

POLICE ORDER No. 91

Delay in compliance over this Office correspondence.

In continuation of P. O. No. 3 of 1946 and this office letter No. 10780 (13), dated the May 1946.

In spite of the fact that Superintendents of Police/Heads of Units have been made personally responsible for correspondence with superior officers, vide (P. O. No. 4/52), repeated instance of delay are frequently being reported to me. Such complaints can be substantially reduced, if the Heads of Offices themselves opened the daks from the Head Office and from the Deputy Inspector-General's/District Magistrates' Office and passed orders on them then and there according to the nature of the case.

As prompt replies to correspondence is the prime index of efficiency in a disciplined unit I should like to impress on all that letters and reminder issued from this office should be immediately attend to and a compliance report sent to this office within a week from the date of receipt of each letter. If there be cases where delay is unavoidable due to certain information not being readily available or for any other reason beyond their control, the fact should be reported to this office in the form of an interim reply which must come within 7 days' time also.

Serious notice will be taken of failures to observe the above instructions, in future.

(Previous Police Order Reference No. 8 of 1953)