

19<sup>th</sup> December, 1955.

STANDING ORDER No. 60

Subject:- INSPECTION OF POLICE STATIONS  
& OUTPOSTS BY Ss.P. & C.Os.

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The Inspector General of Police has noted with great concern the slowness and apathy with which Supts. of Police and Circle Officers have discharged the important work of inspecting Police Stations and Out Posts this year and with a view to introduce speed and system in this work, he is pleased to issue the following orders. These should be carefully studied and followed by all Ss.P. and C.Os. except those who are actively engaged in dacoit operations.

2. Every S.P. and every C.O. must inspect all his Police Stations and Out Posts once every year. He should therefore draw up a programme of inspection for the following year in the month of every December and see that he finishes all the Police Stations and Outposts by the end of November each year. As the tour programmes are liable to occasional interruptions, the month of December should be set apart for visiting any Police Stations or Outposts left over in the first eleven months.

3. The Ss.P. and C.Os. must stay at the place of inspection from beginning to end and not leave it except for urgent reasons. The Inspector-General has no objection if Superintendents of Police stay at a convenient place not more than 5 miles away if there is no suitable accommodation at the place of inspection itself but this should be rather an exception than rule. The C.Os. must stay at the place of inspection.

4. Ordinarily an average Police Station can be inspected by the Superintendent of Police in four or five days and the daily programme should invariably be as follows :-

1st day: Parade, kit inspection and inspection of Police lines and all other Police buildings.

2nd day: Service roll inspection of all Policemen.

3rd day: Inspect all crime records and other records. Inspect Explosive ~~if this is required by rules~~ shops, ~~rules~~ Arms and Ammunition shops and Poisons shops if this is required by rules in force. Also see history shooters.

4th day: Hold Orderly Room, read inspection notes and conclude inspection.

No inspection work need ordinarily be done on Sundays and other public holidays.

5th Details of the above work to be done day-to-day should be as follows:-

1st day: The S.P. should personally test both the armed and unarmed men of the Police Station in Squad

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Squad drill, musketry, arms drill, lathi drill, baton drill etc. The S.P. should inspect each senior constable on the verge of promotion and all Head constables separately in the above items and note his remarks on a paper which is to be used the next day. Kit should be inspected after it is spread out according to standing orders and necessary orders should be passed immediately about replacement, condemnation etc. Police lines and all Police buildings in the town should then be carefully inspected and remarks made in the Building Register which must be maintained in every S.P.'s office.

2nd day: Every Policeman should be interviewed, tested orally in law and Police work and detailed remarks made in the S.R. about his knowledge of law, drill, general work, efficiency and conduct. In the case of every senior constable and every Head constable, the S.P. must state in the S.R. whether he is fit for promotion or not. At the end, every constable should be asked whether he has any request or grievance to put before the S.P. If he has, it should be included in the S.R. report and order should be issued separately to remedy it.

3rd day: The S.P. should personally check the Crime Register, Case diaries, First Information Book, Known Criminals Register if this exists, General Conviction Register & other important registers and see that they are maintained properly and carefully. These registers will give the S.P. a very good idea of the general working of the police station and the control over crime in particular. At this time the S.P. should get the staff should put before him Crime statements (in the two attached forms) for the current year and the two preceding years which will give full information about the incidence of crime, its time of day, the quality of detection, recovery of property and disposal of arrested persons. The S.P. should go through these statements in the presence of the Sub-Inspector and dictate or write down in his own hand his remarks on the crime in these three years. These remarks should then be copied into the final inspection notes to be read on the following day. On this day the S.P. should also examine the strength of the Police Station, its adequacy, the distribution of duties, the method of night round and beat duties etc. The Sub-Inspector and his staff should also be encouraged to put before the S.P. any difficulty which they may be experiencing in their work. All the Explosives, Poisons and Arms and Ammunition stores should then be inspected. All History sheets of the Police Station should be seen and remarks made in their sheets about their activities, promotion etc.

