Crime and Inspections

(1) General Supervision of all aspects of Crime-Prevention, Investigation and Prosecution—relating to all rural Police Circles will be done by Additional Superintendent of Police.

(2) Special Report Crime of Rural Police Circles will be directly supervised by the Additional Superintendent and he will personally maintain the special Report files with respect to them; diaries of special report Cases will come to him through the Sub-Divisional Police Officer and he will make in the special report files a precis of the diaries. He will also draft Progress Reports which will be seen and countersigned by the Superintendent of Police before despatch.

(3) This supervisory duty of the Additional Superintendent of Police will not absolve the Superintendent of Police of his responsibility with respect to crimes and criminals in the district. He will inspect the Special Reports files of the Additional Superintendent of Police.
at least once a fortnight to ensure that proper control over S.R. Crimes is being maintained. The Superintendent of Police will also preside over the Quarterly crime meetings and devise ways and means, as he considers proper, to keep himself abreast with the latest crime developments in the district. As far as the Range Deputy Inspector General is concerned the Superintendent of Police will also be answerable to him for the crime situation of the district. The Additional Superintendent of Police will similarly inspect the Crime Register of the Sub-Divisional Police Officer once a fortnight.

(4) The Headquarters Police Station crimes will be supervised directly by Superintendent of Police and not by Additional Superintendent of Police. The Superintendent will also maintain the S.R. files of the Headquarters police Station in the same manner as prescribed for the Additional Superintendent of Police.

(5) In Districts where there is no Additional Superintendent of Police, the Superintendent of Police will take on to himself important Special Reports cases which he will supervise directly and the remaining S.R. Crimes will be supervised by the Sub-Divisional Police Officers. The Headquarters Police Station Special Reports Crimes
will, however, all be supervised by the Superintendent of Police directly.

(6) The Additional Superintendent of Police will inspect every rural Police Station of the district once a year. The Superintendent of Police will carry out detailed inspection of 50% of the rural Police Stations once a year and a casual inspection of each remaining Police Station once a year.

(7) The inspection of the Headquarter Police Station will be done by the Superintendent of Police himself and that of the Sub-Divisional Headquarters Police Stations once a year by the Superintendent of Police and once by the Additional Superintendent.

**District Reserve**

(8) The Additional Superintendent of Police will assist the Superintendent of Police in the administration of the District Reserve. For this purpose, he will attend the Reserve on Mondays along with the Superintendent of Police and also on Wednesdays. The Superintendent himself will attend inspection parade on Mondays and will also attend the Reserve on Fridays. The routine papers of the Reserve will be disposed of by the Additional
Superintendent but all papers of importance, particularly, leave applications, disciplinary cases, or orderly room cases must be attended to and dealt with by Superintendent himself. It must, however, be clearly understood that the administration of the District Reserve is primarily the exclusive responsibility of the Superintendent and this must receive his constant and close attention. The Additional Superintendent is only to assist him in order to relieve him with respect to simple routine matters.

 Prosecution Branch

(9) The Additional Superintendent will exercise supervisory control over the Prosecution Branch, keeping the Superintendent posted with developments of important cases.

 District Police Office

(10) All routine papers requiring signatures of the Superintendent will be put up to Additional Superintendent for signature. All papers emanating from or going to Government, Inspector General and
Deputy Inspector General will be dealt with by Superintendent himself. Important correspondence from Deputy Commissioner also will be handled by the Superintendent himself.

(11) The Additional Superintendent will be completely responsible for the functioning of the Accounts Branch and the necessary drawing and disbursing powers should be delegated to him. In all matters relating to control of budget or formulation of budget proposals and new schemes involving financial expenditure, papers will be put up to the Superintendent for approval before any further action is taken. The Additional Superintendent will deal with all T.A. Bills and Force Pay Bills of the subordinate staff but the T.A. Bills of Gazetted Officers and Inspectors will be dealt with by the Superintendent. Adjustments in the Cash Book will be done by Additional Superintendent and he will sign the Cash Book.

(11) The above distribution of duties is only meant to facilitate smooth functioning of the Office of the Superintendent of Police and to relieve the Superintendent of Police from duties of a routine nature so that he can devote more time to policy and other
essential matters. So far as maintenance of Law and Order is concerned, the Superintendent of Police will shoulder full responsibility. The Additional Superintendent of Police will perform such other functions as are assigned to him by the Superintendent of Police from time to time.