

Compendium of Police Orders 2015



West Bengal Police Directorate

Police Order No - 1 of 2015

Sub:- Range Board for promotion to the rank of ASI (Unarmed Branch / Armed Branch)

Consequent upon creation of new Bankura Range, abolition of Darjeeling Range and creation of Alipurduar district, it has been decided to regroup the Districts / Battalions / Units as follows for preparation of Length-cum-Record of Service Board of Constables for promotion to the rank of ASIs (Unarmed Branch / Armed Branch) :-

Sl. No	Range	Name of District / Unit / Battalion
1	CP, Howrah	Howrah Police Commissionerate; Bidhannagar Police Commissionerate ; Barrackpore Police Commissionerate ; Asansol-Durgapur Police Commissionerate; Siliguri Police Commissionerate.
2	DIG, Presidency Range	South 24 Parganas; North 24 Parganas ; Howrah (Rural) ; Presidency Range Office.
3	DIG, Murshidabad Range	Murshidabad ; Nadia ; Murshidabad Range Office.
4	DIG, Medinipur Range	Paschim Medinipur ; Purba Medinipur ; Jhargram Police District ; Medinipur Range Office.
5	DIG, Bankura Range	Bankura ; Purulia
6	DIG, Burdwan Range	Burdwan ; Hooghly ; Birbhum ; Burdwan Range Office.
7	DIG, Malda Range	Malda ; Dakshin Dinajpur ; Uttar Dinajpur ; Malda Range Office.
8	DIG, Jalpaiguri Range	Jalpaiguri ; Alipurduar ; Cooch Behar ; Darjeeling ; Jalpaiguri Range Office.
9	DIG, Railways, WB	Kharagpur GRP ; Howrah GRP ; Sealdah GRP; Siliguri GRP ; Railways Range Office.
10	DIG, IB Range	IB, WB; CID, WB; EB,WB; EOI Cell, WB ; Telecommunication, WB ; SCR/ PCC, WB ; WB Police Directorate ; Vigilance Commission, WB ; WBHRC; IB, North Bengal, Siliguri ; Traffic, WB ; IB, Durgapur ; WBPRB ; Directorate of Security ; ACB, WB.

Sl. No	Range	Name of District / Unit / Battalion
11	DIG, Armed Police, Barrackpore	SAP 1st Bn ; SAP 2nd Bn ; SAP 3rd Bn ; SAP 6th Bn ; SAP 8th Bn ; SAP 9th Bn ; SSF Bn ; Swami Vivekananda State Police Academy, WB, BKP ; DIG AP Cell, Barrackpore ; CIF, WB ; SIG, CIF, WB.
12	DIG, Armed Police, Durgapur	SAP 7th Bn; SAP 11th Bn; SAP 13th Bn ; 1st IR Bn, Durgapur ; Armed Police, Durgapur Range Office.
13	DIG, Armed Police, North Bengal, Siliguri	SAP 4th Bn; SAP 10th Bn ; SAP 12th Bn ; 2nd IR Bn, Siliguri ; Armed Police, North Bengal Range Office.

(G.M.P. Reddy)
Director General & Inspector General of Police,
West Bengal.

পশ্চিমবঙ্গ আরক্ষা অধিকার, ভবানী ভবন, আলিপুর, কলকাতা

WEST BENGAL POLICE GAZETTE, 30TH JANUARY, 2015, P-6

By Order

(Abdul Hakim)

Registrar

West Bengal Police Directorate

পশ্চিমবঙ্গ আরক্ষা অধিকার, ভবানী ভবন, আলিপুর, কলকাতা - ২৭

Police Order No - 2 of 2015

Sub: Trial Monitoring of cases

Instructions for Trial Monitoring of cases were issued vide Order No. IS-3596/DG/12 dated 27/04/2012 of DG & IGP, West Bengal. However, in order to streamline the process of Trial Monitoring of cases, the detailed guidelines are given below:-

1. Objective: The purpose of Trial Monitoring is to facilitate speedier trial by cutting delays due to administrative and coordination problems before and during the trial of a charge sheeted case. It also envisages facilitating the appearance of prosecution witnesses in the trial court and providing them safety, security and certain level of comfort level to make their deposition free, from any threat of coercion. It also envisages continuous liaison with Public Prosecutor, to brief him about the prosecution case before the commencement of trial, bail hearing and to counter the efforts of the accused party to defer trial on one pretext or the other. It is believed that these efforts and measures will lead to better conviction rate.

2. Criteria for taking cases under Trial Monitoring:

- (a) The cases under the following heads should be brought under trial monitoring:-
- (i) Dacoity
 - (ii) Robbery
 - (iii) Murder or 307 IPC due to criminal activities, extortion, group rivalry etc.
 - (iv) Cases of rape another serious crime against women.
 - (v) Kidnapping for ransom
 - (vi) Or any other important case as deemed fit by Superintendent of Police or Commissioner of Police or their higher formation as the case may be.

Provided, case proposed to be brought under trial monitoring has been detected and there is sufficient evidence to prove the charges against the arrested accused person in the Court of Law.

- (b) Potential cases which are to be taken under trial monitoring should be identified at the investigation stage itself as far as practical. Special emphasis need to be given at the investigation stage itself so that there is no lacuna left in the investigation which will become hindrance towards conviction at the trial stage.

(c) Following points may be kept in mind at the investigation stage itself:

- (i) Statement of vital witnesses should be recorded u/s 164 Cr. P.C. as far as possible.
 - (ii) Contact numbers (Mobile & landline) and permanent address of witnesses whose statements have been recorded u/s 161 Cr. P.C. should invariably be noted. Similarly, name and contact numbers of experts like Autopsy Surgeon, Medical Officer, Arms Experts etc. should also be collected & noted at the investigation stage itself and later incorporated in Charge Sheet form.
 - (iii) If the accused is required to be placed in TI parade, then TI parade should be held prior to taking accused in police remand.
 - (iv) IO should place recovered stolen property through the material TI parade before a magistrate wherever applicable for identification by the concerned witness.
 - (v) IO should personally remain present in the court on the day of bail hearing during investigation stage. Before the hearing, IO should meet the Ld. PP with up-to-date case diaries and brief him about the evidence collected.
 - (vi) IO should make an endeavour to complete investigation and submit charge sheet against the accused persons within 60/90 days as far as practical as per provisions of Section 167 (2) Cr. PC and make efforts to secure a custody trial of the accused persons.
 - (vii) if an accused person is absconding, then processes under Sections 82 & 83 Cr. PC, i.e. proclamation & attachment of property, should be completed before submission of the charge sheet. This would provide the rationale for splitting the trial and denial of bail to an arrested accused.
- (d) A case can be brought under trial monitoring by a written order of SDPO/ Zonal DSP in the districts and Divisional DC/ADC in the Commissionerates or their higher formations.

3. Trial Monitoring Register & General guidelines:

- (i) Each Police Station should have a trial monitoring team consisting of at least one S.I. and one or two constables depending upon the number of cases which are being monitored. This team must be approved by the concerned SDPO/Zonal DSP in the districts and Divisional DCs or ADCs in the Commissionerates and the fact should be noted in the trial monitoring register to be maintained at each police station. Similarly SP's, SRP's and CsP's should form a trial Monitoring Cell in their respective HQR. A trial Monitoring Cell shall also function in Police Directorate under charge of ADG (O) assisted by AIG (S).

- (ii) A Register called " Trial Monitoring Register" should be maintained at PS level, in the office of CI, Dy. SP/SDPO and at Addl. SP level in the proforma which is enclosed herewith. The proforma is self-explanatory. At the beginning of the Register an index should be maintained. Further for each case, sufficient pages in the Register should be allotted so as to mention all the follow-up action.
- (iii) In addition to the Trial Monitoring Register, separate file for each case should be maintained at PS level. In that file, duplicate CDs will be kept. In addition to that, copies of deposition of witnesses during the trial should also be kept in that file.
- (iv) During each date of trial either the I.O. or one of the members of trial monitoring team from the police station should remain present in the court and inform senior formations about the business conducted in the court on that day in the form of "Daily Trial Report" as per format enclosed. The gist should be written in the Trial Monitoring Register.
- (v) If there is any problem in the matter relating to the courts, OC will inform senior officers for taking up the matter with the court through Ld PP.
- (vi) OCs as well as senior officers will discuss about the progress of the case periodically with the Ld. PPs to ensure speedy trial conviction.
- (vii) Senior officers should supervise the Trial Monitoring of cases during their visit to the PS as well as during inspection.

4. Different stage for Trial Monitoring after submission of charge sheet.

- (a) Supply of copies to the accused persons.
- (b) Commitment of the case to the trial court.
- (c) Framing of charges.
- (d) Commencement of trial
 - (i) Evidence from prosecution side (prosecution witness including experts opinion and their cross examination).
 - (ii) Examining the accused under Sec 313 (b) of Cr. PC
 - (iii) Evidence from defence side (including DWs and their cross examination)
- (e) Arguments
- (f) Judgement /Verdict

- (g) Post judgement stage-In case of acquittal or less punishment, a review whether to go for appeal and further follow up action.

5. Duties of I.O. and /or Trial Monitoring Team during Trial:

- (i) I.O. should himself take initiative to ensure that copies of charge sheet (Police report) and other documents are supplied to the accused persons as per provisions section 173 (7) and 207 of Cr. PC on the day of submission of charge sheet or as early as possible. I.O. may supply the same to an accused person even in jail, after taking due permission from the concerned court.
- (ii) I.O. should liaison with the concerned PP for seeking early commitment of the case u/s 209 Cr. PC, specially exploring possibility of commitment to a Fast Track Court.
- (iii) Split trial to be proposed in case one or more accused persons are absconding and all processes like issue W & PA are exhausted to compel appearance of accused before Ld. Court.
- (iv) Officer in charge of Police Station should nominate "Holding I.O." in case I.O. (who submitted the charge sheet) is transferred out from the unit. I.O./ Holding I.O. / Trial monitoring team, as the case may be, should maintain Forward Diary so that next date of hearing is not missed.
- (v) IO should pursue with the concerned PP for seeking early framing of charges against the accused persons u/s 211 Cr. PC.
- (vi) IO or a designated official should attend court on the day of trial to keep track of the case. Continuous liaison with Public Prosecutor before and during the trial and on days of hearing of bail petitions,, briefing him about the prosecution case and evidence collected, is essential to meet the objectives of Trial Monitoring of Cases.
- (vii) Service of summons to witnesses at their present address should be ensured and encourage their attendance in the trial court on due date. Making arrangement for production of Alamat property/exhibits on due date is also to be ensured.
- (viii) IO or Trial Monitoring team should continuously assure prosecution witnesses against any fear or threat and provide a comfort level.
- (ix) In case, any accused dies during the trial, his death report to be submitted to the trial court so that trial proceeds against the other accused persons.

6. Reports:-

- (i) Officer in Charge of Police Stations shall send monthly report on trial monitoring of cases to their higher formations at District Commissionerate level in the format below-

Sl. No.	Name of PP with Mobile No.	Case Reference	Charge-sheet, if submitted, with date	Copies given to accused with date	Date of commencement of trial in Court/FTC	Present status of trial	Conviction with nature of punishment awarded	Acquittal Reason for acquittal with brief comments of Court	Whether appeal has been preferred in High Court

SP's should send a complied monthly report on 'Trial monitoring of cases' to Range DIG's in the same format.

- (ii) District / Commissionerate may also send messages to concerned Police Stations regarding next date of hearing / business to be conducted in respect of cases under trial monitoring in the following format*:-

Sl. No.	Name of PS	SC & ST No	Case Reference	Name of Court	Next date	Business to be conducted

* The format is suggestive and may be changed as per requirement.

- (iii) SPs and CsP (except CP, Kolkata) should send a monthly summary statement to Police Directorate and marked to AIG(S) by 5th of every month.

Mentioning the number of cases under 'Trial monitoring' and break up of number of cases at different stages of trial [Ref: Para 4 of this order] for last 3 preceding months for the purposes of comparative analysis.

- (iv) IO/Holding IO or one of the members of Trial monitoring team should submit Daily Trial report as per Para 3 (iv).

(G.M.P.Reddy)

Director General & Inspector General of Police,
West Bengal

Format for maintaining the Register:

- (i) Serial No.
- (ii) Case reference including GR No. SC No. ST No. etc as applicable.
- (iii) Charge sheet no. and date.
- (iv) Name of I.O. and 'Holding I.O. (where applicable) with date and mobile no.
- (v) Opinion of IC and SDPO/Zonal DSP/Addl. DC and ADC at the time of submission of charge sheet regarding fate of trial.
- (vi) Date of receipt of charge sheet in the court.
- (vii) Date of supplying copies of charge sheet and other documents to the accused persons.
- (viii) Date of commitment and name of trial court.
- (ix) Name of PP and his Mobile number.
- (x) Date of framing charges.
- (xi) List of accused persons sent up for trial.

Particulars (Name, age address etc)	Date of Arrest	Evidence against him (Name or Sl. no. of witnesses)	If bailed out then date- by which court	If absconder then whether P/A done (if yes then date)	Date of copy service

- (xii) Witness (prosecution and defence witnesses)

Sl. No.	Particulars (Name, address, Mobile no)	Date of examination	Gist of Deposition	Whether deposed favourably

- (xiii) Dates of trial

Dates	Business Conducted	Next date	Remarks

- (xiv) Comments of IC or superior officers during trial.

10. Brief Description of Court Proceedings including hostility of witness(s), if any and whether any accused was released on bail :	
Signature of the I.O/ Holding I.O.	
11. Name of the conducting PP	
11. a) Remedies suggested by PP, if any :	
12. Direction of trial :	Towards Conviction/Acquittal
13. Comments of Officer-in-Charge :	
14. Comments of SDPO/ACP/Zonal Dy SP :	
15. Comments/Instructions of the SP/CP :	

What is to be written in Col. No. 10 Brief Description.

Whether all Accused attended the court? if not, names of accused not attended if not attended whether petition filed u/s 205 Cr. P.C., Whether allowed by the court.

if repeatedly absent whether petition opposed by the PP, if the PP prayer for issue of W/A

What was the proceedings on that day in this case, (depending on the stage of trial)

if copies served, if any fault reported on the copies, if the case is split against absconders,

if split new case no., if case against absconders filed for the present,

if charges were denied or argued by defence.

if any bail / discharge petition filed, if any bail/discharge/quash petition filed in High Court,

Misc. Case/High Court case no., and date of next hearing in that case.

if committed to sessions, if allotted to any magistrate for trial, MT/ST case no.,

if charge framed,

if summons issued, Listed Witness No. to whom issued, if S/R received on summons,

if witness appeared, if not appeared reasons, if examined by PP,

if cross-examined by the defence, if witness not fully examined reasons thereof,

if witness supported our case,

if hostile whether declared hostile by the PP and accepted by the court,

if the hostile witness cross-examined by the PP,

if alamats/documents were produced and exhibited by the witness,

if the PP closed the prosecution evidence,

defence witness produced, points proved by the DW, if DW was cross-examined by the PP

if any PW has been recalled by defence, if the arguments are in progress or complete,

if the defence completed arguments, if the PP insisted for maximum punishment and fine,

if the arguments included the disposal of the seized properties,

gist of judgment delivered, if applied for copies of judgment.

and other relevant information to understand the progress and stage of the trial proceedings.

CONSTITUTION OF WEST BENGAL POLICE WELFARE BOARD

As per G.O no. 233-PL dated 10th January, 2012, the West Bengal Police Welfare Board is reconstituted for the year 2015-16.

