

PART V

Government and Police Order

(820) Police Order 280 / 86—The Police Manual gives brief outlines regarding objectives of the inspection and the methods to be carried out for inspection of Police-Stations and Out Posts. The following detailed instructions are issued for the guidance of S.D.P. Os. and C. Is. who have to spend at least two days while inspecting Police-Station and at least one full day inspecting Out Posts. The Supdts. of Police are also requested to follow the guidelines while inspecting the Police-Stations. The S.D.P. O. and C. I. should give the heading mentioned in the order while writing out their inspection notes. Copy of Police Order is being printed in the Criminal Intelligence Gazette so that it is made known to all the Officers. It is the duty of the Ss.P. and C.I.D., Is.-G. to see that the instructions issued are strictly enforced so that the Officers can get ready regarding items to be inspected.

I. PREVIOUS INSPECTION

- (a) Whether all the instructions issued in the previous Inspection Note have been carried out.
- (b) Whether defects / omissions pointed out during previous Inspection Notes have been rectified.
- (c) Whether full compliance to the previous Inspection Notes have been submitted? If so, when. Whether there is any delay in compliance? The date of submission of full compliance is correct with reference to Despatch Register.
- (d) What are the items remain still unattended? Details to be discussed.

II. AREA AND JURISDICTION

- (a) Whether any changes in the jurisdiction is required with reference to Revenue Boundary.
- (b) Whether any such proposal has been submitted earlier? If so, what is its present position?
- (c) If any changes required among the beats for better police patrolling and B. C. Checking.
- (d) Whether village visiting Register has been maintained correctly according to Revenue villages.
- (e) Whether population in respect of each village including S. C. / S. T. has been obtained and furnished against each village.
- (f) Whether the officers and men have visited all the villages at a regular interval and have collected intelligence about land dispute, party faction, etc. to take timely preventive measures.

III. UTILISATION OF MAN POWER

- (a) Whether duties among the Officers and men have been distributed evenly.
- (b) Whether for each type of work the officers / men have been deputed on rotation equally and their N. Hs. within the jurisdiction is on an average is equal.
- (c) Whether any man power has been lost due to negligence by keeping more than required staff at P.-S. / O. P. on a particular day.
- (d) Whether they have been utilised for Mics. duty very often.
- (e) Whether the sick period of officers and men have been duly accounted for.
- (f) Whether the officers / men are being properly briefed of their duties before they sent for.
- (g) Whether there is any such instances where the officers / men have been misutilised. Such instances are to be discussed.
- (h) Whether the N. Hs. of officers / men within the jurisdiction are adequate.
- (i) Whether the officers / men have done the duty according to the directions issued at the time of deputation and whether they have collected any useful information? If so, whether follow up action have been taken.

IV. MAINTENANCE OF ARMS AND AMMUNITIONS

- (a) Whether arms and ammunitions supplied to the post are in tact as per A. L.
- (d) Whether they have been kept well secured as per provisions laid down in PMR-A 76(c).
- (c) Whether the O. I. C. leaves the key even when he left police-station on any duty temporarily as required in P. M. R. 76 A (d).

- (d) whether the ammunitions have been changed with new at regular intervals.
- (e) Whether arms cleaned atleast twice in a week as per provision in P. M. R. 76 (e).
- (f) Whether arms training register has been maintained properly and entries have been posted reference to S.D. entry.

V. MAINTENANCE OF RECORDS

- (i) (a) Whether all the registers/files as prescribed in Appendix 62 have been maintained.
- (b) Whether the list of return/reports to be submitted by O. I. C. as per Appendix 64 has been maintained and whether the returns/reports have been submitted in time.
- (c) Whether guard files are being maintained according to the instructions.
- (d) Whether hanging lists as per P. M. R. 76 (a) and instructions issued from time to time, have been maintained with up-to-date entries.
- (ii) *Execution of Process—*
 - (a) Whether the registers in 4 parts have been maintained as per P. C. O. 247.
 - (b) Whether the informations required under each column have been filled up alongwith Dr. an date as the remarks column indicating the return of the process.
 - (c) Whether execution has been done in time.
 - (d) In case of pending warrants, whether timely intimation has been sent to the concerned Courts and follow up action taken subsequently.
 - (e) Whether time to time endorsements have been given on the body of warrants and if so, what's compliance.
 - (f) Whether unexecuted warrant files have been maintained properly.
 - (g) Whether action has been taken for issue of services u/s. 82 and 83 I. P. C. in case of absconding persons.
 - (h) Whether months abstracts have been drawn up in time.
 - (i) Whether D. W. Register has been properly maintained with R. C./R. V. Reference indication realisation and deposits.
 - (j) Whether timely comparison has been made with that of Court Register as required in P. M. R 125 (f g).
- (iii) *Missing Persons/cattles—*
 - (a) Whether the Regr. have been maintained as per Police Circular III with all details.
 - (b) Whether follow-up action have been taken to trace out the missing person/cattle.
 - (c) Whether Enquiry slips have been issued correctly and timely.
 - (d) Whether the Officers/men when go for any duty, have made enquiries about missing person/ cattle and mentioned in their P. D./Note Books.
- (iv) *Non-F. I. R.—*
 - (a) Whether the registers have been maintained properly.
 - (d) Whether comparison has been done in time.
 - (c) Whether UC/MC Ref. has been obtained and noted.
 - (d) Whether acknowledgement receipts have been obtained and pasted as per P. C. O. 164.
 - (e) Whether paperslips/F. Ms have been issued by the Court in time as required in P. C. O. 164.
 - (f) Whether timely preventive measures have been taken to arrest D/P and follow up action taken.

