

GOVERNMENT OF KERALA

Abstract

Home Department - State Plan Fund 2012-2013 for Modernization of Police Department- Plans and Activities - Administrative Sanction accorded - Orders

HOME (E) DEPARTMENT

G.O. (Rt) No. 2126/2012/Home Dated, Thiruvananthapuram 13-07-2012

Read:- (1) Letter No: S8-90764/2011 dated 27-04-2012 and S8/32044/2012 dated 27.04.2012 from the Director General of Police, Kerala Thiruvananthapuram.

(2) Minutes of the Working Group Meeting held on 15-05-2012

ORDER

In the current years Budget, outlay of ₹ 1300 lakhs under "Modernization of Police Department " in the head of account "2055-00-800-84-MPD and ₹ 480 Lakhs under the Plan Scheme 2012-2013 for "Flagship Programme on Gender Awareness" in the head of account "2055-00-800-77-Plan" have been provided for various schemes such as Social Interface Schemes and Service Delivery Modernization Schemes. The funds earmarked for each component is as follows.

SI No.	Name of the Scheme	Amount
		earmarked
_		(₹in Lakhs)
	I.SOCIAL INTERFACE SCHEMES	
	Community Policing Scheme	200.00
•	Student Policing Cadet Scheme	220.00
SERVICE	DELLIVERY MODERNIZATION SCHEMES	
·	Internal Administrative Processing System(iAPS)	225.00
	Developing of Professional Office Work Station	137.00
	Improvement of Crime Investigation	
		1.54.00
	Streamlining Police Response-Facilitating Intelligence Driven Policing	84.00 40.00
	Streamlining Police Response-Facilitating Intelligence	40.00 70.00

9.	Upgradation Kerala Police	of Telecommunication	Capabilities of	300.00
	TOTAL			₹1300.00 Lakhs

2) The details of activities envisaged under Flagship Programme on Gender Awareness for a total outlay of ₹ 480 lakhs is as follows.

Sl.No	Name of Activity	Amount
		allocated in Lakhs
1.	Strengthening of 446 School Protection Groups	22.00
2.	Victim Support Scheme	43.00
3.	Research Study on Women Victims	10.00
4	Improvement of Women Helpdesks	110.00
5.	Conduct of District Level Seminar	38.00
6	Special Policing Initiative	157.00
7 . 	Furniture for Women Police Personnel in all Police Stations	100.00
2) m	TOTAL	₹ 480.00

3) The Director General of Police vide his letter read above has furnished detailed proposals in this regard for the consideration of the Working Group. The Working Group met on 15-05-2012 considered the proposals of the Director General of Police in detail and approved all the proposals except the mobility allowance component in the approved activities under mobility subhead in Community Policing Scheme as detailed below.

I.Community Policing Scheme (₹200 lakhs)

The Scheme envisages to build-up a healthy relationship of Police with the Community, to work together in reducing crime. The details of approved components under the scheme for the year 2012-13 are furnished below.

Sl. No	Components	Continuing/New
1.	Community Policing News Letter	New
2.	Janamaithri Training	Continuing ·
3.	Janamaithri Kendram Projects	Continuing
4.	Impact Study of the ongoing project	Continuing
5.	Publicity Campaign/ Materials	Continuing
6.	Incentive for Public	Continuing
7.	Mobility of Beat Officers and Asst. Beat officers.	Continuing
8.	Community Policing in Coastal Areas	Continuing

a. Community Policing News Letter

Objective /Action is to give wide publicity to community policing initiatives so that the citizen can get first hand information of various services offered. The Nodal Officer of the programme will initiate necessary action for publishing the same.

The beneficiaries are Public, Target Date- 30-09-2012 The amount proposed is ₹ 5.00 lakhs

b. Janamaithri Training.

Objective /Action is to impart Janamaithri training having a duration of one day for officers (DySsP, CIs, SHOs) and 3 days for beat officers, assistant beat officers, community liaison officers and community relation officers of the existing 148 Community Police Stations and the proposed 100 Community Police Stations in Kerala Police Academy, Police Training College and in Police Headquarters. Food and remuneration to faculty members are to be provided by the department. Janamaithri training material has to be got printed and given to all participants.

In addition to the same, Janamaithri training has to be given to Janamaithri Samithi members in each of the 100 new Police Stations where the Project is being newly started. District level Seminar/Training has to be organized in all 19 Police Districts. For the purpose, ₹ 1 lakh each has to be given to 19 Police Districts.

