

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./Units 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 occupation 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 buliding 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 resonsible 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 buldings 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.

Manual Reference

Appendix-69. PMR. 1149, 1155 (b) and (c), 1156, 1154 (b), 1158 (b), 176 (b).