- (g) Whether chronic land disputes register has been maintained properly and up to-date developments have been posted.
- (h) Whether raids have been conducted to detect Excise/gambling cases. If so, what result
- (i) Whether submission of B. L. proceedings is adequate or not. In this connection specific instructions to be issued for particular B. Cs. to round them u/s. 109 or 110 Cr. P. C., if necessary.

(v) *Malkhana—*

- (a) Whether the register has been maintained up-to-date.
- (b) Whether all the properties taken charge by police and identification stolen property, whether recovered or not, have been entered in the Register with detail description as required under P. M. R. 119 (a).
- (c) Whether value of property and date of its receipt at P.-S. have been noted in appropriate columns.
- (d) Whether R. V./M. O./Zimanama/Seizure list files have been maintained properly and cross reference of each items noted for ready reference.
- (e) Whether the pendency is justified. If so, the reasons thereof be discussed.
- (f) Whether Malkhana statement is being submitted by the end of each month in time and Dr. No. with date have been noted on the carbon copy.
- (g) Whether the instructions contained in P. M. R. 120 and 121 have been followed by the O. I. C., which dealing with properties.
- (h) Whether there is any negligence on the part of O. I. C. in sending mal item to Court for exhibit for which trial of the case failed.

(vi) *Cash Account—*

- (a) Whether cash account has been maintained by the O. I. C. himself as required under P. M. R. 124 (c).
- (b) Whether all sums, received from any source including seizure in criminal cases, have been duly accounted for.
- (c) Whether payment has been made promptly.
- (d) Whether the O. I. C., holds Kit Inspection monthly before disbursement of pay and defects noted in S. D. as required under P. M. R. 1085 (g).
- (e) Whether R. C./R. V. have been maintained properly with S. D. E. reference thereon
- (f) Whether cash account certificate is being submitted at the end of each month in time and Dr. No. with date of despatch have been noted in carbon copy.
- (g) Whether Vrs. are being returned to D. P. C. properly.

(vii) *Absconders—*

- (a) Whether the Register has been maintained in two parts as required under P. M. R. 118.
- (b) Whether enquiries have been conducted properly and timely.
- (c) Whether N. B. W. in respect of all the absconders are available and time to time action taken for his apprehension.
- (d) Whether evidence u/s. 299 Cr. P. C. have been recorded. If so, when ?
- (e) Whether draft for C. I. G. publications have been sent and published. Out of such particulars have been noted in the Register.
- (f) Whether rewards for apprehension of absconders have been ordered or not.
- (g) Whether timely comparison has been done with that of D. P. O. Register.

(viii) *Khatian—*

- (a) Whether Crime Statistics for Part I, II & III have been posted correctly.
- (b) Whether year of destruction of records have been noted correctly and whether compliance has been done by the O. I. C.
- (c) Whether there is any increase or decrease in reporting of cases and detection. If so, the reasons thereof to be discussed with suggestions.
- (d) Whether Cols. 3 to 11, mentioned earlier by pencil, have been subsequently checked and duly accounted for.
- (e) Whether 5 years statistics being checked and due correction made after disposal of pending cases.
- (f) Whether details of pending cases with police and Magistrate have been furnished and their subsequent disposal noted.
- (g) Whether touring particulars of the officers have been duly furnished in the appropriate costs.

(ix) *C. D. Part II—*

- (a) Whether maintained in three parts such as A. B. C. correctly.
- (b) Whether up-to-date entries have been posted with G. R. / S. T. reference.
- (c) Whether the actual and detail D. A. of each accused has been furnished
- (d) Whether steps have been taken for action under sections 82 and 83 Cr. P. C. in case of absconding accused persons.
- (e) Whether A. Roll has been submitted against the persons shown absconded.
- (f) Whether the name, parentage year of birth etc. have been duly noted in M. O. index/ Alphabetical under appropriate head and the reference thereof has been noted in C. D. Part II.
- (g) Whether H. Ss. have been opened in respect of convicts under chapter-XIV as per provisions laid down in P. M. R. 357 and 358 either by O. I. C. himself or by taking P. R. orders from S. P.