The beneficiaries are - Police personnel & Public.

Target Date- 30-09-2012

The amount proposed for this scheme is ₹ 30 Lakhs. (₹ 1 Lakh to PHQ,

₹ 4 Lakhs to KEPA, ₹ 6 Lakhs to PTC and ₹ 19 Lakhs to the districts @

₹1 Lakh each)

c. Janamaithri Kendram Projects

Objective /Action is to provide the basic infrastructure for the Community Policing programme. This Centre will be developed as Community Interaction Centre, which would facilitate Police - Public interface. Various Policing activities need cooperation and help from citizens.

An amount of ₹2 lakhs is to be allotted to the existing Janamaithri Kendrams for the following activities during the year 2012-2013.

- 1. Imparting palliative care/First Aid and Trauma Care training
- 2. Training programme to youth in sports, career counselling
- 3. Counselling to women and Domestic violence-awareness children. programme.

- 4. Training on Disaster Management
- 5. Awareness on Senior citizen care and providing facilities.
- 6. De addiction treatment/awareness.
- 7. Traffic awareness to children, youth and drivers

50% of the fund allotment is earmarked for the benefit of women, children and senior citizen. <2 Lakhs is to be allotted to the following 24 Janamaithri

Kendrams for the above mentioned activities.

District	Existing Janamaithri Kendrams		
TVM City	Fort PS, Medical College PS		
Kollam City	Kollam East		
PTA	Thiruvalla		
Kottayam	Pala, Kottayam West		
Alappuzha	Cherthala, Alappuzha North		
Kochi City	Fort Kochi, Hill Palace		
EKM Rural Aluva			
Idukki	Thodupuzha		
Thrissur	Thrissur town, Irinjalakkuda		
Palakkad	Town South		
Malappuram	Tirur, Malappuram PS, MSP Batallion, Areacode MSP Camp		
KKD City	Panniyankara, Marad		
Wayanad	Mananthavady		
Kannur	KAP-4 Bn Mangattuparamba		
Kasargod	Kasargod		

One Janamaithri Kendram is to be newly established this year and ₹ 2 lakhs is earmarked for the purpose. The programme will be implemented through District Police Chiefs/Unit heads.

The beneficiaries are- Public

Target Date- January 2013

The total amount proposed is ₹50.00 Lakhs

(₹2 lakhs per Janamaithri Kendram)

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d. Impact Study of the ongoing projects

Objective /Action is to assess the impact of the Janamaithri Suraksha Project in 148 police stations of 19 Police Districts through Internationally/ Nationally acclaimed Institutes. The nodal officer of the programme will initiate necessary action for the same. The study should be totally independent and devoid of any departmental assistance.

The beneficiaries are - General public and police

Target Date- December, 2012

The amount proposed is ₹10 Lakhs.

e. Campaign for creating Public Awareness

Objective /Action is to create public awareness through wide spread publicity campaign by exploiting all the available means of communication such as print, The nodal officer of the programme will initiate electronic, internet media. necessary action for the same.

The beneficiaries are - Police personnel and the public

Target Date - December, 2012

The amount proposed is ₹9 Lakhs

f. Incentives for public

Objective /Action is to reward the public who impart exemplary contribution as part of promoting similar behaviour among the concerned which would result in tangible benefits of prevention of crime, reduction in fear of crime, reduction in traffic accidents, etc. An amount of ₹10,000/- each is to be given to the existing 148 Police stations and ₹ 5,200/- to the proposed 100 Janamaithri police stations. The scheme will be implemented through District Police Chiefs after identifying the deserving member from the public.

The beneficiaries are - Public and police personnel

Target Date - October, 2012

The amount proposed is -₹ 20 lakhs (Through District Police Chiefs)

g. Mobility of Beat Officers and Asst. Beat Officers.

Objective/Action is to ensure accessibility of beat officers in their respective beat area. By providing 45 each of scooters and motor cycles for use by beat officers and assistant beat officers, they would be able to respond the community needs quickly and effectively. It was also proposed to give a mobility allowance of ₹500/- so as to keep the beat officer, Assistant beat officers and community relations officers in constant touch with the public. This was very essential and strongly recommended by the Working Group and the file will be sent separately to Finance Department through circulation.

The beneficiaries are - Public and police personnel.

