

No. H3/112386/2010
Police Headquarters,
Kerala, Thiruvananthapuram.
Dated: /08/2013

CIRCULAR NO. 24/2013

Sub:-Preparation of Finger print record slips-Instructions-Reg
Ref:- Lr. No 6685/FPB/10 Dated 25/11/10 of Director , FPB,Tvm.

It has come to notice that the police stations are commonly using the old stock of finger print slips printed years back for recording the Finger prints of convicted persons. This kind of mutilated , very poor quality slips printed in junk and unbleached paper are often returned by CFPB, New Delhi directing to furnish good quality Finger Print Slips. Similarly some police stations are still using the very old forms of despatch cheque printed in Malayalam. Hence all officers are directed to follow the guidelines mentioned below while preparing Finger print slips.

1. Clear, fully rolled finger impressions using printers ink should be prepared.
2. The forms used must be new one of good quality white paper which issued to all DPO Stores.
3. There are two types of finger print slips. KPF 3G for recording and KPF 3G (1) for search. Sufficient number of finger print slips must be prepared during the arrest of accused in KPF3G, KPF 3G (1) for future use as and when it is necessary.
4. The conviction and other details in the finger print slip and in the despatch cheque should be in English. The forms filled in Malayalam can not be sent to Central Finger Print Bureau at NCRB, New Delhi as it makes difficult to them to understand Malayalam language.
5. All District Police Chiefs should collect sufficient quantity of forms recently printed and kept in chief store and direct the investigating officers to prepare finger print slips in the new forms (KPF 3G and 3G (1) and despatch cheque

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forms so as to avoid rejection of FP slips by CFPB, New Delhi and FP Bureau, Thiruvananthapuram.

6. All officers should ensure that relevant rules of PSO and PHQ circulars are strictly adhered to in the preparation of conviction memos, in test checking and in sending the slips for record.

Sd/- (dtd 27/07/13)
STATE POLICE CHIEF

// Approved for issue//



 For State Police Chief
7/8/13

TO

All Officers in list "B".

Copy to :- All CAs in PHQ for information and necessary action.

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