(x) *Station Diary and the Manner it is Written—*

- (a) Whether the informations as required under P. M. R. 116 are being noted in the S. D.
- (b) Whether entries are being made at the interval of 2 hours
- (c) Entries atleast for 15 days be checked to find out whether any such entry has been suppressed or minimised without registering Cog. cases.
- (d) Whether prompt action has been taken in respect of entry which relates to apprehension of B. / P.
- (e) Whether timely preventive measures have been taken in such cases
- (f) Whether any negligence on the part of O. I. C. for which, B/P could not be arrested
- (g) Whether S. D. is being closed in time with abstract of required informations and despatched to C. I.
- (h) Whether Command Certificate is being issued when any subordinate Police Officers/men deputed for any duty as required under P. M. R. 90 with S. D. E. reference and returnable date.
- (i) Whether S. D. E. reference and date is being noted at the time of deputation as well as at the time of arrival on the carbon copy of the C. C.

- (j) Whether the Constables bring the signature of respectable persons while they go for village visiting as per provision of P. M. R. 90 and copied out the same in the carbon copy of the C. C. for further verification.
 - (k) Whether details of duties to perform on each day are being noted on the back of the C. C. with N. H. station.
 - (l) Whether Constable Note Book written properly with detail useful informations or not
 - (m) Whether the knowledge of Constables, on return being tested by the O. I. C. and noted in the S. D. as well as Constables' Note Book.
- (xi) *Working of Arms Act—*

- (i) G. L. R.—(a) Whether the G. L. R. has been maintained up-to-date with detail particulars as under each column.
- (b) Whether all the licences have been renewed. If not, what action has been taken by the O. I. C.
- (c) Whether list of persons exempted under Arms Act/renewal have been supplied by the Arms Act Magistrate as required under P. M. R. 130.
- (d) Whether the O. I. C. has given his objection against renewal if any by 1st December of every year as required under P. M. R. 130 (b).
- (e) Has physical verification, in respect of licences with that of arms, has been done by the Officers during their tour in the interior and if so, what is the result.
- (f) Whether any such underserving person has been given any licence, if so, what action has been taken by the O. I. C. for cancellation.
- (g) Whether timely comparison has been done and certificate of Arms Act, Magistrate obtained ?

(ii) *Gum Deposit Register—*

- (a) Whether the Register has been maintained as per instructions contained in P. M. R. 325
 - (b) Whether the deposit Arms have been sent to Court Office/Police Store within 14 days as laid down in P. M. R. 325 (d).
 - (c) Whether the O. I. C., while assuming charge, has made physical verification of such arms and furnished certificate as per provision of P. M. R. 325 (g).
- (xii) *Correspondences—*

- (a) Whether letters issued / received correctly
- (b) Whether timely pending lists have been drawn up and timely reminders issued
- (c) Whether sincere steps have been duly noted and service stamps accounts submitted in time
- (d) Whether the posts need any extra stamp

(xiii) *Mobility of Officers/Men—*

- (a) Whether the officers / men are mobile
- (b) Whether night halts made by officers / men within jurisdiction is adequate
- (c) Whether the officers / men have collected due intelligence during their time in the interior

(xiv) *Surveillance—*

(1) **LOCAL BORDER D. C. CHECKING**

- (a) Whether the list of local D. Cs. (No. 13) maintained at the past is correct and up-to-date
- (b) Whether list of Border D. Cs. (No. 14) has been maintained correctly
- (c) Whether checking of local / Border S. Cs. is adequate
- (d) Whether the officer / men have gone to recognise the border B. Cs. atleast once in 6 months as required under P. M. R. 375.
- (e) Whether the officers / men are able to speak about the present D. R. of the B. Cs.

(II) HISTORY SHEETS

- (a) No. and name of H. Ss. under each category is to be dealt
 - (b) Whether all the Cols. of H. S. particularly change of present D. R. name of actual identifying witnesses all instances of arrest particulars of conviction, etc. have been properly filled up.
 - (c) Whether periodical enquiries as required in P. M. R. 371 has been made properly and noted in the note sheets as per P. M. form No. 78.
 - (d) Whether surveillance sheet in P. M. Form No. 79 has been maintained as required under P. M. R. 372 (b).
 - (e) Whether old enquiry note sheets of more than 2 years have been removed and kept in separate file as required in P. M. R. 371 (d).
 - (f) Whether enquiry slips are being issued when any dangerous B. C. found absent
 - (g) Whether P. R. orders of S. P. has been obtained for surveillance in all cases
 - (h) Whether any changes in surveillance is needed
- (xv) *Investigation of Cases—*