Target Date - December 2012

The amount proposed is -57 Lakhs (₹ 47 Lakhs to PHQ and ₹10 Lakhs to districts)

h. Community Policing in Coastal Areas

Objective /Action is to strengthen Coastal Security which in turn is linked with National Security, by establishing Coastal Vigilance Committees throughout the 590 Km. long coast line. The scheme envisages strengthening of internal security activities through Community Policing activities in all 76 Coastal Police stations in Kerala. The objective is to counter terrorist and antinational activities which will enter our territory along the coast line, by fully utilizing the marine capability of our fishermen.

The beneficiaries are - Coastal people,

Target Date - January 2013

The amount proposed is -₹19 lakhs (₹25,000/-per Kadalora Jagratha Samithi)

II. Student Police Cadet Scheme (₹ 220 Lakhs)

a. Uniform for Cadets/CPO/ACPO & Refreshment Cost

The Scheme envisaged to distribute ₹1 lakh each to 100 schools where the scheme is ongoing and the 100 newly proposed schools. Out of this ₹ 53,000/- is earmarked for the procurement of uniform for cadets, ₹1,500/- for CPOs/ACPOs. Remaining amount of ₹45,500/- is earmarked for refreshment costs for the cadets during sessions.

The beneficiaries are – Student Police Cadets and Public

Target Date - December, 2012.

The amount proposed is 200 Lakhs (₹1 Lakh per school through DPCs)

b. State Level Summer Camps & Camp Day Allowances

Objective /Action is to promote importance of group endeavour and also inculcating discipline and civic sense among student police cadets. It is proposed to conduct State Level Summer Camps/District level summer camps for participants selected state wide. The nodal officer of the programme will initiate necessary action for the same.

The beneficiaries are – Student Police Cadets

Target Date - February, 2013

The amount proposed is – ₹20 lakhs

III. Internal Administrative Processing System -IAPS (₹225 lakhs)

Objective /Action is to link the Administrative Wings of the Police Department of various Districts to create an Administrative Office Connectivity throughout the State and to digitalize all the administrative works.

The scheme mainly involves the development of software modules and procurement of Servers (Data base, SAN & Processing), Desktop Computers, Multi Document Scanner, Multi Function Printer, On line UPS, Electrification and Networking, Maintenance and Support) as detailed below.

M.

Components	Physical Target	Proposed amount ₹in lakhs)
Software Development	10 Modules	75.00
User Training	1000 Personnel	2.00
Servers (Database, SAN & Processing)	2 Nos.	50.00
Desktop Computers	125 Nos.	40.00
Multi Document Scanner	100 Nos.	25.00
Multi Function Printer	5 Nos.	15.00
Online UPS	5 Nos.	10.00
Electrification and Networking		5.00
Maintenance and Support		3.00
	Total	225.00

The beneficiaries are – Public Target Date- February, 2013

The amount proposed is -₹225 lakhs (₹215 lakhs for PHQ, ₹8 lakhs to Unit heads & ₹ 2 lakhs to the Nodal Officer, IGP, Internal Security)

IV.Developing of Professional Office Work Stations (₹ 137 lakhs)

Objective /Action is to prepare booklets, brochures, project reports, study reports, statistical reports etc mainly of confidential nature in connection with Home Minister's Conference, State Police Chief's Conference, Senior Officer's Conference, Security Council meeting, Establishment Board meetings etc. without the help of any outside agencies. Printing, copying, binding and other related works have to be undertaken on short notice. Reports have to be filed before NHRC, SHRC, and Honourable Courts etc on short notice on mishaps accidents and sensitive issues. Documents have to be prepared during General Elections also.

. The scheme involves purchase of photocopiers, Printers, Risographs, LCD Projectors, Multi Colour Duplicators, Laminating machines and Binding Machines etc at a total cost of ₹137 Lakhs as detailed below.

Sl. No.	Components	Physical Target	Proposed Amount (₹ in lakhs)
1	Photocopiers	144	77.00
2	Heavy duty photócopiers	6	18.00
3	Printers /Scanners /Fax Machines	10	2.00

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4	Resographs	2	10.00
5	Lamination Machines	10	3.00
6	Accessories like heavy duty punch machine, stapling machine etc	144	1.00
7	LCD projectors with screen	2	3.00
8	Furniture (Table, Chair, Cabinet)	144	13.50
9	Franking Machine	30 Nos.	1.00
10	Spiral Binder and Comb Binder	30 Nos.	1.00
11	Perforator Machine	1 No.	1.50
12	Multi Colour Duplicator	1 No.	6.00
	Total		137.00

The beneficiaries are - Public

Target Date - February, 2013

The amount proposed is -₹ 137 Lakhs (Police Headquarters)

V.Improvement of Crime Investigation (₹84 lakhs)

Objective /Action is to enhance crime investigation facilities by digitising the evidences so as to store, transmit and process for the trial in the courts as the same has been admissible in the courts as detailed below.