The WBP Welfare Board will discuss matters related to Health Care, retirement benefits, group housing, general principles of service as recruitment, promotion and discipline and other welfare schemes such as education and career counseling for dependent of police personnel.

The following will be the composition of WBP Welfare Board for the year 2015-16.

West Bengal Police Welfare Board

1. DGP & IGP West Bengal - Chairman.
2. Spl. IG/DIG (P&W) - Member Secretary.
3. Dy SP CID (HQ) Mir Shakir Ali - Member
4. Inspector (RI (HQ) South 24 Pgs.) - Member
5. Sub inspector (to be nominated by DG Telecom) - Member
6. Sub inspector (to be nominated by DG AP WB) - Member
7. Assistant Sub inspector - (To be nominated by ADG South Bengal) - Member
8. Assistant Sub inspector - (To be nominated by ADG Railways) - Member
9. Assistant Sub inspector (Lady) - (To be nominated by CP Bidhannagar) - Member
10. Constable - (To be nominated by DIG (AP) Barrackpore) - Member
11. Rifleman - (To be nominated by DIG EFR) - Member
12. Constable - (To be nominated by DIG PTC Barrackpore) - Member
13. Constable - (To be nominated by DIG SCR) - Member
14. Lady Constable - (To be nominated by CP Howrah) - Member
15. Police Driver - (To be nominated by O/C DGCR) - Member

All staff officers to DGP & IGP will be the permanent invitees.

IG (South Bengal), DIG (Burdwan Range), Commissioner of Police (Barrackpore) and SP (South 24 Parganas) will also be the special invitees in the WBP Welfare Board.

JD (Accounts), SO (Welfare) and SO (Finance) will be the special invitees.

Chairman may invite any other officer as special invitee.

The WBP Welfare Board will be reconstituted every year in the month of March.

The WBP Welfare Board shall hold meetings every quarter.

Member Secretary will be responsible for compliance and follow up of decisions taken in the Board Meetings.

(G.M.P. Reddy)
DGP & IGP West Bengal

**WEST BENGAL POLICE DIRECTORATE
BHABANI BHAVAN, ALIPORE, KOLKATA - 700027.**

POLICE ORDER NO. 4 OF 2015

Sub: Annual Inspection - new formats for inspecting the Police Station and the office of CI & SDPO.

Inspections are an integral, time tested part of the exercise of assessing the police functioning. It has been observed that over the years, inspections have been conducted by supervisory officers in patterns which have not been uniform across the State. Further, objective type of format presently being followed does not give a correct picture of the State of affairs. There has, therefore, been a felt need to standardize the format of Inspection of Police Stations and of the offices of the Circle Inspector and the Sub-Divisional Police Officer. Accordingly, this new format is being issued which shall, henceforth, be followed by the inspecting officers.

Each of the formats is divided into two parts. The first part relates to the broad outline of areas to be covered during the Inspections. The second part (in terms of an Annexure) deals with details to be covered under each 'head' of the outline as in part-I. These formats will also serve as a reference manual for young supervisory officers in the field.

The heads shown are by no means exhaustive or final. The Inspecting Officer may as per his/her discretion, add any other aspect/aspects deemed fit and useful for the purpose of a comprehensive appraisal of the functioning of the Unit being inspected. Further, the format being circulated now can be used effectively during short inspections also.

This is in supersession of earlier orders/guidelines on Inspection Formats.

(G. M. P. Reddy)
Director General & Inspector General of Police,
West Bengal

INSPECTION OF POLICE STATIONS

PART-I :FORMAT FOR INSPECTION OF POLICE STATIONS

1. Brief previous history of Inspection of the PS :

2. Parade / Turnout :

Observations and instructions of Inspecting Officer :

3. Representation :

Observations and orders of Inspecting Officer :

4. Disposition (Strength : Sanctioned / Actual):

(a) SS/ AS/ Vacancy

Out side force :

(b) Movement of personnel on transfer

Officers and Men not yet reported

Officers and Men not yet released

(c) Disposition List :

Observations and instructions of Inspecting Officer :

(d) List of police personnel proceeded against

5. Accommodation, Land and Buildings :

Barracks :

Family Quarters :

Observations and instructions of Inspecting Officer :

6. Government Property (Arms and Ammunitions at PS Malkhana)

(a) HC List :

RI List :

Statement of Arms

Statement of Ammunition

(b) Arms and Ammunitions sent to Camp :

(c) Arms and Ammunitions lost :

(d) Articles to be condemned :

Observations and instructions of Inspecting Officer :

7. (a) **Malkhana** :

(b) Please give details as follows :

(c) Please give details of the valuable properties as follows:

(d) Please give details of the Intestate properties as follows:

(e) Please give details of the Safe custody properties as follows:

Observations and instructions of Inspecting Officer :

8. (a) **Correspondence** :

Pending Papers of Different Commissions :

Observations and instructions of Inspecting Officer :

(b) Pending Papers :

9. Licence & Police Verification (FOR PSs UNDER POLICE COMMISSIONERATE)

Arms

Excise

Hotels and Lodges

Mela /Cultural Programme/ Puja/ Processions, etc

10. Summons :

Observations and instructions of Inspecting Officer :

11. (a) U.D. Case Register :

(b) Pending UD Cases

Observations and instructions of Inspecting Officer :

(c) Carrying of dead bodies :

Observations and instructions of Inspecting Officer :

12. (a) Cash Account Register :

(b) Please give details regarding pending cash.

Observations and instructions of Inspecting Officer :

13. All Arrest Register :

Observations and instructions of Inspecting Officer :

14. Non-FIR Register :

Observations and instructions of Inspecting Officer :

15. Warrant of arrest:

Observations and instructions of Inspecting Officer :

16. Crime and Crime Figures :

Undetected cases of Dacoity, Robbery & Murder for last one year :

Observations and instructions of Inspecting Officer :

17. Pending SR Cases :

For all SR Cases :

Observations and instructions of Inspecting Officer :

18. (a) Pending Cases / Case Diaries and Supervision of cases :

(b) Case Diaries and supervision of cases:

Observations and instructions of Inspecting Officer :

19. Charge Sheet / Final report :

20. Khatian Register :

21. IOB / MOB :

22. Active Criminal List :

23. Personal Diaries :

Observations and instructions of Inspecting Officer :

24. (a) General Diary Book :

Observations and instructions of Inspecting Officer :

(b) Command Certificates :

Observations and instructions of Inspecting Officer :

25. Crime Map / Crime Chart /Hanging Charts and other :

26. VCNB , History Sheets & Surveillees

Observations and instructions of Inspecting Officer :

Observations and instructions of Inspecting Officer :

27. Missing Persons Register :

Observations and instructions of Inspecting Officer :

28. M.A. Case Register :

Observations and instructions of Inspecting Officer :

29. Cases Under Trial Monitoring :

Observations and instructions of Inspecting Officer :

30. Human Rights :

Observations and instructions of Inspecting Officer :

31. RTI Matters :

Observations and instructions of Inspecting Officer :

32. High Court Cases :

33. Randomly Selected Cross Reference :

Observations and instructions of Inspecting Officer :

34. Lady Police :

35. Police Drivers and Vehicles :

Observations and instructions of Inspecting Officer

36. Beat System :

37. Daily Patrolling System :

38. Bank Guard :

Observations and instructions of Inspecting Officer :

39. Hot Spots :

40. PS Traffic Unit

Observations and instructions of Inspecting Officer :

41. Training :

42. Computer :

(a) Computer knowing Police personnel :

(b) Detailed description of number & condition of Computers available :

(c) Please give details about the present status of implementation of CCTNS Project :

Observations and instructions of Inspecting Officer :

43. Village Police and Civic Volunteer Force :

44. Personal interview of officers and men:

45. Status and facilities of Police Station :

Observations and instructions of Inspecting Officer :

46. For LWE affected Police Stations :

Observations and instructions of Inspecting Officer :

47. Police Camp :

48. Profile / Data Bank :

49. Good Work Done by Police :

50. Samanway Committee :

51. Communication System :

52. Vital Installations :

53. Outturn of Work :

54. Duty Roster :

55. Community Policing :

56. Agricultural Disputes :

Observations and instructions of Inspecting Officer :

57. Intelligence collection and other points of OC :

58. 100 Dial help line facility and other facility :

59. Weeding :

60. General :

Overall functioning of the PS as well as officers and men.

Concluding observations and instructions of Inspecting Officer :

PART-II:ANNEXURE FOR INSPECTION OF POLICE STATION

1. Brief previous History of Inspection of the PS :

- (i) Indicate names of inspecting officers who conducted the last two Inspections? Include dates.
 - (ii) Have the previous instructions given by Inspecting Officers been complied with? If not, What has been the difficulty in doing so? Please give instructions on pending action.
 - (iii) Is there any action taken note available in the margin? Has the action taken report been sent to the concerned officer?
 - (iv) Please review the short inspections and the supervision notes made in the Inspection Register by CV/ SDPO/other superiors.
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2. Parade / Turnout :

- (i) How many officers and men fell in for the Parade ?
 - (ii) How was the turnout of the officers and men ?
 - (iii) How were the words of the command of the Unit-In-Charge during the time of Inspection Parade ?
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-

Observations and instructions of Inspecting Officer :

3. Representation :

- (i) Representations submitted if any, and for what reason ?
 - (ii) Were the representations justifiable ?
-
-

Observations and instructions of Inspecting Officer :

4. Disposition (Strength : Sanctioned / Actual) : [PRB Regulation No. 910]

(a)

Unit	Unit type	Sanctioned Strength				Actual Strength				
		SI	ASI	Const./ LC	PD	SI	ASI	Const./ LC	PD	NVF/HG/ BWHG/LHG/ Civic Volunteers/ Village Police

Please collect and state G.O No. of the sanctioned strength and G.O No. of the establishment of the Unit.

OUTSIDE FORCE

Name & Location	Strength/ Head	SAP (No. of Heads)	DAP (NO. of Heads)	OR (No. of Heads)	NVF/HG/ BWHG (No. of Heads)	Utility/ Remarks

(b) Movement of personnel on transfer :

(i) Officers and Men not yet reported

SI No	Rank & Name	Posted from	DO No

(ii) Officers and Men not yet released

SI No	Rank & Name	Posted to	DO No

(c) Disposition List :

- (i) Whether Disposition List of the PS is updated or not ?
- (ii) Whether Blood Groups of the Police personnel have been mentioned or not ?
- (iii) Whether GPF A/C number and contact numbers of the Police personnel have been written or not ?
- (iv) Whether basic pay, home address with family contact numbers, nominee and Date of Birth have been written or not ?
- (v) How many police personnel have been earmarked for mobilisation contingent as per PRB Regulation No. 663 ?
- (vi) Check how many Police personnel have been enrolled under Mediclaim/ West Bengal Health Scheme ?

Observations and instructions of Inspecting Officer :

(d) List of Police Personnel Proceeded against

Sl No	Rank & Name	Proceeding No with Date	Grounds of Proceeding	E.O's Name	Remarks

5. Accommodation, Land and Buildings :[PRB Regulation No. 375]

- (i) Is the Map of the PS area available in the PS?
- (ii) What is the area of the PS ?
- (iii) Has the demarcation of PS area been done or not?
- (iv) Have you physically inspected the land, boundary pillars, and the existing buildings?
- (v) Have you checked the particulars of the repairs and whether the entry of the same has been made in the Register or not?
- (vi) Have you visited the PS premises to observe cleanliness and maintenance of buildings?
- (vii) Is the PS maintaining Registers and Files regarding Land and Buildings?
- (viii) Have you checked the Land and Building Register?
- (ix) What is the Khatian No., JL No., Dag No. ?
- (x) Whether the Building of the PS is rented or owned, or others ?
- (xi) If rented, rent slips to be checked whether it was kept in a file or not? Whether rent payment has been made regularly ?
- (xii) Whether the PS compound is bounded or not ?
- (xiii) What was the last construction undertaken and by which agency ?

Lockup :

- (i) What is the size of the lockup ?
- (ii) Is there any separate Female lockup in the PS ?
- (iii) Is a toilet available at both the lockups (Male & Female) ?
- (iv) Whether blanket is available in the lockup or not ?
- (v) Whether the lockup is cleaned with bleaching powder or not ?
- (vi) Is the lockup visible to duty officer or not ?
- (vii) Are there any electric connections and electrical fittings in the lockup?
- (viii) Whether there is ventilation inside the lockup or not ?
- (ix) Is the lockup secure in all aspects? Whether covered by CCTV and recording backup?
- (x) Is the female lockup blocked with Malkhana Property or other materials?

Barracks :

- (i) Is the condition of the barrack good ? When was it last repaired?
- (ii) Is mess facility available? What is the condition of the Kitchen?
- (iii) Are the conditions of Toilets and Bathrooms hygienic?
- (iv) Is 'Safai Karmi' available at PS ?

Family Quarters :

- (i) How many family quarters are available ?
 - (ii) How old are the quarters ?
 - (iii) Who are occupying these quarters ?
 - (iv) What is the condition of the quarters?
 - (v) Who maintains and repairs these quarters ?
 - (vi) Is there any sanction order for constructing Govt. quarters ?
 - (vii) Are there any ongoing construction works ? If any, please comments regarding status.
-
-

Observations and instructions of inspecting Officer :

6. Government Property (Arms and Ammunitions at PS Malkhana) [PRB Regulation No. 1280]

(a) HC List :

- (i) Are HC lists being maintained properly ?
- (ii) Have the lists been authenticated or not? When was it last authenticated?
- (iii) Are stationery articles , furniture, table, fans sufficient or not ?
- (iv) Is any property proposed to be condemned?
- (v) Are the Govt. properties marked for identification (SI No., Purchase order, Year of purchase, Stock Register reference etc.)?

(b) RI List :

- (i) Are arms and ammunition cleaned on weekly basis and is there any GDE in this respect?
- (ii) Who did the last Inspection of Arms and Ammunitions and when ?
- (iii) How many types of arms and ammunitions (including non-Lethal) have been found on physical Inspection ?
- (iv) Please comment on upkeep/ maintenance/overhauling of arms by inspecting the barrels etc.
- (v) When was the RI List last authenticated?

- (vi) Is any condemned article shown in RI list?
- (vii) Is there any article to be condemned? If yes, the inspecting officer should pass orders accordingly.
- (viii) Whether the slings of the arms are available or not? Are they in good condition?
- (ix) Are the dog chains available?
- (x) Are there any arms of which any part is broken or lost? If any, please give details.
- (xi) Whether fired cartridges have been replaced or not?
- (xii) Whether necessity of keeping available quantum of Arms at the Police Station has been reviewed?
- (xiii) How many arms and ammunitions have been issued?
(Please clarify elaborately)

Statement of Arms

Sl. No.	Nature of arms	Number of arms	Butt Numbers	PC reference	Remarks
1	AK-47				
2	Insas				
3	Rifle				
4	Musket				
5	Revolver				
6	9 mm				

Statement of Ammunition

Sl. No.	Nature of ammunition	Number of ammunition	Date of manufacturing	PC reference	Remarks
1					
2					
3					
4					
5					

- (i) What measures have been taken for standard maintenance of arms and ammunition?
- (ii) How many types of arms and ammunition are found as per the RI List?
- (iii) Is there any discrepancy between data submitted by Unit-in-Charge and as found on physical inspection?

