

POLICE ORDER No. 101

Final Memo-
randum.

It has come to my notice that the Final Memorandum (P. M. Form) in the districts are not being issued or disposed of regularly and promptly at all stages. All Officers concerned should realise that if Final Memos. are not handled promptly at all stages here is delay in scrutiny of acquittal judgements, preferring of appeals, taking necessary action about rewards punishments and above all issuing P. R. orders and orders on surveillance, etc. Slackness in these matters necessarily leads to a very adverse effect on crime position in general.

It is therefore ordered that Final Memo. shall not be kept pending for more than the time stipulated below—

- (1) Court Office .. 3 days from the date of the final disposal of the case,
7 days in case of acquittal.
- (2) C. I. .. 15 days from the date of receipt
- (3) S. P's. Office .. One month from the date of receipt

S. P's, should be well advised to obtain a monthly or quarterly statement of pending F. Ms. from the Inspectors and see to it that the pending F. Ms. in the District Police Office are sent out to the Police-stations promptly.

The Circle Inspectors are required to prepare a consolidated statement based on the reports received from the Thana Officer along with the monthly/quarterly crime reports. It will be the principal responsibility of the Gazetted Officer dealing with the Crime Branch in each District Police Office to see that F. Ms. are not delayed at any stage and especially in the Police Office. Any accumulation of F. Ms. at any stage should be brought home to the officer concerned.

Manual Reference

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Rule 316

(Previous Police order Reference No. 11 of 1954)