

**TWELFTH KERALA LEGISLATIVE ASSEMBLY**

**COMMITTEE  
ON  
PUBLIC ACCOUNTS  
(2008-2011)**

**NINETY FIFTH REPORT**

(Presented on 29th June, 2009)



SECRETARIAT OF THE KERALA LEGISLATURE  
THIRUVANANTHAPURAM  
2009

TWELFTH KERALA LEGISLATIVE ASSEMBLY

**COMMITTEE  
ON  
PUBLIC ACCOUNTS  
(2008-2011)**

**NINETY FIFTH REPORT**

**On**

**Action taken by Government on the Recommendations  
contained in the Seventh Report of the Committee  
on Public Accounts (2001-2004)**

## CONTENTS

	<i>Page</i>
Composition of the Committee ..	v
Introduction ..	vii
Report ..	1
Appendices :	
I PHQ Circular No. 10/81 dated 4-8-1981 ..	12
II G. O. (Ms.) No. 116/87/Home dated 22-9-1987 ..	14
III PHQ Circular No. 18/96 dated 18-9-1996 ..	18

COMMITTEE ON PUBLIC ACCOUNTS (2008-2011)

*Chairman :*

Shri Aryadan Muhammed

*Members :*

Shri C. T. Ahammed Ali

„ Anathalavattom Anandan

„ Babu Paul

„ K. C. Joseph

„ K. M. Mani

„ A. C. Moideen

„ M. Prakashan Master

„ Ramachandran Kadannappally

Smt. K. K. Shylaja Teacher

Shri M. V. Sreyams Kumar

*Legislature Secretariat :*

Shri P. D. Rajan, Secretary

Smt. V. Jayalekshmi Amma, Additional Secretary

Shri Wilson V. John, Deputy Secretary

Smt. A. Achamma, Under Secretary.

## INTRODUCTION

I, the Chairman, Committee on Public Accounts having been authorised by the Committee to present this Report on their behalf present the 95th Report on Action Taken by Government on the Recommendations contained in the 7th Report of the Committee on Public Accounts (2001-2004).

The Committee considered and finalised this Report at the meeting held on 10th June, 2009.

Thiruvananthapuram,  
29th June, 2009.

ARYADAN MUHAMMED,  
*Chairman,*  
*Committee on Public Accounts.*

## **REPORT**

This Report deals with the action taken by Government on the recommendations contained in the Seventh Report of the Committee on Public Accounts (2001-04).

The Seventh Report of the Committee on Public Accounts (2001-04) was presented to the House on 5th December 2001. This report contained 15 recommendations relating to Home Department. Government were addressed on 3rd January 2002 to furnish the statement of action taken on the recommendations contained in the Report and the final replies were received on 18th September, 2008.

The Committee examined the action taken statements furnished by Government at its meeting held on 24th October 2008. The Committee accepted all the replies furnished by Government on the recommendations. The recommendations of the Committee and the Statement of Action Taken furnished by Government are incorporated in this Report.

**Recommendations of the Committee and the replies furnished  
by the Government**

**HOME DEPARTMENT**

**Recommendation**

*(Sl. No. 1, Para No. 28)*

1. The Committee fail to understand the rationale behind the preparation of the budget proposals of the Police Department on the basis of sanctioned strength instead of actual men in position. The department itself does not know the actual staff strength on any date as no composite records in this regard are maintained. They usually prepare the budgetary estimates on the basis of sanctioned strength even though a large number of posts remain vacant for long. The Committee are of the view that submission of inflated budget proposals on the basis of sanctioned staff strength when the chances of filling the newly sanctioned posts in the near future is meagre is not proper and is clear violation of the provisions contained in the Kerala Budget Manual. This irregular practice leads to large scale saving which is most often re-appropriated for meeting the expenses on Travelling Allowance and similar other expenses, violating the restriction in this regard. Even though the department claims that this re-appropriation is made with the concurrence of Finance Department, no documentary evidence in support of this claim has been produced before the Committee despite specific demand from the Committee. The Committee, in this connection, express utter displeasure on the non-receipt of the copy of the orders, if any, issued in this regard by Finance Department and urge the department to convince the Committee of the veracity of their claim. Nevertheless the Committee recommend that adequate amount should be provided for meeting the expenses on payment of Travelling Allowance in the annual budget of Police Department. Further it is suggested that under no circumstances should amounts, provided on account of the non-existing staff be drawn. If new appointments take place during the course of the year, the expenses for their salary and other allowances should be met by obtaining Supplementary Grants.

