properly.

06. All the above mentioned Circulars are modified to this extent. Henceforth, all the Records and Registers mentioned in this Circular are to be maintained in all Police Stations and updated invariably and they are to be inspected by officers as specified in the Circular.

lw 21/5/2019
(Loknath Behera IPS)
Director General of Police &
State Police Chief

To
List 'D' Officers

Copy to – All Officers in PHQ/CA to SPC

LIST OF REGISTERS IN A POLICE STATION AND WHO TO INSPECT

Sl. No.	Name of Register	SDPO	DPC	Range DIG/IGP	Zonal IGP/ADGP	SPC	Special Team
Government Property Related							
1.	Government Property Register		√				√
2.	History Sheet of Weapons		√*				
3.	Arms Distribution Register	√					
4.	Register of allottees of Quarters		√				
Financial / Accounting Related							
5.	Permanent Advance Register	√					
6.	Money Memo Book	√					
7.	Plan Fund Expenditure Register		√	√		√	√
8.	TR-5 Register	√					
9.	Bus/Rail/Boat Warrants	√					
10.	RV/EV Register	√					
11.	Stamp Account Register	√					
12.	MV Petty Cases Register	√					
13.	Ordinary Petty Cases Register	√					
14.	Aquittance Register		√				
15.	P.A Register	√					
16.	Fuel Indent Register	√	√				
17.	Vehicle Diaries	√					
18.	Register of articles returned to Store	√					

* DPC to be assisted by District Armourers

* DPC shall always be accompanied by an SS & JS

Sl. No.	Name of Register	SDPO	DPC	Range DIG/IGP	Zonal IGP/ADGP	SPC	Special Team
Administrative Related							
19.	Duty Roster/Rough Duty Roster	✓	✓	✓			
20.	Attendance Register	✓	✓	✓			
21.	Casual Leave Register	✓					
22.	Register of Off Duty for Constabulary	✓	✓	✓			
23.	Rough TA Register	✓					
24.	General Memo Book	✓					
25.	Orderly Room Register		✓				
26.	Parade Attendance Register		✓				
27.	Despatch Register	✓					
28.	Tapal Distribution Register	✓					
29.	Register of Missing Government Properties		✓				
30.	Private Property Register	✓					
31.	Police Pensioners Register (as per Circular 26/2012)		✓				
32.	Note Book	✓					
33.	Note Book Deposit Register	✓					
34.	Small Service Book		✓	✓			
35.	Medical History Sheet		✓	✓	✓	✓	✓
Public Service Related							
36.	Register of Persons under temporary care of Police	✓	✓				
37.	Arms Licence Register	✓	✓				

Sl. No.	Name of Register	SDPO	DPC	Range DIG/IGP	Zonal IGP/ADGP	SPC	Special Team
38.	Physical Training Register		✓				
39.	Register for issuing PCC	✓	✓	✓	✓	✓	✓
40.	Register for Passport Verification	✓	✓	✓	✓	✓	✓
41.	Register of Election Photo Identity Card/Aadhaar Card lost	✓					
42.	Right to Information Act Register		✓	✓			
Other Common Registers							
43.	Arms Deposited Register	✓					
44.	List/Register of Dealers in Arms and Explosives	✓	✓				
45.	Register of Explosive License holders	✓	✓				✓
46.	General Diary	✓	✓	✓	✓	✓	✓
47.	Migrant Labourers' Register	✓	✓		✓	✓	✓
48.	Janamaithri Beat Book	✓	✓	✓	✓	✓	✓
49.	Night Patrol Book		✓	✓			
50.	Evening Beat/Patrol Book		✓	✓			
51.	Pink Patrol Beat Book		✓	✓			
52.	List/Register of Proclaimed Offenders	✓	✓	✓	✓	✓	✓
53.	List/Register of Absconding Warrantees	✓	✓	✓	✓	✓	✓
54.	List/Register of Cases Pending in Court	✓	✓	✓	✓	✓	✓
55.	Register for Crime Cases at Higher Courts	✓	✓	✓	✓	✓	✓
56.	FIR Index	✓	✓	✓	✓	✓	✓

Sl. No.	Name of Register	SDPO	DPC	Range DIG/IGP	Zonal IGP/ADGP	SPC	Special Team
57.	Register for Traffic Accident Cases	✓	✓	✓	✓	✓	✓
58.	Cash Declaration Register	✓					
59.	Inspection Remarks/Visiting Remarks		✓	✓	✓	✓	✓
60.	Sentry Relief Register	✓					
61.	Register of Movement of Prisoners	✓					
62.	Medical History Sheet of Officers		✓	✓			
Petition Enquiry Registers							
63.	Preliminary Enquiry Register	✓	✓	✓	✓	✓	✓
64.	Register of Petitions - received directly	✓	✓				
65.	Register of Petitions - received from superiors	✓	✓	✓	✓		✓
66.	Thuna Petition Register	✓	✓	✓	✓	✓	✓
67.	CMO Petition Register	✓	✓	✓	✓	✓	✓
68.	Register of Petitions against Police		✓	✓	✓		✓
69.	Register of Petitions against SC/ST	✓	✓	✓	✓	✓	✓
70.	Register of Petitions against Women		✓	✓	✓	✓	✓
71.	Registers for petition of Transgender	✓	✓	✓	✓	✓	✓
Process Registers							
72.	Process Register of Local Court	✓		✓			✓
73.	Process Register of Other Courts	✓		✓			✓
74.	Summons Register	✓					✓
75.	Warrant Register	✓					✓