Sl. No.	Components	Physical Target	Proposed Amount (₹ in lakhs)
1	Digitizing Investigation Process	100 Digital Diaries.	46.00
2.	Electronic beat system	2 Districts	# 38.00
	Total		84.00

a. <u>Digitizing Investigation Process</u>

Objective /Action is to digitise evidences in the form of call details, e-mails, digital photographs, ATM transaction, digital video or audio files as the same is admissible in the Court as per the latest amendments in Criminal Procedure Code and Indian Evidence Act.

b. Electronic Beat System

Objective /Action is to monitor the movement of the policemen in their jurisdiction as part of performing beat duties by electronic means. It helps to create digitized map of the pattern of movement and time taken for more effective policing. The programme involves procurement of electronic devices.

The beneficiaries - Public

Target Date- February, 2013

The amount proposed is -₹84 lakhs

VI. Streamlining Police Response Facilitating Intelligence Driven Policing (₹40 lakhs)

Objective /Action is to Streamline Police Response as part of facilitating Intelligence Driven Policing for better Service delivery to Citizens.

The scheme includes Procurement of hardware & Software Development, Server Computers, Work Stations, Printer, Capacity Building, handholding and

Support in Implementation as follows.

Sl. No	Components	Physical Targets (In units)	Proposed amount (₹in lakhs)
1	Software Development (system configuration, application development, manpower costs)	Deployment of Computers and Software development (Second Phase)	₹ 25.00
.2	Server Computers 3 Nos (Web server, Data Server and Backup server)	3 Nos.	₹6.00
3	Work Stations	2 Nos.	₹1.00
4	Printer	1 No.	₹0.50
5	Capacity Building		₹2.50
6	Handholding and Support in Implementation		₹ 5.00
	Total		₹ 40.00

The beneficiaries are - Public

Target Date - February, 2013

The amount proposed is – ₹ 40 Lakhs.

VII.GIS Enabled Law Enforcement (₹70 lakhs)

Objective /Action is to enrich the Law Enforcement System by providing it with the benefits of the rapid changes in Information Technology in terms of access and use of Geographic Information Systems, Crime Mapping, data-driven management and other modern problem solving tools. The major components are the software development and procurement of Lightweight handheld GPS Devices. Approved components of the scheme are as follows.

Sl. No	Components	Physical Targets (In units)	Proposed amount (₹ in lakhs)
1	Lightweight handheld/Vehicle mounted GSM based GPS Device for Police Stations	All Police Stations	₹ 65.50
2	High End Server		₹4.50
	Total		₹ 70.00



Target Date - February, 2013

The amount proposed is -₹70 Lakhs,

VIII. ICT Enabled Citizen Helpdesks in Police Stations (₹ 24 Lakhs)

Objective /Action is to provide basic information and other services to the citizens who approach the Police Stations through "Reception-cum-Helpdesks". The department has also adopted e-mail as basic medium of communication and to enable this facility, broadband connectivity of the police Stations is being taken up by the IT Department. To effectively tackle the issues of details of missing persons and to provide a prompt and comprehensive response, there is the need to set up a "Bureau for Missing Women and Children" which maintains a database of all the missing persons and this bureau can interact with other States in the country to expedite flow of information and to facilitate investigative process outside the home state. This interface will enable a single-window response to the citizen who approach the Police Station and will result in saving of time and effort for both citizens and the department.

Approved components of the schemes are as detailed below.

Sl. No	Components	Physical Targets (In units)	Proposed amount (₹ in lakhs)
1	Desktop PC	For remaining Police Stations	6.00
2	Multi Function Printer (including Scanner)	3 lakhs per year	<i>t</i> 3.00
3	Online UPS	10 lakhs per year	10.00
4	Maintenance and support	5 lakhs per year	5.00
	Total		24.00

The beneficiaries are - Public

Target Date – February, 2013.

The amount proposed is –₹24 lakhs

IX. Up gradation of Telecommunication Capabilities (₹300 lakhs)

Objective /Action is to adopt improvised communication equipments so that communication can be made more effective and faster. Modern policing needs improvised technology for communication as the sector is undergoing tremendous development. After the introduction of 2G and 3G and availability of high-end mobile-phones and other gadgets, communication sector is expanding. So it is necessary to implement Tetra or Digital Mobile Radio System for Police Communication.

