

OFFICE OF THE INSPECTOR GENERAL OF POLICE, RAJASTHAN

NO. Ma(50)Police(A)Gupt/75/5175-5244

Dated JAIPUR, the 10<sup>th</sup> October '75.

STANDING ORDER No. 13/75  
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It has been observed that the weekly diary of Circle Officers is so brief that it does not give a true picture of the work done by them. It has, therefore, been decided that hence forth instead of weekly diary Circle Officers will submit their fortnightly diaries ending 15<sup>th</sup> and the last date of the month.

2. The diary shall be prepared and maintained in a bound book in the form as per Annexure 'A'. It should be written day to day in ink or ball pen by the Circle Officer in his own hand, the entries for the previous day being made on the morning of the following day.

3. The diary should contain details of all movements and every type of duty performed by the Circle Officer whether of routine nature or otherwise and whether at Headquarters or on tour. The hours of departure should be shown in hours e.g., if departure is at 8 A.M. it should be shown as 8 hours and arrival 2 P.M. should be shown as 14.00 hours. The mode of travel should also be shown distinctly. If it is by road, it should be indicated whether travel is by Government vehicle or Bus or otherwise.

4. At the end of the fortnight two copies of the fortnightly diary should be made out either with carbon process or typed. Both the copies should be despatched to the Superintendent of Police so as to reach him within 5 days of the last date of the fortnight concerned.

5. Besides the fortnightly diaries, Circle Officer will also prepare monthly abstract at the end of each month in triplicate in the form as per Annexure 'B'.

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Two copies of the abstract will be sent to the Superintendent of Police along with the last fortnight of the month. The third copy of the abstract will be kept by the Circle Officer for his record.

6. The Superintendent of Police should retain one copy of the diary and forward the other copy containing his remarks to the Deputy Inspector-General of Police. While sending the last fortnightly diary to the Deputy Inspector-General of Police, the Superintendent of Police should also forward one copy of monthly abstract with his remarks to the Dy.I.G.of Police.


7. The copies of the fortnightly diary and the monthly abstract should be sent to the concerned officers as above by name with the superscription "Fortnightly Diary" and they should be opened by the addressees or the person authorised by the addressee only and none else on their behalf.

8. The Superintendent of Police will maintain a check register of fortnightly diary in the form as per Annexure 'C' to watch their receipt from the Circle Officers. A similar register will be maintained by the Dy.I.G.of Police to watch their receipt from the Superintendent of Police.

9. The diary and the monthly abstract shall be treated as confidential record.

10. The Superintendent of Police will supply sufficient number of cyclostyled forms as per Annexures 'A' and 'B' to each Circle Officer which may meet his requirements of a year. It should be so arranged that the Cyclostyled forms reach Circle Officers not later than the 31st of October, so that Circle Officers may be able to commence the preparation of the fortnightly diary for the fortnight ending 15th of November, 1975 and to despatch it in time.

11. The receipt of this Standing Order should be acknowledged.

  
(GANESH SINGH)  
Inspector-General of Police,  
Rajasthan, Jaipur.  
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Enclosures:-  
Three Annexures.

Copies to all Dy.Is.G.P., Ss.P. & C.Os.

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Diary of Shri .....  
Circle Officer, ..... for the  
fortnight ending .....Distt.....

Date. Place of night halt -  
Mode and hours of  
travel and number of  
miles/KMS covered.

Brief particulars of  
work done ( a day to day  
account of the movements  
and proceedings, whether  
of a routine nature or  
not should be given).

.....  
(Signature with date )

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3.(c) Details of visits to Police Stations (other than for inspections).

Name of Police Station or Out Post or office or Guard.	Date and hour of Arrival. Departure.	Purpose of visit.	Date of issue of visiting notes.	Remarks.
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4.(a) Departmental enquiries - Summary.

Number of D.Es. being personally conducted and pending on the 1st day of the month.	Number entrusted during the month.	Number completed during the month.
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4.(b) Details for pending enquiries (D.Es. & P.Es. )

(Give a list of disciplinary cases in which enquiries are held by the Circle Officer - and pending at the beginning of the month.) -

Rank and name of officer against whom enquiry is pending.	Nature & date of charge.	Date of receipt of orders for enquiry.	Stage at which enquiry stands.	Reasons for delay if any.	REMARKS
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5. Special Report Cases (Give a list of S.R.cases reported).

Police Station, FIR Number, Date & offence.	Date and hour of Receipt of FIR & SR.	Arrival of C.O. on the spot.	His departure.	Brief facts of the case.	If not investigated personally, reasons therefor.
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6. Personal Investigation of cases.

FIR NO. Date, Offence & Police Station.	Date and Place/s of Investi-gation.	Particulars of case diary issued.	Date and number of despatch of case diary to P.S. & S.P.	Remarks.
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7. Beat and Guard Checking.

Police Station & nature of beat.	Date and hour of check.	Place of check.	Remarks on defects found, if any, and action taken.
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8. P.Os., H.Os., H.Ss., Rowdies - check.

Police Station or Out Post.	Place of Check.	Date and hour of Check.	Remarks.
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9. Border and other meetings.

(Including meetings of Sub-Inspectors of the Circle, visits to District Headquarters and D.S.B. / M.O.B. )

Date.	Meeting with.	Remarks.
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10. Personal Raids.

Name of Police Station.	Date.	Hour.	Place.	Nature of Raid.					Result of the Raid.	Remarks.
				Prohibition	Gambling.	S.I.T.	Absconders.	Any other to be specified.		

11. Motor Vehicle Checking.

Name of Police Station.	Date.	Place.	Registration Number of the vehicle checked.	Result of the check.
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12. Visit to Scheduled Caste/ Tribe village, colony, Mohalla.

Name of village/ town/colony/ mohalla.	Name of Scheduled Caste/Scheduled-Tribe colony/ mohalla.	Date and time of visit.	Remarks.
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13. Attendance in Courts.

Date.	Name of the Court attended.	Name of P.S., F.I.R. Number, Year & Section of Law.	Purpose of attendance whether to give evidence, assist Prosecution etc.
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4. Complaints / Petitions - Summary

Categories.	Number pending from the last month.	Number disposed off during the month.	Number remained pending - With C.O. With Police Station.	Remarks.
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Number in which Government, Police Hqrs, C.I.D. C.B. & S.B. and Lok Ayukt desired report.

Number in which D.M., Range Dy.I.G.P. and other department desired report.

Number in which S.P. desired report.

Number in which Public directly made complaint to the Circle Officer.

Number which received necessary action/disposal.

15. Enquiries into complaints / petitions.

Date of enquiry.	Place of enquiry.	Reference to complaint, its nature and date of receipt.	Result.
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(Signature with date)

Rank : \_\_\_\_\_

Circle : \_\_\_\_\_

16. Superintendent of Police's remarks :

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CHECK REGISTER OF FORTNIGHTLY REPORTS OF C.Os.

Name and Designation of Police Officer.	Fortnight ended		Fortnight ended		Fortnight ended	
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	Date of receipt	Date of despatch to DIGP.	Date of receipt	Date of despatch to DIGP.	Date of receipt	Date of despatch to D.I.G.P.