

CHAPTER -2

Powers and Duties of Senior Officers

Director General of Police

- 7- 1. The Director-General of Police is the head of the Police Department of the State. The functioning and administration of the police throughout the State are vested in him.
2. He advises the Government and State Police Board on all police matters, both administrative and operational. He is responsible to the Government for the internal management, economy, equipment, training, discipline and efficient discharge of duties by all members of the force.
3. He is ultimately responsible for making the Police organization fully efficient at all levels for preventing and detecting crime, maintenance of public order, law and order, safety and security and preservation of peace. He has to keep the Government informed of the state of crime and all political, communal, subversive and terrorist movements throughout the State and to advise the Government as to the manner of dealing with them.
4. Subject to approval of the Government, he is vested with powers to frame such orders and regulations as may be necessary and expedient related to.
- (a) the prevention and detection of crime;
 - (b) effective prosecution of offences, including filing of appeals;
 - (c) promotion, preservation and maintenance of law and order, public order, public safety and security of the State;
 - (d) regulation and inspection of the Police organization and of the work performed by Police Officers;
 - (e) determining the description and quantity of arms, accoutrements, clothing's and other necessities to be provided to the Police Service;
 - (f) prescribing the places of residence of members of the Police Service;

(g) institution, management and regulation of any Police fund for purposes connected with the Police administration including reward to informers or welfare of Police personnel etc.;

(h) regulation, deployment movements and location the Police;

(i) assigning duties of officers of all ranks and grades and prescribing the manner and the conditions subject to which they shall exercise and perform their respective powers and duties;

(j) regulating the collection and communication of intelligence and information by the Police;

(k) prescribing the records, registers and forms to be maintained and the returns to be submitted by different Police units and officers;

(l) computerization of police records and police working; and

(m) generally, for the purpose of rendering the police more efficient, and preventing abuse of power and neglect of duties by them;

5. He is also vested with powers to frame such orders and regulations related to the collection and communication of intelligence and information, and all such other orders and regulations related to the said force as he deems expedient from time to time for preventing abuse or neglect, for ensuring adherence to the guidelines of superior courts in the matters of investigation, arrest and other related matters and for rendering such force professionally efficient in the discharge of all its duties.
6. He is the chief authority to coordinate and direct operations for the maintenance of public order, security and law and order, particularly in the event of widespread strikes, industrial unrest, riots, communal, subversive, terrorist disorders, or violent political movements. Police action and dispositions necessary to combat such disturbances or movements will be under his general direction and control.
7. The strength of the police force as a whole and of various ranks is fixed by the Government. Any permanent increase or reduction in respect of these, in a Branch/Unit can be done, with prior approval or sanction of Government. It will, however, be within the powers of the Director General of Police (a) to re-

allocate the strength within the police Units according to the exigencies of the administration arising from time to time, provided it does not exceed the total approved strength and ranks of the district or equivalent formations and (b) in the interests of improving quality of investigation or for more effective supervision or for improving technical support, to convert any posts from one rank or category or class to the other in respect of executive, ministerial and technical wings of the department and to position them anywhere with the approval of the Government.

8. He shall devote himself to planning, improving and making the entire state police an effective and impartial law enforcement agency, utilizing fully the latest concepts of police management, training and modern science and technology, including the application of Information Technology in the police department. Up gradation of skills for career development through training including on the job training and the improvement of supervisory and monitoring system in the police department shall be one of his core functions.
9. He shall be the Head the Police organization. He shall remain responsible for policy, direction and supervision of the entire State police and for ensuring coordination between different wings of the police and with other departments of the State and other States. He shall exercise all disciplinary and financial powers of a Head of Department and as authorized by the Government.
10. The Director General of Police shall send reports to the Chief Secretary to the Government, with copies to the Chief Minister, the Home Minister and the Principal Secretary to the Government, Home Department and the Secretary to the Governor, on the subjects mentioned below. However the S.P may also send directly the reports to the Govt. as above under intimation to DIG/Range, IGP/ADG Law & order and DGP to save delay.
 - A. Disturbances occasioned by communal or caste or regional, or linguistic considerations.
 - B. Terrorist and subversive incidents and matters concerning internal security.

- C. Riots involving breach of peace or death of any person, if they are of seriously grave nature.
 - D. Riots involving the use of fire arms and/or explosives.
 - E. Assault on the police, in which death or serious injury to the police is reported.
 - F. Cases of possession or manufacture or use of bombs or explosives resulting in death or grievous hurt.
 - G. Fasts, Hartals, Strikes and Satyagrahas of all kinds.
 - H. All incidents in which fire is opened by Government servants.
 - I. All cases of alleged torture by the police or death or grievous injury caused while in police custody.
 - J. All other important and grave occurrences which may be of interest to the Government.
 - K. Caste-motivated offences of murder, violence resulting in grievous hurt, rape and serious mischief or arson committed on members of S.Cs and S.Ts.
 - L. Organized crime that affects civic life and security.
 - M. Any other matter on which the Government may call for a report.
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- 11. His other important functions and responsibilities include, the enforcement of Code of Conduct among the Police Officers of all ranks, Police welfare and housing and a proper mechanism for redressal of grievances.
 - 12. In the discharge of these functions the DGP has full authority to delegate and entrust any of the functions to the officers subordinate to him as permissible under rules and regulations.
 - 13. The Director General of Police, with the approval of State Government, shall try to outsource as many non-core functions as practicable, to enable police officers to concentrate on core functions.
 - 14. Subject to provisions of The Sikkim Police Act-2008 and any rules made there under the Director General of Police by general or special standing orders may prescribe from time to

time the functions that needed to be performed by the various ranks of civil police in relation to each duty and responsibility.

15. As Head of the State Police, it shall be the responsibility of Director General of the Police to
 - (a) advise the government and the State Police board in all matters of policing;
 - (b) implement the policies, the strategic policing plan and the annual policing sub-plan approved by the State police board;
 - (c) administer and supervise the police service to ensure its efficiency, effectiveness, responsiveness and accountability;
 - (d) issue directions irrespective of any general executive instructions to the contrary but subject to the provision of the Sikkim Police Act-2008 and the rules made there-under, for recruitment of group 'C' officers to fill in existing and anticipated vacancies in accordance with the sanctioned strength, as per provisions of the recruitment rules;
16. He shall cause to be published each quarter a Police Gazette containing Departmental Orders, Notifications and Circulars relating to the Police for circulation within the Police Organization, and may publish appropriate portions of the publication on the website of Police Department;
17. The Director General of Police shall, with the approval of the State Government, draw up an Internal Security Scheme for the entire State as well as for each of the districts and major urban areas to deal with problems of Public Order and Security of State, as specific to the area and shall place it before the State Police Board for its approval. The Internal Security Schemes so formulated shall be reviewed and revised as necessary once in two years, and more frequently if required.

Addl. DGP/IGP - Law and Order

- 8-1.** The Addl. Director General of Police/Inspector General of Police (L & O) is the staff officer of the DGP to assist him in

supervision of the police of all the districts in the state in the matters of prevention of breach of peace, maintenance of public order, law and order, planning and implementation of operations and in dealing with all situations including terrorist and subversive activities, communal, caste, or regional or other widespread agitations subject to the control of DGP.

2. His functions are -
 - A. Assisting DGP in the supervision, management and leadership of the Police, and in maintaining discipline, morale and high professional standards of work at all levels;
 - B. Organization and implementation of preventive measures, particularly Police beat system, patrols and surveillance;
 - C. Personal direction of measures necessary for maintenance of peace, public order, law and order and security and assistance to DGP in operations, coordination and reporting;
 - D. Organization and implementation of Community Policing schemes, police community relations and promoting mutual understanding and trust;
 - E. Supervision of work as allotted and any other function related to these as instructed by the DGP.
3. His duties are -
 - A. Annual inspection of DIG/Range offices, one District office in each Range and one Police Station in each district.
 - B. Meetings and scrutiny of work of officers in the District with reference to specific items of allotted work;
 - C. Scrutiny and compliance with the Code of Conduct, police regulations and providing guidance through proper instructions in the monthly reports of the Superintendent of Police and the DIG/Range ;
 - D. Attend meetings on subjects of his charge on his own or on behalf of DGP;
 - F. Coordination and cooperation within Police, with other branches, CID, and other States;

- G. Provide assistance, wherever necessary, in the matters of investigation of cases apprehension of offenders, searches seizures and preservation of scene;
 - H. Preparation of schemes and contingency plans for maintenance of peace and order in connection with elections, major festivals and fairs or agitations or violent incidents and their implementation both at the State and local levels by concerned officers;
 - I. Visit personally areas of serious breaches of peace or misconduct by police and direct operations to control the situation;
 - J. Any other duty incidental and necessary to the above as directed by the DGP ;
 - K. 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;
 - L. Send various returns and reports to the DGP with regard to various subjects and issues pertaining to police administration, crime situation and law and order conditions.
 - M. 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.
 - N. Prepare quarterly transfer proposals in respect of the district police for consideration of the Police Establishment Committee (PEC).
 - O. 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.
4. In the performance of these duties he shall be in close touch with the Addl. DsGP/IGP, Headquarter, CID and Special Branch. The State and the Districts Control Rooms should be efficiently organized and be kept constantly alert and responsive.

