

POLICE ORDER No. 67

**Duties of a
Building
Sub-Inspector
of Police.**

The following is an outline of the major duties to be performed by the Building S.-Is. attached to district units subject to the control and orders of the Superintendents of Police/Commandants and the technical advice of the Building Inspector during his local inspection—

- (1) He shall maintain two registers of lands and buildings, in the occupation of the Police other than those charge of the P. W. D. as required under P. M. Rule 1149.
- (2) He shall maintain a copy of the up-to-date P. W. D. schedule of rates of local labour and materials and have them checked and corrected at least once a year. Estimates or departmental works should be based on rates not exceeding those in the schedule.
- (3) He shall maintain a list of local contractors whose work has been found satisfactory in the past and bring it up-to-date annually.
- (4) He shall be responsible for the safe keeping of all departmental building materials and appliances and maintain proper accounts of the same. No issues of the store should be made without the orders of the Superintendent of Police.
- (5) He shall prepare plans and estimates for all new departmental works and any special repairs to existing departmental buildings.
- (6) He shall execute the construction of all new departmental works, for which he will be entirely responsible unless contractors are employed, or for the sake of convenience, some other police officer is entrusted with its execution. In the later cases, he should inspect the work as frequently as necessary to ensure that it is being properly constructed of sound materials. Visits are specially necessary when the foundations are being laid and the roof is being put on, or when any work requiring special technical skill and knowledge is being undertaken. He shall report all defects immediately to the Superintendent of Police and with his approval take steps to remedy them.
- (7) He shall be responsible for the maintenance of the files relating to the construction of new departmental buildings required under P. M. Rule 1157 and enter in the remarks column of P. M. Forms No. 176 the dates of visit and inspection of the works.
- (8) He shall be responsible for the submission of monthly progress reports and completion reports in P. M. Form Nos. 174 and 175, as required by P. M. Rule 1155 (b) and (c) for the correctness of which he will be held responsible.
- (9) He shall have to certify as to the amounts needed to be drawn from time to time for immediate disbursement in respect of departmental works, as required under P. M. Rule 1156. He shall see that instructions under P. M. Rule 1154 (b) and 1158 (a) regarding payments to contractors and expenditure of money within one month of its drawal are complied with.
- (10) Before submission of completion report in P. M. Form No. 175 in respect of any building, he should thoroughly inspect and measure the same and furnish a certificate to the Superintendent of Police that the work is complete in every detail strictly according to plan and specifications.
- (11) He shall see that before the issue of a contract to a contractor, P. M. Appendix 69 and the instructions contained in this office Memo. No. 10524 (19)-Bg., dated the 2nd June 1949 are complied with.
- (12) He shall be required to check the annual repair estimates of the Police Posts in the district.
- (13) He shall visit each police post in the district at least once a year to ensure that all departmental buildings are being properly looked after and maintained by the local officers concerned.
- (14) He shall prepare preliminary land plans required in Land Acquisition proceedings.
- (15) He shall draw maps of scenes of crime when required by the Superintendent of Police in serious cases under P. M. Rule 176 (b).
- (16) When at headquarters he shall attend the police office during the office hours unless otherwise engaged in supervision of any local work.
- (17) He shall maintain a personal diary in P. M. Form in which an account of the building inspections made by him should be given. It shall be submitted to the Superintendent of Police for perusal. He shall get his tour programme approved by the Superintendent of Police before leaving headquarters on tour.

Manual Reference

Appendix 69, P. M. Rules 1149,
1157, 1155(b) and (c), 1156, 1154(b)
and 1158 (a), 176 (b).

(Previous Police Order Reference No. 9 of 1950)

POLICE ORDER No. 67 (Revised)

The following is an outline of the major duties to be performed by the Building S-Is./ attached to Range/Dists./ who are subject to the control and orders of the Range DIGs./ Superintendents of Police/Commandants and the Technical advice of the Building Inspectors during his local inspection:—

1. He shall maintain two separate registers one for the lands and other for the buildings in possession of the Police in Dists./Estts.
2. He shall maintain a copy of up-to-date P.W.D. schedule of rates of local labour and materials and have been checked and corrected at least once a year. Estimates of petty Departmental Works/Welfare works should be based on rates not exceeding these in the schedule.
3. He shall maintain a list of local contractors whose work has been found satisfactory and bring it up-to-date annually.
4. He shall be responsible for the safe keeping of all departmental building materials and appliances and maintain proper accounts of the same. No issue of the store should be made without the orders of DIGs./Superintendent/Commandant.
5. He shall prepare plans and estimates for all departmental petty works and any special repairs to existing buildings sanctioned from O.E.
6. He shall execute the construction of new departmental petty works for which he will entirely responsible unless contractors are employed or for the sake of convenience some other Police Officers is entrusted with its execution. In the latter cases, he should inspect the work as frequently as necessary to ensure that it is being properly constructed of sound materials and according to prescribed specifications. Visits are specially necessary when the foundation are being laid and the roof is being cast or when any work requiring special technical skill and knowledge is being undertaken. He shall report all defects immediately to the Range DIG/S. P./Commandant and with his approval take steps to remedy them.
7. He shall be responsible for maintenance of the files relating to petty departmental constructions as required under P. M. Rule 1157 and enter in the remarks column of P. M. Form No. 176, the date of visit and inspection of the works.
8. He shall be responsible for the submission of monthly progress reports and completion reports in P. M. Form Nos. 174 and 175 as required by P. M. Rule 1155(b) and (c) and for the correctness of which he will be held responsible.
9. He shall have to clarify as to the amounts needed to be drawn from time to time for immediate reimbursement in respect of petty departmental constructions required under P. M. Rule 1156. He shall see that instructions under P. M. Rule 1154 (b) and 1158 (a) regarding payments to contractors and expenditure of money within one month of its drawal are complied with.
10. Before submission of completion report in P. M. Form No. 175 in respect of any building, he should thoroughly inspect and check-measure the same and furnish a certificate to the Range DIG/S.P./Commandant that the work is complete in every respect, strictly according to the approved plan and specifications.
11. He shall see that before entering into a Contract P. M. Appendix-69 is complied with.
12. He shall visit each Police Post in the district at least once a year to ensure that all buildings including welfare buildings are being properly looked after and maintained by the Local Officers/P. W. D. as the case may be.
13. He shall prepare preliminary land plans required in land acquisition proceedings.
14. He shall draw maps of scenes of crime when required by the Range DIG./Superintendent of Police/Commandant in serious cases under P. M. Rule 176 (b).
15. When at headquarters, he shall attend the Police Office during the office hours unless otherwise engaged in execution/supervision of any work.
16. He shall maintain a personal diary in P. M. Form in which an account of the building inspection made by him should be given. It shall be submitted to D. I. G./ Superintendent of Police/Commandant for perusal. He shall get his tour programme approved by the DIG/Superintendent of Police/Commandant before leaving headquarters on tour.