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

No. N.8(1)Police(A)Sec/69/ 4069-4169 Dated 19 July, 1976. 132

STANDING ORDER No. 18

Subject: I N S P E C T I O N S .

In supercession of this office order No. ^{N.}8(1)Police-(A)-Sec-69/757 dated 24-5-1969 on the subject, enclosed please find a revised statement showing the scale of minimum Inspections - prescribed for various officers of the Department. The scale laid down should be strictly enforced.

2. The object of inspection is not a statistical test nor to criticise and find fault with subordinates but to suggest and or take measures for bringing about improvements in the Police working and administration. It is also one of the best methods by which senior officers, besides knowing the State of Crime, Standard of Investigation, preventive work etc. can also closely know their subordinates and their personal difficulties.

3. Routine and superficial inspections do not serve any useful purpose and shall be avoided. The inspections should be so planned as to complete the same within first ten months of the year leaving the last two for any unforeseen and urgent work. Only through inspections bring efficiency.

4. These instructions may give a thinking that inspection work has increased. But without these, effective supervision and control over one's own office and subordinate offices is considerably diminished. In addition these inspections also afford an opportunity to the officers to know the real state of affairs in their Districts/ Units. According to the revised schedule of inspections, some of the Superintendents of Police have to inspect all of their Police Stations including Out Posts while others have to conduct formal detailed and informal brief inspections in the ratio of 50 : 50. This should be possible if the inspections ~~and~~ are planned and spaced according to the Schedule. As a rule an Out Post under a Police Station should be inspected along with the Police Station. During rainy season, inspection of those units which do not require out door work i.e., offices of C.Os., Hqrs., P.Ss., M.O.B. D S B etc. may be taken up. The Superintendents of Police may undertake inspection of offices in different stages i.e., some of the branches could be inspected in one quarter and the remaining in the next quarter.

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5. In certain cases two types of inspections viz, formal and informal have been envisaged. In this regard it is clarified that the P.Ss. which have been formally inspected in one year need not be inspected in detail next year. Similarly, the Police Stations inspected informally in one year must be inspected in detail the next year.

6. The informal inspections should be in respect of disposal of crime, training and knowledge of men, relations with Public, buildings and other important matters. While conducting inspections, the Ss.P. / Addl.Ss.P. / C.Os. should also test the knowledge and ability of the H.Cs. and Constables to assess their performance standard and record the same in their inspection note.

7. Detailed instructions about the method of inspections of various units have already been issued per this office N. 5.8(1)Police-(A)Sec/69/1926-2000 dated 9-10-1969.

Receipt of this standing order be acknowledged.

(Ganesh Singh)
Inspector-General of Police,
Rajasthan, Jaipur.

Copies forwarded to the :-

1. Addl. I.G. of Police, A.C.D. Rajasthan, Jaipur.
2. All Dy. Is.G. of Police, Rajasthan.
3. All Supdts. of Police, Rajasthan.
4. All Asstt. Is.G. of Police, Rajasthan.
5. All Commandants RAC Battalions.
6. The Principal, Rajasthan Police Academy, Jaipur.
7. The Supdt. of Police, Central Stores, PHQ Raj. Jaipur.
8. The Director, Police Radio Organization Rajasthan Jaipur.
9. The Director, Forensic Science Laboratory, -do-
10. All the Addl. Supdt. of Police, Rajasthan.
11. All Police Zone Officers, CID (CB and SB).
12. The Principal, RAC & AP Trg. Centre, Jodhpur.
13. All Commandants, Police Training Schools, Rajasthan.
14. The Manager, MOB Raj. Jaipur.

ENCLOSURE:- ONE.

STATEMENT SHOWING SCALE OF MINIMUM INSPECTIONS
PRESCRIBED FOR VARIOUS OFFICERS OF THE
POLICE DEPARTMENT.

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HEAD QUARTERS OFFICERS

1. I.G. of Police, Rajasthan.

Being Head of the Department no norm is fixed as per decision taken in the co-ordination Committee Meeting held on 29-7-1975.