**Action Taken**

2. Sanctioned strength is taken as a benchmark to prepare budget estimates and there is no deliberate attempt to inflate the figures of budget estimates. Savings located are re-appropriated as per the following Government

Orders viz., G. O. (Rt.) No. 1380/96/Fin. dated, 27-3-1996, G. O. (Rt.) No. 1809/97/Fin. dated 26-3-1997, G. O. (Rt.) No. 1816/97/Fin. dated 29-3-1997, G. O. (Rt.) No. 2015/97/Fin. dated 31-3-1997 and G. O. (Rt.) No.1935/98/Fin. dated 30-3-1998. The recommendations of the Committee in this regard have been noted for future guidance and communicated to Unit/Sub Officers for compliance while preparing budget estimates.

#### **Recommendation**

*(Sl. No. 2, Para No. 29)*

3. Though the Committee agree with the statement of the department that increase in the number of cases involving atrocities against women, is as a result of more women coming forward for giving complaints the Committee are of the view that this fact alone cannot be attributed as the sole reason. The Committee are of the view that crimes against women are significantly on the increase in our State. Enquiry and awarding of punishment to culprits involved in these cases can have a positive result if Women Police personnel play a key role in investigation as the assaulted women can express freely to another woman without fear. But in reality, the number of Women Police personnel in our State is quite disproportionate to the number of crimes. There are only 3 Women Police Stations in our State. The Women Cells in all the districts also could not perform effectively due to shortage of personnel to these cells. The Committee strongly recommend that earnest steps should be taken for filling up the vacancies of Women Police personnel and officers and for the setting up of more women police stations in the State.

#### **Action Taken**

4. In addition to the Cities of Thiruvananthapuram, Kochi and Kozhikode where Women Police Stations are functioning, there are Women Cells in all districts, which are functioning with Women Circle Inspector of Police, Women Sub Inspectors of Police, Women Head Constable and Women Police Constables. There is also a Women Cell functioning at Police Headquarters in addition to the above, under the supervisory control of a Women Superintendent of Police. There are also three Women Cells functioning in Thiruvananthapuram Rural, Ernakulam Rural and Kozhikode Rural.

5. The Government have decided to enhance the strength of Women Police to 10% of the Police strength in phases. The Sanctioned strength of Women Police is 2763 as categorised below.

Women Dy. SP	-	1
Women C.I. of Police	-	21
Women S.I. of Police	-	73
Women Head Constable	-	188
Women Police Constable	-	2480
Total	-	<u>2763</u>

6. Total vacancies of Women Police Constables up to 05/2006 have been reported to KPSC.

#### **Recommendation**

*(Sl. No. 3, Para No. 30)*

7. The Committee emphasize the need for constituting a Research and Analysis Wing in the Police Department for conducting in-depth studies on the increase in number of crimes especially crimes against women, the manner in which such cases are handled and their final outcome. The Committee urge the Government for constituting an independent Research Analysis wing so as to have an effective approach towards such crimes.

#### **Action Taken**

8. Now Police Department has State Crime Records Bureau in the State Level and District Crime Records Bureaus in the District level, to undertake research and analysis of Crime cases against women. A separate Women Cell headed by Superintendent of Police also functions to take care of complaints from Women. In addition to this, the Crime Branch, CID also handles those types of cases. Thus adequate attention is being given to crimes against Women. Therefore a separate Research and Analysis Wing as recommended by the Committee at present does not appear to be necessary.

