

OFFICE OF THE INSPECTOR GENERAL OF POLICE, RAJASTHAN,

J A I P U R

No.M.4(1)Police-(A)-Gupt/ 36-80

January 11, 1982.

STANDING ORDER No. 1/82

=o=o=o=o=o=o=o=o=o=o=o=b=o=o=o=

Subject:- MONTHLY CONFIDENTIAL D.O. LETTERS TO
THE INSPECTOR GENERAL OF POLICE.

-oGo-

It is in supersession of Circular No.3/81 issued wide No.M.4(1)Police(A)Gupt/69/81/560-600 dated March 11, 1981.

2. With effect from the month of January 1982, the M.C.D.O. letters written by the District Superintendents of Police (including S.P. G.R.P.) to the Inspector-General of Police shall incorporate facts, figures and views under the following heads :

(i) CRIME SITUATION :

Special features must be highlighted. Trends have to be analysed (Reference : CID/CB/STT/RR(5)81/7920-54 dated 20-11-1981).

(ii) PREVENTIVE ACTION :

Special preventive action like raids organised or action initiated/taken under the Habitual Offenders Act, National Security Act and the Rajasthan Control of Goondas Act, be highlighted. Any other aspect of preventive action worth mention, may also be incorporated. (Reference: C.I.D./CB/STT/RR(81)/7291-7325 dated 13-10-1981)

(iii) CASES PENDING INVESTIGATION :

The total number of cases pending investigation at the end of the month under review and what percentage does it constitute of the total number of cases (F.I.Rs. relating to both I.P.C. and Non-I.P.C. offences) registered during the last calendar year, should be indicated. Similarly, the total number of cases pending investigation for over three months and what percentage does it constitute of the total number of cases registered during the last calendar year should be indicated. In case, the percentage of pending investigation cases is more than 10 and the percentage of cases pending for over three

(turn over)

months is more than 1½, comments will have to be offered. If the number of cases pending investigation is large the defaulting circles be identified. For working out the percentage for the months of 1982, the last calendar year will be 1981 (Reference : CID/CB/STT/PR(93)81/8126-60 dated 2-12-1981).

(iv) ORDER SITUATIONS :

Important order situations faced by the district police, during the month should be mentioned.

(v) CRIME DIGEST BY C.Os. AT POLICE STATIONS :

Once a month each one of the C.Os. has to write his digest of cases pertaining to a particular police station at the police station. Information relating to these is to be given in Appendix 'A'. Comments, if any, thereon may be incorporated in the text of the M.C.D.O. letter (Reference : PHQ Standing Order No.2/81 dated 11-5-1981).

(vi) HISTORY SHEETS (IN FORM R.P.M. 4) :

How many History Sheets in form R.P.M. 4 are to be opened at the Police Stations of the district? How many of these have already been opened? If History Sheets have not been opened in the requisite number, reasons for the same be given.

(vii) ATROCITIES ON HARIJANS AND WEAKER SECTIONS :

Any special incident/ incidents that might have taken place during the month should be mentioned.

(viii) INTELLIGENCE :

Mention whether the weekly intelligence reports received from the Police Stations contain some substance or are they generally 'nil'? Also indicate if explanations of the defaulting S.H.Os. have been called and has disciplinary action been initiated against any one or more of them? (Reference : CID/SB/A-1/G/79/57-81/7303-7343 dated 7-11-1980).

(ix) INSPECTIONS :

Information relating to inspections conducted by S.P., Addl.Ss.P. and C.Os. may be furnished in Appendix 'B'. Comments, if any, be offered in the text of the M.C.D.O. letter.

(x) SURPRISE VISITS TO P.Ss. AND C.Os. OFFICES :

Mention the names of the Units to which surprise visits have been paid by the District S.P. and the dates. The fact that a visit note was recorded in the Inspection Book be also mentioned. If any disciplinary action was initiated or is proposed to be initiated in pursuance of the surprise visit, this may also be indicated. Enumeration should be in a chronological order.

(xi) COMPLAINTS :

Following information is to be furnished on complaints as entered in Part I of the complaints register prescribed vide Police Vigilance No.N-S(53)-Police -(A)-Gupt/81 dated 5-5-1981 - Standing order No.1/81) in which reports are to be submitted by the District S.P.

- (a) Number of such complaints pending in the beginning of the month.
- (b) Number added during the month.
- (c) Number disposed of during the month.
- (d) Number pending at the end of the month.

Further break up of the last item (d) be given as follows :

- (a) Pending for less than 3 months.
- (b) Pending between 3 and 6 months.
- (c) Pending between 6 and 12 months.
- (d) Pending for over one year.