2. Addl. I.G. of Police.

As per orders given by the I.G. of Police.

3. Dy. I.G. of Police, Headquarters.

- i) His own office. ... Once a year.
- ii) Office of Addl. S.P. C.S. -do-
- iii) Office of Sr. A.O. PHQ. -do-

4. Asstt. I.G.P. (I)

- i) His own office. ... Once a year.
- ii) Payment Section PHQ (Fin). -do-

5. Accounts Officer

- Finance Branch ... i) Once a year.
- ii) Other offices as per orders given by the I.G.P.

6. S.P. Central Stores (RHQ)

His own office including various stores. ... Once a year.

7. A.I.G.P. Traffic

- i) His own office. ... Once a year.
- ii) Offices of the Mobile T.Is. -do-

WIRELESS

8. Director, State Police Wireless.

- i) His own office. ... Once a year.
- ii) R.S.O. Communication, Lines, Training, Cipher, Stores, Work-shops etc. situated at Headquarters. -do-
- iii) Offices of Dy. Ss.P. Wireless Sectors. . . -do-
- iv) District Police Wireless Stations. ... As many as possible subject to a minimum of 12 by rotation.

9. Deputy Supdts. of Police (Wireless)

(a) I/c. Cipher

- i) His own office. ... Every six months.
- ii) All Cipher Centres at Distt. Hqrs./ RAC Bn. Hqrs. ... Once a year.

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- I/c. Stores & Lines. (Wireless)
 - i) Stores. ...
 - ii) Lines. ...
- (c) I/c. Communication (Wireless)
 - i) His own office. ...
- (d) I/c. Sectors (Wireless)
 - i) His own office. ...
 - ii) All Police Wireless Stations in their charge. ...

Once a year.

Once a year.

Every six months.

Every 6 months.

Every 6 months.

(In case of Dy. S.P. Ajmer Range Sector, he will also inspect HQs workshop every six months)

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FORENSIC SCIENCE LABORATORY

- 10. Director, F.S.L.
 - i) His own office. ...
 - ii) All Divisions i.e., Documents, Chemistry, Biology, Physics, Ballistics, Serology, Toxicology, Photography. ...
 - iii) Each Range Mobile F.S.L. . .
- 11. Assistant Directors.
 - Each Division - own office. ...

Once a year.

--do--

--do--

Twice a year.

TRAINING

- 12. Dy. I.G. of Police, Training.
 - i) His own office. ...
 - ii) Rajasthan Police Academy. ...
 - iii) Police Training Schools. ...
 - iv) R.A.C. & A.P. Trg. Centre....
 - v) Security Training School....
 - vi) Radio Training School. ...
- 13. Principal, Rajasthan Police Academy.
 - i) His own office. ...
 - ii) Indoor Training. ...
 - iii) Out-door Training. ...
- 14. Commandants, Police Trg. Schools.
 - i) His own office. ...
 - ii) Indoor Training. ...
 - iii) Out-door Training. ...
- 15. Principal, RAC & A.P. Trg. Centre.
 - i) His own office. ...
 - ii) Indoor Training. ...
 - iii) Out-door Training. ...

Once a year

--do--

Twice a year.

--do--

Once a year.

--do--

Twice a year.

Quarterly.

Quarterly.

Twice a year.

Quarterly.

Quarterly.

Twice a year.

Quarterly.

Quarterly.

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16. Addl. S.P. Security Trg. School.

- i) His own office. ... Twice a year.
- ii) Indoor Training. ... Quarterly.

17. Dy. S.P. Radio Trg. School

- i) His own office ... Twice a year.
- ii) Field Training. ... Twice a year.
- iii) Indoor Training ... Twice a year.

C.I.D. (CRIME) & RAILWAYS

18. Dy. I.G.P., CID (CB) & Rlys.

- i) Crime Branch (all sections)... Once a year.
- ii) Railway District. ... Once a year.
- iii) Offices of all section officers (GRP), Addl. Ss.P. Range, CID/CB. ... Once a year.
- iv) District M.O.B. ... One Distt. M.O.B. from each Range in a year.
- v) G.R.P. Stations. ... One Govt. Rly. Police Station from each section in a year.