#### **Recommendation**

*(Sl. No. 4, Para No. 31)*

9. The Committee opine that the department should not have allowed the District Police Offices to use the computers for preparing pay bills without acquiring necessary software for the purpose since the pay bill system lacked authenticity of data. The Department is yet to initiate action for installing a full-fledged computer system. The present arrangement is vulnerable to unauthorised changes in the master data and thereby involves the risk of easy manipulation and the Committee view this as very serious. The Committee desire that the department should evolve a fool proof system for the preparation of pay bills.

**Action Taken**

10. The recommendations of the Public Accounts Committee (2001-04) have been communicated to Inspector General of Police, SCRB with instructions to develop a new pay roll software with advance features, so that it is fool proof and protected from any tinkering or manipulation. Inspector General of Police, State Crimes Records Bureau, Thiruvananthapuram has reported that they have developed new software under Micro Soft Visual Fox Pro 6.0 package, with user level authentication to prevent un-authorized access to the pay roll system. The new software generates individual pay slips, with the details of their claim and deductions, besides automatic up gradation of loan installments and other features.

**Recommendation**

*(Sl. No. 5, Para No. 32)*

11. The Committee understand that there was acute shortage of police personnel in the Department due to large scale diversion of police personnel for engagement of other duties including non-police activities and other ministerial works which adversely affected its functions. No valid reasons were adduced for the deployment of personnel for works which is detrimental to the basic function of the police force. The Committee are of the view that the Department as well as Government have not seriously considered the impact of the large-scale diversion of police personnel for other activities including non-Governmental purposes despite acute shortage. The Committee underline the need for a review of the workloads of ministerial staff and to refix the ratio between the two categories. The Committee recommend that the practice of diversion of police force to other duties be stopped forth with so as to use the service of more police personnel for case, crime investigation, maintenance of law and order etc.

**Action Taken**

12. There is no diversion of police personnel for non-police activities. Policemen are not doing any ministerial work and no policemen are deployed for any non-Governmental purposes. Based on the Audit Review done during May 1998 to October 1998, Government have initiated action to ascertain the number of additional ministerial posts required as a result of increase in the number of police personnel. Personnel and Administrative Reforms Department has already conducted a study in this regard and submitted their report to Government.

**Recommendation**

*(Sl. No. 6, Para No. 33)*

13. The Committee understand that filling up of vacancies of police personnel from 1995 onwards has been in a slow pace due to lack of proper

machinery to assess annual requirement of manpower, Lack of adequate facilities for imparting training to large number of candidates at a time is also pointed out to be one of the reasons for the delay in filling up the vacancies. In that case arrangements should be made to enhance these facilities for training. It seems that there are shortcomings in the procedure adopted for recruitment of police personnel. The Committee, therefore, suggest that single window system should be adopted for the recruitment of policemen to different units as well as to different districts. The Committee note that there is shortage in all the essential cadres like CIs, SIs, ASIs, PCs etc, in the department. This situation badly affects the control of crimes and maintenance of law and order. Nevertheless, there are several instances of inordinate delay in giving posting orders and in some cases even in giving deserved promotion. The Committee opine that this is very unfortunate and that the department should not defer the promotion solely on account of delay in convening the meetings of the Departmental Promotion Committee. The Committee further suggest that the seniority list of all categories of police personnel should be made upto date without delay and that it should be ensured that in no circumstances promotion due is denied to any policemen. The Committee, in this connection express displeasure over the non-receipt of the details of rank lists published from 1995 onwards in respect of police personnel from which all the candidates could not be appointed.

#### **Action Taken**

14. Vacancies are reported to PSC in time. From time to time Government considers proposals for additional posts. Training facilities are adequate. The new Police Academy at Thrissur can train 1500 recruits at a time. There is a single window system for constable recruitment. This is not applicable to SI rank in view of the different functional requirements of different categories. DPCs and DPBs are being held regularly and select list are prepared and published from time to time.