- (iv) What was the last date of authentication of RI's List ?
 - (v) Please check physically as per last authentication .
 - (vi) Has the RI's List for miscellaneous articles been authenticated properly?
 - (vii) Please check physically .
 - (viii) Has RI physically visited the PS and checked every item?
 - (ix) Whether Gun Licence Register is maintained or not?
 - (x) How many Guns are available in PS area as per Gun Licence Register?
- Observations and instructions of Inspecting Officer :
-
-

(b) Arms and Ammunitions sent to Camp :

- (i) How many types and numbers of arms and ammunitions have been sent to Camps under this PS ?
 - (ii) Whether GDE has been made or not, in the respect ?
-
-

(c) Arms and Ammunitions lost :

- (i) How many arms and ammunitions have been lost from this PS ?
 - (ii) Whether case was initiated or not regarding lost items ?
-
-

(d) Articles to be condemned :

- (i) Is there any condemnable article at PS? Please give details as follows.

Sl No	Name of the article to be Condemned	Quantity	PC reference	Page Number	Remarks

Observations and instructions of Inspecting Officer :

7. (a) **Malkhana [Police Order No. 23 of 1954] :**

- (i) Whether endorsement of dealing officer with GD reference has been done inside the front cover of Malkhana Register?
- (ii) Have you visited the Malkhana of the PS?
- (iii) Have you checked the labelling and general condition of the property ?

- (iv) What action was taken to dispose off the unclaimed property ?
- (v) Have the certificates of gold and other valuable property been obtained or not ?
- (vi) What action was taken for disposal of pending property ? Please give details.
- (vii) Have you cross checked with Khatian regarding PR No.?
- (vii) Is CS/FRT number written in the remarks column in the Register?
- (viii) Has the stolen property been entered in Black ink Register ?
- (ix) Whether computerisation of all property has been done(in brief)?
- (x) Are the Malkhana Registers properly maintained or not ?
- (xi) Please cross-check PR No. with entry in Khatian and GD Book.
- (xii) How many Properties are pending ?
- (xii) Have all the valuable properties (gold etc.) been kept in proper way ? Please check all valuable properties.
- (xiii) Is the space of Malkhana room sufficient ?
- (xiv) Is the Malkhana property kept in order ?
- (xv) Are the tags available on the Malkhana property ?
- (xvi) How many properties (Red Ink and Black Ink) were disposed of in the last one year ?
- (xvii) How many numbers of properties have been found for which Zimmanama missing ?
- (xviii) Has the Zimmanama signed by the Magistrate or not ?
- (xix) Is there any reflection in Property Register regarding prayer to Court for property disposal ?
- (xx) What is the oldest Red Ink property in Malkhana, and why has it not been disposed off ?
- (xxi) Is Receipt Voucher file / Zimmanama file maintained properly or not?
- (xxii) Which are the oldest five Alamat Properties, Unclaimed Properties, Intestate Properties pending? And why?

Please check a few properties.

(b) Please furnish the statement of pending properties as follows :

SR	Alamat			Unclaimed	Suspicious	Intestate	Total
	Black Ink	Red Ink	Total				

(c) Please give details of the valuable properties as follows:

SI No	PR No.	Description of valuable properties	Case/GD Ref.	Result of the case	Reason for pendency

(d) Please give details of the Intestate properties as follows:

SI No	PR No.	Description of Intestate properties	Case/GD Ref.	Result of the case	Reason for pendency

(e) Please give details of the Safe custody properties as follows:

SI No	PR No.	Description of properties	Case/GD Ref.	Result of the case	Reason for pendency

Observations and Instructions of Inspecting Officer :

8. (a) Correspondence : [PRB Regulation No. 376]

- (i) Are the Receipt Register and Despatch Register up-to-date ?
- (ii) Are the pending list (Receipt side) and pending list (Despatch side) up-to-date ?

- (iii) Whether noting of R/NR (Returnable / Non-Returnable) is maintained in pending list or not ?
- (iv) Whether Receipt Registers are maintained in four Parts or not?
- (v) Has sample check been done to match receipt and despatch side?
- (vi) How many papers are pending in Part - I and Part - II (whose returnable date expired) ?
- (vii) Whether brief subject matter has been written in all Correspondence Registers or not ?
- (viii) Is the rate of disposal of papers satisfactory or not ?
- (ix) Why are the oldest five papers in Part - I pending ?
- (x) Why are the oldest five papers in Part - II pending ?
- (xi) How many papers are pending in Part-IV ?
- (xii) Is action being taken for pending papers in Part-IV ?

Please collect the comparative statements for the last three years as follows, and analyse them carefully.

Year	Pending at commencement	Papers Received					Papers Disposed off					Papers Pending				
		Part-I	Part-II	Part-III	Part-IV	Total	Part-I	Part-II	Part-III	Part-IV	Total	Part-I	Part-II	Part-III	Part-IV	Total
2012																
2013																
2014																
Upto month of current year																

Pending Papers of Different Commissions :

How many papers of the following Commissions are pending :

- (i) National Human Rights Commission (NHRC)
- (ii) West Bengal Human Rights Commission (WBHRC)
- (iii) National Commission for Women (NCW)
- (iv) West Bengal Commission for Women (WBCW)
- (v) National Commission for Protection of Child Rights (NCPCR)
- (vi) National Commission for Scheduled Castes (NCSC)

- (vii) National Commission for Scheduled Tribes (NCST)
- (viii) Minority Commission (MC)
- (ix) West Bengal Commission for Backward Classes (WBCBC)
- (x) What is the reason for pendency? Please give details.
- (xi) What are the reasons for pendency of oldest five WBHRC papers?

Observations and instructions of Inspecting Officer :

(b) Pending Papers :

Please collect the actual figures of pending papers as per chart and analyse one by one with the concerned officer.

Sl. No.	Pending list Sl. No.	From whom received with reference	Content of the paper	With whom pending	Reason for pendency
1					
2					
3					
4					
5					
6					

9. Licence & Police Verification (FOR PSs UNDER POLICE COMMISSIONERATE)

Arms

- (i) How many arms license and Arms are there as per Arms Licence Register?
- (ii) What types of Arms Licence are issued ?
- (iii) Is the Arms Licence Register maintained properly?
- (iv) What points are examined at the time of issuing NOC in respect of Arms (Gun) Licence?
- (v) Have the arms been physically checked under PS area ?
- (vi) How many Police enquiries are pending regarding Arms Licence ?
- (vii) Which is the oldest enquiry pending for Arms Licence and why ?
- (viii) Are there un-necessary delays in completing the enquiry for Arms Licence? This be checked.

Excise

- (i) How many Foreign Liquor shops and country liquor shops are operating in the PS area?
- (ii) Is the Excise License Register maintained properly at PS?
- (iii) What points are examined during the time of issuing NOC in respect of excise license?
- (iv) Are there any un-necessary delays in completing the enquiry for Excise Licences? This be checked
- (v) Which is the oldest enquiry pending for Excise Licence and why?

Hotels and Lodges

- (i) How many Hotels/Lodges are operating in PS area ?
- (ii) Is a separate Register maintained for Hotels/Lodges ?
- (iii) What points are considered for issuing NOC in respect of license for Hotels /Lodges ?
- (iv) Are regular meetings held with hotel/lodge owners ? Are the safety measures like evacuation of occupants in emergency, fire fighting measures reviewed regularly ?
- (v) Which is the oldest enquiry pending for Hotels and Lodges and why ?
- (vi) Are there any un-necessary delays in completing enquiries for Hotels and Lodges ?
- (vii) Are there any periodic/surprise checks of Hotels and Lodges ?

Mela /Cultural Programme/ Puja/ Procession etc

- (i) What type of enquiries are conducted for issuing Licence for organizing Mela, cultural programme, puja, procession etc?
- (ii) Is there any separate Register been maintained for this?
- (iii) Are there any delays in processing such permissions?

Cyber Cafe

- (i) How many Cyber Cafes are operating in PS area ?
- (ii) Is a separate Register maintained for Cyber Cafes ?
- (iii) What points are considered for issuing NOC in respect of Cyber Cafe Registration?
- (iv) Are regular meetings held with Cyber Cafe owners ?

10. Summons :

- (i) Is the Summons Register up-to-date or not?
- (ii) Are the Summons issued to Police officers entered into Summons Register or not ?

- (iii) Whether the service returns of the Summons are being sent to Court or not?
- (iv) How many Summons of Sessions Court are pending at the PS?
- (v) How many Summons of Lower Court are pending at the PS?
- (vi) Why are the oldest five Summons pending with the PS?
- (vii) How well is the Summons Register maintained?

Please give details regarding Summons as per Chart below :

Year	Pending from previous year	Received during the year	Served during the year	Pending at the end of the year Upto month
2012				
2013				
2014				
Upto month, of current year				

Observations and instructions of Inspecting Officer :

11. (a) U.D. Case Register : [PRB Regulation No. 299 to 310]

- (i) Whether the U.D. Case Register of the PS is up-to-date or not ?
- (ii) How many UD cases are pending according to category - male, female and child ?
- (iii) How many UD cases are pending for PM Report ?
- (iv) Whether IO-wise pending UD cases are prepared or not ?
- (v) Are the IOs submitting requisition for pending PM Report to ACMOH (Medico-legal) on regular basis ?
- (vi) Is the report of pendency sent to SP office for taking up in Monitoring Committee meeting ? If yes, then when was it submitted?
- (vii) Please verify, why the oldest five UD cases are pending ?
- (viii) How well is the UD case Register being maintained ?
- (ix) Have you reviewed the cases of unnatural death in police custody, if any ?
- (x) What action has been taken for the identification of unidentified dead bodies, if any ?
- (xi) How many UD cases are pending though PM report has been received? If any, What is the cause of such pendency?

- (xii) Is there any suppression of homicidal death cases ? Please confirm after a crosscheck of some of the UD cases with PM report?
- (xiii) Have photographs of all dead bodies been taken in all UD cases?
- (xiv) Have requisitions been made to MO for preservation of fingertips skin or identification of unidentified dead bodies and fingerprints before the disposal of such unidentified body?
- (xv) Why are the oldest five UD cases pending ? Please give details.
- (xvi) How many UD cases did SDPO / CI supervise on his own initiative ?
- (xvii) Is inquest report prepared with care?
- (xviii) Is there any notification in the Register by the dealing officer handing over the PM report to the E.Os ?
- (xix) Was any reminder issued for disposal of UD cases?
- (xx) How quick is the disposal of UD Cases where Post Mortem reports have been received after the transfer of Enquiry Officer to other Units?

Please collect the comparative statement of UD cases for last four years as follows :

Period	UD Case	Hanging	Poisoning	Burning	Drowning	Others	Total
2012	Cases Reported						
	Cases Disposed						
	Cases Pending						
2013	Cases Reported						
	Cases Disposed						
	Cases Pending						
2014	Cases Reported						
	Cases Disposed						
	Cases Pending						
Upto....of current year	Cases Reported						
	Cases Disposed						
	Cases Pending						

(b) Pending UD Cases

Sl. No.	Name of the Officer	UD case ref.	Total pending	Case ref. where P.M. received but case is pending	Remarks

Observations and instructions of Inspecting Officer :

(c) Carrying of dead bodies :

- (i) What is the mode of carrying dead bodies?
 - (ii) Is there any dead body carrying vehicle, such as covered van-rickshaw?
 - (iii) What is the condition of covered van-rickshaw, if any?
 - (iv) Whether the bill of dead body carrier is up-to-date or not ?
 - (v) How the dead body is kept at the PS before sending to Police Morgue?
-
-

Observations and instructions of Inspecting Officer :

12. (a) Cash Account Register : [PRB Regulation No. 409]

- (i) Has the Unit-in-Charge endorsed the Cash Account to the Cash Officer on the inside front cover of the Cash Register?
- (ii) Has the GD Entry been made in this respect?
- (iii) Is any cash i.e board money or personal cash pending unnecessarily?
- (iv) What amount of cash is in hand?
- (v) Has the Register been up-dated or not?
- (vi) Whether the cash under SR cash and Alamat cash have been kept in sealed envelope or not?
- (vii) Is there any noting of Case, GD reference and denomination etc. on the envelope?
- (viii) Is there any undisbursed cash pending for more than two months?
Please cross-check Case / GD reference on envelope with GD Book / Cash Account Register.
- (ix) Has the O/C given Certificate in the Cash Account Register regarding monthly balance ?
- (x) Is the copy of cash account being sent to SP office on regular basis?
- (xi) Has the voucher been properly maintained?
- (xii) Whether PC and RC Files are maintained properly or not? Please examine as well as comment in detail.
- (xiii) Why are the oldest five SR Cash pending ?

Please give break-up of pending cash after checking physically.

SR Cash	Alamat Cash	Sale Proceeds	Board Money	Others	Total

(b) Please give details regarding pending cash.

Sl. No.	Nature of Cash	Date of receive	RC No.	From whom received	Amount received	Cause of pendency

How well is the Cash Account Register maintained ?

Observations and instructions of Inspecting Officer :

13. All Arrest Register : [PRB Regulation No. 323A & Police Order No. 1 of 1986]

- (i) Is there any reflection in All Arrest Register regarding how the arrested persons were released i.e. on bail or forwarded to court?
- (ii) Is the All Arrest Register maintained and up-dated in two Parts ?
- (iii) Whether descriptive roll (height, built etc.) are noted or not in Part - I Register?
Please do some sample checking of entry of arrests with GD .
- (iv) Have the arrest figures of W/A been shown in Part-I of All Arrest Register?
- (v) Have the photographs and finger prints of the accused persons related to crime against property / insurgency cases been taken ?

Please collect arrest figures as follows and analyse.

Period	Part-I	Part-II	Total
	Specific case	Non-Specific case	
2012			
2013			
2014			
Upto of Current year			

(vi) Is the diet bill for prisoners being maintained or not?

Observations and instructions of Inspecting Officer :

14. Non-FIR Register [PRB Regulation No. 254] :

- Has the Non-FIR Register been maintained and up-dated properly?
- Are the prosecutions being submitted to Court under challan on time?
- How many notices have been issued from the Court of Executive Magistrate ?
- How many prosecutions were submitted last year u/s 110 Cr.PC?
- Have all the non-FIR PRs been filled up?
- Has the order passed by the Magistrate been incorporated in PR ?
If not, necessary direction may be given to OC/IC to collect the order of the Court for being pasted or written in the PR Book.

Please collect the data as follows and analyse them.

Period	34 P.Act		290 IPC		MV Act		Gambling Act		3/4 BCLA		107 Cr.PC		109 Cr.PC		110 Cr.PC		Other		Total		
	C	P	C	P	C	P	C	P	C	P	C	P	C	P	C	P	C	P	C	P	
2012																					
2013																					
2014																					
Upto ...of current year.																					

15. Warrant of arrest: [PRB Regulation No. 315,323 & 478]

- (i) Whether endorsement to the dealing officer has been done on the inside of the front cover of the Register?
 - (ii) Whether Black Ink Register and Red Ink Register are up-to-date or not?
 - (iii) Is the NER sent to Court on time ?
 - (iv) Is W/A endorsed to officers or not ?
 - (v) Has O/C noted the specific date on the W/A for execution or not ?
- Please give in detail, whether the officer who was endorsed to execute the W/A has mentioned his attempts for execution of the same. Also match with GD Entry.
- (vi) Whether Anchal-wise and crime-wise list of Warrants has been prepared or not?
 - (vii) Have all the pending Warrants been distributed among the Anchal officers?
 - (viii) Whether prayer for P & A for pending Warrant has been submitted to Court or not ?
 - (ix) How many numbers of P & A have already been served ?
 - (x) How many accused persons have been declared as "absconder" ?
 - (xi) Whether Absconder Register is being maintained or not ?
 - (xii) How many W/As have been received by the PS per month approximately?
 - (xiii) What is the average disposal of W/As per month?
 - (xiv) What is the reason for pendency of the five oldest Red Ink W/As?
 - (xv) What action was taken to execute the same ?
 - (xvi) Please give the actual number of pending Black Ink W/As at PS.
Please give the actual number of pending Red Ink W/As at PS.
 - (xvii) What is the total number of W/A pending at PS ?
 - (xviii) What is the total number of W/As pending as shown in the Court record ?

