

POLICE

HEADQUARTERS



J&K JAMMU/SRINAGAR

CIRCULAR

Inspite of explicit directions issued by the PHQ from time to time, it has, of late, been observed that PHQ is receiving official communications from different subordinate formations of the Police Department where the signing officer is not writing his name. Most of these communications also bear signatures of officers other than the Head of the concerned office. Even communications are received directly from the SSsP/Commandants, who seldom adhere to the prescribed channel of command. This has been viewed seriously at PHQ as the practice violates order of command and the laid down official procedure.

General Administration Department vide circular No.07 GAD of 2015 dated 10.02.2015 has also issued explicit directions to the effect that all officers/officials shall indicate their name, designation below their signatures while initiating or endorsing any note/proposal for consideration of the Competent Authorities and on the communications exchanged with different departments. The other details like telephone numbers, e-mail addresses should also be mentioned on such communications, without fail.

It is, therefore, reiterated that Heads of all the Wings/Zones shall ensure that while making correspondence with the PHQ on different official matters, the communication bear proper name & signatures of the concerned Head of the Office and those communication signed by subordinate officers (other than Head of the office) shall not be entertained. Similarly, communications not made through proper channel, shall also not be entertained at PHQ.

These instructions shall be followed strictly in letter and spirit

10.03.2017
(S.P Vaid) IPS
Director General of Police,
J&K-Jammu

No: GB/M-04/2016-17/19022-98.

Dated:-13 /03/2017

Copy to:-

- i. Addl. DsGP Security/Armed/HG/CD & SDRF J&K;
- ii. All IsGP including Director SSG/SKPA Udhampur;
- iii. All Range DIsG in J&K including DPT J&K/Director FSL J&K;
- iv. Director Prosecution PHQ;
- v. All AIsG at PHQ/CAO/EXEN/PCD/PRO/PPS to DGP;
- vi. SSsP/Commandants of JKAP/IR/SDRF Bns;
- vii. Principals of all Trg Institutes/MS PHS/PH Jammu;
- viii. All SOs at PHQ/Incharge I.T. Centre PHQ/Order Book/File concerned.