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OFFICE OF THE INSPECTOR-GENERAL OF POLICE, RAJASTHAN.

No. S4(5)Poli.co(A) Insp/76/1836

Dated JAIPUR, the 6th April '76.

STANDING ORDER NO. 8/76

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It is observed that officers while handing over charge of their office to the succeeding officer are not following a uniform method in preparing their 'handing over notes' to assist and guide the relieving officer.

To ensure uniformity it shall henceforth be obligatory for the relieved officer of and above the rank of circle officer, holding independent charge of office, to hand over to the relieving officer, while proceeding on long leave, or on transfer, a detailed 'handing over note' drawing his attention to the law and order situation and other important matters requiring the immediate and particular attention of the succeeding officer on the following points :-

- (a) Law and order situation with reference to factions, labour, communal or other situations;
- (b) Crime position with special emphasis on cases of special interest requiring the attention of the officer;
- (c) Pendency of cases in courts and important cases under investigation;
- (d) A note on budgetary position;
- (e) A note on the deployment of sanctioned strength of personnel at all levels mentioning vacancies, personnel under suspension, stage .Es. and criminal prosecutions etc.;
- (f) Important personages in the district in so far as they concern Police administration;
- (g) The District Police Office, Motor Transport, Armed Reserve and Police Buildings;
- (h) Important points requiring attention to ensure compliance of the inspection notes by the immediate supervisory officers;
- (i) Relationship of the Police with the Magistrates;
- (j) District Special Branch in its functional aspects;
- (k) Recent and impending transfers of the members of the Police Subordinate Service other than Constables;
- (l) References to circulars touching on important matters of the administration of the district and executive functions of the Police;
- (m) Reference to work and worth and character of the subordinate officers.

(turn over).

Any additional information or observations may be added to the above at the discretion of the relieved officer. The 'handing over notes' should be prepared well in time marked 'confidential' and handed over personally to the relieving officer, or in the alternative, should be left in a sealed cover to be opened by the relieving officer on his arrival at the place of posting.

'Handing over notes' by members of the Police Force not in independent charge of an office of the rank of Sub-Inspector and above, will be designed to enable their successors to understand and execute the administrative and executive functions of their new charge. Any problems, uncleared arrears, and any un-finished business requiring the immediate and particular attention of the succeeding officer should be especially highlighted in these notes.

When a Station House Officer hands over charge of a Station, he will give to relieving officer a station charge list which shall comprise of a record of property including case property, registers, case diaries, cash etc. in charge of or to be maintained by a Station House Officer and also a memo of important matters to be attended to. The relieving officer before taking charge, shall check all the items of property, register, case diaries, etc. mentioned in the list and record in the General Diary the fact whether all the items have been correctly handed over and he shall grant an acknowledgement to the relieved officer.

All supervisory officers will ensure the compliance of these instructions. The receipt of the order may be acknowledged.

(Sh Singh)
General of Police,
Jaipur.

1. All the Asst. Inspectors-General of Police, Rajasthan.
2. All the Deputy Inspectors-General of Police, Rajasthan.
3. All the Superintendents of Police, Rajasthan.
4. All the Commandants RAC Battalions.
5. All the Asst. Is. G. of Police, Rajasthan.
6. The Principal, ~~...~~ R.P.A. Jaipur.

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