5. The monthly reports and inspection reports of SP of Districts and DIG/Range, will be forwarded with his comments or instructions to the DGP before they are returned to the concerned.
6. Where specific crimes as contemplated in order No. are registered and are investigated, special reports in those cases, if required, shall be sent to the Government. However, situation reports should be continued to be sent by Addl. DGP/IGP (Law & Order) along with reports on specific crimes, till the situation returns to normal.

Addl. DGP/IGP - Crime Investigation Department (CB-CID)

- 9** -1.His main role is to ensure performance of one of the most vital functions of police i.e. investigation and detection of cases in the State subject to the general control and supervision of the DGP. He is directly responsible for efficient functioning of investigation, coordination and supervision of all investigation of CID cases in the State, and for ensuring coordination with other States, National Agencies and through them with other countries. He shall plan and implement schemes to employ latest advances in Science and Technology in the field of investigation, to upgrade investigative skills of Police Officers, to build an effective criminal records and intelligence system and to ensure integrity and impartiality in investigation. He shall allocate tasks and duties to various officers in CID including coordinating function. The Addl. DGP CID will have full powers of Head of Department (HOD) in financial matters.

General Functions of Addl. DGP/IGP, CID

- 2-A. Supervision and control as head of the CID Administrative and operational control of the State Crime Records Bureau (SCRB), Finger Print Bureau (FPB).
- B. Mutual cooperation and liaison with other States, national agencies such as CBI, NCRB, Interpol, MHA, NCB, NIA,

Enforcement Directorate, Enforcement Wing of Customs, Excise, Banking & CBDT ;

- D. General direction, supervision and coordination of investigation of cases;
- E. Maintenance, up-dating, custody and use of criminal records, and criminal intelligence systems;
- F. Organize research, study and analysis of crime and rendering advice to frame guidelines on measures to prevent and detect crimes;
- G. Constantly update and apply the scientific and technological aids available for crime detection, their adoption and application by the field staff;
- H. Assist the DGP in directing operations to control outbreak of crime, investigation of offences in situations of serious and widespread riots or agitations and in compiling necessary reports to Government and others;
- I. Keep DGP and the Government informed of the state of affairs in his charge from time to time.

Duties and responsibilities of Addl. DGP/IGP, CID

- 3. He will conduct annual inspection of the work records of SSP/SP, CID office, SCRB , FPB and Research Wing. His other duties include;
 - A. Personal visits to places of investigation of serious crime, which is likely to generate insecurity, panic or attract widespread public and media attention;
 - B. To assess the quality, conduct, performance of Investigating Officers, efficacy of methods and handicaps experienced by them by touring and to take such remedial steps as required for quality investigation and for effective coordination;
 - C. To arrange and monitor collection, storage, updating, retrieval, and use of data on crime, criminals, opening and maintenance of dossiers, collection and dissemination of criminal intelligence;
 - D. Introduction of automatic search facility for fingerprints and equipment for identification by portrait building with

- accessibility of such facilities by Investigators all over the State;
- E. Publication of Police Gazettes for internal use, Analysis reports, and lapses noticed in cases disposed off in courts;
 - F. Provision of adequate working space, equipment, transport, communication, stationery and funds required for all investigating teams;
 - G. Update investigative skills and assign specific tasks particularly the study of judgements, journals and publications, Acts and laws which police have to enforce, and communicate constantly the results to all the concerned in the form of guidelines;
 - H. Ensure disposal of petitions and references from NHRC, timely reply of Assembly/Parliament questions.

Addl. DGP/IGP-Head Quarter

- 10-1.** His role shall be to perform all administrative, personnel, legal, welfare and sports, provisioning and logistic functions and budget and organization of the Department subject to the control of DGP. His functions are -
- A. Supervision of the work of the Police Head Quarter as allotted;
 - B. Personnel and financial management of the department;
 - C. Efficient management of provisioning, logistics, their modernization and better administration.
 - D. Evolve procedures that would ensure economy and cost effective measures and eliminate delays by adopting simplified procedure.
 - E. Ensure that necessary financial powers are made available to field officers for more efficient performance of principal police duties like investigation and maintenance of law and order and public order.
 - F. Preparation and implementation of schemes aimed at welfare and health of the force and their families and also to promote sports activities.

His duties and responsibilities

1. In Police Head Quarter, all staff dealing with the subjects of Budget, Accounts, Provisioning and Logistics, Personnel, Organization, Coordination, Welfare and Sports shall work under his direct supervision and monitoring.
2. He shall conduct annual inspection of work of Police Head Quarter, Reserve Lines, Coordination, Provisioning and Logistics, Budget and Organization, Chief Accounts Officer & Police Head Quarter, Store. All annual inspection notes on Districts in respect of administrative matters and Offices of all other establishment of Police shall be reviewed and suitable measures taken to rectify the shortcomings in the system with the approval of DGP.
4. He shall ensure complete implementation of Computerization of all matters of the wings entrusted to him.
5. He shall also ensure timely submission of ACRs as prescribed and issue necessary instructions as to maintenance of personnel files of Officers.
6. His powers shall consist of administrative and financial powers of DGP on delegation. Other duties of Addl.D.G.P./I.G.P. (HQ) are;
 - A. Ensuring Inspection of all seats in the PHQ to liquidate pendency by IsG/DIsGP/SP attached to Head Quarter;
 - B. Regular monitoring of disposals of disciplinary cases, suspension cases and court cases, ensuring prompt assistance to legal officers, Government pleaders and prosecutors without any delay;
 - C. Arrange thorough scrutiny of all inspection notes of all Units received in PHQ and follow up action;
 - D. Supply of uniforms and other clothes, articles and accoutrements regularly to all personnel and Unit stores;
 - E. Monitoring of payment of pension and other benefits to those who superannuated or died or became sick;

- F. Process all personnel matters such as transfers, promotions, disciplinary matters and retirement benefits, in respect of all Non-Gazetted Police Officer. Maintenance of service books and personal files and issue of instructions thereon are part of his functions in Police Headquarter.
- G. He is responsible for safety and security of records and property in the PHQ. He will supervise all housekeeping functions. He shall arrange to draw and rehearse (a) Fire Alarm system; (b) Other emergency measures; (c) Evacuation and safeguarding of persons and records; (d) Internal security scheme; and (e) Reception and accommodation of visitors.
7. He is also responsible for the preparation of Annual Budget and getting approval/sanction from the Govt., promptly.
8. He looks after all financial transactions of the department, provision of guards, escorts etc. Pay and allowances, Pensions, Auditing of accounts are also to be dealt with by him.
9. He will be in-charge of all personnel matters of the department except the subjects allotted to other officers. He is responsible for
- A. The effective functioning of the entire PHQ.
 - B. Allocation of subjects/duties among the sections and staff
 - C. Arrange maintenance of stock files of all laws, instructions and circulars
 - D. Develop and maintain appropriate data management system
 - E. Arrange for periodical inspections
 - F. Ensure disposal of files promptly, impartially and efficiently in DGP Office.
 - G. Ensure proper coordination of different wings in DGP Office.
 - H. Any other duty entrusted DGP. He shall exercise all powers as delegated to him by the DGP and Govt.

Addl. DGP – Special Branch

- 11-1** Special Branch of the Police Department is very important functional organs of the Govt. The Addl. DGP Special Branch is assisted by such number of officers of different ranks as decided by the Government in consultation with Director

General of Police from time to time.

2. His role and responsibility are to arrange collection of intelligence relevant to and connected with public order, security of the State and of important personalities, law and order, communal, caste, linguistic, industrial, political, agrarian tensions, upheavals, terrorist and subversive activities etc. He will conduct enquiries connected with these matters and arrange timely dissemination of intelligence to avert violent situations. He is in-charge of the Intelligence Department of the Police and is responsible for coordination of intelligence work of all Units maintaining quality and high professionalism. He shall assist DGP in the timely communication of information to the Government and others on need to know basis. In the performance of this sensitive assignment the Addl. DGP shall utilize all resources available to him. The functioning of the Special Branch shall be in accordance with the Manual prescribed for State Special Branch and local Special Branch Units of the Districts.
1. The Addl. DGP, Special Branch, should ensure either by himself or by one of IsGP or DIsGP of Intelligence, inspection of all District Special Branches during the year.

