



INSPECTOR GENERAL OF POLICE
PUDUCHERRY

No. 61 / IGP / 2019-OW

Dated: 15.06.19

CIRCULAR

Sub: Periodical report on Petitions & Systemic Monitoring - Regarding
Ref: Order of DGP - No.4/DGP/Secy/2018-165 dt 14.08.18

SP (PoP) is the **Nodal Officer** and single point of contact for the systemic monitoring of the various petitions / complaints received in the Office of the DGP, IGP & DIG from Public / Higher offices / Association / Organization etc.

2. **Nodal Officer**, as single point of contact will liaise with concerned SSP's (L&O / Karaikal / HQ) & SPs including Police Stations / Offices in getting factual compliance report in time.
3. SP (PoP) will be scrutinizing all the factual compliances reports received. If he satisfies on the report, then he will put up on file to DGP through proper channel for the approval. Upon approval, compliance report will forwarded to the concerned petitioners / High Offices / Departments etc from whom it was received.
4. It is sensitized that the petitions received have to be attended in accordance with law, in a timely manner, but most of the petitions remain unattended or attended without sending compliance reported till attention is invited by way of reminders from the originator.
5. In order to systemize and monitor the above, this department requires a **database** on the complaint source / complaint types / complaint nature / etc, and any other details to invite the attention of the stake holders, senior officers for facilitating remedy as deems fit as part of system management and governance.
6. SP (PoP) shall prepare a periodical monthly report on the above with due analysis as like generated in Central Police Control Room. Periodical Monthly Reports shall be drawn under various heads



- a) Statement of disposal with previous balance
- b) Head of Offences
- c) Offices / Department
- d) Police Station and Unit wise
- e) Comparative statement with previous month

7. **Sample format** is as drafted in the **annexure** enclosed with graphical representation. Format shall be subjected to updating with the approval of the undersigned time to time, if deemed necessary.

8. SP(PoP) will send remainders on the pendency to all concerned seeking compliance in a **systemic way** by marking a copy to the undersigned and DGP for information.

9. SP (PoP) shall ensure sending periodical monthly report to the undersigned on first week of every month and annual consolidated report on the first week of January every year.

Surendra Singh Yadav
(Surendra Singh Yadav, IPS)
Inspector General of Police
Puducherry

To
SP (PoP)

Information:
All SSP's / SP's / SHO's / Incharge Units

Copy for information:
DGP

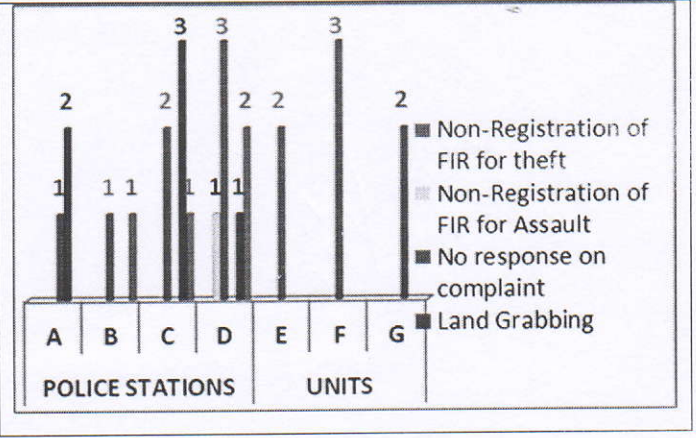
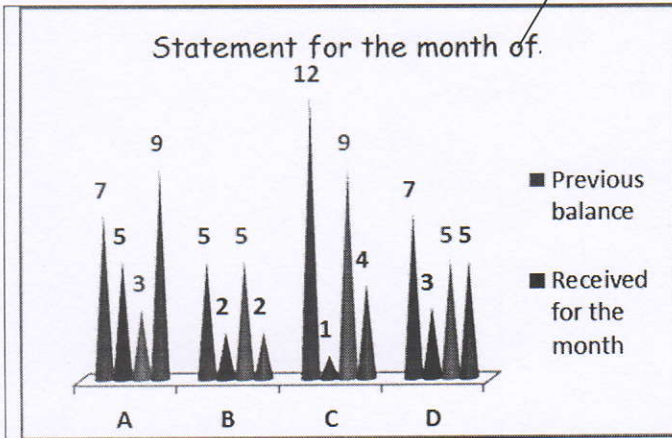


PERIODICAL REPORT ON PETITIONS & SYSTEMIC MONITORING

SAMPLE FORMAT


STATEMENT OF DISPOSAL WITH PREVIOUS BALANCE:

PS / Unit	Previous Balance	Received for the month	Compliance / Reply received	Balance
A	7	5	3	9
B	5	2	5	2
C	12	1	9	4
D	7	3	5	5
Total	31	11	22	20



HEAD OF OFFENCES

SN	Nature of the complaint	PS				Units		
		A	B	C	D	E	F	G
1	Non-Registration of FIR for theft							
2	Non-Registration of FIR for Assault				1			
3	No response on complaint		1	2	3	2	3	
4	Land Grabbing	1						2
5	Dispute in working place	2		3	1			
6	corruption		1	1	2			


 (Surendra Singh Yadav, IPS)
 Inspector General of Police
 Puducherry