

No. A- 0061/2019/ADGP (L & O)

O/o Addl. Director General of Police

Law & Order

Police Training College

Thiruvananthapuram-14

Ph. 0471-2322032

e-mail: adgplo.pol@kerala.gov.in

Dated: 17/08/2019

From

Additional Director General of Police
Law & Order

To

IsGP North & South Zones
IGP & CsP Tvpm City & Kochi City
All Range DIsGP
All DPCs

Sir,

Sub: - Signing Official Correspondence and legal documents with
Date, Name, Designation, Place- Instructions issued- Reg

Ref: - PHQ Executive Directive No. 14/2017

It has been observed that many officers are signing official correspondence, letters, statements and records, without mentioning the name, designation and date properly. This is being done despite of the instructions issued earlier from PHQ vide reference cited.

It would be very difficult to ascertain the details of signatory later while examining the official documents and may create many administrative problems while dealing with correspondence, files and records.

Hence, you are directed to ensure that, whenever an official document is signed by any officer, it should be with the name,

designation, date, contact number and e-mail id in official communications and the place wherever applicable. This is mandatory in all official documents including case diaries, letters, police station records and other correspondence and any laxity in this regard will be viewed seriously and dealt with by taking disciplinary action.

You are requested to convey the above instruction to the officers working within your respective jurisdiction and issue directions to strictly comply with the same for administrative efficiency and authenticity in legal documents and official correspondence.

Yours faithfully,

Handwritten signature and date: "SM" above a horizontal line, with "17/8/19" written below the line.

Additional Director General of Police
Law & Order

To: SF- 2019

Copy to : DGP & State Police Chief, Kerala for favor of information with
C/L

POLICE



DEPARTMENT

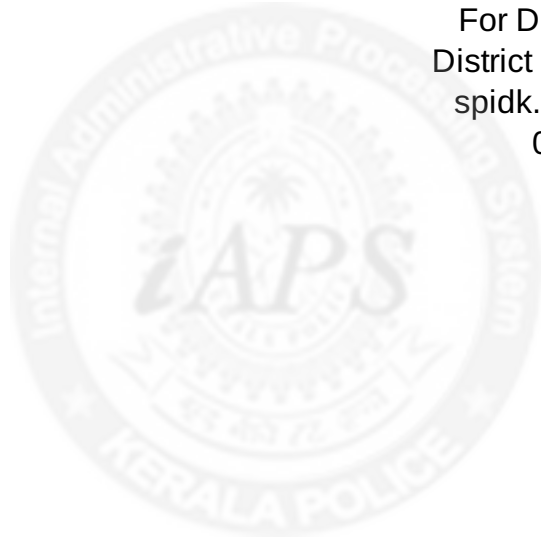
KERALA

Endt No G1(a)-3122/2019/ID Dated. 19-08-2019

A copy of letter No.A-0061/2019/ADGP(L&O) Dated 17/0819 of the Additional Director General of Police, Law & Order, Thiruvananthapuram regarding signing of Official correspondence and legal documents is forwarded to all officers in Idukki district for information and necessary action.

Copy to All DPO Staffs.

Sukumaran P
Additional Superintendent of Police
For District Police Chief
District Police Office, Idukki
spidk.pol@kerala.gov.in
04862232354



G1(a)-3122/2019/ID



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