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No.H11/40003/2019/PHQ
POLICE HEADQUARTERS
Kerala, Thiruvananthapuram

Dated 26.09.2019

CIRCULAR No.26/2019**Sub:-Construction of buildings in Police Department – Guidelines - Regarding.**


Unlike other departments, Police buildings have not been modernized over the period of time. We are still constructing Police buildings with archaic mindsets, inconvenient designs with poor constructions etc. This happens because of non-application of minds of the Unit Heads who are supposed to oversee the work from the planning stage to the completion stage. The Unit Heads do not undertake these jobs and leave it to very low ranked subordinate officers who lack imagination and that modern outlook to build such modern buildings having more convenience. In this regard, time and again, we have instructed you, mostly through messages and oral instructions, to construct **maintenance-free modern buildings for Police Department.**

In this connection the following instructions are issued:-

- i) The Police buildings should be made in such a way that they should be mostly maintenance-free. We do not get funds for repair and maintenance, every year, which affects the building very badly. Moreover, we do not have adequate funds even for painting the exteriors and interiors.
- ii) The optics or looks of these buildings are very poor. So, use of aluminium composite panels (ACPs), fibres, wood veneers and such materials available these days can be used on the walls, etc. which will be not only lasting but also will require no maintenance. Similarly, is the case of doors and fixtures. (Iron designer doors, glass doors, PVC doors, etc.)
- iii) Minimum number of inevitable rooms can be constructed through brick and concrete. For example, 'Thondy' Rooms, Bell of Arms, Lock-Ups, etc. in Police Stations. Most of the places should be utilized for making cabins, cubicles, workstations like in modern offices. Large windows with toughened glass will not only give aesthetic look but also will be maintenance free.
- iv) Adequate number of toilets with proper drying facilities (heavy duty exhaust fans) must be constructed.

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- v) Only approved colour scheme can be used for the interior and exterior of the Police buildings.
- vi) Meticulous planning relating to the materials to be used for the fittings like taps, closets, etc. must be worked out during the planning stage.
- vii) No changes should be made after the construction starts unless such changes are inevitable.
- viii) Wherever a vertical expansion is intended and possible, Kerala type of roofing may be avoided.
- ix) While designing the building, the local architecture of the area and the cultural aspects of that area should be taken in to account.
- x) 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.
- xi) Minimum furnishing must be envisaged in the estimate and construction done accordingly (cabins, cubicles, workstations, etc. to be included in the estimate).
- xii) No construction shall be done without the approval of the PHQ.
- xiii) The Competent Authority of the PHQ (at least AAIG) shall sign on each page of the approved drawings, estimates, etc. and copies should be given to all concerned. Digital copies of such drawings/estimates should be kept in the PHQ (at least in the D-Space).
- xiv) The above instructions shall be available with all the officers of and above the ranks of SHOs. Copies can be given to all approved construction agencies.


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

To

List 'D' Officers

Copy to – All Officers in PHQ/CA to SPC