#### **Recommendation**

*(Sl. No. 7, Para No. 34)*

15. The Committee notice that lack of proper training affects the efficiency and standard of performance of the police force in our State. The induction training for nine months is the only training imparted to the police constables. Appropriate training to acquire skill for dealing with crimes in changing circumstances are not given to them even at the time of their promotion to posts like Sub-Inspector, Circle Inspector etc. The Committee realise that the department suffers from shortage of well equipped training institutions and adequate ground facilities. Though one year basic training is given to directly

recruited Sub Inspectors in Police Training Colleges, this facility is not available to the promotees, even though promotees out numbers direct recruits in the cadre of SIs. So the Committee recommend that advanced training should be imparted to Police Personnel on promotion to higher cadres rather than limiting it to the initial one. So also, earnest steps should be initiated for providing adequate facilities for proper training including spacious grounds and training institutions. Centralised training of police constables and arranging in-service training courses should seriously be thought of.

**Action Taken**

16. Training facilities available are reasonably sufficient. The facilities are spread all over the state and into multi locations. After publishing the select list the incumbents are given re-orientation training to equip them to be more suitable for their work. This is applicable to all categories in the Police Department.

**Recommendation**

*(Sl. No. 8, Para No. 35)*

17. The Committee observe that at present the deployment of Police Personnel is neither on the basis of any definite criteria nor is commensurate to crime rate. Though the department states that the deployment of policemen is on the basis of population in an area, the figures submitted by the Department themselves do not substantiate this. The Departmental authorities themselves admit that there are some defects in the present system. The Committee recommend that deployment of Police Personnel should immediately be rationalised or regulated on the basis of the incidence of crimes, in each and every locality especially in cities, hilly areas etc., as well as the intensity of population.

**Action Taken**

18. The strength of police personnel in a Police Station is arrived at by considering the type of duties to be performed and the overall requirements, in each Police Station limits. The strength of police personnel in cities and rural areas has to vary according to the field necessity. In Police Stations having more incidents of crimes, the strength is increased by redeployment.

**Recommendation**

*(Sl. No. 9, Para No. 36)*

19. The Committee suggest that the direction with regard to granting of weekly off to the police personnel up to the rank of Sub Inspectors should be strictly followed and that in no circumstances, compensation allowance be paid

to them in lieu of the weekly off. As regards their deployment in emergencies also weekly off itself should be granted to them as in normal situations.

**Action Taken**

20. Orders were issued to all concerned for sanctioning two weekly offs in a month (Copy of the circulars and order attached as Appendix—I, II and III).

**Recommendation**

*(Sl. No. 10, Para No. 37)*

21. It is highly deplorable that so many police personnel are not issued posting orders in time on their promotion or transfer. The inordinate delay in this regard results in idling of them and thereby making the expenditure toward their salaries unfruitful, apart from the adverse impact it create on maintenance of law and order on account of the resultant shortage of manpower. The Committee cannot approve the contention of the department that delay in the issuance of posting orders is due to the difficulty in finding out suitable posts. The Committee are of the view that there will be no difficulty in finding out suitable posts if systematic procedure is followed by formulating a suitable data base by compiling the details of retirements, promotions etc., and details regarding the performance of the officers. Therefore, the Committee recommend that every possible steps should be taken to ensure that in future no delay occur in the issuance of posting orders to the officers who are promoted/ transferred and those who return from leave.

**Action Taken**

22. The recommendation has been noted for future guidance.

**Recommendation**

*(Sl. No. 11, Para No. 38)*

23. The Committee understands that the instructions in the Police Manual with regard to the transfer of Police Personnel are not observed in certain cases. Though Police Personnel should not be transferred before the completion of 3 years in a place, there are so many instances of transfer of officers within six months and so on. The Committee opine that though public interest is an important factor, in most cases vested interests play a prominent role and this becomes a routine practice. This results in the unnecessary transfer of able and honest officers from places where their continued retention would bring about positive outcome in the law and order situation. Moreover, unnecessary transfer may affect the morale of the police officials apart from leading to wasteful

expenditure. The Committee recommend that strict norms should be evolved for the transfer of Police personnel and that no competent officer should be transferred except on convincing grounds warranting their shifting.