- (xix) Are there any discrepancies between PS and Court records regarding pending W/As. What is the reason behind it. Please examine.
- (xx) Whether any effort has been made by supervisory officers to cross check the issue of W/As by Court with receipt of W/As by the PS. If yes, please give details.
- (xxi) Whether the Warrant of Arrest Serestha has been maintained satisfactorily or not ?
- (xxii) Whether any forward diary is being maintained for the sake of convenience of submission of NER?

Please give details as per Chart regarding W/A as per format and analyse them one by one.

Year	B F			Received during the month	Total	Execution			Recall		Other wise		Total Disposal			Pending at the end of the year		
	R	B	Total			R	B	Total	R	B	R	B	Total	R	B	Total		
2012																		
2013																		
2014																		
Upto of current year																		

Observations and instructions of Inspecting Officer :

16. Crime and Crime Figures : [PRB Regulation No. 50 of Vol-I]

(a) Please collect comparative crime figures of last four years and analyse them one by one with careful scrutiny and testing of work actually done.

Crime Head	Period	BF	Total cases reported	CS	Final Report	Transfer to other unit	Persons arrested	Pending
Dacoity	2012							
	2013							
	2014							
	Upto..... of Current year							

Crime Head	Period	BF	Total cases reported	CS	Final Report	Transfer to other unit	Persons arrested	Pending
Robbery	2012							
	2013							
	2014							
	Upto..... Current year							
Burglary	2012							
	2013							
	2014							
	Upto..... Current year							
Theft	2012							
	2013							
	2014							
	Upto..... Current year							
Murder	2012							
	2013							
	2014							
	Upto..... Current year							
Lynching	2012							
	2013							
	2014							
	Upto..... Current year							
Culpable Homicide	2012							
	2013							
	2014							
	Upto..... Current year							
Rioting	2012							
	2013							
	2014							
	Upto..... Current year							
Crime Against Women	2012							
	2013							
	2014							
	Upto..... Current year							

Crime Head	Period	BF	Total cases reported	CS	Final Report	Transfer to other unit	Persons arrested	Pending
Motor Accident	2012							
	2013							
	2014							
	Upto..... Current year							
Arms Act	2012							
	2013							
	2014							
	Upto..... Current year							
399/402 IPC	2012							
	2013							
	2014							
	Upto..... Current year							
NDPS Act	2012							
	2013							
	2014							
	Upto..... Current year							
Information Technology act	2012							
	2013							
	2014							
	Upto..... Current year							
Extortion	2012							
	2013							
	2014							
	Upto..... Current year							
Kidnapping for ransom	2012							
	2013							
	2014							
	Upto..... Current year							
Human trafficking	2012							
	2013							
	2014							
	Upto..... Current year							

Crime Head	Period	BF	Total cases reported	CS	Final Report	Transfer to other unit	Persons arrested	Pending
White collar crime (Where wrongful loss more than Rs.5 lakh)	2012							
	2013							
	2014							
	Upto..... Current year							
POCSO	2012							
	2013							
	2014							
	Upto..... Current year							
DEB	2012							
	2013							
	2014							
	Upto..... Current year							
CID	2012							
	2013							
	2014							
	Upto..... Current year							
Others	2012							
	2013							
	2014							
	Upto..... Current year							

- (i) Is there any increase in crime in PS area? What is the reason behind it? Please go into reasons.
- (ii) Have accused persons (who have been charge sheeted or suspected in DRBT cases and their names been entered in the active criminal list or history sheet been opened) been reviewed regularly ?
- (iii) What preventive action has been taken in crime affected areas?
- (iv) How many NDPS cases were not charge sheeted in statutory period?
- (v) How many cases are being investigated by O/C?

- (vi) How many written complaint cases, and Court Complaint cases are pending for registration?
 - (vii) Why were these not registered ?
 - (viii) How many Court Complaint cases were recorded in last one year?
 - (ix) For the last 12 months, what percentage of total cases have been registered on Court Complaint u/s 156 (3) Cr.PC ?
 - (x) Are Interrogation Reports prepared in case of arrest in serious crimes such as dacoity, robbery, murder, other crime against property ?
 - (xi) Whether such Interrogation Reports are shared with other Police Stations?
 - (xii) Is there any follow up action after the Interrogation Reports are prepared?
 - (xiii) Are Co-operation meetings held with the neighbouring Police Stations?
- (b) Undetected cases of Dacoity, Robbery & Murder for last one year :

Sl. No.	Type of crime	Case Reference	Status
1	Dacoity		
2	Dacoity		
3	Dacoity		
4	Robbery		
5	Robbery		
6	Robbery		
7	Murder		
8	Murder		
9	Murder		
10	Murder		

- (i) What actions are being taken for detection of the above noted cases?

Observations and instructions of Inspecting Officer :

17. Pending SR Cases :

Sl. No.	SR No.	Case Reference	No. of accused yet to be arrested	Name of the IO	Reasons for pendency

For all SR Cases :

- (i) Is the sketch map of the PO done properly or not ?
- (ii) Whether the copy of seizure list is available or not in SR File ?
- (iii) Whether the copy of judicial statement/medical report is available or not ?
- (iv) Has the photograph of the PO been properly taken or not ?
- (v) Was IOB issued or not in SR cases ?
- (vi) Whether instruction of IOB was complied with or not ?
- (vii) Are the PRs being submitted on time or not? (For PS headed by I/C)
- (viii) Did any senior officer locally supervise the said SR case within 24 hours ?
- (ix) Did SDPO / Zonal Dy. SP submit supervision notes within 3 days?
- (x) Did the IO follow the instructions of superior officer accordingly?
- (xi) Did the IO submit prayer for W & PA for absconding accused person, if any?
- (xii) Whether P & A has been served or not ? If not, why ?
- (xiii) Whether the alamat of SR cases have been kept properly at Malkhana or not ?
- (xiv) What are the reasons for pendency of the oldest three SR Cases ?

Observations and instructions of Inspecting Officer :

18. (a) Pending Cases / Case Diaries and Supervision of cases :

Please collect the statement of pending cases (IO-wise) and please analyse about 10 oldest pending cases.

Sl. No.	Name of IO	3 Y	2 y	1 y	6 M	3 M	2 M	1 M	Current	Total cases pending	Remarks

(b) Case Diaries and supervision of cases:

- (i) Are all the steps being taken properly by IO during investigation ?
- (ii) Whether sufficient attention is being paid to preparation of sketch map of the PO and use of scientific aids ?
- (iii) Are IOs properly guided by CI and SDPO?
- (iv) Are IOs keeping notebooks ?

Please check the Investigation Register of IOs to know how IO is keeping records of cases being investigation by him?

- (v) Are the IOs writing CD of SR cases on computer ? If not, please instruct them to write CD in computer especially SR cases, as far as possible.

Observations and instructions of Inspecting Officer :

19. Charge Sheet / Final report :

- (i) Whether any charge sheet / Final report has been kept blank or not?
- (ii) Have the columns of CS/FRT been filled up properly?
- (iii) Whether the column regarding disposal of property is filled up?
- (iv) Whether the name of the IO is written in full in the CS/FR?
- (v) Are the names and address of witnesses and accused written in full, with address in concerned column, properly ?
- (vi) Whether CS/ FR are being regularly sent to court ?

20. Khatian Register : [PRB Regulation No. 380]

- (i) Whether Column No. 1 to 5 is updated or not for all recorded cases.
- (ii) Have all the IOs filled the Column No. 6 and onwards? Please check the Khatian Register, CS Register, FRT Register and (for I/C PS's) Crime Index and discuss IO-wise. Whether all entries in the Register have been made or not at the time of submission in final form

Sl. No.	Name of Officer	Whether all entries filled up or not	Remarks

21. IOB / MOB :

Period	IOB			MOB			Remarks
	Issued	Disposed	Pending	Issued	Disposed	Pending	
2012							
2013							
2014							
Uptoof current year							

(i) Why are the oldest five IOBs pending?

Please peruse the IOBs and comment on a few of them and give suitable instructions.

22. Active Criminal List :

- Have all criminals who have been charge sheeted in DRBT cases during the last five years been included in Active Criminal List or not?
- Have the names of the associates of the active criminals been included in the Active Criminal list?
- Is any Wandering Gangs List being maintained in the PS?
- Is photo album maintained in PS or not?
- Is Active Criminal List available in the PS? Please submit a list as per format.

Sl. No.	Name & address of Active Criminal	History Sheet No.	Case References	Result of such corresponding case	Last date of arrest	Remarks

Is there any bordering criminal list in the PS? Please submit a list as per format.

Sl. No.	Name & address of Bordering Criminal	Class of criminal	Personal description	Case References	Result of such corresponding case	Last date of arrest	Remarks

- Have the photographs been pasted in the list ?
- Is there any notification against the active criminal and whether they are in JC / CB / Absconding etc.?

- (iii) Against whom have prosecutions under section 110 Cr.PC been submitted ?
- (iv) Is Active Criminal List prepared with photograph, descriptive role, hide outs of the active criminal ?
- (v) Is there any information about the unsocial activities of the active criminal in the Active Criminal List ?
- (vi) Is prosecution u/s 110 Cr.PC against active criminals being submitted?

Please give name of five most wanted criminals along with their modus operandi.

Sl. No.	Name of criminal	Modus operandi
1		
2		
3		
4		

23. Personal Diaries : [PRB Regulation No. 56]

- (i) Whether synopsis related to duty, arrest figure, L/O duty, N/P duty, evening patrolling duty, RG visit etc. has been mentioned in the upper margin of PD for each day?

Please give latest position of submission of PD by the officers as follows :

Sl. No.	Name of Officer	Period	Date of submission of PD	DR No. & Date	Date of receipt at CI office (if available)

- (ii) Has CI countersigned the statement?

Observations and instructions of Inspecting Officer :

24. (a) General Diary Book : [PRB Regulation No. 377]

- (i) Whether any GD Entry has been kept blank or not?
- (ii) Whether OC is endorsing GD for enquiry on a regular basis or not?
- (iii) Is there any reflection on GD about the non-cog enquiry by any officer?

- (iv) Is there any reflection regarding accused "In" entry in GD ?
- (v) Is there any reflection regarding accused "Out" entry in GD ?
- (vi) Is there any reflection of accused medical check up entry in GD ?
- (vii) Is there any reflection in GD of "accused fed" ?
- (viii) Is there any reflection regarding the information of arrest to the nearest relative/ well wisher of the arrested accused person ?
- (ix) Is the Officer-in-Charge endorsing any cognizable information for enquiry in GD ?
- (x) Is there any reflection in GD regarding seizure of property (MR No.) ?
- (xi) Is any PR No. reflected in GD ?
- (xii) How many GD Entries are blank ?
- (xiii) Is any reflection in GD regarding bail of accused person from PS?
- (xiv) Has duplicate copy of GD Entry been sent to CI office ?
- (xv) Is there any reflection regarding issue of MOB ?

Please do some cross-check with CC, Property Registers, PR Book etc.

Observations and instructions of Inspecting Officer :

(b) Command Certificates : [PRB Regulation No. 163 & 909]

- (i) Is GDE No. found in CC ?
 - (ii) Is there Rifle No. in the CC in case of issuing Rifle ?
 - (iii) Whether "Koifat" is written by officer and force on reverse of CC or not ?
 - (iv) Is the original CC pasted in CC Book after duty ?
 - (v) Have the filing of CCs done properly ?
 - (vi) Who maintains the CC filing ?
-
-

Observations and instructions of Inspecting Officer :

25. Crime Map / Crime Chart /Hanging Charts and other : [PRB Regulation No.390]

- (i) Is Crime Map available or not ?
 - (ii) Are hanging Charts available or not ?
Please give details about the Anchal / Areas more prone to crime, after seeing the Crime Map.
 - (iii) Are the dacoity cases and burglary cases noted in red ink?
 - (iv) Has the cross mark in red ink (to be noted for indicating the location of history sheet in the crime map) been noted ?
 - (v) Is crime chart maintained in the PS?
 - (vi) What are the preventive measures taken after proper analysis of Crime Map/ Crime chart ?
-

26. VCNB , History Sheets & Surveillees [PRB Regulation No. 391, 401 & 403 of Vo-I]

- (i) Whether VCNB is maintained or not ?
- (ii) If maintained, whether it is maintained Anchal-wise or not ?
- (iii) Whether Anchal officer was appointed or not for VCNB ?
- (iv) Have all entries been made accordingly in VCNB ?
- (v) Has the information regarding Naxal activities ,etc been written / incorporated ?
- (vi) Whether all cases have been entered in Part-I & Part-II of VCNB or not ?
- (vii) Whether all the Charge Sheeted or suspected accused in DRBT cases have been included in VCNB ?
- (viii) Whether all the important incidents, disputes , communal problems, land disputes, historical, geographical and archaeological importance have been included or not ?

Observations and instructions of Inspecting Officer :

- (i) Are history sheets maintained properly or not?
- (ii) Village history and map are available or not?
- (iii) Is Naxal activity written in the history sheet (In case of Naxal affected area)?
- (iv) Does each history sheet give a full account of surveillees?
- (v) Has the history sheet been checked by day and night ?

- (vi) Whether separate file regarding missing, dead, inactive history sheet has been kept or not?
-
-

Observations and instructions of Inspecting Officer :

27. Missing Persons Register [Police Order No. 5 of 1979 and Police Order No. 7 of 2011] :

- (i) Is the Missing Person Register up-to-date or not ?
Please explain after sample checking, whether action has been taken accordingly.
- (ii) How many minor girls have been missing in last two years ?
- (iii) What is the reason for missing ?
- (iv) How many persons have been missing in last two years ?
- (v) What is the reason for missing ?
- (vi) How many missing persons have been traced ? By whom were the missing persons traced ?
- (vii) Whether MCTP package is maintained or not ?
- (viii) Whether missing persons related entries have been done in MCTP package or not ?
- (ix) Are the cases being started for children missing for more than 15 days ?
-
-

Please give detailed regarding missing persons for the last 4 years as per following format :

Year	Adult		Minor		Total	Persons traced by					Missing at the end of the year
	M	F	M	F		Squad	Police	Relative	Suo-motto	Total	
2012											
2013											
2014											
Uptoof Current year											

Observations and instructions of Inspecting Officer :

28. M.A. Case Register :

(i) Who is maintaining this Register ?

What was the comparative statement of MA cases for the last 4 years ?
Please submit as follows :

Year	Case Registered	Disposed off	Pending
2012			
2013			
2014			
Uptoof Current year			

ii) What are the reasons for pendency of the oldest five MA cases ?

Please give details regarding IO-wise pending list as follows :

Sl. No.	Enquiry Officer	Pending	Reasons for pending

Observations and instructions of Inspecting Officer :

29. Cases Under Trial Monitoring :

Sl. No.	Case Reference	GR No.	SC No.	ST No.	Trial Court	PP/APP with contact Number	Accused status (JC/CB/ABS)	Next date of hearing

(i) Are the shadow files of Trial Monitoring maintained or not ?