Addl. DGP/IGP/DIGP -Training

- 12-1. He is responsible for arranging the training of all recruits of Police department, in service, on-job training programme for the department.
2. It shall be his duty to keep the police personnel in a high state of efficiency by devising appropriate, relevant and effective training programs including on the job training.
3. The designing, up-dating and running of on-job training and other courses by effective use of institutional as well as distant education concept shall be done by the concerned with his approval. It shall be his responsibility to guide and ensure sound methodology. He should undertake a constant review of training procedures to keep them update. He shall ensure the use of latest equipment and aids

- to training. He shall report to the DGP and keep him informed of the state of training.
2. He shall exercise such powers as are delegated to him and take all decisions by obtaining DGP's approval wherever necessary.
 3. He shall inspect Police Training Centre every year. The testing and examination procedures, framing of correct syllabi, preparation of lesson plans, preparation, printing and distribution of reading material, textbooks, other literature and training aids in the nature of slides, videotapes shall be done and constantly monitored by the Police Training Centre.
 4. The deputation of officers for training outside the State and country should be routed through him to the DGP for final approval by the State Government. Proposal for training of officers within the State shall also be routed through him for approval of the DGP. He shall maintain liaison with BPR&D and other advanced training Institutions in the country and abroad.

IGP - Armed Police

- 13-1 IGP (Armed Police) is the head of the Armed Police consisting of all SAP & IRB in the State. His role is supervision of the functioning of all SAP & IRB. inclusive of administrative, personnel, logistics, provisioning and deployment matters etc. He shall be responsible for keeping the force under him in a state of high discipline, morale and efficiency. High priority should be given to the welfare, allocation of duties, health, clothing, equipment and living accommodation. He shall ensure that the concerned DIG/CO under him inspect all the units under them once a year. The SOP of Armed Police shall be updated from time to time under his supervision and shall be implemented effectively.
2. He is mainly responsible for the Police Welfare and administration of Welfare activities including the health care, Sports and recreational activities and insurance coverage of Police Personnel. He is responsible for the management for the funds in his wing meant for welfare, sports

and Recreation, Education, Organising Police duty/sports meets is one of his functions. He takes maximum care of the welfare of the Police Personnel and their families thereby ensuring a better life for them.

Law Officer

14. The Law Officer will be mainly rendering legal advice and opinion in cases investigated by CB-CID and the important cases investigated by the District Police. In all important cases the written opinion the law officer shall be taken before any orders of disposal are passed by the concerned officer. The of law officers are to act as a liaison between the department and the courts in so far as service matters, other litigations between department and public are concerned. He is responsible to feed with the necessary material to the government counsels in the various courts where litigations are pending. He shall effectively control the mechanism through the subordinates so that the departmental matters are properly and effectively represented in courts in time ensuring quick and successful disposal of cases. He shall also be responsible to scrutinize the orders and judgement of courts and to see that appeals are filed promptly to appellate courts wherever necessary. He will also be in charge of the branch dealing with Acts and Rules in the DGP Office. He shall keep the DGP informed of the stages of the litigation through the Addl. DGP/IGP Head Quarter.

IGP/DIG -Communications and Computer

15-1. He is responsible for the effective functioning of the Police Communication System. He is also responsible for the control and coordination in the communication network. He will have complete control over the technical staff.

2. He shall be the Branch Head of the Organization and all correspondence shall be made under his designation. He will exercise the same powers as are exercised by other branch heads in the Police headquarters and will exercise general superintendence, command and control over the work of all officers and staff in the Police Communications & Computer branch.

3. He will prepare five year perspective plan regularly updated and

annual plans for improvements in police communications & computerization and submit to the Director General of Police for approval.

4. He will keep the Director General of Police of the State Police organization informed the working of the branch and bring to his notice matters of significance.

Deputy Director/Joint Director- Computer

16-1. He will exercise general superintendence over the work of all Subordinate officers in the Police Communications & Computer branch for efficient management and up-keep of Radio equipment, computers and maintenance of communication networks in the State.

2. He will ensure timely condemnation of Radio equipment, computer generators and other major technical items in the Police department as per prescribed procedure.
3. Plan & monitor computerization of functions and records in all branches of the police and put up quarterly progress reports to the DGP through the Director, Communication & Computer Branch.

Commandant General (Home Guards)

17. The Commandant General Home Guards shall be responsible for overall supervision and control over entire Home guards organization in the State, and for proper implementation of the Home Guards manual.

Dy. Inspector General of Police/Range

18. He is responsible for all functions of his Range. He will also exercise all powers including financial powers to the extent specifically provided by Government in the rules. He should, by frequent personal inspection, endeavour to establish and maintain efficiency and discipline, ensure uniformity of procedure and practice, and secure cooperation between the police of his Districts in his jurisdiction and facilitate harmonious working between the police and the executive magistracy, and other departments of the Government. He should control, instruct and advise

Superintendents of Police. He will advise, and, if necessary, supersede SP in times of grave disorder taking over full control of the situation. SsP, on their part, should assist him in his enquiries, bring to his notice the requirements of their Districts, and consult him confidentially in all matters of difficulty. He is responsible for maintenance of law and order, prevention and detection of offences, preserving peace and security including planning & implementing anti-terrorist operations. He shall ensure efficient functioning of the investigation and is responsible for supervision of all grave crimes and their disposal, the planning and implementation of preventive strategies, detection of crimes, prosecution of offenders, coordination of crime investigation, traffic enforcement, planning as well as highway patrol's. The morale, professional efficiency and correct behavior and conduct of all ranks shall be his responsibility.

Tour Programmes and Inspections

The DIGP/Range shall inspect one Sub-Divisional Office, three Police Stations, one District Police Office in his jurisdiction every Calendar year. No time limit is fixed for the inspection but normally it should not be prolonged for more than three days at a stretch. The same stations are not to be inspected repeatedly year after year. The DIGP/Range should examine the major law and order situations, the manner in which they are handled by the police, the state of crime, quality of investigation and disposal of cases, preventive measures, working of community policing, beats, surveillance, general police work, and also discuss matters of current interest and importance with the SP giving him the benefit of his experience, advice and instructions. It is necessary for the SP to be present during the inspection of the DIGP/Range except in extenuating circumstances, with the permission of the DIGP/Range. Normally the annual inspection by DIGP/Range should not be carried in the absence of SP concerned except in extenuating circumstances with the permission of DGP. The inspections are to be carried out in the proforma prescribed.

2. Whenever a DIGP/Range inspects a district or a portion of it, he should write a comprehensive report on the district/unit as a whole and also send detailed notes in respect of each of the units inspected by him. The following special points should be

mentioned in the covering note to be sent along with the inspection notes:

- A. Vacancies and follow up action.
 - B. Quality and results of investigation, specifically analyzing the way the Special Report Cases were handled including follow up during prosecution.
 - C. Maintenance of Personal Files and compliance with Conduct rules.
 - D. Special rewards expenditure and all other expenditure, whether strict economy has been observed and whether internal audit has been completed.
 - E. Condition and upkeep of buildings, grounds, police quarters, equipments including transport, communication, computers and scientific equipments.
 - F. Functioning of Community policing effectiveness of beats, and patrols.
 - G. Effectiveness of surveillance measures and anti terrorist operations.
 - H. Police conduct, including instances of torture, corruption and nexus with anti-social elements, indiscipline, insubordination and agitation activity, offences committed by policemen, nature of action and remedial measures taken up.
 - I. Performance of Gazetted Officers.
3. A district, wherein an officer is acting for the first time in independent charge as Superintendent of Police, should be visited as soon as possible after he has settled down. Districts under the charge of junior officers may well be visited twice or even more during a year.
 4. Whenever a DIGP in charge of a Range visits a district, he should meet all Gazetted Officers who are on probation with a view to assess their progress and issue suitable instructions.

Duties connected with Public Order

- 20-1. He should study and analyze all intelligence reports and information gathered from the Districts, make a reasonable assessment of law and order problems likely to arise, the areas

and persons likely to be involved, make a realistic assessment of situation and use resources to bring situations under control by close monitoring and taking timely decisions and by giving proper guidance and instructions to the subordinates.

2. Issue instructions from time to time for meaningful prevention of crime, quick, competent and impartial investigation and detection of crimes.
3. 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.