#### **Action Taken**

24. Transfers are made in observance of all the relevant prescribed norms. There is no vested interest in effecting any transfer. Senior Officers of the department who are competent to issue transfer orders do it only after a considerable application of mind to all aspects of the matter and in public interest.

#### **Recommendation**

*(Sl. No. 12, Para No. 39)*

25. The Committee feel that the functioning of the Narcotic Control Wing and its district cells lacked justification due to poor performance. When compared to the performance of the local police in detecting and registering Narcotic crimes and convicting the culprits, the achievement of the above wing is far below than what is expected under Narcotic Drugs and Psychotropic Substances (NDPS) Act. The higher officer in the wing have been idling due to non-availability of supporting staff, resulting in infructuous expenditure of lakhs of rupees by way of salaries. Therefore, the Committee urge that Home Department should conduct a detailed evaluation and study about the working of Narcotic Control Wing and cells in the State and evolve effective measures to revamp functioning which may pave way for a better result in future.

#### **Action Taken**

26. Regarding Narcotic Control Wing and its district cells it is submitted that a major re-organisation of the Crime Branch CID is under consideration. It is expected that after the proposed restructuring, the functioning of the Narcotic Control Wing and its sub units will improve better and considerably and also in tune with the spirit of the recommendations of the Public Accounts Committee.

#### **Recommendation**

*(Sl. No. 13, Para No. 40)*

27. The Committee is astonished to note that the services of 12 Police personnel are being utilised by the Kerala Police Housing Co-operative Society. Maintenance of law and order in the State is the prime duty of the Police. Deployment of Police personnel for non Government duties especially when

there is acute shortage of manpower is highly irregular. An institution like Co-operative Society should have recruited qualified staff from outside. Finance Department has not approved of this action. Therefore, the Committee recommend that the policemen deployed in the Society should immediately be withdrawn so as to enable them to attend to their normal duties in the department. The Committee further recommend that one photocopier machine each should be provided to each circle office for copying records and that the policemen currently doing this work should immediately be re-deployed to stations where there is shortage of Police Constables.

**Action Taken**

28. The Police personnel and Ministerial staff working in Kerala Police Housing Co-operative Society Limited No. 4338, Ernakulam were completely withdrawn and put back in their parent units. Also no Policemen have been posted to Circle Offices for doing photocopying work.

**Recommendation**

*(Sl. No.14, Para No. 41)*

29. The Committee feel dissatisfied over the lapse of the department in keeping the paramedical staff idling in the Police Hospitals at Kollam and Kottayam where there were no Doctors on duty and thereby causing loss of Rs. 38.30 lakhs to the State exchequer by way of idle wages to the paramedical staff.

**Action Taken**

30. The position has improved since the Public Accounts Committee made its observations. The Superintendent of Police, Kollam has reported in 6/02 that there are more than 28 OPs everyday in the hospital and provide medical help as and when required. The absence of Doctor was only for very short spell and that lapse has been rectified. However, it may be noted that Director of health Services does the posting.

**Recommendation**

*(Sl. No. 15, Para No. 42)*

31. Though the Crime Branch of the State Police register so many cases, the number of cases in which investigation has not been completed is growing in a speedy manner. The Committee notice that the main reason for this situation is the frequent transfers of the officers and personnel of Crime Branch.

The Officers do not get enough time even for studying cases. Another reason is that the officers have not been given any special training in detection of crime. This affects their efficiency and thereby cause delay in the enquiry of cases. The Committee suggest that proper in service training and special training should be imparted to the officers and personnel in the Crime Branch. In addition to this, the Crime Branch should be re-constituted as a separate wing so as to avoid external influence in case enquiry. Further, the Committee suggest that frequent transfer from/to Crime Branch should be avoided so as to enable the officers to complete the enquiry of cases entrusted to them effectively and efficiently.

