

**Circular No. 48/09**

**Sub: Investigation expenses - Reimbursement – Reg.**

During investigation of cases, the investigating officer and his team incurs expenditure on numerous counts. Normally, other than admissible TA and DA, the remaining amounts which the Investigating Officer or his team members may have met from their own funds remain unreimbursed. This can lead to personal financial constraints and also de-motivation in investigation work. The Director General of Police can sanction funds to meet expenditure incurred during investigation up to a maximum of Rs. 3000/- per case. This provision is not seen properly utilized by the unit Heads. The Superintendent of Police of the unit can spend Rs. 500/- per case. Those expenses which are lawfully and necessarily incurred during the process of investigation by reason of operational necessity can be reimbursed to the Investigation Officer utilizing this provision which is already included in the delegation of financial powers.

Special transportation expenses, emergency photographic or computer or copying charges which otherwise cannot be paid, expenses on Telegraphy, Telephony, Courier, essential hiring etc spent for any emergency eventuality affecting investigation, food for those in custody and so on, which are met from own funds of the I.O. can be claimed under this head, if it is in good faith necessary for the successful investigation of any case and is supported by the relevant steps of investigation.

Such claims by the investigating officers should be certified by those officers who have actually spent the amounts out of their pockets and the same should be verified and recommended by the immediate Superior officer before being send to the sanctioning authority. The unit heads should ensure that only genuine claims are recommended or sanctioned.

**DIRECTOR GENERAL OF POLICE  
KERALA**