

## **POLICE CIRCULAR ORDER NO. 209**

Subject—Defects noticed during inspections

To profit from the experience of others stimulates an allround progress. Each S. P. controls his district to the best of his ability and he can improve his command by promoting team work both in the field and the office by inspiring the team and atudioughly avoiding the mistakes of others. To that end I have recorded below same points detected during inspections, which the Ss. P. and other Commanders should remember as guidelines for the future.

### **Crime Index**

- (1) The S. D. P. O. should not delay signing the index
- (2) The actual date of receipt of case diaries should be recorded promptly.
- (3) The S. P. O., should note in pencil the P. B. and P. H. T. order recommended by him to the S. P. and keep his surveillance Register up-to-date.

(4) A list of pending cases whose investigation extended beyond a month should be drawn up at the end of each month in the index itself and this should be compared with the C.Is. lists when received with monthly crime review. By such monthly checks and systematic drive to pass orders regarding final form, the number of pending cases can be reduced . If present some districts have a fantastic number pending.

(5) The S. D. P. O. should try to get officers to come to his Headquarters to complete pending diaries before they return. The C. I. should take a firm hand in this and if need be given a helpful guidance to the I. Os. and can get the diaries written under his supervision.

(6) The Superintendent of police should formulate the policy regarding refusal of investigation of cases under such sections as 325, 447 and 448 I. P. C. When a number of case are pending beyond the yard-stick, in the hands of any I. O. such refusal can be resorted to. This would help quick disposal and thorough investigation in more important cases. There is no bar for opening of cases, when investigation has been refused, if time and manpower permits later on.

## **II. CRIME CONTROL**

(1) Crime map, graph and charts should be maintained

(2) The S. D. P. O./C. Is should understand the maintenance of daily crime charts and not to make use of them for the purpose of issuing constructive crime control orders. A moon-phase chart indicating T. A. In one side and other required information, regarding criminals and their present whereabouts, wandering gang, criminals present or in jail etc. indicated in the remarks column should be maintained to watch the fluctuation of the crime day to-day as compared to the S. A. The S. D. P. O./C. I. should visit the crime affected area no sooner the professional crime under any hand in any P. S. indicates signs to approximately or exceed the T. A. He is required to supervise all the cases of the type in the Crime Centre, visiting the spots and prepare a crime note commenting on the probable criminals responsible for the incidence and decide hour patrolling and preventive measures should be suitably attended to meet the changed situation. A study of past detected cases of 5 years which might have led to decrease in the incidence would be useful with a view to order surveillance and other preventive measures if such criminals are out of jail or on bail. His deduction should be mentioned in the Crime Review and Crime Control file for future reference.

(3) Crime Map : From the crime map the S. D. P. O./C. Is. should list our names of R. Cs. in the vicinity of the spot, collect their M. O. from the surveillance register, collect information regarding previous causes sent up in charge-sheet or ended in suspicious, as indicated in the map of the same year, as well as of the previous year, compare with the information received through the supervision notes of cases of that area or Crime Control files (previous) regarding the probable responsibility of specific criminals. If with this information, the Supervising Officer and I. O. visit the spot, they can easily deduce facts, which may lead to detection of the cases. It should be remembered that criminals become out of view after commission of crime. They only stay behind if the stolen properties are securely concealed. To add to it the question of making use of the regional D. C. I. B. or M. O. Bureau under the C. I. D. should be considered. The I. Os. should take investigation kit to the spot in professional crime and should not hesitate to call for the Police dog at the earlier, whenever necessary. The MOB is meant to help and restoring to it does not involve any loss of lace.

(4) Patrol, picketing chart for every dark fortnight for crime effected police stations or areas must be introduced. The visits of Thana staff to the various places during the dark fortnight for checking the patrols and picketing should be supervised by surprise by the S. D. P. O. and C. Is. by visiting these centres. The S. P. should personally check now and then and see to it that the former actually visit the crime affected areas at night for the purpose of checking and giving guidance Detection of no defaulters in this respect by the supervising officers shows that their supervision is superficial. The C. Is. and S. D. P. Os. should be judged at the end of the month by their record in this respect.