Reasons for complaints pending for over one year have to be given - complaint wise.

(xii) DISCIPLINARY PROCEEDINGS :

Information is to be furnished in Appendix 'C'. Comments are to be offered in the text of the M.C.D.O. letter particularly for those proceedings which have been pending u/r 16 for over one year and u/r 17 for over three months.

(xiii) RECOMMENDATIONS OF THE G.Os. AND ADDL.Ss.P. FOR INITIATING DISCIPLINARY PROCEEDINGS :

Name of each officer who recommended disciplinary action against his subordinates in connection with prevention and/or detection of offences/crimes and maintenance of peace and tranquility, and the number of subordinates against whom action was recommended.

CONFID... (turn

-4-

be mentioned. In how many cases action was initiated by the Distt. S.P. and in how many other cases action was proposed to be initiated? Names of officers who did not recommend any action be also given (Reference: PHQ Standing Order No. 2/81 dated 11-5-1981).

(xiv) SUSPENSIONS :

How many police personnel were under suspension at the close of the month? Name, rank and date of suspension are to be given. Comments are to be offered for those who have been under suspension for more than six months.

(xv) ABSENTEES :

Names of the absentees and dates when they absented suo-moto or by overstaying leave (and did not submit any application for extension of leave) are to be given in Appendix 'D'. Action initiated against them has also to be indicated (Reference: A-12/Police-Force/Con/81/2706 dated 1-5-1981).

(xvi) DRILL TRAINING AT THE POLICE STATIONS :

At which Police Stations was three day drill training imparted by Drill Instructors sent from the Police Lines? Names of the Police Stations and dates be mentioned.

(xvii) CASES AGAINST POLICE PERSONNEL :

Information is to be furnished in Appendix 'E' in two parts - Part 'I' for cases registered by Police and Part 'II' for private complaints filed by citizens in courts of law.

(xviii) PENSION CASES :

Mention names of persons (with rank and date of retirement) whose pension cases :

- (a) were pending in the beginning of the month.
- (b) were added during the month.
- (c) were disposed of during the month.
- (d) were pending at the end of the month.

Name-wise detailed particulars of the cases pending for over six months along with reasons of pendency are to be given.

(xix) PERSONNEL WELFARE : (a) SCHOLARSHIPS -

Number of scholarships drawn in the district from Rajasthan Police Benevolent Fund by the sons and

168
2

daughters of police officials of all ranks during the current scholarship year. Are there still cases of such sons/daughters who ought to have been given scholarships but who are not getting the same? If so, their number together with reasons may be given.

(b) OTHER WELFARE ACTIVITIES :

Mention other welfare activities which are on hand in the district and which are intended to be undertaken.

(xx) PRESS :

Any significantly favourable or adverse reports about the District Police which might have appeared in the press during the month, may be mentioned. Action initiated may also be indicated.

(xxi) CONTACT WITH CRIMINAL JUSTICE AGENCIES :

Problems which might have arisen for the district police vis-a-vis Judiciary, Executive Magistracy, Prosecution, Prisons, Social Welfare, and Medical and Health Department (for medico-legal cases) have to be high lighted. Strictures passed by courts have specifically to be mentioned. Action initiated has also to be indicated.

(xxii) PANCHAYATI RAJ AND POLICE :

Meetings attended by the District S.P. and C.Os. during the month in compliance to Government directive issued vide Home Department No.F.22(148)Home-(Gr.I)81 dated 30-9-1981 are to be incorporated under this head. Any special feature worth being high lighted should also be mentioned.

(xxiii) SUGGESTIONS :

Only such suggestions, as are likely to bring about tangible improvements in the working of the Police, without entailing any financial burden on the State Exchequer, are to be projected.

(xxiv) MISCELLANEOUS :

Any other item which the District S.P. may like to bring to the notice of the I.G.of Police.

3. With the M.C.D.O. letter the District Supdts. of Police's Tour-cum-Working Diary for the month in the existing proforma should be enclosed. Immediately

(turn over)

below therein, a gist as follows must also be incorporated:

- (a) Nights spent out of Hqrs. within jurisdiction.
- (b) Orderly Rooms held.
- (c) Number of parades attended.
- (d) Number of checkings of night patrolling.
- (e) Number of visits to Police Lines Mess.

4. The M.C.D.O. letter shall obviously be addressed to the Inspector-General of Police by name and must reach him on or before the 10th of the ensuing month. A copy of the M.C.D.O. letter should demi-officially be endorsed by the District Ss.P. to the Range Dy.I.G.P. also.

