

166

OFFICE OF THE INSPECTOR GENERAL OF POLICE, RAJASTHAN, JAIPUR.

N8(53) Police (A) Gupt/81/2467-2766

Dated: 11.5.81.

STANDING ORDER - 2/81

SUBJECT ; RECORD TO BE MAINTAINED IN C.Os OFFICES.

Every circle officer of police should maintain the following record in his office -

1) STATISTICS :

The Monthly Crime Reports received from the police stations should be maintained on police station-wise files in such a manner that the C.Os office should be able to give out crime statistics like registration, detection, recovery of stolen property, conviction, preventive action u/s 107/109/110/145/151 Cr.P.C. and under the Habitual offenders Act, action under the Rajasthan control of Goondas Act and number of History sheeters and Proclaimed offenders. The C.Os must write a monthly review of the working of each police Station issuing necessary directions to the S.H.Os. of P.Ss. and send copy of the review to the distt. S.P.

2) CRIME DIGEST REGISTERS :

The crime Digest Registers must be maintained police station-wise and in a serial order. As on the first of January every year the digest registers should bring forward the following pendencies (together with specific details) from the digest register of the previous year :-

- i) Cases pending investigation including proceedings u/s 174 Cr.P.C.
- ii) Cases pending trial in courts of law.
- iii) Cases pending because Final Reports not yet perused by the Magistrates.
- iv) Cases pending because of action taken u/s 299 Cr.P.C. (512 old Cr.P.C.).

Proceedings u/s 174 Cr.P.C. will also find place in the digest registers on the principle of 'entered as and when received' alongwith the F.I.Rs. The proceedings u/s 174 Cr.P.C. would be serialised separately in the crime Digest Register and assigned numbers as UN-I, U.N.-2....., U.N. standing for unnatural death. To facilitate matters a separate index relating to such proceedings will be maintained in the crime digest register.

While the C.Os. are expected to digest the cases on day to day basis on receipt of the case diaries, they should also take the Digest Registers with them when they visit the Police stations and write the digest at the Police Stations in the presence of the investigating officers. They might make such visits as often as possible but in any case it will be incumbent on them

to pay at least one visit a month to every police station for this purpose. During this visit, after completing the digest and bringing the Digest Register upto date at the P.S., the circle officer will fill up the following proforma in triplicate :-

Circle District

Name of C.O.

Name of P.S.

Date(s) of C.Os. visit

Cases digested :

S.No.	FIR No.	Year of Registration.	Last diary digested	
			Diary number	Date

One copy will be given to the S.H.O. of the Police Station and the other copy despatched to the distt. S.P. The third copy will be retained by the C.O. as his office copy. This would mean that every C.O. would, at least, once a month, prepare such a statement for every Police Station in his charge.

3). ACQUITTAL REGISTER :

It will have the following columns -

S.No.	Case FIR No. Section of law P.S. and Date.	Court case No.	Date of Judgement	Dates judgement received by	
				A.P.O.	C.O.
1.	2.	3.	4.	5.	

Grounds of acquittal	Action Recommended.	Date of recommendation for appeal & to whom sent.	Any Police Officer found at fault. If so, what action taken or recommended.	REMARKS.
6.	7.	8.	9	10.

Apart from a serial index, a Police station-wise index shall also be maintained.

4). COMPLAINTS / PETITIONS REGISTER.

The complaints register will be maintained in three parts in conformity with Standing Order No. -1/81. The columns of the parts of the register will also be those as laid down in that standing order.

5). C.O's. PERSONAL PERFORMANCE REGISTER :

This will be maintained in eight parts and these will be PART -I. SUPERVISION OF S.R. CASES WITH COLUMNS :

- i) Serial Number.
- ii) Police Station.
- iii) F.I.R. No. and Section of law.

166
4

- iv) Date of registration.
- v) Date of receipt of S.R.
- vi) Date C.O. visited the scene and time spent there.
- vii) Number and date of case diary/supervisory note issued.
- viii) Number and date of Progress Report sent
- ix) Remarks.

PART - II VISITATION OF SCENE OF OCCURRENCE IN NON S.R. CASES INCLUDING 17/25 WITH COLUMNS.

- i) Serial Number
- ii) Police Station
- iii) F.I.R. No. and section of law.
- iv) Date of registration
- v) Date C.O. visited the scene and time spent there.
- vi) No. and date of case diary/supervisory note issued.
- vii) Remarks.