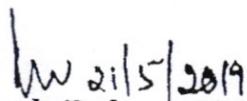
Sl. No.	Name of Register	SDPO	DPC	Range DIG/IGP	Zonal IGP/ADGP	SPC	Special Team
76.	LP Warrant Register		✓	✓	✓	✓	✓
77.	Summons Other Court/138 NIA	✓					
78.	Warrants Other Courts/138 NIA	✓	✓				
Arrest Records							
79.	Arrest Memo		✓		✓		
80.	Prisoners Search Register	✓	✓		✓		
81.	Register of Arrestee		✓		✓		
82.	Arrest Intimation Register	✓	✓	✓			
83.	Interrogation Register	✓	✓				
84.	Bail Bond Book		✓	✓			
85.	Medical Inspection Register (vide KPF 14B)		✓	✓	✓		
Crime Related Records							
86.	SCH Part I to VI		✓	✓	✓	✓	✓
87.	Register of anti-socials supplemented by individuals H.S. Similar to those mentioned in SCH Part-V		✓	✓	✓	✓	✓
88.	All Case Diaries of U.I. Cases (this should be categorized)	✓ (test check of 20% of U.I. Cases)	✓	✓ (All Grave Crimes U.I./All Sensitive & Grave Crimes)	✓ (All pending cases of more than 3 years)	free	All
89.	Non-Cognizable Crime Register	✓	✓		✓		
90.	Court Endorsed Case Register			✓	✓		
91.	Movement Register of CD files	✓			✓		

Sl. No.	Name of Register	SDPO	DPC	Range DIG/IGP	Zonal IGP/ADGP	SPC	Special Team
92.	Thondy Register			✓	✓		
93.	Register of Properties sent to Court		✓		✓		
94.	Movement Register of M.Os		✓	✓	✓		✓
95.	Crime Card Register		✓	✓	✓		✓
96.	Fingerprint Registers	✓			✓		
97.	Conviction Memos		✓	✓	✓		✓
98.	Ex-Convict Check Register Local	✓			✓		
99.	Ex-Convict Check Register Non-Local	✓			✓		
100.	Loose Leaf Index & Alphabetical Name Index		✓	✓	✓	✓	✓
101.	KD/DC Check Register		✓		✓		✓
102.	Check Register of Bad Characters (KPF No.89A)	✓		✓		✓	✓
103.	BCR A & B, BCR outside the State, BCR outside the country, BCR out of view cards registers				✓		
104.	General Conviction Registers (KPF 174A) [for prohibition of offences]		✓		✓	✓	✓
105.	Register of Convicted Cases	✓		✓			✓
106.	Register of Acquitted Cases	✓		✓			✓
107.	Register of Cases withdrawn	✓		✓			✓
108.	Register of Compounded Cases	✓		✓			✓
109.	Appeal Register	✓	✓	✓	✓	✓	✓
110.	Revision Register	✓	✓	✓	✓	✓	✓

Sl. No.	Name of Register	SDPO	DPC	Range DIG/IGP	Zonal IGP/ADGP	SPC	Special Team
Registers for Crime Prevention and Profiling of Criminals							
111.	Register of persons who are involved in 3 or more cases - Hardcore Criminals						
112.	KAA(P)A Registers (A, B, C & D) as per Circular 27/2009)		✓	✓	✓	✓	✓
113.	Register of persons involved in Cyber Crimes	✓	✓	✓	✓	✓	✓
114.	Register for Sexual Offenders and persons involved in POCSO Cases	✓	✓	✓	✓	✓	✓
115.	Register for Drug Peddlers	✓	✓	✓	✓	✓	✓
116.	Register for persons involved in Left Wing & Right Wing Extremists	✓	✓	✓	✓	✓	✓
117.	Register for UA(P)A Offenders	✓	✓	✓	✓	✓	✓

It is decided to introduce the following Registers also. The proforma for such Registers will be intimated later.

118. Register of Cyber Petitions
119. Janamaithri Beat Book
120. Janamaithri Suraksha Samithi's Book
121. SPC DIs Activity Book
122. SPC Fund Management Register
123. Kadalora Jagratha Samithy Register
124. Kadalora Jagratha Samithy Fund Utilization Register
125. Child-friendly Police Station Activity Register
126. Child-friendly Police Station Visitors Book


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 Director General of Police &
 State Police Chief

THI 1730/21.05.2019