

EXECUTIVE DIRECTIVE No. 08/2009

Sub: - Directives by Field Formations - Guidelines to be followed - Regarding:

Circulars lay down the decisions / orders / guidelines of the Department pertaining to a subject that has a bearing on the Department as a whole. Their implications are not confined to a limited area in the Department and their impact will be reflected in the Department in toto.

02. The subordinate officers are often found to be issuing instructions and calling them Circulars confining the same to their jurisdiction, relating to matters which have implications for the whole department. This can lead to confusion about the practice followed by the department as a whole in that matter.

03. No officer other than the Director General of Police is competent to issue Departmental Circulars on any matter that has a bearing on items of work or duty which pertains to the whole department. The issuance of different circulars by different officers at various levels containing mutually inconsistent instructions on the same subject will create embarrassing situations wherein the Police personnel will be forced to follow different procedures at different places.

04. If any subordinate officer feels that instructions in the form of Departmental Circulars on any matter which may have an impact over the administrative, operational and disciplinary structure of this department needs to be issued, such officer should take up such issues with the Director General of Police who will decide whether a circular instruction is required in the matter.

05. The Subordinate officers are at liberty to issue executive orders or, directives pertaining to administrative or operational matters limited in time and scope, confining themselves to their Zones / Ranges / Districts, provided they do not directly or indirectly modify the general manner in which a duty or similar duties are being done allover the State or in other wings. For example, a new procedure for registering a petition or an FIR should not be issued. However, in a new matter, wherein no instructions exist, a new procedure can be prescribed by a temporary directive. While issuing such Executive Orders it should be ensured that the orders do not take the form of Circular instructions. The distinction between the Executive Order and the Circular instructions should be borne in mind when Executive Orders are issued by the Unit Heads.

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JACOB PUNNOOSE IPS
DIRECTOR GENERAL OF POLICE