

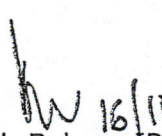
E5/155994/2017/PHQ  
Police Headquarters  
Thiruvananthapuram  
Dated. 16/11/2017

**EXECUTIVE DIRECTIVE No.40/2017**

**Sub:- Preparation of Smart Database for Digital Establishment  
Register -Directions issued-reg**

It is decided to prepare a **SMART DATABASE** incorporating Establishment / Personal details of all categories viz. Executive/Ministerial/Technical/Camp Followers of Police Department. Asst. Inspector General of Police(AIG), Police Headquarters is nominated as the Nodal Officer.

- All Unit Heads are directed to furnish the personal details of employees in all categories working in their units as per the attached Proforma on or before 30.11.2017. Filled up proforma will be forwarded to Asst.Inspector General of Police-1, Nodal Officer, Smart Database Preparation Cell, Police Headquarters with a certificate to the effect that all the staff working in their units had filled up and submitted the proforma. A list should be attached containing the number of personnel in all categories (Executive, Ministerial, Technical, and Camp Followers) and total number of employees.
- The responsibility for collecting & collating the Data from Unit Heads every 6 months is upon Supdt. of Police, Information Communication & Technology, SCRB.
- Custodian and user of the Data will be AIG on behalf of State Police Chief.
- Every 6 months updation will be made and submitted to Police Headquarters as on 1<sup>st</sup> of January & 1<sup>st</sup> of July which should be sent to PHQ on or before 11<sup>th</sup> of January & 11<sup>th</sup> of July.
- Data should also be sent in e- mail id - [sppcc.pol@kerala.gov.in](mailto:sppcc.pol@kerala.gov.in) & [aig1phq.pol@kerala.gov.in](mailto:aig1phq.pol@kerala.gov.in)
- Any laxity in the matter will cripple the functioning of Smart Database Preparation Cell, PHQ which will be viewed very seriously.

  
Loknath Behera IPS  
State Police Chief

To

All Officers in List-B  
All officers in PHQ  
Manager/SFO/AO/All SSs/JSs of Police Headquarters  
ED Register