

## POLICE CIRCULAR ORDER NO. 238/81

Consequent upon the creation of the posts of 15 Dy.Ss.P. (Personnel for Reserve Offices in the districts, the following duties shall be performed by the Dy.S.P. (personnel) and Reserve Inspector:

### **Duties of D.S.P. (Personnel)**

The Dy.S.P. (personnel) will receive the Dak and ensure that leave applications except Casual Leave of Havildars, Naiks and Constables, are put up promptly by the R.S.I. before S.P./Addl. S.P. for sanction.

He shall be responsible for the proper maintenance of the following Registers :

1. Proceeding Register
2. Suspension Register
3. Casualty Return
4. Entries in the Service Book and Attestation
5. Force Statement
6. Force Return
7. D.O. Book

He will ensure that entries are made in the connected Registers and cross references indicated in the D.O. Book.

8. Force register
9. Preparation of acquittance Roll, T.A. Bill and their timely submission. Actual disbursement of pay and allowances is to be made by the Reserve Inspector as it involves maintenance of discipline at the time of disbursement.
10. All periodical returns
11. Preparation of Pension Papers

The D.S.P. will be responsible for the proper working of the Reserve S.Is. He shall be responsible for pursuing compliances relating to redressal of grievances put forth by the Force before the S.P. The S.P. should not delegate to the D.S.P. his duty of listening to grievances of the Force.

12. He shall check the clothing and G.P. Stores and the connected registers and forms.
13. He shall visit Hospital, Pigeon Loft, Dog Kennel.
14. He shall supervise the Armed Guard by night and go on rounds in the town as and when required.
15. He shall be responsible for the correctness of the increment chart and its timely preparation
16. He shall scrutinise draft charges and ensure their correctness before approval
17. He shall ensure proper follow-up action on the proceedings of the Alochana Sabhas
18. He shall look into matters relating to Havildars/Constables Association as he is the Gazetted Officer-in-charge of Reserve Office.

In addition to the the above duties, he is responsible for checking progress of all departmental enquiries entrusted to Inspectors, himself conduct the major part of enquiries against the A.S.Is./S.Is. conduct petition enquiries against Police personnel when entrusted and make weekly checking of all held-over items, cases of leave, over-stayal and cases of absence without authority. Besides, he will look into law and order arrangements when directed by the Superintendent of Police.

**Duties of Reserve Inspector :**

The Reserve Inspector shall remain responsible for the following duties. Police Manual Rule 623 indicating duties of the Reserve Inspector is relevant—

1. He shall be incharge of armed and ordinary reserve and be responsible for their drill, discipline, training, efficiency, morals and welfare.
2. He shall be responsible for the care and custody of the arms and ammunitions, equipments, stores, tents, uniforms and shall keep the accounts and registers appertaining to them.
3. He shall attend parade daily except on Thursday and Sunday
4. He shall supervise range practice and maintain records connected with range practice such as empty cases register, etc.
5. He shall hold regular inspection of arms and equipments.
6. He shall inspect the barracks, out offices and ground of the Reserve once a week, kits of all S.Is., A.S.Is., Havildars and Constables serving at Headquarters once a quarter.
7. He shall keep the key of the Magazine Guard and ensure cleanliness of the Magazine and proper turnout of the Guard. The connected registers should be maintained by him.