

**E7/186250/2016**  
Police Headquarters  
Thiruvananthapuram  
Dated 20.10.2016

**Circular No. 22 /2016**

**Sub:** - Recruitment to Public Services – Advance intimation to the Kerala Public Service Commission – Vacancies of all categories – Integration and Centralized reporting of vacancies to KPSC – Instructions – Issued-.

**Read:** -1. Govt. Circular No.EC 3/38/2008 Dated 27.05.2016.  
2. Govt. Circular No.Adv.C3/104/2016/P&ARD Dated 17.08.2016.  
3. PHQ letter No.L4/98879/2013 Dated 11.12.2013  
4. PHQ Circular No.14/2006(S3) Dated 19.08.2006.

As per the references first and second cited, detailed guidelines have been issued from the Government regarding reporting of vacancies to the Kerala Public Service Commission in each category of posts, in order to avoid delay in assessing and reporting vacancies to the Public Service Commission. The Appointing Authorities should report to the Commission, the vacancies estimated/anticipated in each category separately in time bound manner and in the case of State wide recruitment, the responsibility of reporting anticipated vacancies to KPSC lies with the Heads of Department.

**02.** The existing practice of reporting of vacancies in the Police Department is that the vacancies in the category of Constabulary including WPCs/APSIs/Drivers/CFs/other Technical categories and Ministerial Staff are reported by the Armed Police Battalion (HQrs)/ Appointing Authorities, and in the case of SIs (GE), it is vested with the DGP & State Police Chief.

**03. In order** to streamline the process of reporting vacancies in accordance with the Circulars cited, the DGP & State Police Chief is bound to ascertain the actual vacancies of all categories in the Department at Police Headquarters and report the same to Kerala Public Service Commission. It is therefore directed that ADGP AP Battalion should assess the vacancy position of Constabulary/WPCs/ Drivers in each Battalion/District after effecting inter district transfers as per rules and furnish the vacancies to PHQ in the prescribed format. All other Appointing Authorities in the Department should intimate/report their respective vacancies of other categories to Police Head Quarters, without fail in the prescribed format. Henceforth, there shall be no reporting of vacancies to the Kerala Public Service Commission by any Unit other than Police Headquarters. This will be done centrally by the Police Head Quarters.

**04.** The E7 section at Police Headquarters will deal with all matters of collection and reporting of vacancies. The SS/JS shall monitor the same and put up the vacancy position of all categories for the perusal of DGP & State Police Chief on the 1<sup>st</sup> of the every month.

These directions will come into effect from 1<sup>st</sup> November, 2016.

Sd/-(20.10.2016)

**State Police Chief**

To

All Officers in list B.

Copy to : CA TO SPC/DGP HQ/IGP HQ/AIG/Manager/All SS and JS in PHQ.  
: All concerned Sections in PHQ to report the vacancies to E7 Section.  
: Circular Register/Stock file.

Approved for issue,

Inspector General of Police (HQ)

2/10