#### **Action Taken**

32. The transfer of officers in Crime Branch is done only to the minimum and that too after considering the overall requirements of the Police Department as a whole. Further, Officers in Crime Branch are given training to upgrade their skills and knowledge. Some of them are sent to the National Police Academy, Hyderabad for higher training. It may also be noted that the State Crime Branch is functioning as a specialised agency and not subjected to any external influence.

Thiruvananthapuram,  
29th June, 2009.

ARYADAN MUHAMMED,  
*Chairman,*  
*Committee on Public Accounts.*

APPENDIX I  
**Office of the Inspector General of Police,**  
Kerala State

CIRCULAR No. 10/81

No. N6-63285/B7

*Dated, Thiruvananthapuram, 4th August, 1981.*

*Sub :—Day off—availing of and claiming of Day off allowance—  
Instructions issued.*

Every police man is entitled to one day off in a week, in order to enable him to have rest. If however, this day off is denied to him, he is eligible for day off allowance at the rates stipulated in G. O. Ms. 69.81/Home dated 4-5-1981. To simplify and ensure uniformity in the procedure followed for the grant of day off to policemen in different units the following orders are issued in modification of existing orders on the subject.

1. One day off in a week should be given to all personnel of rank up to and including Sub Inspector. For this purpose the week will be from one Monday to the next Sunday.

2. As far as possible Sunday should be the off day as work is comparatively less on that day.

3. If a person opts for day off on a day other than the Sunday, this request may be granted.

4. If a person takes casual leave during the week, he will still be eligible for day off during the week i. e. availing of casual leave during a week will not deprive a person of the legitimate day off for that week.

5. If a person avails of a holiday in a week, he will not be given the day off in that particular week. Even if he avails of more than one holiday in a week the bare of day off will not be carried over beyond that week, i. e. if a person avails of two holidays in a week he will lose only the day off for that week and will be entitled to the day off during the next week.

6. A chart for day off will be drawn up station/company/unit wise in advance for a month in which maximum personnel will be given day off on a Sunday. If however, it is found practicable, day off may be given on a holiday occurring in a week. This chart will also incorporate the options of individuals for day off on any day other than a Sunday or a public holiday.

7. If a person who is due for a day off as per this chart on a particular day is deployed for duties on that day due to exigencies of circumstances, he will be eligible for day off allowance. This will be noted in the chart so that the claims for day off allowance could be prepared and verified easily.

8. Personnel on staff duty will normally be availing of day off in a Sunday or a holiday as the office to which they are attached will not be functioning on that day. If, however, in their case also they are denied day off and are deployed for duties on that day for specific reasons they will be eligible for day off allowance.

9. The day off can be combined with casual leave and permission to leave headquarters will be granted as per the existing orders. The existing facility of accumulating upto 2 days off and leaving Head Quarters with permission will also continue.

10. The day off allowance for a particular month should be claimed along with the pay bill for the next month.

11. A person is entitled to 52 day offs in a year minus the number of holidays at the rate of one per week which he has availed of. If against this specified number of day offs due to a person, he is deployed for duties on any one of these eligible days off, he will be entitled to claim day off allowance at the prescribed rates.

12. While implementing these orders every effort should be made to grant day off based on the eligibility conditions prescribed above and equal care should be taken to ensure availability of men in public interest and if this requires denial of day off to any personnel it should be ensured that the day off allowance is claimed and disbursed to such personnel promptly.

A. S. IYER,  
*Inspector General of Police.*

To

All Officers in List 'B'.