(ii) Who gave last opinion regarding Trial Monitoring cases ?

Observations and instructions of Inspecting Officer :

30. Human Rights [Police Order No. 10 of 2011]:

- (i) Is there any Display Board of NHRC guidelines regarding arrest ?
- (ii) Is there any Display regarding rights of arrestee ?
- (iii) Is any Interrogation Register maintained ?
- (iv) How well are Arrest Memo and Inspection Memo maintained ?
- (v) Is there any Display Board to display details of daily arrested persons ?
- (vi) Is there any display regarding phone numbers of senior officers ?

Observations and instructions of Inspecting Officer :

31. RTI Matters :

- (i) How many RTI matters are pending ?
- (ii) What is the cause of pendency ?
- (iii) Have all actions been taken accordingly ?
- (iv) What are the reasons for pendency of oldest three RTI matter ?

Observations and instructions of Inspecting Officer :

32. High Court Cases :

- (i) Whether there is any case pending in High Court ?

If yes, please give details as per format.

Sl. No.	Reference (WP No. / CAN No. etc.)	Hon'ble Court of	Status of the case

33. Randomly Selected Cross Reference :

Please call different officers of the PS one by one along with their case docket and check randomly on the following points :

- A. FIR Number (give reference first) :
- (i) CD No. with date :
- (ii) GDE Reference :
- (iii) Car Diary Entry :

- (iv) All Arrest Register Sl. No :
- (v) Malkhana Register No. :
- (vi) CC No. of Escort Party :
- (vii) Khatian No. :
- (viii) PD with Date :

Please collect different Non FIR prosecution book and check randomly on the following points:

- B. Non-FIR Prosecution (give Reference first) :
- (i) GDE Reference :
- (ii) Car Diary entry No. :
- (iii) CC No. of Escort Party :
- (iv) Prosecution No. with date :
- (v) Despatch No. with date :
- (vi) All arrest register Sl. No., if any :
- (vii) Date of receipt of final order of Court :
- (viii) PD with date :

Please call different officers of the PS one by one and check randomly on the following points :

- C. Part-IV Petition Enquiry (give reference first)
- (i) Receipt Register Sl. No. with date :
- (ii) Endorsement by Unit-in-charge to EO :
- (iii) Date on which enquiry held :
- (iv) GDE Reference :
- (v) Enquiry report submitted / action taken :
- (vi) PD No. with date :

Observations and instructions of Inspecting Officer :

34. Lady Police :

- (i) How many Lady Personnel are posted in the PS ?

Please give rank-wise (LSI / LASI / LC / LHG)

- (ii) Whether ladies' toilet is available or not ?
- (iii) Whether changing room for Lady Police personnel is available or not ?
- (iv) Is there any ladies barrack ?
- (v) Is Women's Help Desk functioning or not ?

35. Police Drivers and Vehicles :

- (i) How many Police Drivers and Constable Drivers are there in the PS ?

- (ii) How many vehicles are available in the PS ?

Please give also the type, registration No. and age of the vehicle.

Please give details about the present condition of the vehicles one by one.

Please give also the fuel consumption and maintenance charge of the vehicles on average, for last 3 years.

Observations and instructions of Inspecting Officer :

36. Beat System :

- (i) How well is the beat system going on ? Please give details.

37. Daily Patrolling System :

- (i) How many types of patrolling systems are introduced by the PS ?

Please give details as follows :

No. of RT Mobile and its functioning	No. of Normal Mobile and its functioning	No. of MC Mobile and its functioning	No. of Cycle Mobile and its functioning	No. of Foot Patrolling and their functioning

38. Bank Guard :

- (i) How many Banks are there in PS area ?
- (ii) Do all the Banks possess CCTV coverage ?
- (iii) Do all the Banks possess siren system ?
- (iv) What was the last date of meeting with all the Branch Managers of different Banks under PS area ?
- (v) Has patrolling introduced during the Banking hours ?
- (vi) Is special guard given for heavy cash movement ?

Observations and instructions of Inspecting Officer :

39. Hot Spots :

HOT SPOTS (COMMUNAL), (INDUSTRIAL), (CRIMINAL), (POLITICAL), (EVE-TEASING), (STUDENT AGITATION), (ROAD ACCIDENT) ETC. :

Place :	Issue :
Place :	Issue :
Place :	Issue :
Place :	Issue :
Place :	Issue :
Place :	Issue :
Place :	Issue :

40. PS Traffic Unit

- (i) What is the pattern of deployment of personnel for traffic duty ?
- (ii) How many personnel are deployed in traffic duty ?
- (iii) What are the type of equipments available in the PS for the traffic purpose ?
- (iv) Are traffic signals and traffic post available at important crossings ?
- (v) How many M.V. prosecutions have been submitted by the officers during the year and last year?
- (vi) What are the accident prone areas under the PS jurisdiction ?
- (vii) What are the corrective measures taken ?

Observations and instructions of Inspecting Officer :

41. Training :

Particulars	SI	ASI	Const.	LC	HG/NVF
Total Strength					
No. of persons who have not done musketry practice in last 2 years.					
No. of persons who have not undergone any training in last 5 years. (Categorise In-service, promotional, specialised and any other)					
No. of persons who have not undergone Computer Training in last 2 years					

42. Computer :

(a) Computer knowing Police personnel :

Rank	Actual Strength	Computer knowing
Inspector		
SI		
ASI		
Constable		
LC		

(b) Detailed description of number & condition of Computers available :

(c) Please give details about the present status of implementation of CCTNS Project :

Observations and instructions of Inspecting Officer :

43. Village Police and Civic Volunteer Force :

(i) Please give details about the number of Village Police and their utilisation pattern.

- (ii) Please give also details about the number of Civic Volunteer Force and their utilisation pattern.
 - (iii) Is there any Register showing the Name, address, contact No, place of duty, Nature of duty of the Village Police /Civic Volunteer Force?
 - (iv) Is any performance report of Village Police / Civic Volunteer Force available in the PS ?
 - (v) Please give details of the mechanism to supervise the duty of Civic Volunteer Force /Village Police.
 - (vi) Whether any Register /File is being maintained on day to day basis to reflect the supervision of the duty of the Civic Volunteer Force / Village Police?
 - (vii) Whether the report on the supervision of the duty of Civic Volunteer Force /Village Police has been regularly seen by the Officer-in-charge?
 - (viii) What actions/ corrective measures have been taken against the defaulting personnel ?
-
-

44. Personal interview of officers and men:

- (i) Has every member of the PS been examined about his knowledge, knowledge of weapons etc, police procedure, duties as per PRB, knowledge of PS area? Please give necessary instructions.
-
-

45. Status and facilities of Police Station :

- (i) Is CCTV facility available in the PS ?
 - (ii) Who looks after this system?
 - (iii) Is Generator facility available at the PS ?
 - (iv) Is Xerox Machine available at the PS ?
 - (v) Is Waiting Room available at the PS ?
 - (vi) Is drinking water for visitors available at the PS ?
 - (vii) What is the condition of Waiting Room and waiting area ?
 - (viii) Is PS compound illuminated or not ?
 - (ix) Whether games and sports facilities like Carrom, Volley-ball, Badminton and others are available in the PS compound ?
 - (x) Is there any garden in the PS compound ?
-
-

Observations and instructions of Inspecting Officer :

46. For LWE affected Police Station :

- (i) If PS is located in an LWE affected area, what measures have been taken ?
 - (ii) Does the PS possess high Sadar Gate ?
 - (iii) Is the PS surrounded by high brick-wall ?
 - (iv) Whether the boundary wall has barbed wire fencing on the top ?
 - (v) Is double Sentry posted with at least one armed with automatic weapon ?
 - (vi) If one Sentry post is on the rooftop, is this post accessible from inside the PS ?
 - (vii) Are search lights available with the Sentries and especially with the post located on the rooftop ?
 - (viii) Are the main electrical points connected with generator ?
 - (ix) How many morchas are there to ensure all round defence ?
-
-

Observations and instructions of Inspecting Officer :

47. Police Camp :

Name of Police Camp	Whether SAP or DAP	Strength				General function
		Ar.ASI	Const.	HG	NVF	

- (i) Is there any camp that can be withdrawn ?
-
-

48. Profile / Data Bank :

Is the Data Bank being maintained at the PS ? It should contain Information and contact details about Schools, Colleges, Hospitals, Bus Terminus, Petrol pumps, Industries, Nursing Home, Cinema Hall, Banks, Ambulance, Doctors, Blood Bank, Prominent Leaders, NGOs, Social ,Prominent Leaders, Religious Heads, Big Temple, Big Mosque, Stadium, Hotels, Resorts, Tourist Spot, Important business place, Vital Government Installations Such as Telephone

Exchange, Power Distribution centre, Railway Stations etc.

This data should also have contact details of at least five members of all villages in the PS jurisdiction, details of village police, details of Civic Volunteers village wise, Communally sensitive pockets etc.

The Inspecting Officer should scrutinise the Data Bank, comment on its maintenance and give useful suggestions.

49. Good Work Done by Police :

(i) Has any Police personnel done any good work since the last inspection ?

If yes, please give details.

50. Samanway Committee :

(i) Is there any Samanway Committee formed at PS ?

If formed, please give details.

51. Communication System :

(i) Is PS RT system functioning properly ?

(ii) Is there any separate room for RT ?

(iii) Who are manning the RT sets ?

(iv) Are there any "grey" areas of the PS jurisdiction where communication is a problem.

52. Vital Installations :

Name of vital Installation	No. of Vital Installations	How these Installations are protected
Telephone Exchange		
Railway Station		
Power Distribution Centre		
Bridge		
Hospital		
Big Temple		
Mosque		

53. Outturn of Work :

Name Officer	Days on Tour		Nighth Rounds	Cases Investi gated	BC visits	RG contacts	Enquiries conducted	Arrest			Seizure	Defaults detc- ted
	C	P						SC	N	W		

54. Duty Roster : [PRB Regulation No. 373 & 908]

- (i) Has the distribution of duties to all the personnel been equitable?
- (ii) Who are the habitual absentees and what action was taken against them?
- (iii) Are the Duty Roster of officers and force maintained properly ?

Please check.

55. Community Policing [Police Order No. 7 of 1976 and Police Order No. 6 of 2009] :

- (i) Are the programmes for Community Policing taken up or not ?
Please give details about the programme of Community Policing.

Month	Details of Programme

56. Agricultural Disputes :

- (i) Is there any agricultural dispute / other dispute under PS area ? If so, please give details.

Observations and instructions of Inspecting Officer :

57. Intelligence collection and other points of OC [Police Order No. 7 of 2004] :

- (i) It is assumed that the " function of the OC of the PS as principal intelligence officer" Please give some instance of intelligence collection by OC.
- (ii) Does the OC keep in touch with NGOs regarding drug related issues, human trafficking, child welfare and rescue and also Shelter Homes etc.

(iii) Does OC contact local DDI regarding crime matters?

58. 100 Dial help line facility and other facility [Police Order Nos. 14 of 2004 & 16 of 2004]:

- (i) Is there 100 dial help line facility in the PS?
- (ii) Is there separate complaint box at PS?
- (iii) Is Women and Children Desk functioning well or not?

59. Weeding :

- (i) Are the old records destroyed as per rules ?
- (ii) Are the files weeded ?

60. General :

Overall functioning of the PS as well as officers and men.

Concluding observations and instructions of Inspecting Officer :

INSPECTION OF CI OFFICE

PART-I: FORMAT FOR INSPECTION OF C.I.'s OFFICE

1. THE OFFICE OF THE CIRCLE INSPECTOR

1. Brief History of Inspection of C.I.'s office :

2. Parade / Turnout :

Observations and instructions of Inspecting Officer :

3. Representations :

Observations and orders of Inspecting Officer :

4. (a) Disposition (Strength : Sanctioned / Actual) :

OUTSIDE FORCE

- (b) Due for Transfer :

(c) Disposition List :

Observations and instructions of Inspecting Officer :

5. Accommodation, Land and Buildings :

Observations and instructions of Inspecting Officer :

6. Crime Map / Circle Chart / Hanging Chart and others :

7. Government Property :

Observations and instructions of Inspecting Officer :

8. Correspondence Registers:

Observations and instructions of Inspecting Officer :

9. Inspector's Note Book :

Observations and instructions of Inspecting Officer:

10. Crime Index : [PRB Regulation No. 194]

Observations and instructions of Inspecting Officer :

11. 2nd PR of Pending SR Cases :

12. Reward & Punishment Register :

Observations and instructions of Inspecting Officer :

13. Police Drivers and Vehicles :

Observations and instructions of Inspecting Officer :

14. Computer :

(a) Computer knowing Police personnel in the C.I.'s office :

(b) Detailed description of number & condition of Computers available, with peripherals :

Observations and instructions of the Inspecting Officer :

15. Status and facilities of Circle Inspector's Office :

Observations and instructions of the Inspecting Officer :

16. For C.I.'s Office situated in LWE - affected area :

Observations and instructions of Inspecting Officer :

17. RT System :

18. Activity of Circle Inspector (outturn of Circle Inspector):

Observations and instructions of Inspecting Officer :

II. THE JURISDICTION OF THE CIRCLE INSPECTOR

19. Correspondence in the Circle :

Receipt Side

Despatch Side

Petitions

Observations and instructions of Inspecting Officer :

20. MOB & IOB :

Statement of IOB's

Statement of MOB's

Observations and instructions of Inspecting Officer :

21. G.D. File :

Observations and instructions of Inspecting Officer :

22. Personal Diaries :

Observations and instructions of Inspecting Officer :

23. Crime :

(a) SR Cases

Observations and instructions of Inspecting Officer :

(b) Pending SR Cases :

Observations and instructions of Inspecting Officer :

(c) Crime under different Heads :

Observations and instructions of Inspecting Officer :

24. Warrant of Arrest Register :

Observations and instructions of Inspecting Officer :

25. Non-FIR Prosecutions :

Observations and instructions of Inspecting Officer :

26. Trial Monitoring :

Observations and instructions of Inspecting Officer :

27. General :

Observations and instructions of Inspecting Officer :

PART-II:ANNEXURE FOR INSPECTION OF CI'S OFFICE

I. THE OFFICE OF THE CIRCLE INSPECTOR

1. Brief History of Inspection of C.I.'s office :

- (i) Indicate names of inspecting officers who conducted the last two inspections? Include dates.
- (ii) Have the previous instructions given by Inspecting Officers been complied with ? If not, What has been the difficulty in doing so ? Please give instructions for follow-up on pending action.
- (iii) Is there any "Action Taken" note in the margin ? Has the Action Taken Report been sent to the concerned officer ?
- (iv) Please review the short inspections and the supervision notes made in the Inspection Register by the SDPO / superior officers.

2. Parade / Turnout :

- (i) How many officers and men fell in at the Parade ?
- (ii) How was the turnout of the officers and men ?
- (iii) How were the words of command of the CI during the time of Inspection Parade ?

Observations and instructions of Inspecting Officer :

3. Representations :

- (i) Representations submitted if any, and for what reason ?
- (ii) Were the representations justifiable ?

Observations and instructions of Inspecting Officer :

4. Disposition (Strength : Sanctioned / Actual) :

(a)

Actual Strength			Sanctioned Strength					
	Unit	Unit type	ASI	Const. /LC	PD	ASI	Const. /LC	PD

Please collect G.O No. of the sanctioned strength and G.O No. of the establishment of the unit.

