

No: T5/90336/2010
Police Headquarters,
Kerala, Thiruvananthapuram,
Dated:23/10/2010.

Circular No. 42 /2010

Sub: Operational Intelligence collected at Police Stations- Strengthening of existing arrangements – Instructions – Regarding.

Ref: (1) PHQ Circular No 79/69.
(2) District Special Branch Manual, Paragraph (6).
(3) PHQ Executive Directive No. 16/2003
(4) Letter No. G3/28338/SB/04 dt. 23/06/04 of DIG (Intelligence)

During the course of petition enquiries, law and order enquiries, investigation of cases, beat duties, random contacts with the people etc., police personnel working at Police Stations come across important information/intelligence which requires to be properly recorded, communicated collated, analyzed and acted upon. In this connection, detailed instructions have been issued time and again from the Police Headquarters.

02. As per reference 1st cited, Station House Officers have to send Weekly Confidential SB Reports to the SP/CP of the District every week. The services of the Beat and Patrol Police Constables and Head Constables and Sources directly available to the Sub Inspector of Police should be utilized for this purpose.

03. According to the District Special Branch Manual, each Police Station will have to send a Weekly Report to the District Special Branch on all matters of interest as may be prescribed by the DIG (Intelligence) and the District SP/ CP. These reports will have to reach the District Special Branch every Thursday.

04. These instructions were reiterated vide Executive Directive No. 16/2003 cited 3rd above. All SsP/CsP were strictly instructed to ensure that all the Police Stations send the prescribed weekly report to the District Special Branch without fail. IGP (Intelligence) was also instructed to carry out inspections of all the District Special Branches and to ensure that weekly reports are promptly submitted by the Police Stations to the District Special Branch.

05. The DIG (Intelligence), vide reference 4th cited above has given instructions to all the Districts/ City Special Branches to collect the Weekly Reports from the SHOs of the Police Stations on matters relating to general law and order situation, communal situation, left wing extremism, adivasi affairs, details of grave crimes reported, Foreigners, VVIP threat perception, Police Morale etc.

06. In spite of all these instructions, it is seen that sufficient efforts are not being made to collect the intelligence at the Police Station level during the course of discharge of official duties such as investigation of crime cases, petition enquiries, law and order enquiries, beat and night patrol duties, random contacts with the people etc. Important information that may come to the notice of police functionaries at the grassroots level is often ignored. It is important to maintain a proper record of all such information and submit the same to the District SsP /CsP. In this regard, the instructions given vide the references cited above are highly relevant. The SsP/CsP shall have to pay serious attention to this matter and take urgent steps to make the system effective. The following instructions are to be strictly complied with by all concerned:

- (1) A weekly report shall be submitted by all the SHOs in the State to the DySP / AC District Special Branch in name cover, on matters of Intelligence value which came to the notice of Station staff during the course of the week by the functionaries at the Police Station level. This relates to all important matters like general law and order issues, communal issues, extremist issues, crime intelligence, activities of foreigners etc.
- (2) An Addl. SI/ASI will be nominated in each Police Station by the SP/CP concerned to prepare the weekly report and submit the same to the DySP / AC District Special Branch after getting the report countersigned by the SHO concerned. These weekly reports shall reach the District Special Branch before 1700 hrs every Thursday. The SHO may also mark a copy of the report to the CI/ SDPO concerned.
- (3) The DySP/ AC District Special Branch should collect the weekly reports, analyse them carefully, and bring matters of importance to the notice of the District SP / CP on the same day.

- (4) The DySP / AC District Special Branch will, prepare a consolidated report and submit his report to the District SP/CP, Range IGP, Zonal ADGP, SP(SBCID) of the concerned Range and IGP(Intelligence) in name covers.
- (5) The District SsP/ CsP shall also conduct weekly intelligence review meetings, with the District Special Branch staff and ensure that the intelligence machinery is properly geared. There is need for free flow of information from the field staff to the District Headquarters. The SsP/CsP should also invite the District Officers of the State Special Branch for such meetings.
- (6) The Range IsGP shall convene quarterly Intelligence Review meetings with the DySPs of the District Special Branch of their respective Ranges. They may also invite SsP SBCID for such meetings.
- (7) Proper minutes shall be drawn for the meetings convened by the SsP/CsP/ Range IsGP as mentioned above. It should be ensured that all important information/intelligence is appropriately brought on record, informed to ADGP, (Intelligence) and senior officers as well as promptly acted upon.
- (8) ADGP (Intelligence)/ IGP (Intelligence) should conduct regular inspections of the District Special Branches as mentioned in the Executive Directive cited above and generally monitor whether these instructions are strictly complied with.

07. All officers are directed to strictly comply with the above-mentioned instructions. SsP/CsP should also issue suitable instructions to all Subordinate Officers and should personally call a meeting of the SHOs explain the need for complying with the instructions issued.

**DIRECTOR GENERAL OF POLICE
KERALA**

To

All Officers in List 'B'

Copy to : CA to all Officers in PHQ
" : Stock File / Circular Book