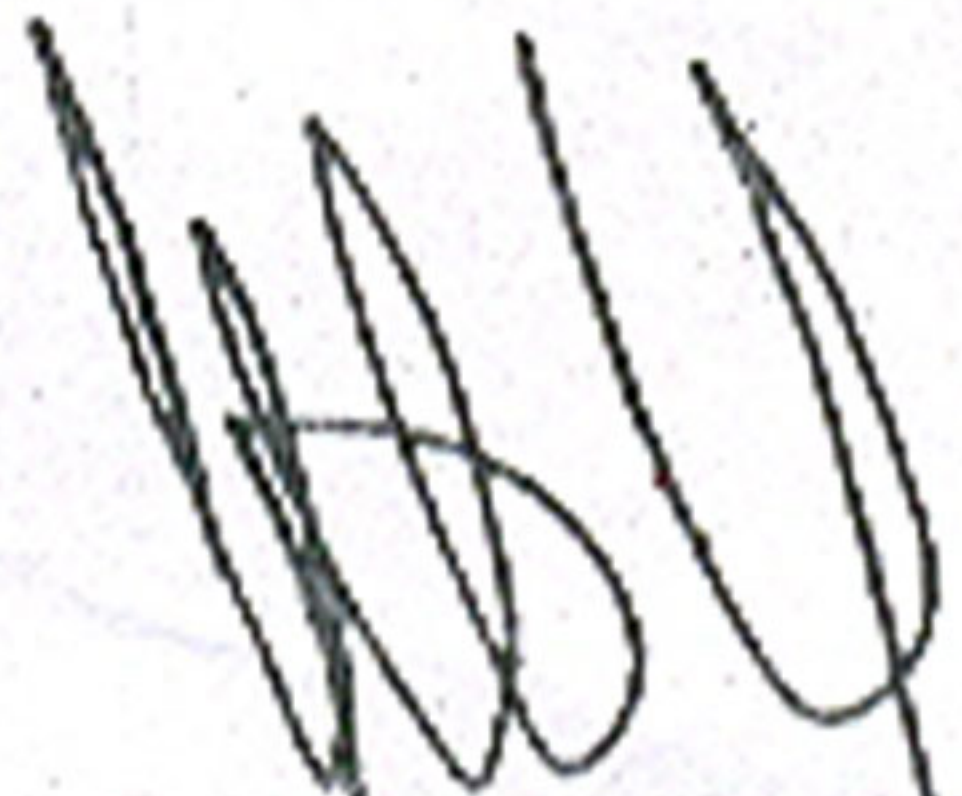


EXECUTIVE DIRECTIVE No. 13/2009

Sub: **Personal Particulars of employees – Employers to maintain photos and personal data – Directions – Reg.**

1. A large number of persons from distant places are found employed as labour in construction activity, contract labour and domestic help in different localities of Kerala. In our efforts to control crime, to detect criminal cases and to prevent extremist/anti-national activities, it is essential to check the identity of persons who are physically present at a particular place for work or who move from one place to another to take up temporary jobs. In order to have an effective system to identify those employees who are not otherwise identifiable expeditiously, the following procedure is prescribed to facilitate prevention of crimes and identification of strangers. (The instructions to the public may be deemed to be only advisory in nature i.e. no one can be compelled to adhere to the same unless he deems it necessary to follow the advice on his own).
2. All SHOs shall identify the employers who engage workers who are not personally known to them previously. The SHO may advise such employers to keep photographs and personal particulars of such employees with them.
3. Copy of any Identity Cards like Driving License, Voters ID card etc. held by the employees may be collected and kept by the employers.
4. Copy of the ID card, photo and personal particulars may be produced for verification if such verification becomes necessary subsequently for any lawful purpose.
5. SHOs shall, using the information voluntarily given by employers, prepare a database of all such employees staying within their Police Station limit.
6. On receipt of any information regarding any major crime in which such a worker's involvement is suspected and his whereabouts are to be verified, SHO shall get in touch with the employer who engaged him and get the photo/personal particulars from the employer, if the same had not already been given by the employer to the Police previously.


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