OUTSIDE FORCE						
Name & Remarks (No. of	Strength/ Location	SAP (No. Head	DAP (NO. of Heads)	OR (No. of Heads)	NVF/HG/ of Heads)	Utility/ BWHG
					Heads)	

(b) Due for Transfer :

(i) Is there any officer or other person due for transfer ?

(ii) What action was taken by the C.I. ?

Please give details about the officers and men who are due for transfer :

Sl. No.	Name of the officers & men	Date of joining at the Unit	Concerned D.O reference
1			
2			

3

(c) Disposition List :

(i) Whether Disposition List of the C.I.'s office is updated or not ?

(ii) Whether Blood Groups of the Police personnel have been mentioned or not ?

- (iii) Whether GPF A/C numbers and contact numbers of the Police personnel have been written or not ?
 - iv) Whether basic pay, Home address with family contact numbers, nominee and Date of Birth have been mentioned or not ?
-
-

Observations and instructions of Inspecting Officer :

5. Accommodation, Land and Buildings :

- (i) Have you physically inspected the land, boundary pillars, and the condition existing buildings?
 - (ii) Have you visited the C.I.'s Office premises to observe cleanliness and maintenance of building?
 - (iii) Have you checked the particulars of the repairs and whether the entry of the same has been made in the Register or not?
 - (iv) Have you checked the land and building register?
 - (v) Is the Circle Inspector maintaining Registers and Files regarding Land and Buildings ?
 - (vi) What is the Khatian No., JL No., Dag No.?
 - (vii) Whether the Building of the C.I.'s office is rented / owned / others ?
If rented, rent slip to be checked, whether it was kept in a file or not?
Whether rent payment has been made regularly ?
 - (viii) Whether the C.I.'s office compound is well bounded or not ?
Any repairs required ?
-
-

Observations and instructions of Inspecting Officer :

6. Crime Map / Circle Chart / Hanging Chart and others :

- (i) Is the Map of the Circle area available at the C.I.'s Office or Not?
- (ii) What is the area of the Circle ?
- (iii) Are hanging charts (Regarding Criminals, Vital installation etc.) available or not ?

7. Government Property :

- (i) Have the Government properties list been authenticated or not?
- (ii) When were the RI List and Head Clerk List last authenticated ?
- (iii) What was the last date of authentication of RI's List ?
Please check physically as per last authentication and what is the result ?
- (iv) Have the RI's List for miscellaneous articles been authenticated properly ?
Please check physically and what is the result ?
- (v) Have RI and HC physically visited the C.I.'s Office and checked every item?

Observations and instructions of Inspecting Officer :

8. Correspondence Registers:

- (i) Are the Receipt Register and Despatch Register up-to-date ?
- (ii) Are the pending list (Receipt side) and pending list (Despatch side) up-to-date ?
- (iii) Whether noting of R/NR (Returnable / Non-Returnable) is mentioned in pending list or not ?
- (iv) Has sample check been done to cross check Receipt and Despatch side ?
- (v) How many papers are pending in Part – I and Part – II (whose returnable date has expired) ?
- (vi) Whether brief subject matter has been written in all Correspondence Registers or not ?
- (vii) Is the rate of disposal of papers satisfactory or not ?
- (viii) Why are the oldest five papers in Part – I pending ?
- (ix) Why are the oldest five papers in Part – II pending ?

Observations and instructions of Inspecting Officer :

9. Inspector's Note Book : [PRB Regulation No. 193]

- (i) Is Inspector's Note Book available in C.I.'s office ?
 - (ii) Does C.I. make entries in the Inspector's Note Book on a regular basis ?
-
-

Observations and instructions of Inspecting Officer :

10. Crime Index : [PRB Regulation No. 194]

- (i) Are all the entries made properly in the Crime Index ?
 - (ii) Are all Crime Indices available for the last ten years in C.I.'s office ?
 - (iii) Is Crime Index maintained properly or not ?
 - (iv) Are CDs submitted by the officers in a bunch ?
 - (v) In how many cases are the officers not submitting even a single CD ?
 - (vi) What action has been taken by C.I. against those officers ?
 - (vii) In how many cases C.I. did not issue any IOB while the concerned IO did not submit up-to-date CD ?
 - (viii) How many cases Charge Sheets have been shown submitted by the concerned IO, but Charge Sheet has not reached C.I.'s office ?
 - (ix) What action was taken by the C.I. in this respect ?
-

Sl. No.	Case Reference	Name of the IO	CD submitted upto, with date	Reason of pendency	Instructions given

Observations and instructions of Inspecting Officer :

11. 2nd PR of Pending SR Cases :

11. 2nd PR of Pending SR Cases

Please collect the following points and analyse the causes of delay in sending the PR - II to the concerned unit, if any.

Year	Case Reference	Sent within 15 days	Sent between 02 weeks to 01 Month	Sent between 01 Months to 02 Months	Sent between 02 Months to 03 Months	Sent after 03 Months

- (i) Whether relevant, necessary instructions regarding Seizure, Sealing and labelling, arrangement for recording statements u/s 164 Cr.P.C have been given or not ?
- (ii) Whether necessary instructions for sending the alamsats to CFSL for obtaining expert opinion have been given or not, in cases of Murder, Rape etc. where applicable ?
- (iii) In cases of death due to poison, whether instructions for sending the Viscera to Chemical Examiner have been given or not ?
- (iv) Whether necessary instructions have been given to apply Scientific Aids to Investigation in the cases where applicable ?
- (v) In cases where phone numbers / mobile phones are concerned, whether instructions for using Information Technology to collect IMEI number, CDR, CDR analyses, Voice Sample Matching have been given or not ? What about surveillance ?

Please check some copies of PR-II and find out whether all the necessary instructions have been given or not, according to the case.

12. Reward & Punishment Register :

Please collect the statement of Rewards which was submitted by Circle Inspector of this Circle for the last three years and upto the date.

Period	Total Rewards	Head-wise						Total Persons
		Inspector	SI	ASI	Constable	HG	NVF	
Three Years Back								
Two Years Back								
One Year Back								
Upto Current Year								

Please collect the statement of Punishment submitted by Circle Inspector during the last three years and upto the date.

Period	Total Rewards	Head-wise						Total Persons
		Inspector	SI	ASI	Constable	HG	NVF	
Three Years Back								
Two Years Back								
One Year Back								
Upto Current Year								

- (i) Is the Reward Roll received from Police Station being entered in the Reward Register?
- (ii) Has a separate file been maintained to keep the copies of Reward Rolls ?
- (iii) How many Reward Rolls have been initiated by C.I. during the last three years ?
- (iv) Have final orders of the Reward Rolls been mentioned in the Reward Register ?
- (v) How many Punishments have been initiated by the C.I. during the last three years ?
- (vi) Have final orders of the Punishment been mentioned in the Punishment Register ?
- (vii) Has DO been passed on rewards & punishment and DO number entered in the Register ?

Observations and instructions of Inspecting Officer :

13. Police Drivers and Vehicles :

- (i) How many Police Drivers and Constable Drivers are there in the C.I.'s office ?
- (ii) How many vehicles are available in the C.I.'s office ?
- (iii) Please give also the type, registration No. and age of the vehicle.
Please give details about the present condition of the vehicles.
- (iv) Please give also the fuel consumption and maintenance charge of the vehicles on average, for last 3 years.
- (v) Are logbooks properly maintained ?

Observations and instructions of Inspecting Officer :

14. Computer :

- (c) Computer knowing Police personnel in the C.I.'s office :

Rank	Computer - knowing (Yes or No)
Inspector	
SI	
ASI	
Constable	
LC	

- (d) Detailed description of number & condition of Computers available, with peripherals :

Observations and instructions of Inspecting Officer :

15. Status and facilities of Circle Inspector's Office :

- (i) Is Generator facility available in the C.I.'s office ?
- (ii) Is Xerox Machine available in the C.I.'s office ?
- (iii) Is a Waiting Room available in the C.I.'s office ?
- (iv) Is drinking water for visitors available in the C.I.'s office ?
- (v) What is the condition of Waiting Room and waiting area ?
- (vi) Is C.I.'s office compound illuminated or not ?
- (vii) Is there any garden in the C.I.'s office compound ?

Observations and instructions of Inspecting Officer :

16. For C.I.'s Office situated in LWE - affected area :

- (i) If C.I.'s office is located in an LWE affected area, what security measures have been taken ?
- (ii) Does the C.I.'s Office possess high Sadar Gate ?
- (iii) Is the C.I.'s Office surrounded by high brick-wall ?
- (iv) Whether the boundary wall has barbed wire fencing on the top ?

- (v) Is double Sentry posted with at least one armed with automatic weapon ?
- (vi) If one Sentry post is on the rooftop , is this post accessible from inside the C.I.'s office?
- (vii) Are the search light available with the Sentries and especially on the post located at rooftop ?
- (viii) Are the main electrical points connected with generator ?
- (ix) How many morchas are there to ensure all-round defence ?

Observations and instructions of Inspecting Officer :

17. RT System :

- (i) Does the C.I.'s Office have an RT system ? Is it functioning properly ?
Is there any separate room for RT ?
Who mans the RT ?

18. Activity of Circle Inspector (Outturn of Circle Inspector):

- (i) Has the CI carried out Inspections as per schedule. ? Check his remarks to see if the inspection is thorough and detailed..
- (ii) Have the GDs been field ?
- (iii) Are daily reports being sent on time ?
- (iv) How many visitors are attended by C.I. per day ?
- (v) How many co-ordination meetings were conducted by C.I. with O/Cs in his Circle in last 12 Months?
- (vi) How many times did C.I. visit different P.S.'s in his Circle?
- (vii) How many raids were conducted by C.I in the last 12 Months?
- (viii) How many Law & Order situations were faced by C.I. in last 12 Months ?
- (ix) How much knowledge does the C.I have regarding each Police Station in his Circle ?

Observations and instructions of Inspecting Officer :

II. THE JURISDICTION OF THE CIRCLE INSPECTOR

19. Correspondence in the Circle :

Please collect the comparative statements for the last three years and upto Current Year and analyse them carefully.

Receipt Side

Period	Total No. of Papers Received	No. of Papers Received	No. of Papers Filed in this office	Total No. of Papers Pending	P.S Wise Breakup of Pendency		Remarks
					Name of P.Ss	No. of Papers Pending	
Three Years Back					PS		
					PS		
					PS		
					PS		
					TOTAL		
Two Years Back					PS		
					PS		
					PS		
					PS		
					TOTAL		
One Year Back					PS		
					PS		
					PS		
					PS		
					TOTAL		
UP TO ...Current Year					PS		
					PS		
					PS		
					PS		
					TOTAL		

Despatch Side

Period	Total No. of Papers Despat ched	Total No. of Papers Issued to PSs	Total No. of Papers Returned	Total No. of Papers N/A and File	Total No. of Papers Pending at PSs	Name of PSs	No. Papers Pending			Total	Remarks
							Peti tion	Job	Mob		
Three Years Back						PS					
						PS					
						PS					
						PS					
						TOTAL					
Two Years Back						PS					
						PS					
						PS					
						PS					
						TOTAL					
One Year Back						PS					
						PS					
						PS					
						PS					
						TOTAL					
UP TO ...Cur rent Year						PS					
						PS					
						PS					
						PS					
						TOTAL					

Petitions

Period	No. of Petition Issued	No. of Petition returned	No. of Petition Pending	Name of PSs	Breakup of Pendency		No. of Papers for N/A	Pending
					Issued	Returned		
Three Years Back								
				Total				
Two Years Back								
				Total				
One Year Back								
				Total				
Upto.... Current Year								
				Total				

-
- (i) Which Police Stations have the maximum pendency of papers in the Circle ?
 - (ii) What action was taken by CI against the concerned Police officers ?
 - (iii) What sincere action was taken to bring down the pendency ?
 - (iv) How many times has CI given instructions to the O/Cs in his Circle to dispose of pending papers within a time limit ?
 - (v) Is there any result found of that instruction ?

Observations and instructions of Inspecting Officer :

20. MOB & IOB :

Collect the statement of MOB and IOB of the Circle for the last three years and upto current year and analyse them.

Statement of IOB's

Period	No. of IOB's Issued	No. of IOB's Returned	No. of IOB's Pending	Name of the PSs	PS-wise Breakup of Pendency		
					Issued	Returned	Pending
Three Years Back							
				Total			
Two Years Back							
				Total			
One Year Back							
				Total			
Upto.... Current Year							
				Total			

Statement of MOB's

Period	No. of MOB's Issued	No. of MOB's Returned	No. of MOB's Pending	Name of the PSs	PS-wise Breakup of Pendency		
					Issued	Returned	Pending
Three Years Back							
				Total			
Two Years Back							
				Total			
One Year Back							
				Total			
Upto.... Current Year							
				Total			

-
- (i) To which Police Stations have the maximum number of MOB's and IOB's been issued ?
 - (ii) What action was taken by concerned O/Cs to bring down the pending MOB's ?
 - (iii) How many times has CI given instructions to the concerned O/Cs to curb the pendency ?
 - (iv) Please give some specific time to dispose of the pending MOB's and IOB's.
-

Observations and instructions of Inspecting Officer :

21. G.D. File :

- (i) Are all the O/Cs sending duplicate GD on regular basis ?
- (ii) Is the GD filing made in proper way ?
- (iii) Which Police Station has failed to submit the GDs in CI office on regular basis?
- (iv) What action was taken by CI against the defaulting O/C ?

Please collect the statement of GD filing as per following format and analyse them sincerely.

Sl. No.	Name of PS	GD File upto

Observations and instructions of Inspecting Officer :

22. Personal Diaries :

Please collect the statement of PD of the Circle upto current year as follows and analyse them.

Name of PS	Name of the Officers	PD Received up to date

Name of PS	Name of the Officers	PD Received up to date

-
-
- (i) How many officers have not submitted their PDs even for a single day till date ?
 - (ii) How many officers have not submitted their up-to-date PDs ?
 - (iii) What action was taken by the C.I. in both the above - noted matters ?

Observations and instructions of Inspecting Officer :

23. Crime :

(a) SR Cases

Please collect the following figures of SR cases of the Circle for the last three years and upto current year as per following format and comment on them Thana-wise, and give necessary instructions.

Period	Name of PS	Heads of Crime								Total
		Dacoity	Robbery	Murder	498A /306 IPC	498A /302 IPC	498A /304B IPC	Rape	Other SR cases	
Three Years Back										
	Total									
Two Years Back										
	Total									
One Year Back										
	Total									
Upto.... Current Year										
	Total									
Grand Total										

Observations and instructions of Inspecting Officer :

(b) Pending SR Cases :

Please collect the statement of pending SR Cases of the Circle as per following format and analyse them carefully, one by one, and give necessary instructions to develop the case.

Period	Name of PS	Heads of Crime								
		Dacoity	Robbery	Murder	498A /306 IPC	498A /302 IPC	498A /304B IPC	Rape	Other SR cases	Total
Three Years Back										
	Total									
Two Years Back										
	Total									
One Year Back										
	Total									
Upto... Current Year										
	Total									
Grand Total										

Observations and instructions of Inspecting Officer :

(d) Crime under different Heads :

Please collect the statement of crime under different heads of the Circle for the last three years and upto current year as per the following format and analyse them .