5. The Dy.Is.G. of Police of the Ranges, on receipt of the copies of the District Ss.P.'s M.C.D.O. letters will make their observations on the contents of the letters and communicate these to the District Ss.P. concerned (by name) with a copy to the Inspector-General of Police (by name) latest by the 20th of the ensuing month. It may be stressed that the Dy.Is.G.P. Ranges will address communications district-wise.

6. In addition, the Deputy Inspectors-General of Police, of Ranges will, however, write their M.C.D.O. letters to the I.G.P. in a narrative form, incorporating Range matters of importance, which, in the opinion of the Dy.I.G. of Police should come to the notice of the I.G. of Police. Appended with the M.C.D.O. letter will be the Dy.I.G.P.'s Tour-cum-Working Diary for the month in the existing proforma. Immediately, below shall be a gist on the following points :

- (a) Nights spent out of Hqrs. with in jurisdiction.
- (b) Inspections carried out.
- (c) Orderly Rooms held.
- (d) Number of surprise visits to the Police Stations.
- (e) Number of surprise visits to Distt. Police Lines.
- (f) Number of surprise visits to C.Os' offices.

7. The District Superintendents of Police and Range Dy. Inspectors-General of Police's M.C.D.O. letters and Range Dy. Inspector's General of Police comments on the working of each one of their District Superintendents as reflected by their M.C.D.O. letters, for January 1982

160
3

and onwards should be written on the lines set out in the preceding paragraphs, and I shall eagerly be looking forward to the receipt of the same.

श्री. व. शिंदे
(G.C.SINGHVI) 11/1/82
Inspector-General of Police,
Rajasthan, JAIPUR.

Copy forwarded to :

- (1) All Range Dy. Inspectors-General of Police, Rajasthan.
 - (2) All District-Superintendents of Police, Rajasthan, including G.R.P. Ajmer.
- for information and necessary action.

Copy also to :

- (1) The Special Inspector-General of Police, Training, Technical and Rules, Rajasthan, Jaipur.
 - (2) Addl. Inspectors-General of Police, C.I.D. (Crime, Railways & Intelligence - I), Rajasthan, Jaipur, Vigilance, Rajasthan, Jaipur, / CID C & Int. 'III' Rajasthan, Jaipur.
 - (3) Dy. Inspectors-General of Police, CID Crime & Rlys/ CID - Intelligence/ HQRS / Computers - Rajasthan, Jaipur and R.A.C. Rajasthan, Jodhpur.
- for information.

श्री. व. शिंदे
(G.C.SINGHVI) 11/1/82
Inspector-General of Police,
Rajasthan, JAIPUR.

ENCLOSURES :- (as above)

168
y

M.C.D.O. letter for _____ 19____. District _____

Crime Digest by C.Os. at Police Stations

S.No.	Name of P.Ss.	Name of C.O.	Date when crime digest was written by the C.O. at the P.S.
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			
6			
7			
8			
and so on			

Distt. S.P. _____ District.

68/6

A P P E N D I X C

M.C.D.O. letter for 19

District

Disciplinary Proceedings

U/r 16

R.C.S. C.C. & A. Rules. Against-

Sis. HCs. Total.
ASIS Consts.

U/r 17

R.C.S. C.C. & A. Rules. Against

Sis. HCs. Total.
ASIS Consts.

Remarks

Proceedings pending on the first of the month

Added during the month.

Total for disposal.

Disposed of during the month

Pending at the end of the month.

Distt. S.P. District.

168
 9

M.C.D.O. letter for _____, 19____. District _____

Cases against police personnel

S.No.	Name of Police official	Specifications of case.	Date of FIR or private complaint.	Pending with whom	Remarks as to legal aid given by Govt.
-------	-------------------------	-------------------------	-----------------------------------	-------------------	--

(1)

(2)

(3)

(4)

(5)

(6)

Part - I Cases Registered by Police.

Part - II - Private complaints filed in courts of law.

Distt. S.P. _____

Distt. _____

168
g

A P P E N D I X 'F'
=0=0=0=0=0=0=0=0=0=0=

M.C.D.O. letter for _____ 19 ____ District _____

Statement showing position of the
Pending Pension cases for the
month of _____ 198 ____.

- 1. No. of cases remained pending at the end of last month. ... _____
- 2. No. of New cases added in this month. ... _____
- 3. No. of cases decided during the month. ... _____
- 4. No. of cases remained pending at the end of _____ ... _____

NOTE :- Details of the pendency -
Pension cases more than
3 months old are as under :-

S.No.	Name of the Pensioner.	Date of Retirement/Death.	Reasons for pendency.
(1)	(2)	(3)	(4)

District S.P. _____ Distt. _____