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Dated. 31-08-2020

Circular. 34/2020/PHQ

Sub : KERALA POLICE DEPT. – Updation of Functionalities in iAPS –
Guidelines Issued - Reg.

Ref : GO (Rt) No. 2178/2010/Home Dated 30.06.2010.

Vide reference cited, **iAPS (Internal Administrative Processing System)** has been implemented in all offices of the Kerala Police Department to facilitate the administrative functions of the offices with the help of technology and to make the office procedures, as well as the files, flow more efficient and transparent. **Certain changes/improvements have already been made in the iAPS for the smooth functioning of the project.**

02. Hence, the following guidelines are hereby issued regarding the recent updates:

i.The “Order Register” menu is restored with the following changes:

The orders put up in iAPS files will be automatically listed in the "Order Register" menu as soon as the fair copy is created from the approved draft. However, these cannot be viewed or downloaded from the "Order Register". Therefore, the concerned seat clerk who owns the file should publish the orders to the "Order Register" to make available with others for seeing & downloading. In order to do this, click on the "Publish" button on the Fair Copy tab of the file. The full responsibility for publishing the orders in the "Order Register" rests with the respective seat clerks. The concerned authorities should check and ensure that all the orders are published in the "Order Register" by the respective clerks in a timely manner. All orders created (fair copies) till date have been already published in the "Order Register" by the system itself. Therefore, the old orders need not be republished.

Orders which are manually uploaded (Manual Order Register) by a seat clerk will automatically be published in the "Order Register". Therefore there is no need to publish the manual orders again.

ii. Option to publish important orders/quotation notices directly from iAPS to the Kerala Police official website.

iAPS now includes the facility to publish important orders/quotation notices directly to the 'Kerala Police official website' by the seat clerks themselves. The "Publish to Website" button is provided to publish important official orders/quotation notices in the official website. Therefore, copies of such orders/quotation notices need not be sent to the State Crime Records Bureau (SCRB) for publishing on the official website. Such orders/quotation notices should be published by the respective seat clerks directly from the iAPS to the official website by using this feature.

iii. Facility to inspect the online attendance of employees (iAPS-Attendance Log)

"iAPS-Attendance Log" is a new functionality made for the supervising officers to inspect the online attendance of subordinates. Attendance of the entire office staff can be viewed from the "Attendance Log" menu. Login and logout information, duration of working, IP address of the device used to log in and details of the tapal /file processing of each employee can be viewed by clicking on the "Log Details" action button.

It has been reported many anomalies on login details were observed while inspecting the "iAPS-Attendance Log" of employees. It has been found that many employees are simultaneously logged in to the iAPS using different IP addresses from different places. This clearly indicates that the username and the password of an employee were used by someone else also for logging into the iAPS.

Login to iAPS using someone else's username and password and share his/her username and password with someone else without the consent of the Supervisory officers will be observed as a serious breach of confidentiality and integrity of an employee. Disciplinary action will be initiated against those employees who commit such practices without the permission of the Supervisory officers/higher-ups.

All supervisory Officers should ensure strict compliance of the above said instructions by the subordinate staff and any flaw will invite initiation of disciplinary proceedings by the concerned.

W 31.8.2020
Loknath Behera IPS

Director General of Police & State Police Chief

To : 1. All Officers in List 'B'

Copy: 1. All Staff Officers at Police Headquarters.

To 2. All Ministerial Staff at Police Headquarters.

3. CA to SPC / D Space / Circular Book/ Stock File.