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks
					Case	Person			
1	Dacoity	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
2	Robbery	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
3	Burglary	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks
					Case	Person			
4	Theft	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
5	Murder	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
6	Calpable Homicide not amounting to murder u/s 304 IPC	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks
					Case	Person			
7	Rioting	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
8	Crime Against Women	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
9.	Arms Act	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/ FRMF/ Non Cog. Etc.	Pending with Police Station	Remarks
					Case	Person			
10	399/402 IPC	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
11	NDPS Act	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
12	Information Technology Act	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks
					Case	Person			
13	Extortion	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
14	Kid-napping for Ransom	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
15	Human Trafficking	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/ FRMF/ Non Cog. Etc.	Pending with Police Station	Remarks
					Case	Person			
16	White Collar Crime	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
17	POCSO	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							
18	Others	Three Years Back							
		Two Years Back							
		One Year Back							
		Upto.. Current Year							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
19	Total of all each PS	Three Years Back								
		Two Years Back								
		One Year Back								
		Upto.. Current Year								

Observations and instructions of Inspecting Officer :

24. Warrant of Arrest Register :

Please collect the following comparative statement of Warrants of the Circle for the last three years and upto of current year and analyse the figures one by one, and give suitable directions in this respect.

Period	Name of PS	No. of Warrants brought forward at the beginning of the year	No. of Warrants Received during this year	Total Warrants	Total Execution	Total Recall	Total Otherwise Disposal	Total Disposal	Pending at the end of the year
Three Years Back									
	Total								

Period	Name of PS	No. of Warrants brought forward at the beginning of the year	No. of Warrants Received during this year	Total Warrants	Total Execution	Total Recall	Total Otherwise Disposal	Total Disposal	Pending at the end of the year
Two Years Back									
	Total								
One Year Back									
	Total								
Upto... Current Year									
	Total								

- i) How many times did C.I. give instructions to intensify the drive against warrantees to ensure that the pending warrants are reduced?
- ii) Which PS has the highest pendency in Warrants of Arrest?
- iii) What action was taken by C.I. to reduce the pendency?
- iv) What steps has C.I. taken to eradicate possible suppression of W/A in the PS?
- v) What action has been taken to verify the W/A pending list with that of the court records?
- vi) Have both of them been reconciled?

Observations and instructions of Inspecting Officer :

25. Non-FIR Prosecutions :

Please collect the following comparative statement of Non-FIR prosecution of the circle for the last four year and upto.....current year and analyse the figures.

Head	Name of the PSs	Four Years Back		Three Years Back		Two years Back		One Year Back		Upto... of Previous Year		Upto Current Year	
		C	P	C	P	C	P	C	P	C	P	C	P
107 Cr.P.C.													
	Total												
109 Cr.P.C.													
	Total												
110 Cr.P.C.													
	Total												
290 I.P.C.													
	Total												
4 BCLA Act													
	Total												
Gambling Act													
	Total												
M.V. Act													
	Total												
Others													
	Total												

- (i) Which police station in the circle lodged the highest number of prosecutions under Non-FIR head?
- (ii) Which police station has lodged the lowest number of prosecutions under Non-FIR head?
- (iii) What are the reasons for submitting low prosecutions?
- (iv) What action was taken by Circle Inspector to increase prosecutions under Non-FIR head?
- (v) How many times has C.I. given instructions for increasing prosecution under section 290 IPC/34 Police Act?
- (vi) Which Police Station in the circle has launched the lowest number of prosecutions under section 290 IPC/34 Police Act ?
- (vii) How many times has C.I. given written information to concerned superior Police Officers to raise a point in District Monitoring Committee for binding down accused persons against whom Non-FIR prosecutions have been submitted u/s 107 Cr.P.C, 108 Cr.P.C, 109 Cr.P.C, 110 Cr.P.C ?

Observations and instructions of Inspecting Officer :

26. Trial Monitoring :

- i) How many cases are under Trial Monitoring in the circle?
Please collect the following statement as per format and analyse them one by one.

Sl No.	Name of the PS	Case reference	Present Status	Remarks

Observations and instructions of Inspecting Officer :

27. General :

Please comment on the overall functioning of the C.I. as well as O/Cs in the Circle, overall control of the C.I. in the Circle and on the O/Cs, anti-crime work under the leadership of C.I., C.I. as a default finder against the defaulting officers under his control, etc.

Observations and instructions of Inspecting Officer :

INSPECTION OF SDPO'S OFFICE
PART-I: FORMAT FOR INSPECTION OF S.D.P.O.'s OFFICE
THE OFFICE OF THE S.D.P.O.

1. Brief History of Inspection of S.D.P.O.'s office :

2. Parade / Turnout :

Observations and instructions of Inspecting Officer:

3. Representations :

Observations and instructions of Inspecting Officer :

4. Disposition (Strength : Sanctioned / Actual) :

(a)

(b) **Sub-divisional emergency force:**

(c) **Due for Transfer :**

(d) **Disposition List :**

Observations and instructions of Inspecting Officer :

5. Accommodation, Land and Buildings :

Observations and instructions of Inspecting Officer :

6. Sub-divisional Map / Crime Chart / Hanging Chart and Others:

7. Government Property :

Observations and instructions of Inspecting Officer :

8. Correspondence Registers:

Observations and instructions of Inspecting Officer :

9. Orderly Room :

(a) Orderly Room Part I-

(b) Orderly Room Part-II

Observations and instructions of Inspecting Officer :

10. Fortnightly DO

11. Reward & Punishment Register :

Reward

Punishment

Observations and instructions of Inspecting Officer :

12. SDPO's Note Book

13. Police Drivers and Vehicles :

Observations and instructions of Inspecting Officer :

14. Computer :

(a) Computer knowing Police personnel in the S.D.P.O.'s office :

(b) Detailed description of number & condition of Computers available, with peripherals :

Observations and instructions of Inspecting Officer :

15. Status and facilities of S.D.P.O.'s Office :

Observations and instructions of Inspecting Officer :

16. For S. D .P. O. 's Office situated in LWE - affected area :

Observations and instructions of Inspecting Officer :

17. RT System :

18. Activity of Sub-divisional Police Officer:

Observations and instructions of Inspecting Officer :

THE JURISDICTION OF THE S.D.P.O.

19. Correspondence in the Sub-division :

(a) Papers received and despatched:

(b) Pending papers list :

Observations and instructions of Inspecting Officer :

20. Crime :

(a) SR Cases /Pending SR Cases:

(b) Crime under different Heads :

Observations and instructions of Inspecting Officer :

Observations and instructions of Inspecting Officer :

21. Warrant of Arrest Registers :

Observations and instructions of Inspecting Officer :

22. Non-FIR Prosecutions:

Observations and instructions of Inspecting Officer :

23. Trial Monitoring :

Observations and instructions of Inspecting Officer :

24. CCTNS

25. GD FILING

26. General :

Observations and instructions of Inspecting Officer :

PART-II:ANNEXURE FOR INSPECTION OF SDPO'S OFFICE
THE OFFICE OF THE S.D.P.O.

1. Brief History of Inspection of S.D.P.O.'s office :

- (i) Indicate names of Inspecting Officers who conducted the last two inspections? Include dates.
 - (ii) Have the previous instructions given by Inspecting Officers been complied with ? If not, what has been the difficulty in doing so ? Please give instructions for follow-up on pending action.
 - (iii) Is there any "Action Taken" note in the margin ? Has the Action Taken Report been sent to the concerned officer ?
 - (iv) Please review the short inspections and the supervision notes made in the Inspection Register by superior officers.
-
-

2. Parade / Turnout :

- (i) How many officers and men fell in at the Parade ?
 - (ii) How was the turnout of the officers and men?
 - (iii) How were the wards of command of the SDPO during the time of Inspection Parade ?
-
-

Observations and instructions of Inspecting Officer:

3. Representations :

- (i) Representations submitted if any, and for what reason?
 - (ii) Were the representations justifiable?
-
-

Observations and orders of Inspecting Officer :

4. (a) Disposition (Strength : Sanctioned / Actual) :

Unit	Sanctioned Strength					Actual Strength				
	SI	ASI	Const /LC	NVF/ HG/ BWHG/ LHG	PD	SI	ASI	Const /LC	NVF/ HG/ BWHG/ LHG	PD

Please collect G.O No. of the sanctioned strength.

(b) Sub-divisional emergency force :

Unit	Sanctioned Strength					Actual Strength				
	SI	ASI	Const /LC	NVF/ HG/ BWHG/ LHG	PD	SI	ASI	Const /LC	NVF/ HG/ BWHG/ LHG	PD

- (i) What types of Arms and Ammunitions are used by the force of EF Line?
- (ii) Are they provided with Lathi, Dhal, Gas, Helmet and Less Lethal Munitions (Tear Gas, Rubber Bullets etc.) during the time of any Law & Order duty?
- (iii) How many vehicles have been provided to the Emergency Force for duty?

(c) Due for Transfer :

- (i) Is there any officer or other person due for transfer?
- (ii) What action was taken by the S.D.P.O.?

Please give details about the officers and men who are due for transfer :

Sl. No.	Name of the officers & men	Date of joining the unit	Concerned D.O. reference
1.			
2.			
3.			

(d) Disposition List :

- (i) Whether Disposition List of the S.D.P.O.'S office is updated or not?

- (ii) Whether Blood Groups of the Police personnel have been mentioned or not ?
- (iii) Whether GPF A/C numbers and contact numbers of the Police personnel have been written or not ?
- (iv) Whether basic pay, Home address with family contact numbers, nominee and Date of Birth have been written or not ?

Observations and instructions of Inspecting Officer:

5. Accommodation, Land and Buildings :

- (i) Have you physically inspected the land, boundary pillars, and the existing buildings?
- (ii) Have you checked the land and building register?
- (iii) Have you checked the particulars of the repairs and whether the entry of the same has been made in register or not?
- (iv) Have you visited the S.D.P.O.'s Office premises to observe cleanliness and maintenance of building?
- (v) Is the Sub-divisional Police Officer maintaining Registers and Files regarding Land and Buildings ?
- (vi) What is the Khatian No., JL No., Dag No. ?
- (vii) Whether the Building of the S.D.P.O.'s office is rented or owned or others ?
If rented, rent slip to be checked, whether it was kept in a file or not? whether rent payment has been made regularly ?
- (viii) Whether the S.D.P.O.'s office compound is bounded or not ?
- (viii) Any repairs required ?

Observations and instructions of Inspecting Officer:

6. Sub-divisional Map / Crime Chart / Hanging Chart and Others:

- (i) Is the Map of the Subdivision area available at the S.D.P.O.'s Office or not?
 - (ii) What is the area of the Sub-division?
 - (iii) Are hanging charts (Regarding Criminals, Vital installations etc.) available or not ?
-
-

7. Government Property :

- (i) When were the RI List and Head Clerk List last authenticated ?
 - (ii) What was the last date of authentication of RI's List ?
 - (iii) Please check physically as per last authentication and what is the result ?
 - (iv) Have the RI's List for miscellaneous articles been authenticated properly ?
 - (v) Please check physically and what is the result ?
 - (vi) Have RI and HC physically visited the S.D.P.O.'s Office and checked every item?
-
-

Observations and instructions of Inspecting Officer :

8. Correspondence Registers:

- (i) Are the Receipt Register and Despatch Register up-to-date ?
- (ii) Whether noting of R/ NR (Returnable / Non-Returnable) is mentioned in pending list or not ?
- (iii) Has a sample check been done to cross check Receipt and Despatch side ?

- (iv) How many papers are pending whose returnable date has expired ?
- (v) Whether brief subject matter has been written in all Correspondence Registers or not ?
- (vi) Is the rate of disposal of papers satisfactory or not ?
- (vii) Why are the oldest five papers pending in pending Register?

Observations and instructions of Inspecting Officer :

9. Orderly Room :

- (a) Please collect the figures as per the following chart and analyse them.

Orderly Room Part - I

Period	Total no of persons dealt in OR	Proceeding	Censure	Censure & EOL	Let off	Demobilised (for HCs)	Other
Three Years Back							
Two Years Back							
One Year Back							
Upto of Previous Years							
Upto of Current Year							

(b) **Orderly Room Part - II**

Sl. No.	Period	No. of persons appeared
1.	Three Years Back	
2.	Two Years Back	
3.	One Year Back	
4.	Upto of Previous Year	
5.	Upto of Current Year	

- (i) Are both the Registers i.e. Part - I and Part - II maintained properly?
- (ii) Have the DO Nos. been written in the Register?
- (iii) If any report has been sent to superiors, has the fate of that report been noted in the Register?
- (iv) Analyse/Examine the types of defaults being dealt with in OR-I (whether for unauthorized absence/overstayal / lapses in investigation/ misconduct/negligence. etc.?)
- (v) On how many occasions did SDPO interact with the Constables/ASIs/ SIs to know their problems or grievances informally during the last six months and what action did he take to address them?

Observations and instructions of Inspecting Officer :

10. Fortnightly DOs

- (i) Have fortnightly DOs been submitted in time ?
- (ii) What is the kind of information contained in the Fortnightly DO ?

11. Reward & Punishment Register :

Please collect the comparative statement of Rewards and punishments for the last three years and upto..... current year and analyse them and give suitable suggestions .

Reward

Period	Total Entries	Reward Recommended					Final Order Received					Final Order Pending				
		Inspector	S.I	A.S.I	Const.	H.G/NVF /BWHG	Inspector	S.I	A.S.I	Const.	H.G/NV F/BWHG	Inspector	S.I	A.S.I	Const.	H.G/NV F/BWHG
		Three Years Back														
Two Years Back																
One Years Back																
Upto ... of Previous Years																
Upto ... of Current Year																

Punishment

Period	Total Entries	Punishment Recommended					Order Received					Order Pending				
		Inspector	S.I	A.S.I	Const.	H.G/NVF /BWHG	Inspector	S.I	A.S.I	Const.	H.G/NV F/BWHG	Inspector	S.I	A.S.I	Const.	H.G/NV F/BWHG
		Three Years Back														
Two Years Back																
One Year Back																
Upto ... of Previous Year																
Upto ... of Current Year																

-
- (i) Are the Reward Rolls received from Police Station being entered in the Reward Register?
 - (ii) Has a separate file been maintained to keep the copies of Reward Rolls?

- (iii) How many Reward Rolls have been initiated by S.D.P.O. during the last three years?
- (iv) Have final orders of the Reward Rolls been mentioned in the Reward Register?
- (v) How many Punishments have been initiated by the S.D.P.O. during the last three years?
- (vi) Have final orders of the Punishments been mentioned in the Punishment Register?
- (vii) Have DO numbers been collected and entered in the Register?
- (viii) Whether the rewards are mostly of routine nature or for specific good work done?

Observations and instructions of Inspecting Officer :

12. SDPO's Note Book

- (i) Is SDPO's Note Book maintained?
- (ii) Are entries made of all important incidents?

13. Police Drivers and Vehicles :

- (i) How many Police Drivers and Constable Drivers are there in the S.D.P.O.'s office?
- (ii) How many vehicles are available in the S.D.P.O.'s office?
- (iii) Please give also the type, registration No. and age of the vehicle.
- (iv) Please give details about the present condition of the vehicles.
- (v) Please give also the fuel consumption and maintenance charge of the vehicles on average, for last 3 years.
- (vi) Have entries been made in the log book?

Observations and instructions of Inspecting Officer :

14. Computer :

(a) Computer knowing Police personnel in the S.D.P.O.'s office :

Rank	Computer - knowing (Yes or No)
S.D.P.O.	
Inspector	
SI	
ASI	
Constable	
LC	

(b) Detailed description of number & condition of Computers available, with peripherals:

Observations and instructions of Inspecting Officer :

15. Status and facilities of S.D.P.O's Office :

- (i) Is Generator facility available in the S.D.P.O.'s office?
- (ii) Is Xerox Machine available in the S.D.P.O.'s office?
- (iii) Is a Waiting Room available in the S.D.P.O.'s office?
- (iv) Is drinking water for visitors available in the S.D.P.O.'s office?
- (v) What is the condition of Waiting Room and waiting area?
- (vi) Is S.D.P.O.'s office compound illuminated or not?
- (vii) Is there any garden in the S.D.P.O.'s office compound?

