

113-119

OFFICE OF THE INSPECTOR GENERAL OF POLICE, RAJASTHAN

No. PHO.A/ESTL-I/POLICY FILE/75 Dated JAIPUR, 2nd February '76,

1500-90

4th

STANDING ORDER NO. 1 /1976.

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It has been observed that Addl.Supts.of Police do not submit any diary about the day to day work done by them. It is, therefore, ordered that w.e.f. 1st March, 1976, they will maintain a daily diary in the form (ANNEXURE 'A') and in the manner prescribed for the Circle Officers vide Standing Order No.13/1975 (circulated vide No.M4(50)Police-(A)-Gupt/75/5175-5244 dated the 16th October, 1975).

At the end of the month two copies of the monthly diary should be made out either with carbon process or typed. Both the copies should be despatched to the Superintendent of Police so as to reach him within 7 days of the last date of the month concerned.

Besides the monthly diary, each Additional Superintendent of Police will prepare a monthly abstract of their work concerning their jurisdiction only in the proforma enclosed (ANNEXURE 'B') in triplicate and submit the same in duplicate along with the monthly diary to the Superintendent of Police so as to reach him by the 7th of the month following. The third copy will be retained by him for his record. On their receipt the Superintendent of Police will forward one copy of diary as also the abstract to the concerned Deputy Inspector-General of Police with his comments.

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

The Superintendent of Police will maintain a check register of monthly diary in the form as per Annexure 'C' to watch their receipt from the Addl. Superintendent of Police. A similar register will be maintained by the Dy. Inspector General of Police to watch their receipt from the Superintendent of Police.

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

The Superintendent of Police will supply sufficient number of cyclostyled forms as per Annexure 'A' and 'B' to each Additional Superintendent of Police which may meet his requirements of a year. It should be so arranged that the Cyclostyled forms reach Addl. Superintendents of Police not later than the 29th of February 1976 so that Additional Superintendents of Police may be able to commence the preparation of the diary and the abstract for the month of March 1976 and to despatch it in time.

The receipt of this Standing Order should be acknowledged.

ENCLOSURES:- 7

( GANESH SINGH )  
INSPECTOR-GENERAL OF POLICE  
RAJASTHAN, JAIPUR.

(turn over)

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To :-

(Copies to)

- (1) The Addl. Inspectors-General of Police,  
Rajasthan. (ACD Raj. Jaipur) & (Home Guards Raj. Jaipur).
- (2) All the Deputy Inspectors-General of Police,  
Rajasthan.
- (3) All the Asstt. Inspectors-General of Police,  
Rajasthan.
- (4) The Principal, Rajasthan Police Academy,  
Jaipur.
- (5) All the Superintendents of Police,  
Rajasthan.
- (6) All the Additional Superintendents of Police,  
Rajasthan.

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ANNEXURE "A"

RAJASTHAN POLICE

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Diary of Shri .....  
Additional Superintendent of Police, .....  
for the month ending .....  
District .....

Date.	Place of night halt - Mode and hours of travel and number of miles/KMS covered.	Brief particulars of work done (a day to day account of the movements and proceedings, whether of a routine nature or not should be given).
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(Signature with date)

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ANNEXURE 'B'  
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ABSTRACT OF THE MONTHLY DIARIES OF THE  
MONTH OF \_\_\_\_\_ OF THE ADDL.SUPDT.OF  
POLICE \_\_\_\_\_

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- 1.No.of days in camp. No.of villages visited .....  
(Police Station-wise)  
No. of night halts  
outside Headquarters .....  
(in his jurisdiction)
- 2.No.of days in Headquarters..... Number of Parades attended.....  
Number of Night rounds .....  
Number of Orderly Room held .....

3.(a) Inspections - Summary.

Particulars.	Circle Office.	Police Station.	Out Post.	Trea-sury Guards.	Other units including his own office (to be specified).
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Number in the District.

Number inspected during the month.

(\*) Number inspected during the year, upto end of the month.

Number remained to be inspected.

Number checked by surprise or visited for other reasons.

(\*) NOTE - Year means financial year (April to March).

3.(b) Details of Inspections.

Name of Police Station/Out/Post/Circle/Sub-Unit/Office/Section.	Date and hour of Arri-val. Depart-ure.	Number of villages visited.	Date of issue of Inspe- tion report.	Remarks (in the case of break of inspection give reasons).
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Continued....

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ANNEXURE 'B'  
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ABSTRACT OF THE MONTHLY DIARIES OF THE  
MONTH OF \_\_\_\_\_ OF THE ADDL.SUPDT.OF  
POLICE \_\_\_\_\_

-oOo-

- 1.No.of days in camp. No.of villages visited .....  
(Police Station-wise)  
No. of night halts  
outside Headquarters .....  
(in his jurisdiction)
- 2.No.of days in Headquarters..... Number of Parades attended.....  
Number of Night rounds .....  
Number of Orderly Room held .....

3.(a) Inspections - Summary.

Particulars.	Circle Office.	Police Station.	Out Post.	Trea- sury Guards.	Other units including his own office (to be specified).
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Number in the District.

Number inspected during the month.

(\* Number inspected during the year, upto end of the month.

Number remained to be inspected.

Number checked by surprise or visited for other reasons.

(\* NOTE - Year means financial year (April to March).

3.(b) Details of Inspections.