Duties with Regard to Crime Investigation and maintenance of crime records

21-1. It is the duty of the DIGP/Range to see that steps are taken for the prevention and detection of crime, and particularly adequate arrangements are made for dealing with any unusual outbreak of crime. It is also his duty to exercise constant supervision and scrutiny over the investigation of cases and see that Gazetted Officers take adequate part therein. He should not permit any diversion of Investigation teams for any other work by heads of the Units in his charge. He should pay particular attention to the investigation of organized crime, terrorist cases, and other complicated or important Special Report cases. He shall do so by perusal of concerned case files and by recording his notes and instructions when files come up for orders or by calling for those case files which he feels necessary.

2. The Crime Digest in Form No _____ shall be maintained in the office of every DIGP/Range and Superintendent of Police. He will make entries of all special report cases occurring in his jurisdiction in this Digest. Entries in the Crime Digest shall be made for each sub-division of a district in the chronological order in which information of special report cases is received. A

fresh volume will be opened when all the pages in a current volume have been utilized.

3. Brief details of the case, the number and names of the accused, if known, arrests of accused, property lost and recovered progress of investigation, result of the case in court including the result of revision or appeal, should be entered in columns 5 and 6, in the officer's own hand. The other columns may be filled in by the officer's personal/ministerial assistants.
4. All crime files including the special report cases and those of cases supervised by the DIGP/Range or where he calls for reports should be maintained in the Crime Section of his Office. All orders and instructions issued should be kept in the connected files apart from reports and communications from the Officers handling the cases and other communications received from DGP, or Addl. DGP/IGP Law and Order.

IGP/DIG/SSP Check Post

His functions are

1. Assisting DGP in the supervision, management and leadership of the officers and men in the check post branch and in maintaining discipline, morale and high professional standards of work at all levels.
2. Organization and implementation of preventive measures, particularly patrols and surveillance at the border points.
3. Supervision of work as allotted and other functions related to these as instructed by DGP.
4. Coordination with Ministry of Home Affairs in connection with reimbursement of the expenditure relating to check post establishment.

His duties are

1. Annual inspection of check post head office and atleast three check posts and two picket post every year.

2. Meeting and scrutiny of work of the officers posted in the check post and picket post with reference to allotted work.
3. Scrutiny and compliance with the code of conduct, police regulation and providing guidance thorough proper instructions.
4. Coordination with other branches of police.
5. Handle all matters connected with illegal intrusions.
6. Any other incidental and necessary duties as directed by the DGP.

SP, Reserve Lines

22. He is responsible for the assessment of the requirement and procurement of uniform items, -types of vehicles for various Police units. He is responsible for the efficient management of the Police Band and workshops. Provision of Pilot/ escort, house guards and prison guards too shall be his responsibility. He is also responsible for the procurement and dispensation of fuel at various units and for the condemnation and auction of unserviceable vehicles. He will report to the DGP through the Addl. DGP/IGP HQ.

District Chief of Police (Superintendent of Police)

- 23-1 Superintendent of Police is the head of the district police. This is a pivotal post in the Police Organization. He has a considerable amount of operational independence, in matters relating to internal management of the police and of Law & Order in the district exercising direct command over policing. The role of the District Chief of Police is maintenance of peace and law and order, prevention and detection of crime, protection of lives, liberty and possessions of all sections of people and performance of all police functions in the district. He is the head of the District police administration. He is responsible for all matters relating to its internal economy, management, maintenance of discipline, punctual, and regular and efficient performance of all its preventive and investigative duties. The efficiency and the effectiveness of the SP impacts directly on the overall efficiency of policing within a jurisdiction. He should ensure by constant supervision and monitoring that prevention,

investigation and detection of crime in the District are done on professional lines by all police personnel in his charge. His main functions are:

2. To control and supervise the work of the Sub-Divisional Police Officers and Police stations and Police posts/outpost in the District and issue such directions as may be necessary to better achieve the object of the Sikkim Police Act 2008.
3. Keep the district peaceful and the public satisfied with the security afforded to persons and property:
4. Prompt registration and investigation of all cases.
5. Efficient functioning of each wing of police and performance of their allotted functions and duties and the efficient functioning of all police control rooms.
6. Supervise and coordinate various wings of the police in the district and with neighboring districts and other Organizations.
7. Accord high priority to all preventive and pro-active strategies and action both in respect of crimes and breaches of peace including terrorist crimes.
8. Ensure proper organization of beats and full involvement of the police force in the management of such beats along with necessary interface with local community.
9. Maintain cordial relations with the magistracy, other officials and non-officials;
10. Promote and maintain good police public relations and convey necessary information to the media and the public to ensure transparency without jeopardizing efficacy of police action or investigations;
11. Shall constitutes community Liaison group in consultation with District Magistrate for each police station, comprising respectable local residents of the area with unimpeachable character and antecedents, including retired public servants and head of teaching institutions if any, as representatives of the community, to generally advice the police in their

functioning.

12. Keep the force in good discipline, high morale, properly trained, professionally competent, honest and service oriented.
13. Ensure that the transport, arms, ammunition, stores, grounds, and buildings belonging to the department are well protected and maintained;
14. Organize good intelligence network, both criminal and general with specific attention to the criminal records system and their effective use in prevention and detection of crime. An effective information system against terrorists and subversive elements should be developed and operations planned and conducted against them;
15. Acquire full and detailed knowledge of the district and its current problems from police point of view, and be forewarned on emerging situations; plan and implement police bandobust for large gatherings, fairs, festivals, rallies, agitations, strikes etc.
16. Participation to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies.
17. Ensure effective implementation of community policing scheme.
18. To gain knowledge of all Officers and men in his charge, redress their genuine grievances, motivate them, encourage those who show promise and punish those who are dishonest, inefficient and undisciplined.
19. Gain confidence and loyalty of subordinates by personal integrity, professionalism, impartiality, devotion to duty, fair play and a high sense of justice;
20. The main function of police is to prevent crime, maintain law and order and promptly and effectively respond to incidents or calls from public. Since policing through beats is the main plank of policing in the district, it shall be his foremost duty to ensure its functioning as prescribed.

21. To prepare District Level Internal Security Scheme and be sent to Director General of Police along with the endorsement and suggestions of District Magistrate.
22. Effective coordination, consultation between Investigating Officers and prosecutors - legal advisors and cooperation by IOs with prosecutors during court trials should be organized on a sound and formal basis. The cases should not be allowed to fail for want of attention either by the Investigating Officers or Prosecutors.
23. The SP should keep himself fully informed through the Special Branch as well as the field staff, of all communal, caste, regional, political or other movements that jeopardize safety, security and law and order in the district. The police beats have a special responsibility in this respect. Collection, reporting, recording, analysis and dissemination and use of information both criminal and general, should be organized utilizing the latest equipment available and by upgrading the skills of the personnel.
24. SP may withdraw subordinate police officers except the personnel of Investigation team, temporarily from police stations in his district for duty at other police stations in the same district where additional manpower is required to deal with an emergency or to make arrangements in connection with fairs or festivals, meetings or processions or other emergent law and order situations.

Personal Supervision

- 24-1. He must personally visit and handle the situation when incidents of special report cases occur and ensure that the concerned SDPO visits personally all such places and continues to stay till situation returns to normal.
2. He should also visit the scenes and enquire personally into serious occurrences endangering life and property such as heavy floods, earthquakes, boat/raft, *fire accidents* that involve heavy loss of life or property. Detailed instructions should be given regarding the measures to be taken by the police in

respect of these natural calamities and other disasters as contained in this manual. He may entrust some of the duties connected with these to SDPO.

3. In all cases of extortion or bribery by police officers the SP should enquire or cause to be enquired by other Gazetted Officers.

Touring and Inspections

- 25-1. The SP shall tour as often as possible through all parts of the district, staying longer in the areas where public order and crime problems are high. He shall not merely confine himself to inspecting police stations, but shall visit villages and remote areas and acquaint himself with the panchayat officials, non-officials, and representatives from sections of all social strata, endeavoring to gain their confidence and cooperation, at the same time ascertaining the state of crime, law and order, activities of violent groups operating in the area and enquire into the work of local police units and personnel.
2. He should take special steps to improve the cooperation between the police and the public. Towards this end, he should:
 - A. Hold regular conferences with representatives of people, Community Liaison Group and with important and reputed members of the public irrespective of their economic or social status at convenient centers.
 - B. Talk to members of the public to know whether the police in the area are performing their duties faithfully and honestly.
 - C. Make enquiries and become acquainted with conditions in all-important villages.
 - D. Make enquiries regarding the mode of life of local bad characters and the extent of control over the activities of anti social and goonda elements.
 - E. Meet some of the victims of crime and complainants to know correctly the quality of police actions and whether they are receiving adequate attention in their cases, and take

appropriate measures to correct lapses or negligence if any.

