

## POLICE CIRCULAR ORDER No. 54

Signing of  
letters  
addressed to  
the  
Assistant  
Inspector-  
General, or  
Deputy  
Inspector-  
General.

To remove all doubts regarding methods of correspondence as outlined in this office letter No.3087 (17) A., dated the 20th February 1952, I reproduce the following instructions of the Inspector-General for general guidance. It is requested that all officers should carefully go through these instructions explain them to their Gazetted Officers and ensure against their violation in future.

"1. During S.P.'s absence from headquarters on tour (or C.L.) a Dy. S.P. can sign letters to A.i.G. or D.I.G's. in the following way :—

(a) If the draft has been approved by the S.P. the D.S.P. will sign "For S.P. (on tour/C.L.)".

(b) If the draft has not been approved by the S.P., s.g., when the matter is so urgent that it cannot wait for the S.P., then the Dy.S.P. issues the letter on his own responsibility and shall therefore sign as—

"D.S.P. for S.P. (on tour/C.L.)"

(N.B.—The S.P. should see such letters so soon as possible after issue).

2. An additional S.P. will sign letters as "Additional S.P." and never "For S.P.". If the subject matter is one which is dealt with by the S.P. himself, e.g. S.B. matters, then the Addl. S.P. shall mention in the letter why he and not the S.P. is sending it. He shall show the correspondence to the S.P., as early as possible.

3. An Addl. S.P. or a Dy S.P. can issue "true copies" of letters drafted by the S.P.—when the S.P. has expressly ordered him to do so, e.g. in TOP SECRET or SECRET files which may not be handed over to the Addl. S.P. or Dy. S.P. (such instances would be very rare indeed)."

Manual Reference

Rule 895

(Previous Police Circular Order No. 3 of 1952)