Approved components of the schemes are as follows.

SI. No	Components	Physical Targets (In units)	Proposed amount (₹in lakhs)
Î	Base station sites - Base station repeater, Antenna, 30 m Tower, Shelter, UPS, Generator set and Working Software.	3 Nos.	225.00
2	Server/Switch with standard software having capacity to support minimum 10 Base stations	to any consistency and artists again to the consistency of the consist	35.00
3	Dispatcher console with GPS Map and Modified Software	-	20.00
4	Hand Held Portable Radios, Mobile Radios for vehicle and Static Radio for Office purpose, Installation, commissioning, Training etc.	-	20.00
	Total		₹300.00

The beneficiaries are - Police & Public

Target Date - February, 2013

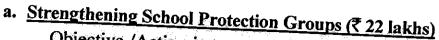
The amount proposed is -₹300 lakhs

X.Flagship Programme on Gender Awareness (₹480 lakhs)

Objective /Action is to eradicate social inequalities that are Gender Specific. Setting up of Women Helpdesks, Vanitha Vigyana Vyapana Kendrams in Police Stations making Janamaithri Police Stations into women friendly Police Stations and Victim Support Scheme etc are the major activities under taken in this scheme.

An amount of ₹480 lakhs has been allotted for the implementation of various activities under Flagship Programme on Gender Awareness as follows

Sl. No.	Name of Activity	Whether New/Continuing New	
1.	Strengthening of 446 School Protection Groups		
2.	Victim Support Scheme	Continuing	
3.	Research Study on Women Victims	Continuing	
4.	Improvement of Women Helpdesks	Continuing	
5.	Conduct of District Level Seminar	Continuing	
6.	Special Policing Initiative	New	
7.	Furniture for Women Police Personnel in all Police Stations	Continuing	



Objective /Action is to react against delinquencies among school children such as abuse of drugs, alcoholism, misuse of mobile phones etc as well as in giving counselling to teenage girls through School Protection Groups. PTA, Students, Community members and Police are members of the SPG. The scheme will be implemented through District Police Chiefs.

The beneficiaries are – Girls students of Schools and Colleges,
Target Date- February, 2013
The amount proposed is –₹22 lakhs (₹ 5,000 X440 through District Police
Chiefs)

b. Victim Support Scheme for the entire State (₹ 43 lakhs)

Objective /Action is to assist women victims, such as victims of violent crimes like rape, domestic violence etc. A woman victim of violent crime can first contact the police officials of their respective areas. From there they have to be immediately transported to the hospital. A comfortable place for counselling, arranging for a short stay home, and providing the service of a lady Advocate etc. are required. The payment for transport of the victims to hospitals, to the counsellors, Lady Advocate and for the short stay facilities may be limited to ₹2,000/- in each case, for which, an imprest money of ₹ 22,000/- each may be provided with each Circle Inspectors.

The beneficiaries are – Women Victims

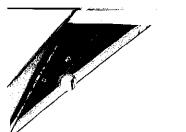
Target Date- February , 2013

The amount proposed is ₹43 Lakhs.(192 CIs X ₹ 22,000 + ₹76,000 to SP, Women Cell)

c. Research Study on Women Victims (₹10 lakhs)

Objective /Action is to conduct a research study on women victims of crimes as well as conviction rate/ reasons for acquittal and how to strengthen criminal investigation and prosecution and how it will help the Department to formulate various projects for the welfare of women victims. The nodal officer of the programme will initiate necessary action for the same.

The beneficiaries are- Women & Girls Target Date- February, 2013 The amount proposed is – ₹10 lakhs (Police Headquarters)



c. <u>Improvement of Women Helpdesks in Police Stations (₹ 110 lakhs)</u>

Objective /Action is to provide congenial facilities to the women petitioners/victims who approach Police Stations for help. The sanctioned amount of ₹110 lakhs is to be utilized for improving the facilities of the existing helpdesks and extending the programme to more police stations.

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The beneficiaries are - Women victims & Petitioners

Target Date- February 2013.