## **III. CYCLE THEFTS**

The Thana Officers be alerted to keep note of cycle repairers and painters in the neighbourhood and each P. S. must send enquiry slips with number and description to the important towns with list of cycle repairers. A thorough check after each incidence is likely to have good results. Watch out preferable in plain clothes in front of offices, Banks and big shops for possible cycle lifters would be fruitful as well as insistence on locking of the cycles before they are left at the stand (Cycle) .

#### **IV. BURGLARY AND THEFT CASES**

There should be two charts for burglary and theft circle-wise which would always keep the Thana and Supervising Officers informed about the actual and month to month fluctuation of crime. The recent notification in the gazette, the 15th November 1971 should be closely studied for guide lines on crime control, surveillance, crime map etc. and instructions fully implemented.

#### **V. SUPERVISION NOTE**

It would be useful to keep the supervision notes in the S. D. P. Os. office in one file and check up the compliance from the diaries. It follows that in case of supervision by the S. D. P. O., the diaries should be seen by him in addition to checking by the inspectors. It is not necessary to write long and rambling supervision notes as it is an erroneous assumption that, the same will help the I.Os. in writing the diaries.

#### **VI. BUILDINGS**

(1) Entries should be made in the Land and Buildings register while the projects remain under construction.

- (2) The registers should be looked into regularly by the S. P. atleast once each month
- (3) As soon as a project is sanctioned, it should be entered in the Land and Building Register, indicating thereafter all steps taken and progress thereafter. It should be compared with that of I. G. Office regularly. The idea is that if the file is lost or tempered with, the Building Register should furnish the particulars about the land value, estimate, date of sanction, progress stage by stage, date of completion, annual repairs etc.
- (4) The building registers should be maintained by the Building Sub-Inspector, while the files be dealt within the English Office.
- (5) Completion certificates, reports of the buildings or projects should not be signed by the Superintendents of Police without proper verification by the S. P. himself by visiting the place or without getting it verified by some other responsible officer other than the B. S. I. It is seen that in some instances without even starting the work and after obtaining some money receipts in token of purchase of materials and preparing a muster roll with fogus names and taking some fictitious D. T. Is., It was reported to the S. P. that the building/project was completed. Ss. P. may therefore appreciate how dangerous is this for future.

#### **VII. CASH BOOK**

(1) Double initialling should be done as soon as complete voucher is received. To this end, the cash book page reference be indicated against each pending voucher in the 10 days check book, so that double initialling, signing of the abstract and defacement of the voucher can be simultaneous.

(2) It should be seen that pending cash in hand is kept down to the minimum. This can be achieved, if pending balance is kept reviewed every day and their disbursement is taken up without the slightest delay. Officer-in-charge of Accounts Section should take this as his special responsibility and should insist on observance of P. M. Rule 940 (c).

(3) Corrections and over writings in the cash book should be avoided and wherever made should be signed by the G. O.

(4) 10 day's checks should be done regularly by the Gazetted Officer-in-charge of accounts. This will prevent the delay in double-initialling as the Cash Book will be put up side by side with the completed vouchers and the contingent register. Very few Ss. P. are recording half margin notes as per P. M. Rule 942 (b).

(5) The Dy. S. P. in-charge of accounts should turn over the cash book pages every day while signing abstracts or complete vouchers to ensure prompt double-initialling. The voucher clerk should be utilized to write the vouchers in the voucher register. The time from the date the vouchers are complete till the double initialling takes place, should be cut down. The certificate of disbursement on the voucher should also be defaced as it is a part of the voucher itself.

(6) The details of cash in hand at the end of the month should be regularly written. P. M. Rule 940 (a) should be borne in mind.

(7) The pending list after 10 days' check should be brought forward and once in a month and certainly before the C. A. C. is submitted, it should be checked up by S. P. himself. When the voucher is complete, the corresponding item of the pending list should be cancelled and initialled.

