

Executive Directive No. 03/2009

It is necessary to appreciate the distinction between the Purchase function and the Distribution function. It is noticed that the practice of PHQ directly distributing stores to different subordinate units has resulted in lack of proper accountability and assessment of availability.

02. The purchases may have to be effected at PHQ if the purchases are beyond the sanctioning power of the Unit Head. In all Stores matters, the need for purchase must be projected in a realistic manner in consultation with the eventual user / consuming agency.

03. When PHQ effects a purchase for issue to subordinate units, the following may be kept in mind at the time of distribution:-

- a) The distribution of articles purchased for any CB CID Officer or Officer must be processed through ADGP (Crimes). Similarly those for SB CID must be processed through ADGP (Intelligence).
- b) In case of Motor Vehicles or centrally purchased spare parts thereof, the entire distribution must be processed through the Office of the SP MT of PHQ, who should keep accounts thereof and must maintain proper records. No vehicles should be distributed through any other section of PHQ and even when vehicles are transferred among Units, the orders must be effected through the Office of SP MT, PHQ.
- c) Similarly, in all matters connected with Telecommunication, the nodal point of distribution must be the SP Telecommunication. Even if, from PHQ, the allotment is made to a District, the issue must be through the SP Tele so that accounts for the total Telecom equipment of the Department are readily available.

- d) Similarly, the distribution of all Computers purchased for the department must be processed through the Police Computer Centre who shall maintain total accounts for all the computers of the Department (including those in PHQ). For this purpose, a Master Register with configuration details must be maintained by Police Computer Centre in respect of each machine.
- e) Processing of distribution of all electronic or digital equipments and software costing more than Rs. 5,000/- should also be routed through the Police Computer Centre, unless they are issued through SP Telecommunication. Before new things are issued, the details of stores of similar type already available with the unit is to be examined.

03. ADGP (Crimes), ADGP (Int) and SPs MT, Tele & PCC and Chief Store Keeper shall be responsible for initiating action including that of reminding PHQ about arranging AMC of all equipments purchased by the Police Department which are distributed through them and for taking action by reminding unit heads about such matters and for organizing periodic check up whether issued equipments are in good condition. PHQ Section concerned will also consider this as an important responsibility.

**Director General of Police
Kerala**