The amount proposed is - ₹110 lakhs

d. <u>District Level Seminars (₹ 38 lakhs)</u>

Objective /Action is to organise Seminars/ Training on Gender specific issues in all Police Districts for creating awareness on crime against women and children and also to fight against child abuse, domestic violence, child employment etc. The major challenge which the Society and Police are now facing is in the realm of Cyber crimes. Crimes like Pornography, Cyber Stalking, Cyber Cheating, Hacking etc are primarily used against women and it is found that increasing women are becoming victims in various cyber crimes. Most of this happen due to lack of awareness and poor cyber security measures adopted. Hence as a first step to reduce these crimes, it is essential that the Department put up a detailed programme to spread awareness among women on precautions to be taken in the Cyber World. In this regard the Department are planning to hold an International Cyber Security Seminar, aimed at providing a platform to discuss, showcase, educate, understand and spread awareness on the latest trends in cyber and hi-tech crimes, with particular reference to women.

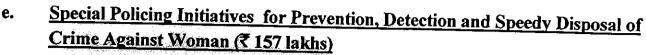
It also aims to provide a hand-shaking platform for various Government organizations including the various investigation agencies, academia, research organizations and other industry leaders and players for better co-ordination in making the cyber world a better and safe place to be. It will also serve as a platform to devise strategies to prevent Cyber crimes against women.

The conference will be held in Thiruvananthapuram during August 2012. Out of the ₹38 Lakhs provided, ₹10 lakhs will be allotted to Thiruvananthapuram City/Rural, ₹1.80 Lakh each to Kollam, Kochi, Thrissur and Kozhikode Cities and ₹1.60 Lakh each to other 13 Police Districts.

The beneficiaries are - Women and Children

Target Date- February, 2013

The amount proposed is -₹38 lakhs (₹10 lakhs to Tvpm City & Rural, ₹1.80 lakhs each to other three cities, and ₹1.60 lakhs each to rest Districts)



Objective /Action is to strengthen policing initiatives on crimes against woman like rape, molestation and eve-teasing. The victims are usually students and women workers. The scheme involves

- Covert and overt surveillance at vulnerable areas like bus-stops, railwaystations, junctions, cinema theatres, in front of Colleges, Parallel colleges etc and during festivities where a large number of people gather.
- Fast investigation of petitions of women victims by Cyber Police Stations and Hi-tech cells by giving special priority for which cyber crime investigation and detection equipments have to be purchased.
- Sensitization of girls and women about the dangers related to mobile phones and internet and also to teach them about their rights/ privileges.
- Frequent checks and covert counter operations by WPCs using cameras.

The component wise details are as follows:-

		No	Amount	Total
Α.	Surveillance equipments to eheck crime against women			
	Surveillance Camera (Vehicle mounted)	10	1000000	10000000
	Cameras for Covert operations	800	6000	4420000
В.	Equipping Cyber PS and Hitech Cells			**
	Server Computer	1	80000	80000
	Mobile Forensic Solutions	1	250000	250000
	Laptop	19	50000	950000
	- Goining W			15700000

The beneficiaries are - Women

Target Date - February 2013

The amount proposed is -₹157 lakhs.

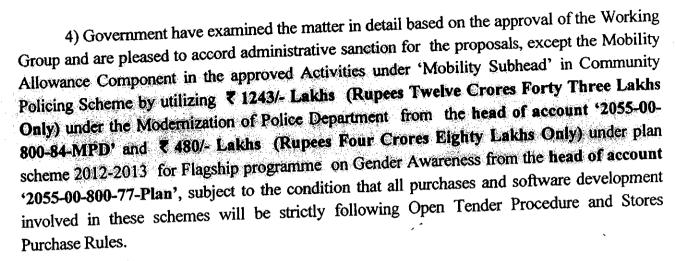
f. Providing Furniture For Women Rest Rooms (₹ 100 lakhs)

Objective /Action is to improve the women friendliness of police stations by providing tables, chairs and modular cabin each in women rest rooms attached to the Police Stations.

The beneficiaries are - Women Police Personnel

Target Date - December 2012

The amount proposed is -₹100 lakhs (Police Headquarters)



5)The Director General of Police will furnish quarterly progress report on the scheme wise progress, achieved in the implementation of the above schemes.

(By order of the Governor)
SAJEN PETER
Principal Secretary to Government.

To

The Director General of Police, Thiruvananthapuram
The Principal Accountant General (Audit)Kerala, TVM,
The Accountant General (A& E) Kerala, Thiruvananthapuram,
The Finance Department,
The Planning & Economic Affairs Department,
The Stores Purchase Department,
Stock File/office Copy

Forwarded/ By Order

Section Officer