(8) The statement of pending cash in hand, should be seen by a G. O. with a view to find out if any payment was unnecessarily delayed. Then again, the vouchers completed and thereafter should be scored through with dates when completed, till all are dealt with a Gazetted Officer should watch this.

(9) The receipt cheque book should be checked every 10 days and non-receipt should figure in the pending list. Both A. S. and R. C. to be defaced with the voucher being complete and whole statement is signed. Every connected paper relating to cash transaction and voucher should be defaced when it is complete. It is to be done at the time of 10 days check and the G. O. Accounts should take interest and not merely leave it to the voucher check. He should call for pay bill clerk. T. A. Clerk contingent clerk and Miscellaneous voucher clerk every alternate date for voucher check and double initialling. The voucher clerk should be utilized to write all the vouchers in the check register and not only add the new pending items at the time of drawing the pending list.

#### **VIII. PENSION PAPERS :**

Those who are to retire should be asked to come to Reserve Office a fortnight prior to the actual date of retirement and prepare their pension papers, deposit kit etc. before they are discharged.

#### **IX. CONTINGENT REGISTER :**

(1) It should be written sub-headwise. The information and adjustment made by A.-G. should be promptly obtained from I.-G.'s Office or A.-G. Office each month and the expenditure regulated after deducting the said amount from the balance. Instances have come to notice that the total expenditure exceeded the grant because the periodical adjustments are not taken into account.

(2) For C. N. C., the S. P. should take special sanction for each item of C. N. C. if it is not within his financial competence (Rs. 10 recurring and Rs. 100 non-recurring). The attention of all officers are drawn to instructions given on the various bill forms especially C. C. and C. N. C. which are mediatory.

**X. FORCE REGISTER :**

Force Register should be maintained so as to safe-guard the seniority order of the force and maintenance of lien at the proper place. In the register the following should be supplemented.

(1) A preface regarding the actual sanction, permanent and temporary in figures, indicating the number of persons officiating in higher rank or on deputation, whose lien is kept. The total to be arrived as above would be distinguished from the actual permanent persons and actual temporary persons present in the district. It follows that the total of two columns of the present strength should tally with the total of the sanctioned strength or vacancy will be indicated. Then the names will be written out in district seniority order rank by rank. It follows that names of persons, who have left their lien (while on transfer or deputation) should be written at their proper place, in the seniority order, indicating this fact in the remarks column. For purpose of calculation of actual strength these names will have no serial number. In the event of more posts becoming permanent, persons from the top will get the benefit of probation, including these whose liens are there in seniority order. It follows that the concerned District for the latter, should be informed about this, so that the confirmation is not ignored.

(2) The grade pay of each man will be indicated in proper column. For facility of accounts purpose, an account in figures should be kept in pencil at the bottom of the list for each rank indicating the actual number under each grade. This will alter from time to time as increments changes, but the seniority order should remain unaffected.

(3) A question arose regarding the gradation of constables. Since this changes more frequently because of punishment orders being more numerous for them, the figures regarding their grades as recorded in pencil should be altered no sooner the grade order is obtained. For that matter the names should remain unaltered. This means that their grade table should be watched carefully and totals under each grade should be attended promptly after such punishment is published in the District Order. The force register should be written up accordingly. Maintained like this the same force register will last for three or more years.

(4) The authorised and actual strength both permanent or temporary rank by rank should be written in figures and total tallied indicating vacancies as indicated below :—

<b>Inspectors</b>	Permanent	Temporary sanction
Sanctioned	5	2
Officiating in higher rank of D. S. P.	2	2
		Actual 4 (2 against Officiating in Higher rank vacancy)
	3	Actual 2 One to be confirmed Sanctioned Present
	7 (5P+ 2 T)	
	7 (3P+ 4 T)	

Thereafter the pages should contain the names of officers of that rank indicating the names of persons officiating in higher rank in the seniority order and Inspector's seniority (Lien). Under each date of officiating, the dates of confirmation should be written when such orders are passed. Non mention of the latter will indicate that his case for confirmation is due for consideration. This should be written up separately for each rank.

