



POLICE



DEPARTMENT

KERALA

Personal Attention

No. S3(a)-131854/2017/PHQ

Police Headquarters,  
Thiruvananthapuram  
phq.pol@kerala.gov.in  
04712721547  
Dated. 21-03-2019

From

**Inspector General of Police, (HQs)**  
Police Headquarters,  
Kerala, Thiruvananthapuram.

To

**All Unit Heads.**

Sir,

Sub : POLICE HEADQUARTERS - Signing of fair copies of letters addressed to the Government - Reg.

Please refer to the above.

**02.** An instance has come to the notice of the Government and the DGP & State Police Chief, wherein a letter addressed to the Chief Secretary was approved by a Junior Superintendent of the Department. The Government has conveyed their displeasure in the matter and has pointed out that a Junior Superintendent is not an appropriate authority to write directly to the Chief Secretary of the State.

**03.** In this regard, all Unit Heads are hereby directed to note this and also sensitize their office staff on the matter that only an Officer of and above the rank of Assistant Inspector General/ Superintendent of Police on behalf of the DGP & State Police Chief is entitled to write directly to the Chief Secretary of the State. The Unit Heads should also make sure that the said instance should not repeat in their respective offices.

**04.** The Gazetted Assistants like the Manager/Financial Assistant/ Senior Superintendent may sign the fair copies for the State Police Chief, on correspondences of routine nature, such as memos calling for information etc. They may also sign fair copies of orders, the drafts of which have been approved by the State Police Chief or Assistant Inspector General/ Superintendent of Police, except in matters relating to General policy, or those containing comments on officers. When the number of fair copies to be signed by the head of office and his gazetted assistants is too big, non-gazetted



S3(a)-131854/2017/PHQ



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**supervisory staff in an office may be authorized by the head of office to communicate "by order" copies of correspondence and orders within the same office and to subordinate offices.**

**05.** An extract of the Police MoP in this regard is also quoted as a reminder and for strict compliance. It may be noted that the Inspector General mentioned in the extract is currently the State Police Chief.

**" 80. Signing of fair copies.**

**(1) All communications from or to the Chief Office shall ordinarily be in the name of the Inspector General, and those to or from other offices in the name of the Head of the Office. Fair copies of communications from the Chief Office will ordinarily be signed by the Assistant Inspector General for Inspector General. Very important letters to the Government, and Proceedings relating to financial sanctions and disciplinary cases, (other than those which the Assistant Inspector General is himself competent to dispose of), will be signed by the Inspector General himself. Gazetted Assistants like the Manager and the Financial Assistant may sign for the Inspector General of Police fair copies of correspondence of a routine nature such as memos calling for information. They may also sign fair copies of orders, the drafts of which have been approved by the Inspector General or Assistant Inspector General, except in matters relating to General policy, or those containing comments on officers. When the number of fair copies to be signed by the head of office and his gazetted assistants is too big, non-gazetted supervisory staff in an office may be authorized by the head of office to communicate "by order" copies of correspondence and orders within the same office and to subordinate offices.**

**(2) Superintendents of Police may authorize the Chief Ministerial officers of their offices to sign correspondence relating to the following subjects, including papers addressed to the Chief Office. Matters which require a decision, or an interpretation of rules, shall however be put up for the orders of the Superintendent of Police, and correspondence falling under this category-addressed to the Chief Office shall as far as possible be signed by the Superintendent of Police himself.**

**(a) Correspondence and statements relating to recoveries from members of the service.**

**(b) Correspondence relating to the Provident Fund and Life Insurance.**

**(c) Correspondence relating to the recruitment of constables and their verifications rolls, subject to the proviso that the selection of candidates shall be made by the Superintendent of Police himself.**

**(d) Routine statements and returns to the District Magistrate, Deputy Inspector-General and Inspector General provided the Superintendents of Police themselves shall see, examine and issue necessary instructions on the statements and returns received from subordinate officers.**

**(e) Routine correspondence relating to military deserters.**

**(f) Indents for forms and stationery required for office use.**



**(g) Passing of indents received from stations for forms and stationery.**

**(h) Indents on Chief Office for the replacement of condemned articles.**

**(i) Chief Office copy of Pay Bills.**

**(j) Any other class of papers of a routine nature under the specific authority the Superintendent of Police.**

**(3) Authentication of drafts of approved orders and sanctions. Fair copies of approved drafts of orders and sanctions shall be authenticated for issue by any of the Officer authorized in this behalf in the manner shown below:-**

(Sd.)

(Name of the officer who passed the orders or approved of the draft)  
Designation

\*

\*

\*

\*

**True copy/Forwarded/By order/etc.**

**True copy/Forwarded/By order/etc.**

**submitted/ (as the case may be)**

**For (the designation of the head of the Office) or Designation of the person signing, in the case of communications issued "By order". "**

Yours faithfully

*Dinendra Kashyap*

**DINENDRA KASHYAP IPS**  
**Inspector General of Police**  
For State Police Chief

- Copy To :
1. CA to DGP & SPC.
  2. CA to all Staff Officers in PHQ/ SFO/ LA.
  3. Manager/ AO/ all SSS/ JSS/ Section Clerks for information and necessary action.
  4. Stock File/ D Space.



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**DEPARTMENT**

**KERALA**

**Endt No G1(a)-3122/2019/ID Dated. 23-03-2019**

A Copy of POLICE HEADQUARTERS letter No.S3(a) 131854/2017PHQ Dated 21.03.2019 regarding the Instruction for Signing of fair copies of letters addressed to the Government is forwarded to All Staffs of DPO Idukki for necessary action.

Mohamed Shafi K  
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For District Police Chief  
District Police Office, Idukki  
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G1(a)-3122/2019/ID



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