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OFFICE OF THE INSPECTOR GENERAL OF POLICE, RAJASTHAN

J A I P U R

No. N.8(1) Police(A)Gupt/69/1112-1650 May 21, 1982.

STANDING ORDER No. 4 /82.

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Subject: INSPECTIONS OF DISTRICTS, CIRCLES,  
POLICE STATIONS AND OUT POSTS DURING  
1982-83.

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In partial modification of the previous Standing Orders/Circulars issued on the subject, the following charter of inspections of various units under subject by the Addl. Inspectors-General of Police, Deputy Inspectors-General of Police of Ranges, District Superintendents of Police/ Additional Superintendents of Police, Circle Officers of Police and S.H.Os. of Police Stations is prescribed for the year 1982-83 (ending with March 31, 1983).

(1) By Addl. Is. G. P.

Addl. Is. G. P. nominated by the I. G. P. will, on behalf of the I. G. P., conduct annual inspections of the district police of the districts allotted to them for the purpose.

(2) By Dy. Is. G. P. of Ranges.

1) The annual inspection of the districts of the range for the year 1982-83 by the Range Dy. I. G. P. will be confined to the following broad subjects :

1. Crime
2. M.O.B. / Computer.
3. District Special Branch.

Thus for every district in the range three separate inspection notes will be written by the Dy. I. G. P. Range - one each for the above three subjects.

ii) The Range Dy. I. G. P. will carry out formal detailed annual inspections as per the existing orders, of the offices of all circle officers of police in his range.

iii) Every Dy. I. G. P. Range will be expected to conduct casual/surprise checking of ten of the police stations spread over various districts of his range. It will not be necessary for Dy. Is. G. P. Ranges to conduct formal inspections of police stations.

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(3) By District Supdts. of Police/ Addl. Ss. P.

i) It will not be necessary for the District Superintendents of Police to carry out formal annual inspections of the offices of the Circle Officers in their district. Instead every District S.P. will, visit the office of every C.O. at least once during 1982-83. During this visit the District Supdt. of Police will inspect (i) Crime Digest Register; (ii) Complaints Register (iii) Disciplinary action initiated by the C.O. (iv) Rewards / Punishments - cases recommended by the C.O.

The observations of the S.P. on his checking of the C.O.'s office will be entered on the spot. In the inspection register maintained in the C.O.'s office. A copy of such check note will be got prepared by C.O. and sent to S.P.'s office for record. Compliance report will be submitted by the C.O. thereafter.

ii) The annual inspections of all the police stations/ out posts in the district will be carried out by the District Ss.P. The concerning C.Os. will be present during annual inspections of police stations/ out posts of the circle. In districts where there is one or more posts of Addl. S.P., the police stations of the district will be distributed by the Range Dy. I.S.P. between the S.P. and the Addl. Ss.P. for the purpose of carrying out annual inspections. While distributing the police stations between the district S.P. and the Addl. Ss.P. for purposes of inspection, the DIGP Range will keep in view the importance of the police stations and their respective work load.

(4) By Circle Officers.

i) There will be no formal annual inspections of the police stations by the Circle Officers. Vide Standing Order No. 2/81 dated 11-5-1981 all the Circle officers are required to visit each police station of their circles at least once every month for writing crime digest. During these monthly visits or other visits to the police stations, the C.Os. will inspect one or two of the following subjects, so as to cover all the 12 subjects during the year 1982-83.

1. Crime Register / Inquests.
2. History Sheets; Surveillance; P.Os.; Preventive Action U/S 110 Cr.P.C.; Action under Habitual Offenders Act; Gundas Control Act and the National Security Act.

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3. Village Crime Note Books.
  4. Computer / M.O.B.
  5. Patrolling / Beat system. Action u/s 109 Cr.P.C.
  6. Malkhana.
  7. General Diary and Confidential note book of the S.H.O.
  8. Government property including arms, ammunition and hand cuffs. Seized arms and ammunition.
  9. Accounts - Cash Book, Permanent Advance.
  10. Welfare, Mess, Timely Payment of Salary, TA/ DA, Medical Bills, Payment of arrears.
  11. Parade, Kit, Knowledge of law and procedure of the police station personnel.
  12. Service of summons, and execution of warrants.

The observations of the C.O. in regard to his checking of the above items will be entered by him on the spot in the inspection register of the police station. The S.H.O. will get two copies of the C.O.'s note written in the Inspection Book and despatch a copy each to the offices of the S.P. and the C.O.

ii) The C.Os. will carry out annual inspection of all police out posts in their circles according to the existing orders. The S.H.O. of the P.S. concerned will be present during the inspection. The inspection note will be entered in the inspection register maintained at the O.P. A copy of the inspection note will be got prepared by the S.H.O. and sent to the offices of the District S.P. and the C.O.

(5) By S.H.Os. of Police Stations.

i) It will not be necessary for the S.H.O. to carry out inspection of his police station as was being done (every month).

ii) The S.H.O. will inspect every O.P. under the police station once every quarter (instead of once every month as prescribed so far). The inspection note on the O.P. by the S.H.O. will be entered in the inspection register maintained at the O.P. It will be the responsibility of the I/c. O.P. to prepare copies of S.H.O.'s inspection note and to despatch the same to the offices of the C.O. and S.H.O. concerned.

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The Inspections of the various units, as prescribed herein-above for the year 1982-83, are required to be completed by the 31st of January, 1983.

The Dy. Is. G. P. will chalk out their phased programme of inspections immediately on receipt hereof and send a copy of the same to this office. Similarly, District Superintendents of Police will also chalk out their phased programme of inspection on receipt hereof and send a copy of the same to their Range Dy. Inspectors-General of Police.

*G.C. Singhvi*  
(G.C. SINGHVI) 2/1/82  
Inspector-General of Police  
Rajasthan, Jaipur.

Copies for information & necessary action to :-

- (1) All the Additional Inspectors-General of Police, Rajasthan.
- (2) All the Deputy Inspectors-General of Police, Rajasthan.
- (3) All the Superintendents of Police, Rajasthan (including GRP)
- (4) All the Circle Officers of Police, Rajasthan.
- (5) All the S.H.Os. Police Stations, Rajasthan.

Copies also to :-

- (1) The Special I.G. of Police, Training, Tech. & Rules, Rajasthan, Jaipur.
- (2) The Special I.G. of Police, Anti Corruption Deptt., Raj. Jaipur.