APPENDIX II

GOVERNMENT OF KERALA

**Abstract**

RULES FOR PAYMENT OF DAY OFF ALLOWANCE TO THE PERSONNELS OF POLICE/  
JAILS/FIRE FORCE DEPARTMENTS— FRAMED ORDERS ISSUED

---

---

HOME (B) DEPARTMENT

G. O. (Ms.) No. 116/87/Home. *Dated, Thiruvananthapuram, 22nd September, 1987.*

---

---

- Read:—*1. Letter No. E5/34377/86 dated 9-2-1987 of the Inspector General of Prisons.
2. U. O. No. 9201/F2/87/Home dated 22-4-1987 of Home (F) Department.
3. U. O. No. 64048/A1/86/Home dated 10-11-1986 of Home (A) Department.

ORDER

Government are pleased to prescribe general guidelines for sanctioning day-off allowance for Police, Jails and Fire Force personnels as appended to this order.

By order of the Governor,

K. RADHAKRISHNAN,  
*Deputy Secretary to Government.*

To

The Director General of Police, Thiruvananthapuram.

RULES FOR PAYMENT OF DAY OFF ALLOWANCE TO THE PERSONNELS OF POLICE/JAILS/FIRE FORCE DEPARTMENTS

1. (a) These Rules may be called 'The Kerala Rules for payment of Day Off Allowance to the personnels of Police/Jails/Fire Force Departments.
- (b) These Rules shall extend to the whole of Kerala.

2. *Object*

The object of giving day off is to ensure that the personnels of Police/Jails/Fire Force Departments who have to undertake strenuous work physically are given actual rest to refresh them.

3. Day Off Allowance means a special remuneration given to an off-duty person when recalled to duty for a full days work or a person when he is denied the benefit of off day. In a week due to law and order or unforeseen situations in public interest.
4. Day Off means one day off from duty allowed to an individual in a week who has not availed of the benefit of holiday in that week or who has not availed of any kind of leave including casual leave in that week.

5. *Eligibility*

These rules shall be applicable to the following categories of Jails/Police/Fire Force Departments. If an officer is not allowed off duty in the interest of service, he shall be granted an allowance at the rate prescribed by Government for each category from time to time in lieu of off-duty.

JAILS

Warder/Head Warder

Gate Keeper

Assistant Jailor Grade II

Assistant Jailor Grade I

Petty Officer

Chief Petty Officer

Chief Warder

Ministerial Head Warder

Guard

Matron

Supervisor

Chief Guard

COOK

Assistant Cook

Scavenger

POLICE

Police Constable

Head Constable

Assistant Sub Inspector  
(including local Police)

Sub Inspector  
(including local Police)

Camp follower

FIRE FORCE

Leading Fireman

Driver Mechanic

Fireman Driver-cum-Pump Operator

Fireman

Assistant Station Officer

Station Officer

6. The Officer who is competent to grant casual leave to the personnel shall list out the names of personnel who are allowed day off during the ensuing weeks; at least a week in advance. Day off once a week can be granted any day of the week provided not more than 1/3rd of

the strength is given day off on any one day. The individual shall be permitted to accumulate day off upto 2 days. Day Off can be combined with casual leave.

7. Leave of any kind availed shall be an interruption of duty for the purpose of these rules. The off days can be changed by mutual consent of the individuals concerned if they have any inconvenience.

8. Day Off earned by each person shall be marked in the Attendance Register in red ink with the word "Off". If the incumbent is not permitted to avail off duty, his attendance shall be marked below the word "Off" and such cases of refusal of off duty shall be carried over to another register, i.e., Register of off duty allowance.

9. *Maintenance of Day Off Allowance Register*

A register of off duty allowance shall be maintained in the form prescribed in the annexure to these rules. Full particulars shall be recorded in the register, as this register is open to audit. The amount of off duty allowance earned by each person in a month should be noted and the monthly sheets should be closed on drawal of the amount from the Treasury with proper endorsement.

10. *Method of claim off duty allowance*

Off duty allowance earned by the persons till the date of preparation of pay bill should be worked out and claimed in the bill for the particular month and that earned on the subsequent days should be claimed in the bill for the next month. Abstract of the register shall be accompanied by a certificate in the form given below.

