

No.R1/106618/2015
Police Headquarters
Kerala, Thiruvananthapuram
Dated. 8 .07.2015

CIRCULAR No.26/15

Sub: Fuel Bills – inadequencies found – instructions for strict compliance.

Ref: Nil

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It is found that, POL bills are not submitted in time and are forwarded as a bunch at the end of financial year and also kept pending due to the reason of not writing vehicle diaries and MTRs in time. MTOs will be responsible for obtaining vehicle diaries in time and submit petrol bills to unit head concerned without any delay. Petrol bills for the month should be scrutinised and passed before 10th of succeeding month and details informed to Police Headquarters before every 20th of succeeding month as a periodical report. If this is not done rightly, it will badly affect on the assessment of actual requirement of fuel charges. A first compliance report in this regard shall reach Police Headquarters before 10th of this month. In case of non receipt of report, concerned DDO will be summoned to Police Headquarters in the first instance followed by Unit Head himself.

All officers are directed to follow the above instructions in letter and spirit and ensure its compliance. Compliance report about these aspects in Police Headquarters will be reported by Manager, PHQ, Thiruvananthapuram on the above date. Needless to remind once again that Unit Heads along with concerned supervisor will be personally be responsible for any lapse in the above areas of work in future.

Sd/-
State Police Chief

To

All Officers in list 'B'

Copy to : All JSs/SSs/AO/Manager/CAs to all Officers.

// Approved for Issue//

Manager

