

S3(a)/47659/2017/PHQ

Police Headquarters, Kerala

Thiruvananthapuram

Dated : 03 .09.2017

EXECUTIVE DIRECTIVE NO.14/2017

Sub: Kerala Police Department – Including designation along with signature of the signing officer in all correspondence - Instruction issued – reg.

It has been noticed that many a time officers do not mention their names and designation while signing correspondence addressed to higher officers. This is not at all a proper practice and does not convey any sense of authenticity and clarity to the recipient of the letter.

Hence, it is hereby instructed that, hence forth, all the Officers concerned shall mention his/her name and designation along with their signature in all correspondences. When the correspondence is addressed to the superior officer by name/ in Name Cover the communication shall invariably be signed by the head of the unit or person holding charge of the unit sending it, with his name and designation clearly mentioned.

When the correspondence is of a routine nature and is sent to a higher office not in Name Cover, it should as far as possible be signed by the Unit Head, otherwise the person signing shall clearly mention his name and designation without fail. Any laxity in the matter will be viewed seriously.


LOKNATH BEHERA IPS
STATE POLICE CHIEF

To

All Officers in List B for information and necessary action.

Copy to : CA to all Officers in PHQ

" : SFO/AO/Manager/LA/All SSs/JSs in PHQ

" : All Section Clerks, PHQ

" : Office copy/Stock File