Name of Police Station/ Out/Post/ Circle/ Sub-Unit/ Office/ Section.	Date and hour of Arri- val. Depart- ure.	Number of villages visited.	Date of issue of Inspe- tion report.	Remarks (in the case of break of inspection give reasons).
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Continued....

ANNEXURE 'B' CONTINUED.....

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

Name of Police Station or Out Post or Guard or Circle Office etc.	Date and hour of Arrival.	Purpose of visit.	Date of issue of visiting notes.	REMARKS.
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4.(a) Departmental enquiries - as E.O. - Summary.

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

(Give a list of disciplinary cases in which enquiries are held by the Additional Supdt. of Police himself and pending at the beginning of the month).

Rank and name of officer against whom enquiry is pending.	Nature and date of charge.	Date of receipt of orders/ decision for enquiry.	Stage at which enquiry stands.	Reasons for delay if any.	Remarks.
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4.(c) Departmental Enquiries (As disciplinary Authority) - Summary

No. of D.Es. pending on the 1st day of the month.	Number taken up during the month.	Number decided during the month.	Number remained pending at the end of the month.	REMARKS.
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4.(d) Details of Pending enquiries (D.Es. & P.Es.) in which he is Disciplinary Authority.

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

Police Station FIR No. Date & Offence.	Date and Hour of Receipt of FIR & SR. the	Arrival of Addl. SP on the	Brief His ar- ture.	Date of facts of the case.	Date of issue of Super- visory Note.	If not visited there- for.	Date of despatch of SR/PR.
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ANNEXURE 'B' CONTINUED

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6. Personal Investigation of cases.

FIR No. date, offence & Police Station.	Date and place/s of Investi- gation.	Particulars of case diary issued.	Date and number of despatch of case diary to PS, CO and SP.	Remarks.
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7. Beat and Guard Checking.

Police Station & nature of beat.	Date and hour of check.	Place of check.	Remarks on defects found, if any, and action taken.
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8. Crime and other meetings.

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

Date.	Meeting with.	Remarks.
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9. Personal Raids.

Name of Police Station.	Date.	Hour.	Place.	Nature of Raid.	Result.	REMARKS
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PROHIBITION  
GAMBLING  
S.I.T.  
ARSONDERS  
ANY OTHER TO BE SPECIFIED

10. Visit to Scheduled Caste/Tribe village, colony, Mohalla.

Name of village/ town/ colony/ Mohalla.	Name of Scheduled Caste/Scheduled Tribes Colony/ Mohalla.	Date and time of visit.	Remarks.
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11. Attendance in Sessions/ C.J.M. Courts.

Date.	Name of the Court attended.	Name of PS, FIR Number, Year & Section of Law.	Purpose of attendance whether to give evidence, assist prosecution etc.
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12. Complaints / Petitions - Summary

Categories.	Number received during the month.	Number pending from the last month.	Number disposed off during the month.	Number remained pending - in SP office. With subordinate.	REMARKS
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In which Govt. Police Hqrs., CID/ CB & SB and Lok Ayukt desired report.

In which D.M., Range DJGP & other departments desired report.

In which SP/ self desired report.

Received for necessary action/disposal.

13. Enquiries by self into complaints/ petitions.

Date of enquiry.	Place of enquiry.	Reference to complaint, its nature and date of receipt.	Result.
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14. Visit to Civil / Police Hospital/ Dispensary.

Name of Hospital/ Dispensary.	Date and time of visit.	Names of Police patients seen.	Remarks.
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15. Petitions of subordinates relating to service matters including Salaries, T.A. etc. claims :-

Summary :-

Rank.	Number of petitions pending from previous month.	Number received during the month.	Disposal.	Pending at the end of the month.	Under 3 Mths.	Over 3 Mths.	Reasons for pendency over 3 months.	REMARKS.
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16. Pension cases - Summary.

Rank.	Cases pending from the previous month.	Cases newly taken up during the month.	Cases disposed during the month.	Cases remained pending at the end of the month.	Particulars of cases pending over six months and reasons thereof.	Number of retired officers for preparation of pension cases not yet started with reasons.	REMARKS.
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17. Fixation Cases - Summary.

Type of Fixation.	Number of cases pending with the A.G. office.		Number of cases pending with Senior A.O.PHQ.	Number of cases sent to A.G. and Sr.AO PHQ during the month after completion.	Number of cases completed but awaiting arrival of A.O.	Under pre-para-tion.	REMARKS
	A	B					

- 1.Unified Pay Scales 1950.
- 2.Rationalized Pay Scales, 1956.
- 3.Revised Pay Scales,1961.
- 4.Amended Revised Pay Scales,1966.
- 5.New Pay Scales,1969.

TOTAL:-

Note :- 'A' Means at the beginning of the month.  
 'B' Means at the end of the month.

.....  
 (Signature with date)

Rank :- .....

Circle/ Place :- .....

Superintendent of Police's remarks :-

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ANNEXURE "C"  
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RAJASTHAN POLICE  
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Check Register of Monthly Reports of \_\_\_\_\_

Name and designation of Police officer.	<u>Month ended.</u>		<u>Month ended.</u>		<u>Month ended.</u>	
	Date of receipt.	Date of despatch to DIGP.	Date of receipt.	Date of despatch to DIGP.	Date of receipt.	Date of despatch to DIGP.

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