

POLICE ORDER No. 198

Duties of an Inspector of Police posted to a Police Station as Officer-in-Charge.

1. When an Inspector is posted to a Police Station as Officer-in Charge, an Assistant or Deputy Superintendent should be specially entrusted with the general supervision of such Police Station by the District Superintendent of Police, in case it is not already under a City or Sub divisional Police Officer. The Inspector so posted may be designated as Inspector-in-Charge of a Police Station for the purpose of departmental correspondence.

2. Besides the general duties and responsibilities of Station Officer-cum-Officer-in-Charge as laid down in Chapter VI of the Orissa Police Manual, the Inspector-in-Charge of a Police Station shall have to perform the following duties:

- (a) He shall investigate important cases and distribute cases to other investigating officers under him and shall see that each case is fully and properly investigated and that all steps are taken to ensure detection as laid down in P.M.Rule 54 (b).
- (b) He shall perform all the duties of a District Superintendent of Police under sub-sections (3) and (4) of Section 30 of Act V of 1861 subject to the limitation that he should obtain the orders of his superior officer, whenever necessary as laid down under P. M. Rule 54 (d).
- (c) He shall remain in constant personal touch with the S. D. M. whenever possible and keep him informed of all important matters concerning the criminal administration of his P.-S. as required under P. M. Rule 54 (e).
- (d) He shall peruse all the case diaries of the investigating officers under him as required in P. M. Rule 58, impart instructions, pass remarks to guide investigation on proper lines and call for explanations for delay in the submission of diaries.

He shall get such remarks complied with on the carbon copies of the diaries instead of following the procedure ordered in Police Order No. 3 of 1956.

In cases investigated by himself, he shall submit his case diaries to the Subdivisional Police Officer or the Gazetted Police Officer entrusted with the supervision of the police work of his Police-Station as specified in Para.1.

- (e) He shall submit one copy of the daily report in P. M. Form No. 6 to the Superintendent and another copy to the S. D. M. through the A. S. P./D. S. P as laid down under P. M. Rule No. 59.
- (f) He shall, in accordance with the instructions laid down in P. M. Rule 48, supervised most of the important cases investigated by the officers under him and submit his supervision note in P. M. Form No. 7 to the Superintendent of Police/Subdivisional Police Officer.
- (g) He shall submit progress reports to the Superintendent of Police in all cases which are prolonged on more than 10 days as laid down in P. M. Rule 61.
- (h) He shall keep the case diaries under lock and key till the conclusion of the case in the Court and shall sent them with the Final Memo. to the Superintendent of Police as laid down under P. M. Rule 62.
- (i) He shall submit final form after scrutiny as required under P. M. Rule 63 and may order for further enquiry with necessary instruction subject to the provisions as laid down under P. M. Rule 181 (e).
- (j) He shall as laid down in P. M. Rule 64, submit his personal diary in P. M. Form No. 5 and the Station Diary of the P.-S. in P. M. Form No. 15 to the A.S. P / D. S. P. in charge daily.
- (k) He shall maintain a note book to keep up to date information as required under P. M. Rule 65 in addition to the confidential note book.
- (l) He shall maintain Crime Index as per P. M. Rule 67 (a).
- (m) He shall write Khatian in P. M. Form No.2 in his own hand, shall maintain discipline and control over subordinates, shall look to the working of the Arms and Excise Act and shall keep in close touch with the Officer-in-charge of the neighbouring Police-stations as laid down in P. M. Rules 70 and 71 (a).
- (n) He shall maintain all registers and files as laid down in serials 2, 3, 4, 6, 7, 10, 11, 14 and 15 of Appendix 62 relating to Circle Inspector's Office.

He shall submit all returns which are required to be submitted by a Circle Inspector.

- (o) He shall send those case diaries of his subordinates to the superior Police Officer's which are supervised by them and get the remarks, if any, complied by his subordinates promptly and efficiently.

3. The word "Circle Inspector or Town Inspector" wherever they occur in the Police Manual Police order, Police Circular Order, Government Order or any whereelse or any Act or notification shall, so far as the Police-station where Inspector is posted as Station Officer, mean the Inspector-in-Charge of the Police-station and to that extent the Circle or town, as the case may be, should be deemed to have merged in the Police-station.

To carry out these extra functions the Inspector-in-Charge will be allotted an A. S.-I., who shall on no account be entrusted with other work except that of a Reader-A S.-I., attached to a Circle.

5. The responsibilities of thorough inspection of such Police-station lies with Superintendent of Police and Subdivisional Police Officer or D.S.P. concerned and they should once inspect the Police-station alternatively each half-year. The D. I.-G. is required to inspect these Police stations every year.

(Previous Police Order Reference No. 17 of 1964)