- F. Study the organization and functioning of the beats and their interaction with public and voluntary organizations.
- G. *Inspect DCRB, all Police Stations in and all Sub-Divisional offices at least once in a calendar year.*
- H. SP must informally visit/inspect all Police Stations and outposts, check posts, Reserve Police and Control Rooms, in the first three -months either by day or night personally to acquaint himself with the personnel, place and condition of each Unit. The visit can be a brief one. These visits need not be for the purpose of inspection nor should they be treated as formal visits. However, brief notes may either be left or be recorded.
- I. He must go on night rounds or surprise visits at nights to police Units and Stations at least 4 nights a month. These should not be confined merely to the District headquarters.
- J. He must visit residential accommodation of policemen both at headquarters and outside whenever he visits police stations.
- L. During his visits to police stations, units and reserve police, he should meet officers and men available at the time, talk to them both to know their performance and their problems and difficulties.
- M. He should send monthly reports to the DIGP/Range in the prescribed Form before 5th of every month.
- N. A half yearly meeting of all SDPOs, SHOs and prosecuting officers, -should be held by the SP to discuss various matters connected with law and order, crime investigation, traffic etc. . .
- O. The SP has a special responsibility of extending full cooperation and assistance to enquiries in connection with cases of torture; lock up deaths, and any incidence of human rights violation that has been brought to his notice.
- P. When at headquarters, the SP should attend office on all working days so as to transact all official business in his office. He may, however, dispose of such confidential matters as he thinks proper at his residence. He should be accessible to officials and members of the public generally, and should ensure prompt and efficient response mechanism of the police to public needs.

- Q. He shall make necessary arrangements for the transaction of all urgent and important work during leave taken by himself or any of the Senior Gazetted Officers in the District.

Relations with the District Magistrate

26-1. The District Collector is primarily responsible for coordination of various wings of Government in the District. He is also the District Magistrate and therefore, in addition to the provisions of the CrPC and other relevant Acts, the SP of the district shall keep him informed in respect of the matters relating to the following:

- (a) the promotion of land reforms and the settlement of land disputes including removal of encroachments on Government land, common lands and forest lands;
- (b) matters related to the projects of State level importance particularly in relation to power, industry and tourism;
- (c) extensive disturbance of the public peace and tranquility in the district;
- (d) the conduct of elections to any public body or holding of any function or event of public importance;
- (e) the handling of natural or manmade disasters or major accidents and rehabilitation of the persons affected thereby;
- (f) situations arising out of any external aggression, threat to internal security, riot, industrial or other strike etc;
- (g) matter related to protection of women, weaker sections and minorities;
- (h) removal of any persistent public grievance;
- (i) any matter not within the purview of any one department and affecting the general welfare of the people of the district, or arising out of a judicial pronouncement, necessitating the District Magistrate to use the services of the Police; and
- (j) such other matters as the State Government may assign from time to time in public interest.

3. The internal administration of the district police is the responsibility of the SP. Responsibility for the internal affairs of the police, such as promotions, transfers, rewards and punishments of police officers and men rests with the superior officers of the police force.

Sub-Divisional Police Officers

- 27-1. Asst. Supdt. of Police or Addl. Supdt. of Police or Deputy SP rank shall be in charge of a Sub-Division. The Sub Divisional Police Officer shall generally control and supervise the police stations and outpost under his charge, and issue such directions as may be necessary to better achieve the objects of the Sikkim Police Act 2008.

Inspection of Station

- 28-1. The SDPO must thoroughly inspect each PS & OP of his Sub-division once in a year, constantly and systematically tour throughout his sub-division making enquiries about bad characters, the state of crime, community policing and general efficiency of police work.
2. In addition to annual inspections, the SDPO should visit each of his Police Stations once in a month, check the current work of the Station, and give necessary instructions, pointing out errors, entering the same in the visitors note book, sending a copy to the SP. He should meet the HC and Constables of at least one beat area every month and hear from them in the presence of SHO the situation and the extent to which the allotted duties are being performed and issue guidelines if necessary for achieving better results. He shall enter in the

visitor's book the details of cases in which instructions issued relating to delay in investigation, finalization, and trials.

3. He shall discuss with the Investigating Officer, the cases under investigation, clues for detection and assist in the progress of the cases in finalizing them without unnecessary delay.
4. He should also supervise the prosecutions of cases, for quick disposal, and see that the witnesses are produced in courts regularly and co-ordinate the police with prosecutors and enlist co-ordination in the success of cases.
5. During his visits to the Police Stations, he shall scrutinize the Village Crime Notebook part-I, and see whether all cases have been entered correctly and the register is maintained properly. He should also check beats himself and visit as many villages as possible and see that he visits all villages once in a year. The village visiting by the SDPO shall be noted in the village roster maintained by him.
6. The SDPO must inspect once every year, the books, shops, premises and stocks of all licensed manufactures and vendors of arms, ammunition and military stores. He shall also inspect once in a half year all places where petroleum is stored. He shall also inspect all licensed revolvers/pistols at the licensee's residence in the first quarter of each year.
7. He should see that the duties have been allotted to the men properly and impartially.
8. All enquires to be made by the SDPO in a station jurisdiction should, as far as possible are done during his monthly visits.
9. The SDPO should write in the Station Visiting Book in detail the instructions issued by him to the Station House Officer, and the work done by him such as organizing and liaison with local area Community Liaison Group, checking of patrols beat area work, visit to villages/localities and send a copy of the notes to the SP concerned. These notes should include:

A. the details of cases pending trial, any avoidable delay steps to expedite their disposal and whether action under sections 82 and 83 of the Code of Criminal Procedure has been taken in cases in which the accused are absconding;

B. information whether charge-sheets have been laid or final reports submitted in cases which were shown under investigation during his previous visit and if not, at what stage each case is and why there is delay in its disposal;

C. the details of the cases reported after his previous visit, and the progress made;

D. whether beat areas have been properly organized and patrols have been regularly sent to affected areas and that the earmarked beat area Constables are regularly visiting the villages, going on night beats and are fully aware of the crime and criminals of the area.

E. whether the SHO and other officers of the PS have been making surprise checks and meeting officers on beat or patrol duty and whether, they have been taking beat books with them while visiting villages in a beat and comparing them with point books.

10. The SDPO must visit all the villages/localities and important hamlets in his jurisdiction at least once in a year and if unable to do so, he should give reasons and visit those, which are not visited early the next year. The visits to villages and localities of the SDPO shall be noted in the Village/Locality Roster maintained by him in Form . The Superintendent of Police must watch the progress of village/locality visits every month by the SDPO, and see that it covers all beats in each station. The visits should be combined with other duties like

organisation and visits to beats, investigation, law and order duties, security and bundobust duties. Apart from the performance of specific duty on which he visits a village or locality, he should, during such visits familiarize with all matters of Police interest, liaison with local Committees, Police-public relations, enquiries, crimes and criminals and history sheeted persons and conducts of Police and records the same in the Village Roster on his return.

11. All licensed fire -arms other than Revolvers and Pistols, will have to be inspected at the licensees' residences once in the first quarter and again in the third quarter by the police officers of rank not below the SHO.

uties of SDPO in regard to crime

12. The Sub-Divisional Police Officers of shall personally supervise investigations of all special report cases, duly visiting the scenes of crime. They shall investigate atleast two to three special report cases in one calendar year or if the SP orders him to do so and those in which the law requires personal investigation by an officer of rank of Dy. SP.
13. On the occurrence of a crime of any importance and special report cases, the SDPO should proceed to the spot without delay, to supervise and guide the investigation and take charge of the direction and co-ordination of all work.
14. A Sub-Divisional Police Officer, supervising the investigation shall, after reaching the scene of a crime, inspect it, make sure all clues are collected and examine all witnesses in the presence of the IO. He will then, along with the IO study the case thoroughly and discuss the evidence available and further evidence to be collected and see that the case diaries are written promptly and correctly. The Sub-Divisional Police Officer should normally remain in the town or village along with the IO till all clues and evidence is gathered and the investigation reaches a satisfactory stage.
15. In case where definite clues are not forthcoming, the SDPO and the Investigating Officer heading the investigation should camp in the

village/town of occurrence till the case is detected or till useful clues are obtained. However, after long and strenuous efforts, if clues are not forthcoming, further investigation may be left to the local Officers having jurisdiction or special team, if any. Investigation may be resumed later if necessary.