PART-III CASES PERSONALLY INVESTIGATED BY THE C.O. WITH COLUMNS :

- i) Serial Number
- ii) Police Station.
- iii) F.I.R. No. and section of law
- iv) Date of registration
- v) Date C.O. took over investigation
- vi) Number and date of case diaries issued by C.O.
- vii) Whether fully or partly investigated by the C.O.
- viii) Date when investigation transferred from S.P.
- ix) Date and No. of supervisory note of S.P./Addl.S.P.
- x) Final result with date.

PART IV - TOURS UNDERTAKEN BY THE C.O.

It will be a month-wise abstract in the following proforma:-

MONTH	NUMBER OF DAYS SPENT OUT OF HEADQUARTERS		NUMBER OF NIGHTS SPENT OUT OF HEADQUARTERS	
	In Illaga	Outside Illaga	In Illaga	Outside Illaga

PART V - DISCIPLINARY PROCEEDINGS WITH COLUMNS :

Rule 16 of C.C.A. Rules :

- i) Serial Number
- ii) Name of defaulting officer
- iii) Charges in brief
- iv) Date when charge-sheet served on D.O. (Defaulting Officer).
- v) Proceedings received by the C.O. (Enquiry Officer) from whom when
- vi) Name of presenting officer
- vii) Name of defence counsel.
- viii) Hearing to hearing progress with dates.
- ix) Disposal with number and date of despatch.
- x) Remarks.

Rule 17 of C.C.A. Rules :

- i) Serial Number
- ii) Name of defaulting officer
- iii) Allegations in brief
- iv) Date show cause notice issued
- v) Date show cause notice served
- vi) Issuing authority
- vii) Date final reply received
- viii) Gist of final order with date.
- ix) Remarks.

PART VI - INSPECTIONS CONDUCTED BY THE C.O. WITH COLUMNS:

- i) Serial Number
- ii) Name of Unit inspected
- iii) Dates of inspection
- iv) Period covered by inspection.
- v) Name of Inspecting Officer.
- vi) Date when inspection note was despatched from C.O's Office.
- vii) Date when compliance report received from the unit.
- viii) Remarks.

PART VII - RECOMMENDATIONS FOR PUNISHMENT TO S.B.Os, S.Is., A.S.Is, H.Cs. AND CONSTABLES.

- i) Serial Number
- ii) Name and rank of officer.
- iii) Posting
- iv) Default
- v) Recommendation for punishment
- vi) Despatch number and date
- vii) Action taken by SP/Addl.S.P. with date
- viii) Remarks.

PART VIII- RECOMMENDATIONS FOR REWARDS TO S.H.Os. S.Is, A.S.Is., H.Cs. AND CONSTABLES.

This part will have the same columns as in part VII with necessary modification (All reward rolls shall be initiated by the C.Os.)

6) GENERAL DIARIES :

General diaries received from P.Ss. will be maintained on a monthly basis. Then police Station-wise bundles will be maintained. They will have appropriate indices indicating objections raised on particular general diary reports.

7) INTELLIGENCE REPORTS :

Weekly confidential diaries received from the P.Ss. will be maintained in police station-wise files. Here again

166
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objections raised on these diaries will be indicated at/in the indices to be maintained for the files. Copies of objections raised and / or any supplementary information which the C.O. might have with him shall be endorsed/passed on to the D.S.B.

8) PERSONNEL REGISTER :

Details about C.O. ASI/HC and Constables posted from time to time in the C.O.'s office will be maintained by earmarking suitable number of pages for each rank. The register will be in the following proforma :-

- i) Serial Number
- ii) Name with parentage and caste
- iii) Residence
- iv) Date of birth
- v) Education
- vi) Date of joining service.
- vii) Date of promotion to present rank.
- viii) Due date of increment.
- ix) Reference of the posting order to the C.O.'s office.
- x) Last posting-from where transferred hereto
- xi) Date when joined.
- xii) Transferred to which place and under whose orders - Ref. No. and date of order.
- xiii) Date when relinquished the charge.
- xiv) Remarks.

9) ORDERLY ROOM REGISTER :

It shall be maintained in proper R.P. form.

10) QUARTERLY INSPECTION OF P.Ss. & O.Ps. BY S.H.Os. :

Unit-wise inspection files will be maintained. A look at the index should be able to show whether the S.H.O. has regularly conducted the inspections and that the C.O. has taken necessary action thereon in the form of raising objections/ imparting guidance.

