No: D2/10987/2013
Police Headquarters,
Kerala, Thiruvananthapuram,
Dated: /02/2013.

Circular No. 3/2013


CDRs have to be taken during the course of investigation of crimes and in other emergent circumstances during the course of enquiries. The procedure for requesting for and obtaining and dealing with CDRs has to be streamlined to ensure that CDR data which has implications concerning privacy and confidentiality is handled with sufficient care and caution. Hence the following instructions are issued on this matter.

1) The following Officers are authorized to obtain call details from Cell Phone providers for the purpose of investigation and enquiry.

   a) State Police Chief, Kerala
   b) ADsGP – Intelligence/Crimes/Zones
   c) IsGP Ranges/Intelligence/Internal Security/Crimes
   d) CPs/SPs/DCPs of Districts/DySPs(CD) of the districts
   e) Officer in charge of Hi-Tech Cell, Police Headquarters
   f) SHOs of Cyber Police Station
   g) SPs of CBCID and SBCID
   h) Sub-Divisional Police Officers and DySPs of CBCID and SBCID

2) The above list will be given to the service providers and instructions will be given to them so that they will send the CDRs only to the persons in the above list.

3) The request for CDR details should be given by the authorised officer through the designated ‘e-mail’, so that only those officers having authorized ‘e-mail ID’ will have access to the details. The official e-mail Ids of the authorized officers will be notified and supplied to the service providers by Police Headquarters and ADGPs in specific cases as mentioned above.

4) Each request and CDR details received from the Service Provider should be placed on the connected CD file or Petition file or Enquiry File and wherever a file is not available for the connected subject a file should be opened.

5) In case, Sub Inspectors and Circle Inspectors who require the CDR details in connection with investigation of cases or urgent enquiries, they should collect the same through the officers who are authorized vide para 1 above to collect the CDR details. The authorized officers should examine the requests and satisfy themselves about the need for data before forwarding them.
6) The e-mail address/mobile phone numbers of Nodal Officers of Mobile Phone Service Providers in Kerala will be provided by Police Headquarters to all authorized officers from time to time.

7) IGP Intelligence will be the Nodal Officer of the Department for activities related to CDR collection.

8) In an ongoing investigation or enquiry if one officer has requested for and obtained a particular CDR, the same should be shared with others connected with the process without their having to raise duplicate requests for the same data.

9) A Log Book should be maintained by every investigating officer to record the details about the CDR requests.

10) A report on the CDRs and the details of the help it rendered to the investigation of cases, if any, along with the justification for acquiring the CDR, should be submitted to the DPC (in the name cover) as a monthly report by every investigating officer who has initiated the request for the CDR.

11) DPCs should send a quarterly report on the CDR collection to State Police Chief (in the name cover).

To

All Officers in List 'B'
JS 'T' for necessary action

Copy to: CA to all Officers in PHQ
: RAC/Circular Book/Records/Stock File