

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

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No. ~~XXXX~~/E.1/WILL TP-6-54/3057
Police Headquarters, Rajasthan.
Jaipur, the 10th December, '65.

STANDING ORDER NO. 2.

The duties and functions of the Additional Superintendents of Police (Districts), where posted, in the State will hereafter be as contained in the enclosure to this Standing Order.

This supercedes all the previous orders and instructions issued in the past in this regard.

Goverdhan
Inspector General of Police,
Rajasthan, Jaipur.

Ex. Copy forwarded to:

1. The Addl. I.G. of Police, ACD Rajasthan
2. All Dy. Is. G. of Police, Rajasthan
3. All Supdts. of Police, Rajasthan
4. All Commandants RAC and SAF Battalions
5. The Principal, P.T.S. Kishanganh.
6. The Addl. Supdts. of Police, Jaipur/Ganganagar
7. All Cells of the PHQ Jaipur.

for information.

B. R. Bishnoi
(B.R. Bishnoi)
Asstt. I.G. of Police (I)
for Inspector General of Police,
Rajasthan, Jaipur. 10/12/65

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DUTIES AND FUNCTIONS OF THE ADDITIONAL SUPERINTENDENTS OF POLICE.

1. The Addl. Superintendents of Police will function as the Second-in-Command of the District Police and will answer for the Superintendent of Police during his absence from District Headquarters.
2. During the absence of the Supdt. of Police from Headquarters either on duty or on short leave, the Additional Superintendent of Police will carry on the work according to the policies of the Superintendent of Police.
3. He will function as incharge of the Police Administration of the area (Circles) under his charge and it will be his responsibility to maintain efficiency and discipline of the Police in his charge.
4. He will be in charge of such rural areas (Police Circles) of the District as prescribed by the Inspector General of Police.
5. He will closely supervise the work of the Circle Officers and Station House Officers under his charge.
6. The weekly diaries of the Circle Officers in his charge will be submitted to the Superintendent of Police through him.
7. When at District Headquarters he will attend the Police Office daily and will deal with such office and Accounts work as entrusted to him by the S.P.
8. He will pass payment orders of such bills which are entrusted to him by the Superintendent of Police.
9. He will attend Parade and hold Orderly Room in the District Police Lines on every Friday.
10. He will conduct such Departmental Enquiries as are entrusted to him.
11. He will function as a Disciplinary Authority in accordance with the provisions of the OCA Rules in respect of the Police personnel under his charge.
12. He will check the Cash Book and pass payment orders on such bills under the authority of the S.P. under Rule 74 GF & AR whenever he (S.P.) remains at Asstt. Headquarters. In the absence of the Additional Superintendent of Police, the Superintendent of Police will do this work.
13. He will do adequate touring in all weathers and will conduct inspections of all Police Stations in his charge, which have not been inspected by the S.P.
14. If so specifically desired by the Superintendent of Police, he will conduct inspections of the City Police Stations or other Police Stations and Outposts not in his direct charge.
15. He will organise and co-ordinate the general patrolling plan between different circles and neighbouring Districts.

16. He will be competent to grant leave as under :-

1. Circle Officers in his charge	Casual Leave
2. S.H.Os. of his area	Casual Leave
3. P.S.Is. of his area	Casual Leave
4. S.Is. of his area (other than SHO's)	Casual Leave & Privilege Leave

17. The Additional Superintendent of Police will visit scenes of heinous and important crimes in his area and will be responsible for the supervision of the investigation of all S.R. cases.

18. He will inspect the Police Lines, S.P.'s Office and P.I.'s Office, if so desired by the Superintendent of Police.

19. He will be responsible for drafting the orders and making Police arrangements for fairs in his area.

20. He will order transfers and postings of HCs and Constables within his charge.

21. He will pass orders on the T.A. Bills of his Circle Officers and all other staff of his area.

22. Important raids in area under his charge will be carried out under his guidance.

23. He will supervise the formation of Village Defence Societies in the area under his charge.

24. He will send confidential notes on the Deputy Superintendents of Police, Inspectors (C.Os.), Sub-Inspectors and P.S.Is. working in his area to the Superintendent of Police at the time of initiation of A.C.Rs. by the latter.

25. He will write annual remarks in the S.Rs. of all H.Cs. and Constables of his area.

26. He will spend at least 15 nights out of his Headquarters.

Handwritten notes on the right margin: "of", "+", "A-S"