11) BUILDING AND GOVERNMENT PROPERTY REGISTER :

It shall be maintained in five parts dealing with building, government property other than books, ~~books~~, type-writers & Jeep. All requisite details about these items must be available in these parts.

12) CASH BOOK :

(If maintained in C.O.'s office - otherwise normally the Hq. P.S. does the job for the C.O. office.)

13) SERVICE POSTAGE STAMPS REGISTER :

14) TELEPHONE TRUNK CALL REGISTER :

15) RECEIPT AND DESPATCH REGISTER

16) LOG BOOK OF JEEP

17) C.L. REGISTER

All the above registers (Sl. No. 12 to 17 inclusive) will be maintained in the prescribed G.A./R.P./other forms.

18) CASE FILES, CORRESPONDENCE FILES AND MISCELLANEOUS FILES INCLUDING PERIODICAL REPORTS & RETURNS FILES.

They will be maintained as per instructions issued from time to time. Correspondence with A.P.Ps. will be kept on the case file concerned.

19) MAP OF CIRCLE WITH P.Ss. AND VILLAGES :

20) FORTNIGHTLY DIARY FILE :

Office copies of fortnightly diaries as also the monthly abstracts as prescribed by I.G.P's Standing Order No. 13/75 shall together with the comments received thereon from the S.P./Dy. I.G.P. Range and compliance reports sent thereof to Distt. Ss.P. and the Dy. I.G.P. Range will be maintained on a separate file on yearly basis.

21) COMPUTER DATA VERIFICATION REGISTER :

This register will contain :-

- i) Case FIR No. and date.
- ii) Section of law
- iii) Date of receipt of Input forms from P.S.
- iv) Date of verification
- v) Date in-put forms despatched
- vi) Remarks.

22) C.O's CONFIDENTIAL NOTE BOOK :

It will cover details like area, population, railway stations, bus routes, Ms.L.A., Ms.P. and number and names of courts, Panchayat Samities, Tehsils. Police Stations and O.Ps. belonging to or falling in the circle. Number of villages, village Panchayats, number and names of towns in the circle should also find place. Details relating to political parties operating in the circle and figures relating to last five years crime should always be available in confidential note book. Apart from this the remaining part of the book should be divided in as many parts as there are police station in the circle. The C.O. should incorporate facts about the illaqa as also confidential notes regarding these P.Ss. and subscribe his dated signatures thereunder.

23) INSPECTION OF C.O's OFFICE :

Inspection-year-wise and Inspecting Officer-wise files will be maintained with proper indices. An abstract shall also be prepared in the following proforma :-

166
13

- i) Serial Number
- ii) Dates of inspection
- iii) Period of inspection
- iv) Name of inspecting officer
- v) Inspection note received when
- vi) Date and despatch number of compliance report.
- vii) Remarks.

This directive will come into force with immediate effect and supersede all instructions issued in the past from Police Headquarters in regard to maintenance of records in the Circle Offices except where otherwise stated in the directive itself.

All Ss.P. would personally satisfy themselves that the Circle Officers have started maintaining the records as per this directive. The Ss.P. shall send an intimation to the A.I.G.P. (I), Raj. Jaipur in this regard within 3 months of the issue of this directive.

G. C. Singhvi
(G. C. SINGHVI) 7/5/81

INSPECTOR GENERAL OF POLICE,
RAJASTHAN, JAIPUR.

Copies to the :-

1. Special I.G. of Police, Trg., Tech. & Rules, Rajasthan, Jaipur.
2. Special I.G. of Police, A.C.D. Rajasthan, Jaipur.
3. Addl. I.G. of Police C.I.D. CB & Vigilance, Rajasthan, Jaipur.
4. All Dy. Is.G. of Police, Rajasthan.
5. Asstt. I.G. of Police-II & Traffic, Raj., Jaipur.
6. All Supdts. of Police, Rajasthan, Jaipur.
7. Principal, R.P.A. Jaipur.
8. Principal, AP/CP & R.A.C. Trg. Centre, Jodhpur.
9. All Addl. Supdts. of Police, Rajasthan.
10. All Dy. Supdts. of Police, Rajasthan.

G. C. Singhvi
INSPECTOR GENERAL OF POLICE,
RAJASTHAN, JAIPUR. 7/5/81