(5) Where posts of Inspectors and S. Is. are confirmed by Government confirmation of officers against these posts should be expedited by moving A. I. G. The same thing should be done in the rank of A. S. Is., H. Cs. and Constables by S. P. himself.

(6) I repeat that the force register should be treated as the seniority register and not a simple gradation register as was done hither to clearly indicating the sanction and persons actually present rank by rank indicating their dates of appointment to this rank and confirmation. It follows that separate sanction for L. T. R. should come as a sub-head under that particular rank. Similarly the names of permanent hands officiating in higher rank or transferred to another district should find place in its order of seniority so that his lien is not forgotten. Serial numbering would be course omit him, as he is not present.

(7) Increment orders should be properly linked up with the casualty register and invariably the certificate of R. I. and Accountant should be insisted upon.

#### **XI. DISPOSITION REGISTER :**

(1) The disposition register should be according to the sanction by Government order and the serial numbers be limited to the actual number of sanction. For example, the striking force at Headquarters has a sanction strength of 71 persons. Consequently not more than 71 serials should be there. In doing so, men should be grouped into platoon and section divisions and the names will be written out in the same order first platoon and its sections followed by 2 platoon and its sections. This would be followed by the additional striking forces at important centres, grouping them sections deployed in contiguous areas, so that one D. S. I. or Sergeant can be kept in charge for the purpose of administration and welfare. For example the A.P.R. striking force of say Maurbhanj District can be deemed as the platoon, Rairangpur A. P. R. can be two sections, Raruan, Tiring, Suliapada and Muruda be regarded as one platoon. Suliapada section can be included in Rairangpur force and termed one platoon. It follows that one senior D. S. I. be kept in charge of the 2nd platoon and look after their administration and welfare by visiting them from time to time to them or staying with them. With 3 D. S. Is. and 2 Sergeants sanctioned, command and control can be rationalised as above.

(2) In between the names a gap of 4-5 lines should be left for the purpose of writing other names in the event of transfer. If this is done the register can easily last for 3 years and then kept as a permanent record. There should be no change in the headings except that platoon, section should be specifically indicated for the purpose of regulating their posting.

(3) When a man is transferred the name of his substitute would be written against the name scored through, irrespective of his seniority or gradation. The Register is to be checked each month to ascertain vacancies, which should tally with force statement in this respect.

#### **XII. HELD OVER-REGISTER :**

(1) When a Police Officer leaves his post and his whereabouts is not known and he does not respond to the S. P's. order to join his duties he should be prosecuted under 29 Police Act as he has deserted from the force and brought under arrest or the proceeding drawn against him can be completed in absentia. Now that the High Court Ruling has modified the word notice in writing to individuals at various stages, one notice at the prosecution stage, one at defence and one at show-cause stage will help quick disposal of such proceedings. It is adequate if written notice is actually sent in the home address rather than produce evidence that it was actually received. S. Ps. should take advantage of this provision.

(2) The held over items require closer examination and with a little bit of attention and passing of prompt orders regarding days of absence, leave or suspension the number can be cut down to the minimum.

### **XIII. ARMS AND AMMUNITIONS :**

(1) The arms register should be maintained in proper form and not in manuscript.

(2) The D. S. P./S. P. should do the monthly check as required under rules.

(3) Too much over-writing in this register should be avoided.

(4) Upto 10 arms condemned for break up in a District after each A. I. A's inspection should be kept for D. P. purpose and the Armourer should convert them as such and they should be taken on stock as per committee and utilised for training. The balance be sent to Ichhapur.

(5) The Arms and Ammunition REGISTER should be written by R. I. in his own handwriting and put up to S. P. every month for signature and quarterly for counting.

(6) It is stated that at some places the pull throughs and oil-bottles are being kept by Sepoys in their respective quarters. This is wrong. They should be kept in the Rifle Butt Traps.