(I) COG. OFFENCE

- (a) Number of cases and nature of offence to be discussed separately officerwise
- (b) In how many cases, investigation was completed within 30 days/3 months/6 months/one year / beyond one year.
- (c) Whether C. Ds. have been written in all cases in time
- (d) Whether the investigation has been done thoroughly and correctly (few case records need to be checked).
- (e) Whether there is any increase or decrease in reporting of cases and in detection. If so, what are the reasons and remedy thereof.
- (f) Whether final form have been submitted in time and no accused has been enlarged on bail by court or discharged for want of C. S. in time.
- (g) Whether the F. F. S. shown to have been submitted by the O. I. C. have actually been received in court.
- (h) Is there any tendency on the part of O. I. C./S.-Is. to allow the investigation with A. S.-Is. for longer period, If so, why ?
- (i) Whether the F. I. Rs. have been drawn up correctly and promptly
- (j) Whether copy of F. I. Rs. are being given to the Compt. and their signature obtained on the F. I. R Book.
- (k) Whether F. I. Rs. have been sent to court and offices promptly
- (l) Whether spot visits have been made promptly in case of delay, responsibility is to be fixed
- (m) Whether seizure lists have been prepared correctly at the spot and copy issued to the person concerned
- (n) Quality of cases than quantity is to be reviewed
- (o) Ratio of property stolen/recovered also to be reviewed
- (p) In which cases, F. Ms. are to be received from court

(II) U. D. CASES

- (a) Whether cases have been registered properly and enquiry taken up promptly
- (b) Whether any such case has been minimised and subsequently turned to murrder. Details to be discussed.
- (c) Whether C. Ds. have been maintained when enquiry prolonged more than 24 hours
- (d) Whether instructions contained in P. C. O. 156 have been followed during enquiry

- (e) Whether F. Ms. have been received in all the cases
- (f) Whether abstract at the top of F. I. R. have been drawn up
- (g) Whether reference of death register serial has been noted in the F. I. R. under the Col.
- (h) Whether wild animal register has been maintained at P.-S. as per P. M. R. 129 and reference of such death has been noted in U. D. F. I. R.

(xvi) *Crime Control—*

(I) CRIME MAP

- (a) Whether crime map has been maintained properly and instructions issued for S. P. and other heads have been attended to.
- (b) Whether timely preventive measures have been taken to curb down increase of crime
- (c) Whether adequate Blockings/raids are being conducted in the affected areas
- (d) Whether D. Cs./suspects are being checked in time
- (e) Whether any picketing has been done, if not why
- (ii) Surveillance
- (iii) Co-operation Meeting
- (iv) Absentee

(xvii) *Maintenance of Law and order—*

- (a) Whether the officers have maintained peace during the time of need
- (b) Whether timely preventive steps have been taken when B./P. is approved
- (c) Whether Officers/men were deputed in time to guard against D/P.

(xviii) *Confidential—*

- (a) Whether W. C. Ds. are being written properly and sent in time
- (b) Whether anti-social History sheets have been maintained correctly and statements sent to D. I. B in time.
- (c) Whether up-to-date Development have been noted in C. D., Part III

(xix) *Updating Crime Records—*

- (a) Whether co-ordination work done satisfactorily
- (b) Up to which month/year
- (c) Whether the list of cases/crimes prepared at P.-S. level is correct

(xx) *G. R. System—*

- (a) Whether the G.Rs. attend parade regularly
- (b) What type of information they have given to local police
- (c) Whether they maintain Kunia Regr. indicating arrival of foreigner/suspects to their area
- (d) Whether the collection of vital statistics is satisfactory
- (e) Whether the G.Rs. have received their pay in time
- (f) Supply of uniform to the G.R.

(xxi) *H. G. Organisation—*

- (a) Whether the H.G.register/file have been maintained correctly
- (b) Whether the utilisation of H. G. is satisfactory
- (c) Whether the H. G. in any case has collected useful clues towards detection of any important case
- (d) Whether the bills have been submitted in time and payment made

(xxii) *Docketing of records—*

- (a) Whether C.I.G. and Police Gazette have been properly docketed
- (b) Whether destruction of records have been done under the orders of S.P.

(xxiii) *Welfare of Force—*

- (a) Whether the O.I.C. listen the grievances of his staff in time
- (b) Whether the relationship of staff with O.I.C. to co-ordial
- (c) Whether the Constables get their T.A. in time

(xxiv) *Relationship of the O. I. C. with public—*

1. Whether the relationship of O.I.C. with public is good
2. Whether the dealing of O.I.C. and other officers to the staff and public is co-ordial

G E N E R A L

Whether working of the P.S. is satisfactory and how far the O.I.C. has been able to control Crime and maintain law and order.

File Ref.-1-138-86

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