16. In case the SDPO receives information of the occurrence of another special report cases while engaged in the investigation of one special report cases, it is up to him to decide as to which one of the cases require his immediate attention and act accordingly. But before leaving the place, he should give detailed instructions to the SHO or the Sub-Inspector assisting him on the lines of further enquiry to be pursued and further action to be taken. If necessary, he should return to the investigation of the first case after completing the investigation of the second. If, on the other hand, he feels that his investigation of the first case is more important than that of the second, he should continue the investigation of the first case and proceed after its completion to the second.
17. Whenever the SDPO is present at the investigation made by one of his subordinates, he shall countersign the case diary certifying its correctness. This does not however absolve the IO of his primary responsibility of investigation of the case properly.
18. After visiting the scene and investigating a special report case by himself or by Inspector/SI and in any case not later than a week of the issue of the FIR, the SDPO should send detailed special report with case diaries and statement of witnesses in Form in duplicate to the Superintendent of Police. The SP should read it and after appreciation of evidence, make such remarks or record such instructions, as he considers proper to be conveyed and forward one of the copies to the DIGP/Range.
19. When investigation is completed in a special report case a report should be sent by IO in the manner prescribed, with the report of the Legal Officer/APP. The SDPO should forward that report to the SP with his comments for orders regarding its disposal. The SP is competent to pass orders in all special report cases. He may take further opinion of the Addl. PP/PP. The file will be returned to the IO

with the orders passed for further action. It is open to the SP to seek orders of the DIG/Range/IGP/ADGP L&O or the DGP in which case it should be routed through the DIGP/Range. Such a procedure should be adopted only in complicated and important cases where the SP is not able to take a decision and not as a routine exercise. The DIGP/Range, IGP/ADGP Law & Order and the DGP are competent to call for any file in which case the above procedure should be followed. Every order in respect of investigation of the case by a superior officer should be in writing, recorded in the file and no oral instructions should be passed on.

20. The progress achieved up to the time of submission should be incorporated in the special report. Special report should be serially numbered and prepared in the prescribed form. (-) The first report should indicate clearly what are the specific allegations and the points or items or which enquires are to be made. The subsequent report should mention the results and developments. These reports should be so prepared as to give a clear, connected and continuous picture of the progress of investigation and particularly of the nature of evidence collected, whenever fresh allegations arise or some new persons are suspected or accused during the investigations, these should be specifically mentioned in the special reports. Steps taken by the SDPO or instructions issued by him to expedite the investigations or to go into further details in a particular point should also be mentioned briefly. The plan of action chocked out by the investigating officer as well as instructions given to him about other points or items which might have been missed or omitted by him should be clearly mentioned by the SDPO/SP in the first special report.

21. SDPO shall sent first special report to SP within seven days from the registration of FIR and subsequently fortnightly till the final disposal of the case. All special reports shall be accompanied by case diaries and statement of witnesses recorded during the period of review. SP shall go through the case diary, statements recorded and other evidences collected, shall analyze and appreciate the evidence collected so far and further need of collection of evidence and sent the copy of special report with his remarks to DIG concerned.

22. Reports received by the DIGP/Range are to be filed in his office for maintaining watch over the progress and disposal of the cases. DIGP/ Range shall forward the special reports along with his comments analyzing the evidence on record to ADGP/IGP Law & Order who, depending on the gravity of crime, should send the same along with his comments for perusal and further instructions to the office of the Director-General of Police.

Breach of the peace

- 29-1. If a serious breach of the peace is anticipated the SDPO shall promptly proceed to the locality and take measures to prevent it. In the absence of any senior officer, he shall take command of the police engaged in suppressing any riot taking place in his presence.
2. The SDPO should be present on the occasion of large festivals and public assemblies and supervise the police arrangements.
 3. He should plan, co-ordinate and organize anti-terrorist operations by collecting useful information about terrorists, their hideouts, shelters, financiers, modules etc.

Crime Register of Sub-Divisional Police Officers.

- 30-1. All cognizable cases under the IPC and also cases under special and local laws shall be entered in the SDPOs crime register (Form) to enable him to maintain a check over their investigation and disposal either by himself or station house officers. Entry shall be made in column (6) of the points, which the SDPO wishes to keep in mind concerning the case.

2. he SDPO shall transmit to his immediate superior (SP), case diaries received from his subordinates and others who are

authorised to investigate. All case diaries and correspondence relating to each case should be maintained and held in the personal custody of investigating officer and kept in the Police Station concerned. It is a privileged document and under no circumstances can it be shown to any person other than immediate superior and as provided by law.

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he SDPO shall record his daily movements and activities chronologically in his notebook. When a notebook is finished it shall be filed with the Sub-Division records and retained for 3 years. He shall leave his current notebook behind when he is transferred.

Sub- Divisional Information book

31-1 The SDPO shall take care that the Sub-Divisional information book (Form) is properly compiled and kept up to date. The objective of this book is to pass on the knowledge gained by an officer to his successor. The SDPO shall also record in the SDPO information book the dates of changes of Sub-Divisional charge.

Annual review of Crime and Notes on Crime in the Village Crime Notebook

32-1. The SDPO must himself compile the annual review of crime and investigation of each station in part-I of the Village Crime Notebook. He shall send it to the SP for approval before end of January. After approval he will send it to the station keeping a copy in his office for his use. He should also see that entries in part-IV of Village Crime Notebook are properly made. He should enter in his Sub-Divisional information book a gist of the entries made in the part-IV of the Village Crime Notebook of each station.

Station Inspection report

2. The SDPO should record his remarks on the inspection of a station in the SDPOs visiting book (Form) and forward a carbon copy to his immediate superior with his diary.
3. The SDPO must check guards and attend drill in his head quarters station as frequently as possible and in other stations during his visits and inspections.

Records from Sub-Division and Police Station

- 33-1.** Police Station and Sub-Divisional records, which have to be retained in the District Police Office, will be sent to the District Police Office by the SDPO in the month of January every year.
2. At the close of each year the SDPO will prepare and forward to the District Police Office for the orders of the Superintendent of Police a list in respect of each police station, of time expired records, which need not be retained, and other obsolete papers for destruction. These will be destroyed by the SDPO himself on receipt of the orders from the Superintendent of Police.
3. The SDPO is responsible for the destruction of the case diary files and first information reports retained in his office and in stations. These files will be retained for three calendar years after the year in which the case is disposed off. If a case remains undisposed or not fully disposed, case diary file should be retained for a period of 30 years.

Attendance at Sessions

- 34-1** As an investigating officer, the SDPO should as a rule attend Session and the courts of Judicial First Class Magistrates during the trial of the case, unless there are specific reasons for his absence. In such an event he should depute IO who conducted the investigation. As investigating officer he must assist the prosecution by causing regular attendance of

witnesses, before prosecutor for refreshing their memory and for preparation of cross examination, arguments etc. *PP/APP conducting the case should enter the progress of cases in trials in the court diaries.* The court diaries should contain a gist of all the proceedings of the day in the court including observations or comments, arguments, presence or otherwise of witnesses, accused, reasons for adjournments etc. Probationary Officers under training should attend session's trials as many times as possible.

Monthly Reports by Officers of the Rank of DSP and above

- 35-1. The SPs, Addl. SPs, ASPs and DSPs, should submit a monthly report in Form _____ to the next senior officer. The first part of the report would be in the form of a general review of the district or the sub-division, as the case may be. This review will be written under the following heads.
 2. **Law and Order:** - This should contain a note on the law and order position in the district/Sub-division and should deal with terrorist activities, agrarian troubles, serious disturbances, factions, strikes, elections, grave occurrences and important bundobusts.
 4. **Crime:-** This should contain the comparative statement of all crimes for the month, the previous month and the corresponding month of the previous year, brief reasons for fluctuations, notes on detection and investigation of important crimes.
 4. **Traffic & Highways:-** This should contain measure taken to improve traffic and Highway patrol.
 5. **Other Matters:-** All other important matters of interest.
 6. The second part of the report should contain particulars of

itinerary, prescribed inspections, grave crime investigations, departmental disciplinary enquiries and other items of work done by the officer.

7. Assistant / Deputy Superintendents, Additional Superintendents will submit their reports before the 5th of each month to the Chief of District Police, who will offer his remarks on them and forward them all together with his own monthly report in duplicate to the DIGP/Range before the 10th of the month. The DIGP/Range after scrutiny will return the report of the Sub-Divisional Officers to them through the Superintendent of Police with his remarks or instructions, if any. The report of the SP will be sent by the DIGP/Range through the Addl. Director General of Police/IGP (Law & Order) to the DGP before the 15th of the month. They will, after scrutiny, return the report to the Superintendent of Police through the DIGP of the Range.
8. The monthly reports shall be treated as confidential at all stages. On receipt from the DGP through the DIGP/Range, the SP shall file them in their personal custody, along with instructions issued or received therein. On his transfer, he will hand them over to his successor under acknowledgement.
9. Probationary Officers under practical training in the district shall send weekly reports to the Director-General of Police through proper channel. They will send monthly reports when placed in charge of sub-divisions.
10. The introduction of the monthly report does not take away the responsibility of any of the officers of the district to inform promptly the SP, the DIGP/Range, ADGP/IGP L&O and DGP, of any important occurrence within their jurisdiction.