"Certified that the persons for whom day off allowance is claimed have actually performed one full day's duty on all the seven days of the week for which the claim pertains and that I have referred to the Register and satisfied myself that the persons mentioned above have not availed off duty on the dates for which allowance in lieu of off duty is claimed".

Particulars of the bills claiming the amount should be noted in the monthly sheets of the Register also for reference and cross checking.

## APPENDIX III

**Police Headquarters, Kerala State**

CIRCULAR No. 18/96

No. N4-47772/96.

*Dated, Thiruvananthapuram, 18th September, 1996.*

*Sub* :—Day Off allowance claiming of—clarification—issued.

*Ref* :— 1. PHQ Circular No. 10/81 dated 4-8-1981.

2. G. O. (Ms.) No. 116/87/Home dated 22-9-1987.

3. G. O. (Ms.) No. 160/87/Home dated 26-12-1987.

4. PHQ Lr. No. F1/66520/88 dated 24-8-1989.

5. PHQ Lr. No. F1/20127/90 dated 27-2-1990.

Attention of all the Officers are drawn to the references cited.

Strict instructions have already been issued to all Unit Heads to make all possible efforts to give all Police personnel of rank upto SI one day off in a week to ensure that the personnel who have to undertake strenuous work are given rest to refresh them and that Day off can be denied and personnel recalled for duty only when it is absolutely necessary. The terms and conditions for granting day off, and the claiming of day off allowance have been specified in the Circular No. 10/81 dated 4-8-1981. But it is learnt that certain unit heads are granting day off allowance to the personnel attached to DPOs/CPOs/Bns and other offices for office work Library, Records Section, etc. though they are availing the public holidays. From this it is evident that the Unit Heads are not following the instructions issued from Police Headquarters and Government on the subject. From the attendance of Police personnel of last several months it is seen that even a day's day off is not given to any of the personnel. In rare cases CL is seen granted.

Therefore the following instructions are issued once again.

1. One day off in a week should be given to all Police personnel of rank upto and including SI.

2. When a person is re-called to duty from his off duty, for a full days work or a person when he is denied the benefit of off duty in a week due to Law and Order or unforeseen situations in public interest, he/she is eligible for day off allowance. The only criteria which must be satisfied is that when recalled the duty given to them, must be sufficient for a full day ie. they must work full day.

3. Off duty allowance can be granted on the basis of the abstract of the day off allowance Register with the following certificate.

“Certified that the persons for whom day off allowance is claimed, are actually eligible for the same as per Rules and that the denial of ‘off duty’ was unavoidable in such cases”.

The certifying authority should be fully satisfied, with the duties performed by the Police personnel for full day and, they should be able to substantiate if needed.

4. The Police personnel can be recalled for the duties mentioned below :—

- (a) For maintenance of law and order.
- (b) To attend to any unforeseen situations in public interest.
- (c) For any duty which involves a full day work.

Therefore the Unit Heads are directed to follow the orders issued from Police Headquarters and by Government regarding the granting of day off, strictly in future and to give day off to maximum number of personnel and if the day off is denied or the personnel is recalled for duty under any special circumstances, the reason thereof shall be recorded in the day off Register, and it should be certified by the SHO.

The Commr. of Police/Superintendent of Police/Commandant and the Deputy Superintendent of Police during their Visits and Inspections should scrutinise the records concerning to granting of day off, in order to ensure that HCs/PCs get atleast a minimum of 2 days in a month, as day off without recalling. Then only, the HCs/PCs will be physically and mentally fit for the arduous duties, and would be able to attend to their family matters, which tend to get neglected in Police.

Please acknowledge receipt.

(Sd.)

*Director General of Police.*

To

All Officers in list ‘B’ for necessary action.

Copy to Duty Officer, Police Headquarters, Thiruvananthapuram.

., All ISAs and Senior Superintendent PHQ audit wing.

., Senior Superintendent & Junior Superintendent, F branch PHQ.