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POLICE CIRCULAR ORDER No. 318/2004

Subject:- Timely as well as prompt transmission of vital information by field officers and its proper collection and collation at the Headquarter for information of higher quarters/Government.

In the recent past, in response to an assembly question, certain Ss.P. were asked to furnish information regarding pendency of NBWs against a particular group of persons. The Ss.P. furnished the required information which was collected, collated and transmitted to the Government. However, between the date of submission of the required information and the date of submission of the report by the State Police Headquarters to the Government, some changes in the status of pending NBWs against the group of persons took place. Though the concerned Ss.P. intimated the changes to the Headquarter but these were incorporated inconspicuously somewhere inside long messages and were neither highlighted nor proper heading were given, as a consequence the same couldn't be noticed resulting in serious embarrassment to all concerned.

In order to avoid repetition of such incident, the following instructions must be meticulously followed by all concerned.

1. Ss.P/Range DIsG shall give top priority to collecting, collating and transmitting the required information on the following subjects, after scrutinizing all relevant records and registers, in order to avoid any mistake or omission
 - a) All matters relating to the Assembly questions
 - b) All matters relating to the Lok Sabha questions
 - c) All matters relating to the Rajya Sabha questions
 - d) Information sought by the Government- both Centre as well as State Supreme Court of India and High Court; NHRC; State Human Rights Commission and such other legal bodies.
2. Ss.P/ Range DIsG shall be personally responsible for collecting, collating and transmitting the required information in time to the authority concerned. He/She should not expect any reminder in this connection from the State Police Hqrs. and he/she will be personally responsible for any delay.

3. The Message should be addressed to the authority who sought the information, preferably indicating his/her name, mention the name of the sender (not his/her designation) and contain the subject matter in bold letters as top heading of the message.
4. The message/report should contain relevant information relating to that subject only and must not contain any other information, in order to avoid any confusion.
5. After the submission of the report/information by the Ss.P/Range DIsG if there is any vital change in the status of the content of the information till three months from the date of submission of the report/information, the same should be communicated to the authority concerned by quickest means, duly highlighting the change in the report/message in bold letters, giving proper heading at the top of the report/message indicating the change and, as far as practicable, intimate the authority over telephone about the change that has taken place in the meanwhile, so that the Government/concerned authority can be promptly intimated about the same.
6. In the Crime Branch, henceforth the AP Cell (Assembly and Parliamentary Cell) shall function under the direct supervision and control of the Addl.S.P., Crime Branch who will be assisted by the DSP, i/c of the A.P. Cell. Besides the Inspector posted in the A.P. Cell, one more Inspector shall be posted in the Cell. One Inspector will, henceforth, look after the assembly and parliamentary questions while the other Inspector will look after the remaining work of the cell.
7. The Inspector earmarked to deal with assembly and parliamentary questions will collate the required information and put up the same to the authority in time for needful. In order to meet the time schedule the Addl.S.P., Crime Branch; the DSP in-charge of the A.P. Cell and the Inspector earmarked to deal with the Assembly and Parliamentary questions will maintain Forward Diaries. They will be personally responsible for any omission or commission as mentioned in paragraph one above.

All are requested to guard against deviation.

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