

**No.T5/54097/2009**  
Police Headquarters  
Kerala, Thiruvananthapuram-10  
Dated: 24/12/2009

**CIRCULAR No 55/2009**

Sub:- Airport Entry Passes – Issue of Police Clearance Certificate –  
Authorisation of SPs / CPs Instructions – Regarding:

According to the existing practice, contract workers and other airport staff are given access into the premises of Airports including sensitive areas on the strength of the passes issued by the Airports Authority of India. These passes are issued by the AAI on the basis of certificates received from Police Stations. In view of the present security scenario in the country, issue of passes based only on clearance certificates received from individual Police Stations is not sufficient to ensure the security of Airports.

Government, vide GO(P) No.112/2006/Home dated 31/07/06 have prescribed procedures for the verification of character and antecedents of candidates before appointment under Government, Autonomous Corporations and Companies in the State. Vide subsection 16 to section VI of the Rules prescribed in the said GO, directions exist to conduct the verification of character and antecedents of candidates employed in Private Institutions and Private Industrial concerns, if the management of such concerns are agreeable to pay a fee for Rs.1000/- (Rupees One Thousand only) for each case of verification. The receipt by way of fee collected shall be credited to the Head of Account '0055-00-103-Fees, fines and forfeitures'. The verification reports in such cases will be sent direct by the Superintendent of Police / Commissioner of Police to the Authority who made the reference. This procedure can be adopted for dealing with requests for verification of persons to be employed as contract workers and staff by the Airports Authority of India in the airports also.

In the above circumstances, the present system of issuing of Police Clearance Certificates at the level of police stations for work at the airports is to be stopped immediately. Airport entry passes will henceforth be issued by Airport Authorities only on the strength of Police Clearance Certificate (PCC) issued by the Superintendents of Police / Commissioners of Police of the Districts concerned since PCCs are issued only after detailed verification by the SB officers. PCCs will not be issued to individual applicants for this purpose and only those applications which are routed through concerned employers shall be taken up for verification by the DPO/CPO on payment of prescribed fee as above. All Commissioners of Police / Superintendents of Police in charge of Cities / Police Districts are authorized to issue Police Clearance Certificates to applicants / requests received from / through the Employers for the purposes of obtaining Airport entry passes. .

The format for issuing Police Clearance Certificate is furnished below:

**POLICE CLEARANCE CERTIFICATE**

This is to certify that Mr. / Mrs. / Ms. ....  
Son / Daughter / Wife of .....  
residing at ..... for the last .....(Months / Years)  
on verification has been found to have nothing adverse reported against his / her  
conduct and character and that he / she is not involved as an accused in any  
criminal case in this district.

The Certificate is issued for obtaining Airport Entry Pass.

(Seal)

**Commissioner of Police / Superintendent of Police**

Commissioners of Police / Superintendents of Police in charge of Police Districts will issue Police Clearance Certificates only after conducting proper enquiry by SB Staff with regard to the character and antecedents of the applicants and the correctness of address and other details furnished by the applicants.

The Airport Authorities in the State are requested to suitably advise their Employers / Agencies to route such requests to the Authorities issuing PCCs. The PCC issuing authorities will not entertain individual requests and PCC shall be issued to the agencies on written request only. The Authorities shall avoid delay in issuing PCCs



**DIRECTOR GENERAL OF POLICE**