

No-111-154-25/A/14856

Jaipur, 20th December, 1955.

Standing Order No. 63.

SUB:- DEPARTMENTAL ENQUIRIES.

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It is noticed that Departmental Enquiries are not being disposed of promptly in several Districts and Range Offices. It is therefore hereby ordered that every such Enquiry must be completed and final orders passed within three months of the date of the default or the date of information to the superior Police officer concerned. This period is sufficiently long and if all officers work with zeal and speed, there should be no difficulty in keeping to the above time limit except in very exceptional cases. For this purpose, it is inter alia essential that if the defaulter is transferred from one district to another during or just before the D.E., the S.P. of the District where he is posted must release him to proceed to the place of the D.E. wherever it may be without any delay whatsoever. The tendency that at present exists amongst certain Ss.P. not to allow the defaulter to proceed to the place of the D.E. under one pretext or another must be stopped immediately. The I.G. will take a severe view if any such instance of obstruction comes to his notice. Every S.P. must take a broad view of such things and not try to save his subordinates in the above fashion.

2. Detailed orders have already been issued about the way a D.E. is to be conducted. They should be carefully followed. It should be particularly noted that full opportunity must be given to the defaulter to cross-examine all the prosecution witnesses and produce his own defence witnesses. If he asks for copies of statements or other relevant documents, they must be supplied to him. Similarly a "show cause" notice specifying the exact punishment to be awarded must be issued to him if the punishment is going to be dismissal, removal or reduction. Personal hearing is necessary according to Rule 89(e) of the R.P.Rs.

3. A form is attached which should hereafter be filled personally by the officer holding the Enquiry and attached to the Enquiry papers right on the top. All the headings are underlined and the other material in brackets in the attached form is shown merely for guidance. This form must accompany every D.E. hereafter. Every prosecution statement, document etc. should be marked P1, P2, P3 etc. boldly in the margin and defence document as D1, D2 etc. The space between all headings after No.6 should be varied as required.

4. The charge/s to be framed against the defaulter should be to the point and must mention as far as possible the exact time, date and place of the default.

(V.G. KANETKAR.)  
Inspector General of Police,

Bikaner Rajasthan.  
19. XII. 55

To  
All D.I.s.G.P.  
All Ss.P. (including AIG Railways, SP ACB, Police Zone Officer, Principal PTS, etc.)  
All RAC Commandants.

BGM/  
19.12.

P.T.O.

1. Sign. I.P.S.  
District No. )  
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(b) )  
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but his explanation )  
in letter's Office )  
of procedure on )  
C.O. Munkar )  
of Amra P.S. (M )  
C.O. of C.O. No )  
before C.O. )  
(pages 9 & )  
C.O. Munkar )  
(pages 11 )  
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(1 )  
from 1- )  
of Amra P.S. )  
letter to )  
11-55 B.M. )  
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E. ]

1. Name and rank of defaulter. - (P.I. Ram Manohar).
2. Pay of defaulter. - (Rs. 200/- p.m.)
3. Date of starting service. - (10.9.1945).
4. No. of rewards & Commendatory notes earned by the defaulter. - (5)
5. No. of punishments received by defaulter. - a Major (2)  
b Minor (4)

6. Charge/s

- (1) He was absent from his P.S. Amer without permission from 2.11.55 A.M. to 4.11.55 B.M.
- (2) When asked by the C.O. Nankathana to explain the above absence at about 11 A.M. on 7.11.55, he not only refused to submit his explanation but was insubordinate to him (C.O.) in the latter's office.

11. Signature

Bs./  
19/11/55

7. Index of papers in support of the prosecution.

- P1:- Statement dated 15.11.55 containing charges & summary of prosecution evidence served on the defaulter (pages 1 to 2)
- P2:- Statement dated 1.12.55 of B/S Rameshwar before C.O. Nankathana (pages 3 & 4)
- P3:- True copy of extract dated 1.11.55 & 4.11.55 from the M Roll of Amer P.S. (Page 5)
- P4:- Statement dated 2.12.55 of Reader S.I. Gopal Narayana of C Nankathana before C.O. Nankathana (Pages 6 to 8)
- P5:- Statement dated 3.12.55 of orderly const. Kishore Singh before C.O. Nankathana (pages 9 & 10)

8. Index of papers in support of the defence.

- D1:- Statement dated 4.12.55 of Defaulter before C.O. Nankathana
- D2:- " " " 4.12.55 of Dr. S.P. Sahai before C.O. Nankathana (pages 11 & 12)
- D3:- " " " 4.12.55 of Sd. Anandswarup " " (pages 13 & 14)
- D4:- " " " 5.12.55 of Defaulter " " (pages 15 & 16)

9. Brief facts of the case.

(The defaulter remained absent from his P.S. Amer from 1.11 to 4.11.55 B.M. Inquiries were made by B/S Rameshwar of A about his whereabouts but to no effect. He therefore was reported the matter to the C.O. Nankathana. The defaulter to duty on 4.11.55 B.M. and was called on 7.11.55 by the C.O. Nankathana. When asked to explain his absence, the defaulter refused to say anything. When pressed to do so, he said C.O. could do what he liked & walked out of the room without saluting the C.O. The latter reported this conduct to the Nagera who ordered this enquiry.)

10. Summing up and recommendation of the enquiry Officer.

(From the provisions of the evidence that has come in, it is clear that the two charges are properly proved. The defaulter has not denied his absence & document P3 proves it. The statements of witnesses P4 & P5 show how the defaulter refused to answer the C.O.'s questions and walked out of the room without saluting the C.O. The defaulter denied this conduct and tried to explain it by saying that he was ill.)

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the defaulter has refused to cross examine them.

On his side, the defaulter has produced gr. Sakai (D2) but his statement does not help him at all. He (defaulter) might have been a little ill but that does not excuse him from taking his superior's permission to remain away from duty etc. etc. ).

Signature with designation & date.  
Of the Enquiring Officer.

11. Summing up & final order by S.P. or D.I.G.P.

Signature with designation & date.  
Of the S.P. or D.I.G.P.

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