

POLICE



KERALA

DEPARTMENT

Time Limit

No. S3-19112/2018/PHQ

Police Headquarters,
Thiruvananthapuram
phq.pol@kerala.gov.in
04712721547
Dated. 29-01-2019

From

The Director General of Police & State Police Chief
Kerala

To

1.All Unit Heads.
2.Drawing and Disbursing Officers of all Units.

Sir,

Sub : iAPS – Usage of Attendance generated from iAPS Duty Roster –
instructions issued – reg.

Ref : 1. GO (Rt) No. 2178/2010/Home Dtd 30/06/2010.
2. PHQ Circular No. 23/2012 Dtd 27/08/2012.
3. PHQ Circular No. 24/2012 Dtd 27/08/2012.
4. PHQ Circular No. 33/2012 Dtd 22/10/2012.
5. PHQ Circular No. 26/2013 Dtd 01/10/2013.
6. PHQ Circular No. 01/2015 Dtd 09/01/2015.
7. PHQ Circular No. 01/2018 Dtd 24/02/2018.

Please refer to the above.

02. We are a manpower intensive department and our personnel constitute our strength. It is seen that inspite of technological advancement and use of information technology by the department, even now we are not having accurate records or information about our manpower position at any given point of time. This is solely due to dependence on manual methods of accounting for our strength and their deployments. As per the references cited strict instructions have already been issued for the strict implementation of different modules deployed in iAPS. As per the reference 7th cited, guidelines had been issued regarding the implementation of Strength and Duty Management in Sub Offices like Police Stations, Sub Divisions, Special Units and Company Offices. It has also been instructed therein that 'Attendance' and 'Day Off Statement' generated through iAPS alone shall be used in future for preparing Monthly Salary in respect of the Police Personnel working in all Units.

03. However, it is seen that the above instructions are not seen complied by the Unit Heads properly and the practice of preparing 'Manual Attendance Sheets' for preparing monthly salary bills is still being followed.

04. Under the above circumstances, **it is strictly ordered that Strength and Duty Management shall be properly handled in the level of**



Police Stations, Sub Divisions, Special Units and Company Offices and the attendance sheet generated through iAPS alone shall be used for preparing monthly salary bill from February 2019 onwards. Officers concerned should ensure that any type of transfer/work arrangement/deputation etc are recorded in iAPS and **Joining & Relieving of Police Personnel be strictly done only through Strength Management Module in iAPS. Passports for relief should be generated from iAPS and issued to the incumbents,** for achieving the Attendance Management System through iAPS. Therefore these instructions should be made operational from 01/02/2019.

Any laxity in this regard will be viewed seriously.

Yours faithfully



**Loknath Behera IPS
State Police Chief**

Copy To : The SFO / AO PHQ.



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Endt No G1(c)-38795/2017/ID Dated. 29-01-2019

Copies of letter No.S3-19112/2018/PHQ. Dtd. 29/01/2019 in connection with usage of attendance generated from iAPS Duty Roster instruction is forwarded to All Officers/Miniterial staffs for strict compliance.

Krishnan B
Junior Superintendent
For District Police Chief
District Police Office, Idukki
spidk.pol@kerala.gov.in
04862232354



G1(c)-38795/2017/ID



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