19. A.I.G.P. (II) CID/C.B.

- i) His own office. ... Once a year.
- ii) District M.O.B. ... Five in a year. One from each Range.
- iii) State M.O.B. ... Once a year.
- iv) Finger Print Bureau. ... Once a year.

20. S.P. C.I.D. (C.B.) 'I'

- His own office (all sections). ... Once a year. Also may visit offices of Addl. SP CID (CB) to assess the work of these units in respect of complaints etc.

21. S.P. C.I.D. (C.B.) 'II'

- i) His own office (all sections) ... Once a year.
- ii) All offices of Addl. Ss.P. CID (CB) Ranges. ... Once a year - with a gap of four months period from DIGP's Inspection.

22. S.P. Railways (G.R.P.)

- i) His own office (including D.S.B./M.O.B.) ... Once a year.
- ii) G.R.P. Lines. ... Once a year.
- iii) Offices of Section Officers. ... Once a year.
- iv) Govt. Rly. Police Stations. ... Half the number of Police Stations including the Out Posts (Formal). & Half the number of P.Ss. & O.Ps. - Informal.

23. Addl. Supdts. of Police, CID (C.B.)

- i) Own offices. ... Twice a year.

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24. Section Officers of G.R.P.

- i) Own offices. ... Once a year.
- ii) Govt. Rly. Police Stations (including Out Posts). . . Twice a year.

25. S.H.Os. (G.R.P.)

- i) Own Police Stations. ... Quarterly.
- ii) G.R.P. Out Posts. ... Quarterly.

26. Director, FINGER PRINT BUREAU.

- i) Finger Print Bureau. ... Twice a year.

27. Manager, State M.O.B.

- i) State M.O.B. ... Twice a year.
- ii) District M.O.B. ... Nine in a year.

C.I.D. (INTELLIGENCE) (State Special Branch)

28. Dy. I.C.P., C.I.D. (Intelligence).

- i) His own office. ... Once a year.
- ii) Zone offices (in all 6) ... Once a year.
- iii) CID Training School. ... Once in two years.
- iv) R.I. offices (in all 4) ... Two in a year.
- v) D.S.Bs. ... At least 5 in a year - one from each Range district.
- vi) Office of S.P. S.B. ... Half of sections once a year.

29. S.P., S.S.B. Jaipur.

- i) His own office. ... Once a year.
- ii) Checkpost Barmer & Munabao. ... Once in two years.
- iii) Zone Offices (in all 6). ... Once in a year.
- iv) C.I.D. Training School. ... Once in a year.
- v) R.I. offices (in all 4) ... Two in a year.
- vi) D.S.Bs. ... 9 in a year.
- vii) Zone Units. ... Two from each Zone (in all 10) except Jaipur.

30. S.P., C.I.D. ZONE Jodhpur.

- i) His own office. ... Once a year.
- ii) Check Post Barmer & Munabao ... Once a year.
- iii) R.I. offices (in all 4). ... Once a year.
- iv) D.S.Bs. in a Zone. ... Once a year.
- v) Zone Units in a Zone. ... Once a year.

31. Zone Officers, CID (Addl. S.P.) (5)

- i) Own office. ... Once a year.
- ii) D.S.Bs. in a Zone. ... Once a year.
- iii) Zone Units in a Zone. ... Twice a year.

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32. Addl. Ss.P./Dy. Ss.P., SSB and Dy. S.P. Zone, Jodhpur.
All sections functioning under the officer. ... Once a year.
33. Addl. Ss.P. Border Intelligence.
i) Own office. ... Once a year.
ii) Border Intelligence Posts... Twice a year.
34. Inspector-In-Charge, Check Posts Barmer & Munabao.
i) Own office. ... Once a year.