Check Register of Monthly Reports

11. DIGP of a Range will maintain a Check Register of monthly reports in Form to watch the receipt of monthly reports from Superintendents of Police, Sub-Divisional Officers and other officers of equivalent rank.

Reports to the Director General of Police in cases of special report cases

36-1 The SDPOs shall inform Government and DGP directly by Telephone or Fax under intimation to their immediate senior, SP/ DIGP/Range and Addl. DGP, CID, as soon as they come to know of the occurrence of any crime of special report cases in their jurisdiction enumerated below. They shall send a copy of intimation to all SDPOs in the District and wherever they consider necessary to their counterparts and SsP in neighboring Districts. The police communication network should be used for sending these messages. In case, telephonic information is given, it should be followed by a fax or a report if hand delivered, for the confirmation.

2. The following constitute offences of **special report cases**.
 - A. Murder (including attempts)
 - B. Culpable homicide not amounting to murder
 - C. Dacoity
 - D. Robbery
 - E. Burglary amount involving properties valued at Rs. 50,000 or more.

 - E. Manufacture of counterfeit currency notes and coins

 - F. Trafficking in drugs (Narcotics and psychotropic substances) and poisoning cases

 - G. Communal Riots

 - H. Caste riots

 - I. Atrocities involving arson, murder, rape, assault or molestation against Scheduled Castes and Scheduled Tribes

- J. Disturbance, riot or affray of a specially grave nature
- K. Disturbance involving the use of fire arms and or explosives
- L. Misappropriation of Public funds and property of value of Rs. 2 Lakhs and above
- M. Case in which fire is opened by a Public Servant
- N. Organized large-scale misappropriation, criminal breach of trust, cheating by bogus institutions, finance companies etc.
- O. Organized crime (Mafia Type or Syndicated Crime) including kidnapping for ransom, gang wars etc.
- P. Case of possession, use or manufacture of bombs or explosive devices
- Q. Abduction or kidnapping or trafficking in women and children in an organised manner
- R. Assault on the Police except of a very trivial nature
- S. Case of death or grievous injury allegedly by a Police Officer whether in public or private capacity, or to have occurred to any person (including suicide) while in police custody, or alleged police torture.
- T. Serious fire accident involving loss of properties worth Rs.10 Lakhs and above, or involving loss of human life or both.
- U. Fast hartal, strike, bandh, or any form of agitation, which attracts public attention, or disrupts normal life or movement of traffic or accompanied by violence.
- V. Serious accident or natural calamity in which human lives are involved
- W. Sedition
- X. Terrorist violence

Y. Case of sensational nature or of public importance or having political/communal motive.

3. After sending the detailed report, fortnightly special reports should be submitted in appropriate cases till the investigation is complete and the police report is sent. After the case is charge sheeted, no progress reports need be sent, but disposal by the Court should be reported. All important details and developments that come to light should be communicated promptly without waiting for next special report. In cases of discharge or acquittal, the reasons and whether it is proposed to file revision or appeal as the case may be should be reported.

Protection of Secret Information and Informants - Responsibility of Senior Officers

- 37-1. It is a universally recognized fundamental principle of police practice that secret information obtained by the police should, at the discretion of the Head of the Police Department, be kept secret within the force. The identity of sources and agents who supply such information should be known only to officers who employ and handle these sources and agents and to such other officers as the Head of the Department may determine. Every precaution should be taken to protect secret information and its sources from exposure either directly or indirectly.
2. As per Sec. 150 Cr.P.C. every police officer receiving information of a design in commit any cognizable offence shall communicate such information to the police officer to whom he is subordinate, and to any other officer whose duty it is to prevent or take cognizance of the commission of any such offence.
3. No report containing secret information received from an agent or informer or from a source shall be transmitted either in original or by copy. When the substance of such a report has to be communicated to authorized persons, it should be

paraphrased, or written in precis form, or summarized, as may be necessary with the greatest care taken to ensure that its source is not indicated by anything in the paraphrase, precis or summary.

4. Instructions in the preceding suborder regarding the disclosure of secret information apply to the disclosure of all kinds of secret information and their sources, especially those relating to organized crime, economic or financial offences, crimes of violence, and terrorism.
5. The District Magistrate, being primarily responsible for coordination of administration in the District is entitled to receive reports from SP containing secret information on law and order but not information relating to sources.

Coordination and Liaison:

- 38-1.** Meetings between bordering officers and those from whom investigative or other assistance is required are one of the effective methods of ensuring cooperation, to control all forms of crime and criminals.
2. In order to secure satisfactory cooperation between the police of neighboring areas all executive officers from the rank of Sub-Inspector to SP should maintain frequent and confidential interaction by correspondence and meetings with officers of the corresponding ranks dealing with such matters in the areas adjacent to their jurisdiction whether within or beyond the State. Meetings should take place when there are pending matters for personal discussion and may be held at a place found convenient. They should take place as often as is necessary to accomplish the intended purpose, and no year should be allowed to pass without at least one meeting. Proceedings of every meeting should be drawn and copy submitted to the next higher officer, maintaining one copy in

the office of the sender. Action taken on proceedings of the meetings and conferences should be recorded.

3. Similar meetings should also be organized by DIGP/Range with bordering Inspector-General/DIGP within the State and with officers of the corresponding rank of bordering areas beyond the State, at least once a year for coordinating steps to be taken for the control of conventional crime, organized crime, terrorist activity, criminals, investigation, maintenance of law and order, and exchange of information. A record of discussions should be drawn up, signed by participants and circulated to all the concerned and the DGP.
4. Sub-Divisional Officers and SP should ensure that the meetings are organized by SHOs with their counterparts. DIGP of a Range should see that similar meetings are organized by the Gazetted Officers and a report sent to the DGP and Addl. DsGP concerned on or before the 15th January each year stating whether this order has been complied with or otherwise. The report should also state the meetings held by them with their counterparts.
5. Border meetings are not to be treated as a mere formality. They are meant and utilized for achieving mutual cooperation, exchange of information, assistance, and perfect coordination of police steps to deal with law and order and crime problems. All officers shall bestow attention and comply with these instructions.

Meetings of SHOs & SDPOs

6. A meeting of all the SDPOs and SHOs of the district shall be held half yearly by the District Chief of Police to review and monitor, law and order, crime, traffic and exchange of information and discuss matters connected with the police administration of the district. A specific agenda should be drawn up in advance and circulated to all

concerned. Separate session on progress of cases under-trial or on appeal shall be held wherein in addition to the above participants, all prosecutors of the District should be present. Minutes of meetings shall be drawn up. A copy of the proceedings shall be forwarded to DIGP/Range.

Direction and Coordination of Work in connection with Organized Crime

- 39-1.** Organized crime is an illegal activity organized by a group of two or more persons for the purpose of economic benefits and if the activity is legal, it is carried out through illegal means, which includes several heinous offences. This is generally referred to as mafia gang activity or as syndicated crime. It assumes dangerous manifestations as the members of the gang have fierce loyalty to the gang leader and carry out the activity with total ruthlessness. The common forms of this activity are land grabbing, possession or dispossession of properties, settling marital and property disputes, loan sharking, smuggling, drug trafficking, boot legging, contract killing, kidnapping for ransom, collection from gaming and illicit traffic in women and children hawala transaction and money laundering and other illegal activities and trades etc., where money is the main motive. The activities are carried out with careful planning, leaving minimum traces of evidence. The effectiveness of these mafia gangs is enhanced by ruthless elimination of witnesses, enforcement officials and even Judges, prosecutors, doctors, police informants etc.
2. Whenever such manifestations of mafia or gang activity come to notice, even in a seemingly insignificant manner the DSP/Addl.SP should commence documenting it and form a team to work out clues with a view to ultimately identify, expose, and prosecute the members of the gang. This has to be a personal responsibility of DSP/Addl. SP concerned. Any information of this coming to the notice of the DSP/Addl.SP or team should at once be communicated by a confidential

message to the Addl. DGP, CID through SP. The officer responsible for directing and coordinating work in regard to organized crime will be, if it extends; (a) beyond the area of a station, the Sub-Divisional Officer; (b) areas beyond the Sub-division, the Superintendent of Police (c) areas beyond a district within his Range, the DIGP; (d) areas beyond a Range as well as inter-District and the Addl. Director General of Police, Crime. The Addl. DGP, Crime will also take up the direction and coordination of investigation in all cases taken up by C.I.D. This principle should be regularly applied and followed in practice within the State. For areas that extend beyond the State where there cannot be a single directing and coordinating authority, the necessary coordination of work must be obtained by inter-changing intelligence and effecting meetings as laid down in the previous order and by constant contact by telephone or fax. The Addl. DGP CID shall be the nodal Officer for coordination with other states and through Interpol New Delhi with other countries under intimation to DGP and Government.

