

**OFFICE OF THE INSPECTOR GENERAL OF POLICE
PUDUCHERRY**

No. 189 /OW/IGP/2020 - 43

Dated: 07.02.2020.

**ADDITIONAL 'STANDARD OPERATING PROCEDURE' FOR
POLICE BEATS**

Ref: SOP for Police Beats, issued vide Endt. No. 165/OW/IGP/2019,
dt. 30.11.2019 of O/o IGP, Puducherry.

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Attention is drawn to the 'Standard Operating Procedure' for Police Beats, issued vide reference cited by the Police Department, Puducherry. In this regard, the following additional SOP is issued with immediate effect, which shall be strictly complied with:

The Beat Officers should observe any kind of illegality found during their rounds in the beat and also take adequate number of photographs of such illegality. On their return from Beat Duty, they should report the details of such discrepancies to the SHO; besides, they should write the same in the Station General Diary in their own handwriting. On receipt of such information and seeing the GD entries, the SHO shall initiate necessary action as deemed fit. If it involves within our department, it should be redressed accordingly; otherwise, it should be brought to the notice of the SDPO concerned, who will inform the respective head of department in writing by attaching the photograph of the illegality, as a proof of evidence. Further liaisoning shall be made by the SDPO, CI and SHO concerned with the respective department till the discrepancies are rectified.

If the discrepancies are not rectified within a considerable period of time, the Beat Officers shall raise the issue again till it is resolved. The SHOs shall update the Beat Officers the follow-up action taken on their observations/illegalities found in the Beat, during the Debriefing Session.

The Beat Books and Pocket Note Books of the Beat Officers shall be updated accordingly. The photographs of the illegalities, taken by the Beat Officers, shall be stored in the CCTNS System for future reference as it will be a part of photographic evidence.

The Beat Officers shall be very careful while writing the Station General Diary. Departmental action will be taken against the Beat Officer if any false or manipulated report or harassment or biased action against any individual is furnished.

M. S. Yadav
07/02
(SURENDER SINGH YADAV, IPS)
Inspector General of Police
Puducherry

To

1. All Senior Supdts. of Police, Puducherry UT.
2. All Supdts. of Police, Puducherry UT.
3. All CIs & SHOs, Puducherry UT.

Copy to :

1. The Director General of Police, Puducherry.
2. The OSD to HLG, Puducherry.
3. The District Collector, Puducherry.
4. The District Collector, Karaikal.
5. The Addl. Secretary (Home), Puducherry.
6. The Regional Administrator – Mahe & Yanam.