U3/38457/10
Police Headquarters,
Kerala, Thiruvananthapuram,
Dated 30.03.2011

CIRCULAR NO: 11/2011

Sub:- Material Objects kept after examination in FSL - Returning of – Instructions issued - reg.

Ref: PHQ Letter No. U3/38457/2010 dated 09.12.2010

Director FSL has reported that a large number of MO's in which examination is over and reports submitted are lying in FSL. These are to be returned to the concerned Courts. The IO's were also instructed to make necessary arrangement to take the MO's back to the Courts. However, it is seen that MO's are not being taken back and returned to the concerned courts regularly. This poses storage problems in the FSL.

02. The CsP/SsP should instruct all IO's to take back the MO's forwarded to FSL immediately after the FSL Reports are received by them to avoid accumulation of examined cases in FSL in future as per the schedule given below.

03. All CsP/SsP are instructed to send authorized personnel on the days mentioned below in every quarter to collect the MO's belonging to their unit. As a standard procedure, Director FSL will remind them every quarter specifying the calendar dates:-

SlNo	Police Districts	Date of Collection of MO's
1	Thiruvananthapuram City	1st working Day of the Quarter
2	Thiruvananthapuram Rural	2nd working Day of the Quarter
3	Kollam City	3rd working Day of the Quarter
4	Pathanamthitta	4th working Day of the Quarter
5	Alappuzha	5th working Day of the Quarter
6	Kotttayam	6th working Day of the Quarter
7	Idukki	8th working Day of the Quarter
8	Ernakulam City	11th working Day of the Quarter
9	Ernakulam Rural	12th working Day of the Quarter
10	Thrissur City	15th working Day of the Quarter
11	Palakkad	16th working Day of the Quarter
12	Malappuram	17th working Day of the Quarter
13	Kozhikode City	18th working Day of the Quarter
14	Kozhikode Rural	19th working Day of the Quarter
15	Wayanad	20th working Day of the Quarter
16	Kannur	22nd working Day of the Quarter
17	Kasaragod	23rd working Day of the Quarter
18	Kollam Rural	24th working Day of the Quarter
19	Thrissur Rural	25th working Day of the Quarter

04. If the day happens to be a public holiday due to unforeseen reasons, the police Personnel may be deputed on the next working day.

05. In case any MO is required urgently, the same may be collected with out sticking to the above time schedule.

06. Range IGP's will ensure that all MO's are collected by the CsP/SsP as per the Schedule given and deposited in the Courts.

STATE POLICE CHIEF,
KERALA

To

All Officers in List 'B'

Copy to: Director FSL, CAs to all Officers in PHQ.
Stock File/Circular Book/Office Copy/OPs Cell, Police Information Centre, Records.