Visits to other States

- 40-1.** Police Officers of and above the rank of Sub-Inspector visiting other States on duty should at once get in touch with the local Police Officers of similar rank and ask for their assistance in enquiries they may be making in that State.

2. Tours by NGOs within Sikkim and Darjeeling district shall be undertaken only with the prior approval in writing of the SP. Tours of GOs within Sikkim shall require prior written approval of DIGP/Range, ADGP/IGP Law & Order.
3. In the case of GOs tours outside Sikkim and Darjeeling district will be undertaken with the approval of the Chief Secretary. Tours of NGOs outside Sikkim other than Darjeeling district shall require prior approval of the DGP.
4. If owing to an emergency, an officer proceeds to another State without prior permission, the journey should be subsequently sanctioned and ratified by the Authority competent to grant permission.
5. Whenever an accused is to be apprehended or goods seized within the limits of any other State, close contact with the local police of that State should be maintained in the interests of good relations and also speedy and effective investigation. In emergent cases, where the time taken to contact the local police is likely to result in the disappearance or removal of incriminating evidence or the escape of the suspected accused, independent action may be taken to the extent considered necessary, but the local State Police should be informed of the action taken as soon as possible.

Training Courses in India and Abroad

1. All officers deputed to attend courses in India or abroad should send a report containing the course content, their observations, along with all the literature gathered within 15 days of their return to DGP through proper channel. Afterwards the report with enclosures should be sent to Library. Library In-charge will be responsible for keeping the sets properly bound and indexed in the

library for reference.

2. No tours will be undertaken without prior approval of the competent authority. Head of office and competent authority for approval and tours of Non-gazetted police personnel within Sikkim and Head of Department for tours of GOs within Sikkim. DGP is competent to approve tours of GOs within Sikkim and Darjeelign/Jalpaaiguri distirct of West Bengal and of NGOs outside the State and said district.
3. Tours if GOs outside Sikkim and Darjeeling/Jalpaiguri district of W.B will be undertaken with the approval of the Chief Secretary. If the tour is in connection with a criminal case tours may be undertaken by the IOs and support staff with approval of the concerned SP.

Handling of Case Diaries by Gazetted Officers

- 41-1.** All Case diaries should be personally read by the sub-divisional officer concerned. He should satisfy himself that the case diary
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- A. Is received in time;
 - B. Contains the progress in the matter of obtaining clues, their pursuit and the results;
 - C. Records a thorough examination of the scene collection and forwarding of all objects, stains, fingerprints and other clues as prescribed;
 - D. Records whether arrests, searches and Recoveries - are done promptly and according to procedure;
 - E. Discusses the nature of evidence being collected and the defence of the accused and the line of investigation being pursued.

2. On perusal of the case diary the SDPO should, if he considers it necessary, record guidelines, instructions or orders on the case diary, which should be communicated to IO immediately, unless he chooses to send the file to SP concerned. In such an event he may await the return of the file from them unless he feels it is urgent and necessary to communicate the instructions at once.
3. In respect of the cases investigated by the SDPO personally, the SP will be responsible to go through the case diaries and deal with them in the same manner as indicated above.
4. The Personal Assistant to SDPO is responsible for the despatch of remarked case diaries to the concerned and the recipients are responsible for the remarked diaries sent to them.
5. Entries in this register may be made by the Personal Assistant except those in columns 5 and 6 of special report case register, which should be made by the Sub-Divisional Officer in his own hand.
6. The Superintendent of Police should make similar entries in respect of case diaries received by him in cases personally investigated by SDPOs in the remarks column of special report case register maintained by him. In cases personally investigated by SP a copy of the case diaries written by them should be forwarded to DIGP/Range, with original being sent to the Investigation Officer assisting him in the investigation.
7. Remarks, instructions and orders should be specific to the case and clear apart from being capable of being carried out by reasonable effort. General remarks like "The case should be detected" or "The accused should be apprehended" carry no particular value unless a specific line of action is indicated leading to detection or apprehension.

Police Station and Sub-Divisional Inspection Reports

42-1. The Police Station and Sub-Division inspection reports shall contain the following information in the first page:

- A. Name of Station, OP and Sub-Division:
 - B. District:
 - C. Date of Arrival and departure of the Inspecting Officer:
 - D. Date of last Inspection:
 - E. Name of the SHO/In-charge of O.P:
 - F. Date of taking Charges of the Station :
 - G. Sanctioned and Actual Strength of the Station :
 - H. Name of SDPO:
 - I. Date of taking charge of the Sub-Division:
 - J. Number of times the SDPO has Inspected/visited the Station during past twelve months, with dates:
2. The Inspection Reports in the prescribed proforma, personally written or typed to personal dictation shall be forwarded on the Monday immediately following the inspection.
3. The Inspection Reports of Police Stations by the Sub-Divisional Officer shall be submitted to the SP. SP with his critical comments should send the inspection reports to DIG/Range. The Inspection Reports of the SP both of Police Stations, and Sub-Divisions shall be submitted to the DIGP/ Range, who with his comments should forward to Inspector-General of the Police/ADG, Law & Order, who will after necessary action lodge them in his office along with correspondence and compliance

connected therewith.

4. Inspecting Officers shall see that the stock books of stationery, printed forms, ammunition are properly maintained and make a physical check of the stock on hand.

Officer Entitled to Take the Salute at Ceremonial Parades

- 43-1. The salute at ceremonial police parades, e.g., those held on Republic Day or Independence Day, should be taken by the highest executive officer present on the occasion.

Report on Casualties in Police

3. All casualties in the department should be promptly reported to DGP by all Unit officers.

Intimation to the Director General of Police of Departure/Arrival at Gangtok.

4. The SsP on arrival at Gangtok should call on the DGP if he is in headquarters on the day of their arrival. They should also meet Addl. DGP, CID and personally apprise him of the important matters relating to crime and investigation. They should also call on Addl. DGP/IGP Law & Order, Addl. DGP, Special Branch and Addl. DGP/IGP HQ and discuss subject matters connected with them.
5. Sometimes Senior Police Officers make a call to an officer but the officer called is not available being on outstation duty or away due to some other reasons like leave etc. In such case the call should be returned by the called officer immediately after he returns to headquarters on duty.

Payments for Supplies and Conveyance on Tour

6. Officers, when on tour, are required to see that the full market value is paid for all supplies and the conveyance they hire. They shall personally ensure that the money reaches the proper persons correctly and promptly.

Copy of Circulars to be sent to the Director-General of Police

- 44-1. A copy of any Standing instruction or other general communication, explanatory or in complement of any order in this Manual, should be sent to the Director-General of Police by ADGP/Inspector General of Police L&O, DIGP/Range or through them by Superintendents of Police or Sub-Divisional Officer. The specialized branches or other wings of the Police Department should follow the same procedure in respect of any such circulars issued by them.
2. No circular/Standing instruction calling for a new return/statement shall be issued without the prior permission/approval of the Director-General of Police.
3. If a DIGP/Range disapproves of any Standing instruction issued by a Superintendent of Police or Sub-Divisional Officers, he may cancel it and, in that event, it need not be forwarded to the Director-General of Police. The Director-General of Police may likewise cancel any Standing instruction issued by an officer under him.

Grant of Documents or Copies

4. No document or official paper of any kind, or any copy of such paper belonging to or in the custody of the police, shall be furnished to any private individual or other person not authorized by law to obtain it, except under the direction of a competent court or authority or as provided in this Manual.
5. In case where Central Government servants are involved in

Criminal misconduct, records and other data available with the State Police Investigating Authorities may be made available to departmental authorities of Central Government for action under the control before they consider the question of prosecution against such employees.

6. Applications or petitions presented to any executive officer for the purpose of obtaining a copy / translation of any order passed by such officer, or of any other document on record in such office, should be affixed with the court-fee stamp.
7. Notwithstanding anything these orders, the certified copies of FIR, charge sheet, post-mortem certificate etc. meant for insurance purposes shall be supplied free of cost to the victim(s) or to the dependents of the victim(s) or to their legal heirs or to the their authorized agents as the case may be, without fail.