(7) The daily issue register of arms maintained in the Kote should contain the actual number of rifles and muskets issued on a particular day and its actual date and time of return. The total of issue and receipts and the balance should be shown in the Arms register, which should be so mentioned that the book balance will tally with number in the Kote. The Register should be seen and signed by the R. I. each day and put up to S. P. once a month.

(8) It is seen that at places the Arms Cleaning instructions issued as a Police circular instead of being hung in the Kote, is a being kept in the R. I's room. The constables and the armourer Havildar in charge should memorise the instructions and implement the same.

(9) Revolvers should be kept in a locked box or boxes which should be kept in a locked Almirah to afford double security. The key should be with the R. I.

(10) Lock and bolt arrangement or a simple rope with locking arrangement should be introduced in the magazine in insecure areas as an insurance against pilferage. No chance should be taken in such matters.

(11) Guard and Sentry orders should be redrafted. The havildar's duty and those of the front and rear sentry should be spelt out clearly in a hanging list each. They should not only memorise their duties but also the police Tradition and Conduct Rules, copies of which should be hung in each barrack besides the guard room. The night stand to instructions should be separately written and rehearsed.

### **XIV. TARGET PRACTICE REGISTER**

It should be compulsory for one G.O. to attend target practice, whenever it is held at Headquarters Range :

(2) The certificate of use and regarding misfire or dudo and the empty cases after each day's practice should be given. The weather condition, the actual number of practices taken up, the target used etc. should be entered in the Register. The Marks-man's prize should be given each year. the Register should be put up to S.P. for his signature as soon as the practice is over and not held back as is done often now.

## **XV AMMUNITION REGISTER**

(1) Monthly account should be signed by the S.P. The counting of ammunitions should be done once a quarter and certainly once after firing finishes.

(2) Ammunition classification year-wise should be made and service and practice ammunitions reshuffled.

## **XVI. LEAVE REGISTER**

A separate leave register should be maintained for medical leave. It should be noted that leave is granted in the 2nd week of each month so that constables avail leave after getting pay to avoid financial complication. Non-availability or delayed availing of leave after 35 days should be frowned upon.

## **XVII. TRAINING PROGRAMME**

The syllabus should be adhered to scrupulously with periodical and final tests as prescribed. The result should be kept in the training progress register and entered in D.O. The training programme should be planned out from the beginning of the year.

(2) The following training programme are being followed in the Battalions :—

- (a) Regular Training Course
- (b) Block Training Course
- (c) Cadet jamadar Advance Course
- (d) First Aid Training
- (e) P.T.I. Training
- (f) M.T. and Despatch Rider Training
- (g) Judge Training
- (h) Ambush Course

It is suggested that 3 block syllabi adopted (i) for recruit refresher's course which is to be adhered to at Nayagarh (ii) Advance course for recruits and (iii) Retention of Efficiency Course. The last two courses would be for the trained constables who will end the cadre by firing the range course. Those who will pass the retention of efficiency test will get the O.M.P. Special Pay. This can be achieved by withdrawing one sepoy from each section for a month and sending him back to his Coy after the training is over. Similarly in the districts syllabi for inservice of the A.P.R. mobilisation and refresher for constables who have done 6 months training should be kept separate. Training programme for each batch under each cadre should be maintained as indicated above. If a list of instructors, who have passed the course outside the district is maintained it would be easy to assign them instructional work from time to time.

## **XVIII. CLOTHING**

The system of fixing dates for distribution of clothing to various posts by the R.I./sergent should be adopted. They should go along with the pay escort, distribute the clothing as per inspection report and come back after distribution of clothing.

## **XIX. RESERVE WORK IN DISTRICTS**

(i) Shooting competition leading to awarding of prizes and marksmen's badge should be forthwith adopted.

(ii) R.Is. should realise that they are responsible for maintenance of the Reserve registers and not merely rely on the R.S.I., especially for the Force/or Disposition register. The Daily parade statements must tally with the Disposition Register and written accordingly.

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