

POLICE



DEPARTMENT

KERALA

PROCEEDINGS OF THE DISTRICT POLICE CHIEF
DISTRICT POLICE OFFICE, IDUKKY

Present : Venugopal K B IPS

Sub : Introducing PRO System-Appointing PROs/Asst PROs in Police Stations-
Orders issued-Reg.

Read : 1.PHQ Circular No.23/2016 dated 01.11.2016
2.Executive Directive No.07/2017 dated 18.04.17.

Order No : G1(a)-64651/2016/ID Dated. 21-04-2017

The idea of Public Relation Officer System was mooted vide PHQ Circular cited 1st to smoothen the interface between Police and Public.Accordingly PRO system were introduced in all Police Stations in Idukki.In the Executive Directive cited 2nd,it was directed to select a suitable person at least of the rank of SCPO/ASI/Grade ASI as the PRO of a Police station,designate a Women Police Official working in the Women Helpdesk as Assistant PRO and the officer-in-charge(GD CHrge) from 7 PM to act as PRO.

In the above circumstance,the following Police Officers/Personnel are selected and posted as PRO and the Assistant PRO of the following Police Stations in Idukki.

SI.No	Name of Station	PRO	Rank	Mob.No	Asst PRO	Rank	Mob.No
1	Thodupuzha	Shaji M	ASI	9497961769	Rona T S	WCPO 4185	9497912286
2	Karimkunnam	Shaji K N	GASI	9447985125	Neethu Krishnan	WCPO 4382	9497911932
3	Kanjar	Sabu K R	GASI	9497932256	Sainaba V S	WCPO 2944	9497912013
4	Muttam	Muhammed K A	GASI	9497961742	Neethu E B	WCPO 4372	9497911994
5	Kulamavu	Ajith	SCPO 3833	9497932264	Bindu A A	WSCPO 2787	9497912033
6	Kaliyar	Vijesh	SCPO	9497932361	Sindhu	WCPO	9497911955
7	Karimannoor	Ajims	SCPO(G) 2584	9497945376	Sabitha	WCPO 3143	9497911971
8	Idukki	Abdul Khader Kunju	ASI	9497913329	Rose Abraham	WCPO 7270	9497913214
9	Murikkassery	Eldhose N P	SCPO 2951	9497912063	Dhanyamol P M	WCPO 4171	9497912484
10	Kanjikuzhy	Roy K S	SCPO 2632	9497932328	Renamol	WCPO 7328	9497913219
11	Karimanal	A J Joy	ASI	9497961752	Lilly C J	WASI(G)	9497932357
12	Kattappana	Vinodkumar	ASI	9497932325	Bindhu K P	WSCPO 2790	9497912118
		A D			Sumyamol	WCPO	



G1(a)-64651/2016/ID



69ba49

13	Vandanmedu	A. D Yesudasan	GSI	9497932476	Soumyanil P S	WCPO 7289	9497912173
14	Thankamani	K V Joseph	SCPO(G) 2647	9497912143	Asha B S	WCPO 4184	9497912151
15	Nedumkandom	Muhammed Kabeer	SCPO 2982	9497912181	Pauline	WCPO 7310	9497913313
16	Cumbummettu	Surendran K K	SCPO 2996	9497912207	Rasiya V	WCPO 3761	9497912219
17	Kumily	Anilkumar	SCPO 2877	9497932520	Sunimol P C	WCPO 7280	9497912244
18	Vandiperiyar	Roy Varghese	GASI 1939	9497961805	Kaliyammal	WCPO 7300	9497913228
19	Peermedu	Jose Thomas	GASI	9497932508	Tincy Pious	WCPO 7277	9497913231
20	Peruvanthanam	Binu Varghese	GASI	9497932534	Nazeema N M	WSCPO 2780	9497912314
21	Vagamon	K B Kunjumon	GASI	9497932533	Annaimathi	WCPO 4376	9497912334
22	Upputhara	Jacob John	SCPO 2730	9497932535	Soumya Sebastian	WCPO 7321	9497913232
23	Adimali	Santhosh Lal	GASI	9497932412	Naseema V P	WCPO 2917	9497912482
24	Vellathooval	K D Maniyan	ASI	9497932419	Linitha Paul	WCPO 7317	9497913238
25	Munnar	Soman P.M	GASI	9497932428	Shajitha PS	WSCPO 2777	9497961835
26	Marayoor	Shaji C S	ASI	9497961744	Shylaja	WSCPO 2796	9497912560
27	Devikulam	Ismail	ASI	9497975374	Resmi Rajan	WCPO 4367	9497912429
28	Santhanpaa	Shaji Varghese	ASI	9497912436	Jipsy Rose Thomas	WCPO 7291	9497913221
29	Rajakkadu	Sajeev P K	ASI	9497932449	Renjini V R	WCPO 7259	9497913240

Duties and Functions of PRO (Refer PHQ Circular 23/16)

- PRO should be present on duty from morning 8 am to 6 PM. After 7 PM the officer in charge(GD Charge) will act as PRO
- Receive all visitors of Police Station
- Receive and get all petitions registered and give receipts
- Invite the attention of SHO/GD Charge, if any petition reveals commission of cognizable offence
- Render help to illiterate, differently abled visitors, women, children, senior citizens to draft petitions
- Ensure copy of FIR is given to petitioner as soon as FIR is registered
- Should not involve in disposal of petitions or investigation except giving receipts and entering disposal particulars in the register meant for it
- Act on applications received for GD entries, PM Certificates and other documents in accident cases and ensure receipt by applicants.
- Ensure time limit in RTI Act and Right to Service act
- Ensure formalities concerned with the persons who are arrested or locked up such



as proper feeding, body search, seizure of properties, care, health and safety as per 55A of CrPC. If any discrepancy is noticed, invite the attention of SHO.

- Maintain a register of vehicles involved in all cases for entering the details like seizure, custody, release, produced before court etc.
- Supervise cleaning of Police Station and implementation of Suchitwa mission.
- Co-Ordinate relationship with other departments for collecting WC, PMC, MVI Certificates etc in consultation with SHO.
- Act as an interface between SHO, Investigating officers, Station Staff on one side and visitors on the other side.
- PRO should have the knowledge of Janamaithri and Student Police Cadet Scheme and all such schemes of Kerala Police.
- PRO should be in neat uniform
- PRO should have a pleasant behavior to general public and Police Station staff.
- PRO should have empathy towards children, women and senior citizen
- PRO should be well aware of the day to day activities in police stations
- PRO should have a good understanding of the character of each and every police officer of the PS
- PRO should have general awareness of the basic laws dealing in day to day activities in Police Stations.



21-04-2017

Venugopal K B IPS,
District Police Chief

To : All concerned through SHOs

Copy : All SDPOs, IsP and SHOs:-Strictly follow the Circular and Ex.Directive read
To : above. All SDPOs, IsP and SHOs must put their efforts to make the system work properly. All SHOs should ensure that all calls received in the station should be properly attended to in a pleasing and respectable manner and to act upon without any delay.