RAJASTHAN ARMED CONSTABULARY

35. Dy. I.G. of Police, R.A.C.
i) His own office. ... Once a year.
ii) All RAC Battalions. ... Once a year.
iii) Coy. Headquarters. ... As many as possible subject to a minimum of 12 and at-least two from each Battalion by rotation.
36. Commandants R.A.C. Bns.
i) Own office. ... Once a year.
ii) All Coy. Hqrs. ... Once a year.
iii) Platoon Hqrs. ... Once a year.
37. Asstt. Comdts. RAC Bns.
All Coys. & Platoon Hqrs. in their charge. ... Every six months.

RANGES

38. Range Dy. Is. G.P.
i) Own office. ... Once a year.
ii) All Districts in the Range and M.B.C. Kherwara. ... Once a year (M.B.C. for Udaipur Range).
iii) Offices of Circle Officers. ... As many as possible subject to the minimum of 1/3rd of the number of circles in Ajmer and Jodhpur Ranges, half the circles in Udaipur Range & all the Circles in Bikaner & Kota Ranges each year.
iv) Police Stations. ... One P S. of each District at his discretion - once a year.
v) Automobile workshop Jodhpur & Bikaner. ... Once a year (for Dy. Is. G.P. Jodhpur and Bikaner only).

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D I S T R I C T S

39. District Supdts. of Police.

- i) Own office. ... Once a year.
- ii) District Lines. ... Once a year.
- iii) Offices of C.Os. ... Once a year.
- iv) Traffic Branch. ... Once a year.
- v) District Special Branches and M.O.B. ... Once a year.
- vi) Police Stations & Out Posts. ... Formal detailed inspections of all Police Stations and Out Posts in Districts Sikar, Jhunjhunu, Tonk, Jalore, Sirohi, Barmer, Jaisalmer, Churu, Banswara, Dungarpur, Bundi and Jhalawar. In Districts Sawaimadhopur, Nagaur, Pali, Chittorgarh, Bhilwara, 50 % detailed inspections and 50 % informal inspections.

In regards to Jaipur, Alwar, Bharatpur, Ajmer, Jodhpur, Udaipur, Kota, Bikaner, Ganganagar both detailed and informal inspections of offices of Circle officers and P.Ss. / Q.Ps. may be shared by the Addl.S.P. Distt. also. The Ss.P. will draw up inspection programme giving distribution in between the District S.P. and the Addl.Ss.P. in the beginning of the year and send copies to a concerned D.I.G.P. and A.I.G.P.(I). The ratio between informal and detailed inspection shall be 50 : 50

40. Addl. Supdts. of Police (Districts)

- i) District office, District Lines and office of the C.Os. of Rural areas. Once a year.
- ii) Police Stations & Out Posts. In a year as directed by the District S.P. or the higher Police officers particularly of Rural areas but in no case more than half of the total number of P.Ss. and Q.Ps. of the District.

41. Addl. Supdts. of Police, (HQRS).

- i) Own office. ... Once a year with a gap of four months from S.P's inspection.
- ii) Lines. ... --do--
- iii) District office - (all sections) ... --do--

42. Addl. Ss.P. (CITY) Jaipur.

- i) Own office. ... Once a year.
- ii) Offices of the C.Os. ... --do--
- iii) Dy. S.P. Traffic's office. --do--
- iv) All City Police Stations & Out Posts and Traffic Cells. Once a year. The inspection should be so programmed as to have a gap of 3 months between the inspection of the Circle Officers.

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43. Dy. Ss. P. (Circle Officers).

- i) Own office. ... Once a year.
- ii) All P.Ss. (including O.Ps.)
in their Circles. ... Every six months.

44. Dy. S. P. Traffic, Jaipur City.

- i) His own office. ... Once a year..
- ii) T.I's office. ... Once a year.

45. Reserve Inspectors

- i) Own offices including
Stores, M.T. Section,
Mess etc. ... Once a year.

46. S. H. Os.

- i) Police Stations
with Out Posts. ... Quarterly.

47. Police Automobile Officers
Bikaner / Jodhpur.

- Own office. ... Once a year.