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Reg No.KL/TV(N)/634/2021-2023

കേരള സർക്കാർ  
GOVERNMENT OF KERALA

# കേരള ഗസറ്റ് KERALA GAZETTE

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
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GOVERNMENT OF KERALA

2024



## DRAFT NOTIFICATION

No. C6/21803/2023/PHQ.

Thiruvananthapuram 23rd January 2024.

WHEREAS, in exercise of the powers conferred by Section 3 of the Kerala State Right to Service Act, 2012 (18 of 2012), every Head of Department shall, within 6 months of the commencement of this Act, notify in the Gazette, the services that will be rendered by each of them, the designated Officers, stipulated time limit, the First Appellate Authority and the Second Appellate Authority for the purpose of this Act.

AND WHEREAS, the State Police Chief, Kerala had notified the services rendered by the Police Department, the stipulated time limit, the designated officers, First Appellate Authority and Second Appellate Authority of such services under Section 3 of the said Act, after obtaining the sanction of the Government of Kerala, vide Notification No. C5/84837/2012/PHQ dated 28th December, 2012 and published in the Kerala Gazette No. 5, Volume II dated 29th January, 2013.

AND WHEREAS, subsequent administrative changes in hierarchy and in the designation of appellate authority necessitate the supersession of the existing notification with a fresh notification.

NOW, THEREFORE, in exercise of the powers conferred by Section 3 of the Kerala Right to Service Act, 2012 (18 of 2012) and in supersession of the Notification No. C5/84837/2012/PHQ dated 28th December, 2012 and published in the Kerala Gazette No. 5, Volume II dated 29th January, 2013, and all previous orders on the subject, the State Police Chief, Kerala, hereby notify the following services specified in the schedule below, which are rendered by the Police Department, the stipulated time limit for rendering such services, the Designated Officers. First Appellate Authority and Second Appellate Authority of such services namely:

## SCHEDULE

<i>Sl No.</i>	<i>Service/ Activity</i>	<i>Stipulated time limit</i>	<i>Designated Officer</i>	<i>First Appellate Authority</i>	<i>Second Appellate Authority</i>	
(1)	(2)	(3)	(4)	(5)	(6)	
1	Mike Sanction	3 days	District Police Office Sub Divisional Police Offices	DCP (Admn) Addl.SP/ DySP (Admn) DySP/ACP concerned	District Police Chief	Range DIG
2	Passport Enquiry	20 days	Special Branch Office in Cities/ Districts	ACP/DySP (Special Branch Office in Cities/ Districts)	District Police Chief	Range DIG



(1)	(2)	(3)	(4)	(5)	(6)	
3	Petition Enquiry	15 days from the date of receipt of application	Police Station Women Cell	SHO CI, Women Cell	ACP/DySP concerned DySP/ACP Crime Detachment	DCP (L&O) DCP (Admn) Addl. SP District Police Chief
4	Issuing receipt for receiving petition	Same day	Police Station Women Cell	SHO CI, Women Cell	DySP/ACP DySP/AC Crime Detachment	DCP (L&O) DCP (Admn) Addl. SP District Police Chief
5	Copy of FIR	Same day	Police Station	SHO	DySP/ACP concerned	District Police Chief
6	Post Mortem Certificate	3 days from the date of receipt of PMC From the Medical authority	Police Station	SHO	DySP/ACP concerned	DCP (L&O) DCP (Admn) Addl. SP
7	Certificate of Non-involvement in Offences	Enquiry report 15 days	District Police Office	District Police Chief Cities/ Districts	Range DIG	IGP Zone concerned
8	NOC for Arms & Explosive license	15 days	District Police Office Cities/ Districts	District Police Chief Cities/ Districts	Range DIG	IGP Zone concerned
9	Job Verification	15 days	Special Branch Offices in Cities/ Districts	ACP/DySP (Special Branch Office) Cities/ Districts	District Police Chief	Range DIG



(1)	(2)	(3)	(4)	(5)	(6)	
10	Foreigners Registration	7 days	District Police Office	District Police Chief Cities/ Districts	Range DIG	IGP Zone cocerned
11	Releasing of vehicles taken into custody after completing formalities	3 days	Police Station	SHO	DySP/ACP concerned	DCP (L & O) DCP (Admn.) Addl. SP
12	Service of summons and execution warrants	Before the posting date of case	Police Station	SHO	DySP/ACP concerned	DCP (L & O) DCP (Admn.) Addl. SP
13	Enquiry of petitions regarding atrocities on SC/ST	10 days from of the date of receipt of the petition by the officer concerned	SMS Units & DySP/ ACP in SDPOs	DySP/ACP Concerned	District Police Chief	Range DIG

By order of the Governor,

DR. SHAIK DARVESH SAHEB IPS,  
*State Police Chief.*

### Explanatory Note

(This does not form the part of the notification, but is intended to indicate its general purport.)

Section (3) of the Kerala State Right to Service Act-2012 (18 of 2012) enjoins every department of Government, every head of department, every local self government institutions and every statutory body to notify in the Gazette, the services that will be rendered by each of them, the designated officers, the first appellate authority, the second appellate authority and the stipulated time limit for the purposes of the act within six months of commencement of this Act.



State Police Chief, Kerala, had already notified the services rendered by Police Department, vide notification No. C5/84837/2012/PHQ dated 28<sup>th</sup> December, 2012 and published in the Kerala Gazette No. 5 Volume II dated 29<sup>th</sup> of January, 2013.

However, subsequent to the administrative changes in hierarchy and in the designation of appellate authority, it has become necessary to supersede the existing notification with a fresh notification. As such, it has been decided to notify the services rendered by Police Department superseding the earlier notification.

This notification is intended to achieve the above object.