Observations and instructions of Inspecting Officer :

16. For S. D .P. O. 's Office situated in LWE - affected area :

- (i) If S.D.P.O.'s office is located in an LWE affected area, what security measures have been taken?

- (ii) Does the S.D.P.O.'s Office possess high Sadar Gate ?
- (iii) Is the S.D.P.O.'s Office surrounded by high brick-wall ?
- (iv) Whether the boundary wall has barbed wire fencing on the top ?
- (v) Is double Sentry posted with at least one armed with automatic weapon ?
- (vi) If one Sentry post is on the rooftop , is this post accessible from inside the S.D.P.O.'s office?
- (vii) Are the search lights available with the Sentries and especially on the post located at rooftop ?
- (viii) Are the main electrical points connected with generator ?
- (ix) How many morchas are there to ensure all-round defence ?

Observations and instructions of Inspecting Officer :

17. RT System :

- (i) Is the S.D.P.O.'s office RT system functioning properly?
- (ii) Is there any separate room for RT?

18. Activity of Sub-divisional Police Officer:

- (i) Has SDPO carried out inspections as per schedule ?
- (ii) Have inspection remarks been sent ?
- (iii) How many visitors are attended to by S.D.P.O per day ?
- (iv) How many co-ordination meetings were conducted by S.D.P.O with C.I. and O/Cs in his Sub-division in last 12 Months? Have Minutes been issued ?
- (v) How many times did S.D.P.O. visit different P.S.'s in his Sub-division?
- (vi) How many raids were conducted by S.D.P.O. in the last 12 Months?
- (vii) How many Law & Order situations were faced by S.D.P.O. in last 12 Months ?

- (viii) How much knowledge does the S.D.P.O. have regarding each Police Station in his Sub- division ?
- (ix) Has he attended the trial of any important case ?
- (x) How many night rounds before midnight, after midnight were conducted by SDPO in the last one year?
- (xi) How many Nakas / Units were checked by SDPO in the last one year?
- (xii) How many defaults were detected by SDPO in the last one year?
- (xii) Whether SDPO has supervised all SR cases and submitted supervision note?

Observations and instructions of Inspecting Officer :

THE JURISDICTION OF THE S.D.P.O.

19. Correspondence in the Sub-division :

(a) Papers received and despatched:

Please collect the comparative statements as per Format, analyse them and give suggestions.

Sl No.	Period	Papers Received	Papers Despatched
1	Three Years Back		
2	Two Years Back		
3	One Year Back		
4	Upto.... of previous Year		
5	Upto.... of Current Year		

(b) Pending papers list :

Please collect the pendency figures unit-wise as per chart and analyse them.

Name of the PSs/CIs	Received Side			Despatched Side		
	Red	Black	Total	Red	Black	Total
Total						

-
- Which Police Station have the maximum pendency of papers in the Division?
 - What action was taken by S.D.P.O. against the concerned police officers?
 - What sincere action was taken to bring down the pendency?
 - How many times has S.D.P.O. given instructions to the O/Cs in his sub-division to dispose off pending papers within a time limit?
 - Have these instructions borne fruit?
-
-

Observations and instructions of Inspecting Officer :

20. Crime :

(a) SR Cases/Pending SR Cases:

Please collect the statement of SR cases and pending SR Cases of the Sub-division as per following format and analyse them carefully, one by one, and give necessary instructions to develop the case.

Period	Names of PSs	No. of cases reported	Disposed				Total Disposed	Pending with police	
			CS		FRT	FRMF			FRNC/ FRML/ FRF
			C	P					
Three Years Back									
	Total								
Two Years Back									
	Total								
One Year Back									
	Total								
Upto..... of previous Year									
	Total								
Upto..... of Current Year									
	Total								

(b) Crime under different Heads :

Please collect the statement of crime in the Sub-division under different heads for the last three years and up to current year as per the following format and analyse them .

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
1	Dacoity	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
		Upto.. Current Year								
			Total							
		2	Robbery	Three Years Back						
Total										
Two Years Back										
	Total									
One Year Back										
Upto.. Current Year										
	Total									

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
3	Burglary	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							
4	Theft	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks		
					Case	Person					
5	Murder	Three Years Back									
		Two Years Back	Total								
		One Year Back	Total								
		Upto.. Current Year	Total								
		6	Calpable Homicide not amounting to murder u/s 304 IPC	Three Years Back							
				Two Years Back	Total						
One Year Back	Total										
Upto.. Current Year	Total										

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
7	Rioting	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							
8	Crime Against Women	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
9.	Arms Act	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							
10	399/402 IPC	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/ FRMF/ Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
11	NDPS Act	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							
12	Information Technology Act	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
13	Extortion	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							
14	Kid-napping for Ransom	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
15	Human Trafficking	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
		Total								
16	White Collar Crime	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
		Total								
		Total								

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
17	POCSO	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							
18	Others	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							

Sl. No.	Heads of Crime	Period	Name of PSs	Case registered during the period	Charge sheeted		FRT/FRMF/Non Cog. Etc.	Pending with Police Station	Remarks	
					Case	Person				
19	Total of all each PS	Three Years Back								
			Total							
		Two Years Back								
			Total							
		One Year Back								
			Total							
		Upto.. Current Year								
			Total							

Observations and instructions of Inspecting Officer :

Observations and instructions of Inspecting Officer :

21. Warrants of Arrest Registers :

Please collect the following comparative statement of Warrants of the Sub-division for the last three years and upto current year and analyse the figures one by one, and give suitable directions in this respect.

Period	Name of Police Stations	B.F	Received	Total	Disposed off						Total Disposed off	Grand Total	No of W/A Pending		Total Pending	No of W/A as per court records
					Execution		Recall		Others				R	B		
					R	B	R	B	R	B						
Three Years Back																
	Total															
Two Years Back																
	Total															
One Year Back																
	Total															
Upto of previous Year																
	Total															
Upto of Current Year																
	Total															

-
- (i) How many times did S.D.P.O. give instructions to intensify the drive against warrantees to ensure that the pending warrants are reduced ?
- (ii) Which PS has the highest pendency of warrants of arrest ?

- (iii) What action was taken by S.D.P.O. to reduce the pendency ?
- (iv) What steps has S.D.P.O. taken to eradicate possible suppression of W/ A in the PS ?
- (v) How many raids have been held by SDPO ?
- (vi) Reasons for major discrepancy between PS & Court figures of W/A.

Observations and instructions of Inspecting Officer :

22. Non-FIR Prosecutions:

Please collect the following comparative statement of Non-FIR prosecutions of the Sub- division for the last four year and upto.....current year and analyse the figures.

Head	Name of the PSs	Four Years Back		Three Years Back		Two years Back		One Year Back		Upto... of Previous Year		Upto Current Year	
		C	P	C	P	C	P	C	P	C	P	C	P
107 Cr.P.C.													
	Total												
109 Cr.P.C.													
	Total												
110 Cr.P.C.													
	Total												

Head	Name of the PSs	Four Years Back		Three Years Back		Two years Back		One Year Back		Upto... of Previous Year		Upto Current Year	
		C	P	C	P	C	P	C	P	C	P	C	P
290 I.P.C.													
	Total												
4 BCLA Act													
	Total												
Gamb- ling Act													
	Total												
M.V. Act													
	Total												
Others													
	Total												

-
- (i) Which police station in the Sub-division lodged the highest number of prosecutions under Non-FIR head?
- (ii) Which police station has lodged the lowest number of prosecutions under Non-FIR head?
- (iii) What are the reasons for submitting lowest prosecutions?

- (iv) What action was taken by S.D.P.O. to increase prosecutions under Non-FIR head?
- (v) How many times has S.D.P.O given instructions for increasing prosecution under section 290 IPC/34 Police Act?
- (vi) Which Police Station in the Sub-division has launched the lowest number of prosecutions under section 290 IPC/34 Police Act?
- (vii) How many times has S.D.P.O given written information to concerned superior Police Officers to raise a point in District Monitoring Committee for binding down accused persons against whom Non-FIR prosecutions have been submitted u/s 107 Cr.P.C, 108 Cr.P.C, 109 Cr.P.C, 110 Cr.P.C?

Observations and instructions of Inspecting Officer :

23. Trial Monitoring :

Please collect the following statement as per format and analyse them one by one.

Sl. No.	Case Reference	GR No.	SC No.	ST No.	Trial Court	PP/APP with contact Number	Accused Status (AI Bail/CB/JC/ABS)	Next date of hearing

- (i) How many cases are going on under Trial Monitoring in the Sub-division?
- (ii) Are the shadow files of Trial Monitoring maintained or not ?
- (iii) Who gave last opinion regarding Trial Monitoring cases ?

Observations and instructions of Inspecting Officer :

24. CCTNS:

Please give details about the present status of CCTNS in the Subdivision.

25. G.D. Filing :

- (i) Are all the I/Cs sending duplicate GD on regular basis ?
- (ii) Is the GD filing for such PSs done in proper manner ?
- (iii) Which Police Station (I/C Police Station) has failed to submit the GDs to SDPO Office on regular basis?
- (iv) What action was taken by SDPO against the defaulting I/C ?

Analyse the statement of GD filing as per following format

Sl. No.	Name of PS	GD File upto

Observations and instructions of Inspecting Officer :

26. General :

Please comment on the overall functioning of the S.D.P.O., overall control of the S.D.P.O. in the Sub-division and on the O/Cs, CIs, ICs; his anti-crime work, his enforcement of discipline; his accessibility to the public; welfare measures initiated for the force; etc.

Please also give suggestions to S.D.P.O. on the following points-

- (i) To closely supervise the functioning of the PSs, especially prevention of crime measures as well as investigation of cases followed by Trial Monitoring.
- (ii) S.D.P.O. should give instructions to the OCs of his jurisdiction to collect sufficient evidence in the different cases, which may lead to conviction.

- (iii) To ensure that PRs in SR cases are submitted in time and at regular intervals.
- (iv) To pay special attention to the pending cases, disposal of pending papers, disposal of W/A etc.
- (v) To motivate the officers of his Sub-division to gear them up.

Observations and instructions of Inspecting Officer :

WEST BENGAL POLICE DIRECTORATE
BHABANI BHAWAN, ALIPORE, KOLKATA - 700 027

Police Order No. 05 of 2015

Dated: the 22nd June, 2015

Establishment of Sub-Divisional Investigation Cell (SDIC)

Sub-Divisional Investigation Cells will be established in Sub-divisions of all districts of West Bengal Police with the aim of proper Investigation of sensitive, complicated and important cases. The cell will conduct day-to-day investigation in such cases, ensuring a thorough investigation without any delay whatsoever.

The investigation of these cases will be regularly supervised by Circle Inspectors and SDPOs to ensure desired results.

In these cases the evidence shall be properly marshalled, case diaries kept upto date and properly pursued in court, to ensure increased convictions, which will be a major deterrent in controlling crime. The Cell will continue to monitor the case till trial is completed and final memo is received.

The creation of this Cell will also reduce the burden on the officers of the Police Stations, who can concentrate on preventive measures and other law & order issues.

The Cell will be established and function in the following manner.

- (i) Each Sub-division Cell will have 2/3 SIs and if possible an inspector and will work under direct control and supervision of the CI of the sub division concerned.
- (ii) The Superintendent of Police of the District will personally interview and select these officers who should be well versed in the investigation procedure and competent enough to handle the complicated cases independently. Periodically they should be sent for Training Courses on Investigation, to further improve their Investigative Skills.
- (iii) The Circle Inspectors and SDPOs have to supervise these cases on regular basis.
- (iv) The cases to be entrusted to the Cell are to be selected by the SPs on the recommendation of the respective OCs and SDPOs.
- (v) To start with, the S.P. will inspect the functioning of the Cell on a fortnightly basis.
- (vi) Adequate logistic support should be provided to these Cells, as required.
- (vii) Except with the written permission of the SPs, these officers should not be deputed for any other duties.

- (viii) In the case of Sadar Sub-division where Dy. S.P., Hqrs., D&T or Dy. SP, Crime are in-charge of police stations, such cell shall be created in the District Headquarters, under their supervision.
- (ix) The Range DIGs, Zonal IGs & ADG, South Bengal are directed to supervise the setting up and functioning of these cells in their respective jurisdictions.
- (x) The SPs will submit a monthly performance report of these units to DGP through Range DIGs and Zonal IGs.
- (xi) All District SPs should include a column in the out-turn work of SPs, SDPOs and CIs about supervision of cases of SDIC by them in the monthly DO.

This Police Order is in supersession of Police Order No. 16 of 1976 related to "Special Investigation Pool in the District".

**Director General & Inspector General of Police,
West Bengal**

Sub : Amendment in c/w formation of new committee for governing the West Bengal Police Relief & Welfare (Amenities) Fund

In exercise of the power conferred to the undersigned vide Rule-13 of the West Bengal Police Relief & Welfare (Amenities) Fund Rules read with the order dt. 15/06/12 of the then DG & IGP, West Bengal. The Central Committee is re-constituted as mentioned below :

Amendment of Rule- 2

The fund will be administered by a Central Committee comprising the following officers :

1. Director General & Inspector General of Police, West Bengal-President
2. Addl. Director General & Inspector General of Police (Welfare) West Bengal-vice President
3. Deputy Inspector General of Police, intelligence Branch, West Bengal
4. Deputy Inspector General of Police, Armed Police, Barrackpore
5. Deputy Inspector General of Police (P & W), West Bengal-Secretary
6. Superintendent of police, South 24 parganas
7. Superintendent of Government Railway Police, Howrah
8. Representative of Commissioner of Police, Howrah
9. Joint Director (Accounts), West Bengal Police Directorate
10. Special Officer (Welfare), West Bengal Police Directorate

(G.M.P. Reddy)
Director General & Inspector General of Police,
West Bengal

**WEST BENGAL POLICE DIRECTORATE
BHABANI BHAWAN, KOLKATA - 27.**

Police Order No – 7 of 2015

Dated: 7.8.2015

Sub : Monitoring of SC/ST (POA) Act. And PCR Act. cases by CID, West Bengal.

In supersession of all previous orders on above subject-henceforth CID West Bengal shall take necessary action on following points apart from present practice of collection of date by them:-

- (a) Preparation of month-wise list of cases with specific note on cases registered on the basis of court complaint under three heads i.e. SCs, STs and PCR Act. Cases separately,
- (b) Details about the cases of murder/rape/any other important crime viz. arson etc.,
- (c) Preparation of month-wise list of cases pending investigation with analysis of reasons for pendency.
- (d) Preparation of month-wise list of cases disposed off by Ld. Court of detailed scrutiny of the cases ended in acquittals.
- (e) Analysis of reason for a case pending investigation beyond a period of 30 days as per Rule 7 (2) of SC/ST/(POA) Rules 1995 and take required actions.

ADG, CID, West Bengal will nominate one senior officer of the rank of IGP of monitor the actions taken on all above points and send a month-wise report to DG & IGP, West Bengal.

ADG, HQ, West Bengal will coordinate and act as Nodal Officer of West Bengal Police Director.

Sd/-

(G.M.P. Reddy)

Director General & Inspector General of Police,
West Bengal

By Order

(Dipankar Mukherjee)

Registrar

West Bengal Police Directorate