

Chapter 22

Law & Order Branch

Introduction

The law and order branch headed by an officer of the rank of ADGP/IGP, Law & Order shall supervise the range/districts and their sub-ordinate field formations. The branch would be housed in the Police Headquarters and shall have such number of executive and ministerial staff as may be sanctioned by the State Government from time to time.

2. Office-Management, Office Record and Work Procedures

(i) The Law & Order branch/range office would receive monthly, quarterly, half yearly and annual reports and returns on various performance areas from the Districts as prescribed. These reports and returns would primarily concern with the administrative matters, crime situations, law and order conditions and miscellaneous issues.

(ii) Requisite and adequate number of files, registers and records would be maintained in the ADGP/IGP, Law & Order and the DIG/Range offices for monitoring, controlling and supervising the various activities of the field formations. In addition to the normal routine files maintained in the office, files, registers and records classified under the following four categories shall be maintained:

- (1) **Administrative Matters:** Matters pertaining to administration including subjects like recruitment, training, transfers, service & disciplinary matters and returns and reports concerning these subjects.
- (2) **Finance and Accounts:** Files, registers and returns with regard to finance matters including subjects like payments and purchases and budget.
- (3) **Miscellaneous Subjects:** Matters dealing with miscellaneous subjects and stores.
- (4) **Law and Order Matters and Crime Records:** Files, registers and returns pertaining to law and order situations. This subject can be classified under the following heads:

- a) Communal matters
- b) Terrorist, insurgent and anti-national activities.
- c) Matters pertaining to the internal security. This subject can be further classified in the following categories:
 - i. Various law and order situations emanating out of various agitations, demonstrations and strikes etc., including students agitations, labour unrest, strikes by the government employees, agrarian unrest, caste, class and ethnic clashes and various other forms of demonstrations, unrest and dissatisfaction erupting in the community from time to time due to different reasons, issues and causes.
 - ii. V.I.P. security matters including foreign dignitaries.
 - iii. Ramification of international events and matters.
 - iv. Miscellaneous matters.
- d) Law and order situations borne out of police behaviour including use of third degree methods, custodial crimes, custody deaths, use of police force including use of fire arms and police firing.
- e) Assault on police.
- f) Files, returns and registers pertaining to crimes and criminals.

In addition to the routine returns and records on crime situations, specific files, returns, reports and registers would be maintained with regard to sensational, heinous and alarming crimes on the person and property, which have been classified as special report cases.

3. Equipment, Resources and Facilities

(i) The ADGP/IGP, Law & Order and DIGP/Range offices should have sufficient accommodation and adequate number of vehicles, office equipment in terms of furniture and functional equipment like computers, telephones, fax machines, and printers etc. The electronic equipment should have Internet connection for quick and timely transmission of information and reports.

(ii) Adequate budgetary provisions should be made available for meeting the recurring and non-recurring officials' expenditures

4. Functions, Powers and Responsibilities of the ADGP/IGP (Law & Order)

- (i) Issue of alerts, wherever necessary, to the concerned police functionaries with copy to State Special Branch on the likelihood of a law & order disturbance/major crime or on the basis of advisories received from the Government of India.
- (ii) Endeavour to provide efficient, effective, responsive and accountable police administration.
- (iii) Command, control, guide and supervise the various subordinate units i.e. Range, district sub-division, police station and outposts/checkposts and the functionaries working therein.
- (iv) Instruct and guide the various units for ensuring peace, security and tranquility in the areas under his charge.
- (v) Issue instructions from time to time for meaningful prevention of crime, quick, competent and impartial investigation and detection of crimes.
- (vi) Work out modes, methods and modalities for effective and efficient crime management for keeping control on the activities and movements of the criminals and anti-social elements.
- (vii) Scrutinize various reports and returns received from the Range and district police and take appropriate decision and action with regard to matters and issues under consideration.
- (viii) Send various returns and reports to the D.G.P. with regard to various subjects and issues pertaining to police administration, crime situation and law and order conditions.
- (ix) Visit spots of serious, sensational and grave crime and law and order occurrences including communal riots, terrorist incidents and other law and order situations of grave ramifications.
- (x) Conduct formal and informal inspections of the various field formations as prescribed from time to time.

- (xi) Ensure efficient and effective administration and quick disposal of work of the subordinate units.
- (xii) Ensure that the scheme of computerization and electronic-administration functions competently as per the norms and standards and the staff is efficient to work on the system.
- (xiii) Work as an effective and meaningful link between the Police Headquarter, other units' vis-à-vis the various police field formations.
- (xiv) Allot duties and functions to the Range and districts and their functionaries in a judicious manner.
- (xv) Function as disciplinary authority up to the rank of Sub Inspector as may be necessary.
- (xvi) Exercise financial powers as per the powers delegated by the D.G.P. in this regard subject to the Sikkim Financial Rules.
- (xvii) Prepare quarterly transfer proposals in respect of the district police for consideration of the Police Establishment Committee (PEC).
- (xviii) He shall ensure that SOPs for handling various crisis like terrorist/extremist attacks, chemical/biological attacks, public agitations, natural disasters etc. are in place and are regularly updated.