4th day: For the Orderly Room, every Policeman, who might have any request or grievance, should be asked to appear before the S.P. and necessary orders entered in the O.R. book after hearing him. Similarly defaulters should be punished at the same time. The inspection notes should then be read, important draw-backs explained to the Sub-Inspector and his staff and at the end the S.P. should write his own remarks about the general working of the Police Station. The S.P. should then sign all the registers of the Police Station. This will conclude the inspection.

6. The above programme will ordinarily be adequate for any average Police Station but in bigger Police Stations, items like parade, S.R. inspection etc. might require more time and in that case more than one day should be allotted to them. The Circle Officers will also follow this programme during their own inspections.

7. While the Ss.P. and the C.Os. will be working on the above lines, their Inspection staff will go through all account registers, crime registers and other books of the Police Station and draw up their notes to be put up before the S.P. on the final day.

8. As regards Outposts, the Ss.P. should spend at least one day at each Out Post. As it is advisable that the C.Os. should stay longer at the Outposts in order to get an intimate knowledge of its problems, difficulties etc., they must, as a rule, stay at an Outposts for two days. As the outposts have very few records, the Inspecting Staff of the Ss.P. and C.Os. will be able to finish the inspection during the above period. Here too the men should be tested in parade, their P.Is. written up, History sheets seen etc. just like the Police station.

9. Ss.P. and C.Os. should mention in their monthly and weekly diaries respectively detailed of the work they do every day at each Police Station. This will enable the Inspector-General and D.I.C. to find out whether the inspection is being done on the above lines or not.

10. The inspection work is in considerable arrears this year. Those Police Stations and Outposts which could not be done this year, should be taken in hand first next year.

11. Ss.P. and C.Os. should do as much touring as may be possible for the above purpose from January to May and again from September to December. If a systematic programme is chalked out, it will not be difficult to inspect all the Police Stations and Outposts once every year. In the monsoon, the Ss.P. should pay more attention to the armed Police in the Lines and attend to their drill, kit inspection and S.R. inspection. It should be the aim of every S.P. to see each and every subordinate of his throughout the District once a year and write up his S.R.

12. Copies of tour programme should be sent to the Police Stations concerned at least 15 days in advance. This will enable them to keep the registers ready, call the History Sheets on the fixed day etc.

13. Service Rolls need not be sent to the C.O. when he goes out on tour. The C.O. should write his remarks on ordinary paper and send its copy to the S.P.'s office where the Force Clerk will reproduce the remarks on each and every roll.

14. Ss.P. should, in addition to the above, inspect the Line Offices, C.I.'s offices and Police Prosecutors' (i.e. P.S.Is. and P.Is.) offices once a year as far as possible.

15. The Inspector-General will himself inspect the offices of all Ss.P. once a year as far as possible.



STATEMENT SHOWING THE DISPOSAL OF CRIME AND PROPERTY STOLEN & RECOVERED DURING THE YEAR \_\_\_\_\_  
POLICE STATION \_\_\_\_\_ UPTO \_\_\_\_\_

S. No.	Nature of Crime.	R E P O R T E D	CLASSIFICATION ON POLICE REPORT.						DISCHARGED OR ACQUITTED.										Pro- perty sto- lon.	Pro- perty re- cover- ed.	
			"A"	"B"	"C"	Non- Cog.	157 (1) (b) CPC	Pend- ing inves- tiga- tion.	Trans- ferr- ed.	Sent up	Con- vic- ted.	"A"	"B"	"C"	Non- Cog.	Com- po- und- ed.	With- dra- wn.	Si- ne die.			Pend- ing Tri- al
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.

1. Murder & Culpable Homicide.
2. Dacoity.
3. Robbery.
4. H.B. without thefts.
5. H.B. with thefts.
6. Simple thefts.
7. Cycle thefts.
8. Pick-pocket.
9. Miscellaneous.

10. TOTAL :-

"A" means "true but untraced or not challaned".  
 "B" means "false".  
 "C" means "no criminal offence".