# OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE (HQ)
# PUDUCHERRY

No. 138/SSP (HQ)/OW/2024 Dated: 17.12.2024

## O R D E R

**Sub: Conduct of Annual Inspection of Police Stations & Outposts for the year 2024 in the U.T. of Puducherry – Orders – Issued – Reg.**

-oOo-

Inspection of a Police Station is one of the most effective methods to improve its functioning. It is one of the most important tasks of a supervisory officer. While conducting annual inspection of a Police Station, supervisory officers come to know the competence and performance of their subordinates, the standard of investigation, preventive action taken, difficulties and problems faced by the subordinates. The main object of inspection should not be to find fault with the work of subordinates and criticize them but to suggest measures to improve the functioning of Police Stations.

The Annual Inspection of Police Stations & Out-Posts in the UT of Puducherry for the year 2024 shall be carried out by the Gazetted Officers as per the 'Annexure' enclosed. A brief note shall be recorded in the G.O.'s Formal Inspection Register maintained in the Police Station regarding the Inspection done.

**Format for conducting inspection:**

*Inspection shall be carried out in the format prescribed hereunder.*

The first page of the Inspection Note shall contain the following details:

1. Name of the Police Station
2. Period of inspection
3. Date of inspection
4. Name and Designation of the Inspecting Officer
5. Name (s) of the SHO(s) during the period under inspection
6. Name of the present SHO with date of assuming charge
7. Name of the CI(s) during the period of inspection
8. Date of last inspection and name of the Inspecting Officers

**Inspection Note:**

The Inspection Note will be divided into ten parts as under:

**Part-I:**

1. Topography of the Police Station and its adjacent Police Stations
2. Area
3. Population (as per latest census)
4. Number and names of villages
5. Number of beats with details of each beat
6. Break-up of population in terms of religion
7. Important Govt. offices and other institutions in the jurisdiction
8. Important fairs and festivals.

**Part II**

Part II will discuss the points raised in the previous Inspection Note. Points which have not been complied should be mentioned clearly with instructions to comply the same immediately.

**Part III:**

Part III of the Inspection Note shall discuss the incidence of crime under BNS (IPC), BNSS (Cr.P.C) and Special & Local Laws. A comparison of the Crime figures for the period under inspection with the corresponding period of the last year should be made. For purpose of uniformity, the statement of cases may be in the following proforma:

**BNS/IPC Cases**

| | | | |
|---|---|---|---|
| 1 | Murder | 16 | Wire theft |
| 2 | Attempt to murder | 17 | Snatching |
| 3 | C.H. murder | 18 | Other theft |
| 4 | A.C.H. Murder | 19 | C.B.T. |
| 5 | Dacoity | 20 | Cheating |
| 6 | Preparation for Dacoity | 21 | Counterfeit currency |
| 7 | Extortion | 22 | Assault on Govt. Servant |
| 8 | Robbery | 23 | Molestation of women |
| 9 | Rape | 24 | Eve-Teasing |
| 10 | Kidnapping | 25 | Attempt to suicide |
| 11 | Rioting | 26 | Dowry Death |
| 12 | Hurt | 27 | Cruelty against married woman |
| 13 | H.B. by Day | 28 | Abetment of suicide |
| 14 | H.B. by Night | 29 | Other BNS/IPC cases |
| 15 | M.V theft | | |

**Cases under Special & Local Laws**

| | |
|---|---|
| I. PCR Act and SC/ST(POA) Act | 8. M.V. Act |
| 2. Explosive Substances Act | 9. Mental Health Act |
| 3. POCSO Act | 10. P.P. Act |
| 4. PDPP Act | 11. POP(PD) Act |
| 5. NDPS Act | 12. P.G. Act |
| 6. Dowry Prohibition Act | 13. Loudspeaker Act |
| 7. Lottery Act | 14. Other Acts |

**BNSS/Cr.P.C Cases**

1. All preventive cases booked under BNSS/CrPC
2. Sections 194 & 196 BNSS Act (174 and 176 of CrPC)

The Inspecting Officer should discuss any increase in crime during the period of inspection under various heads and contributing factors for the same. He should see the following:

1. Whether the scene of crime in serious cases have been visited by the SHO/CI/SP?
2. Whether IO has done compliance of instructions given by the CI/SP?
3. Preventive action taken in cases of rioting, hurt, etc.
4. Delay in registration of cases, their investigation, cases charge-sheeted but not taken on file in court, etc., should be seen with a critical view. Instances of non-registration may be seen with reference to entries in the General Diary.

a. The progress of cases pending trial should be monitored to see if there has been any delay in the trial attributable to Police negligence.

b. The value of property stolen and recovered should be discussed with the percentage of recovery.

c. In case there is any increase in the number of accidents, reasons for the same should be critically examined.

d. Cases which have been sent as undetected (UN) or mistake of fact (MF) should be seen to find out if the cases have been investigated properly.

e. Unnatural deaths should be studied carefully pointing out the reasons for such deaths and the means adopted by the persons.

In case of unnatural deaths, the Inspecting Officer should ensure that the IO has obtained the photograph and finger prints of unidentified dead bodies and sent the same to the CRB and FPB. Whether the IO has examined the dead bodies thoroughly and described all injuries, marks of violence, presence of foreign matter such as hair, fibre, torn clothes, shirt buttons, traces of paint, tyre mark, etc. The receipt of the postmortem report and the final disposal of cases should be discussed. Cases in which inquest were held by the Executive Magistrates should be discussed separately. The Inspecting Officer should see that the following instructions of the Ministry of Home Affairs have been followed in case of dowry deaths:

*"If a woman dies within seven years of her marriage, the inquest has to be conducted by an Executive Magistrate, investigation by a Gazetted Police Officer not below the rank of Dy.SP and Post Mortem by a team of Doctors. '*

The quality of action taken for security proceedings under BNSS/Cr.PC, etc. should be examined to see if action has been taken on genuine grounds or merely to show figures.

Efforts of the Police Station under the Special & Local Laws should be stated in a comparative manner to see if the SHO has been taking interest in controlling bootlegging, drug peddling, gambling, eve-teasing, immoral traffic and action under the various provisions of the Pondicherry Police Act.

Brief facts of cases under the Dowry Prohibition Act, cases of dowry death, abetment of suicide and Cruelty against married woman involving women and those under the NDPS Act, Explosives Act, etc. should be discussed to see the interest of the local Police in curbing such activities.

The FIR index maintained by the SHOs should be seen to check if copies of FIR and other documents have been sent to the CRB, whether investigation has been done on day-to-day basis, if case diaries have been written on time, if the cases have been charge sheeted without delay and if the IO has made proper efforts to detect the crime.

Cases investigated by various IOs and their performance should be discussed. Cases pending investigation during the previous years should be seen with reference to the FIR index to ensure that old cases are not pending investigation. Departmental action against defaulting IO's should be recommended wherever required. The pocket notebooks of SHOs and IO's should be checked up aid tallied with the case diaries and GD. IOs interest in taking help of the technical experts should be seen. Sample check should be done to see the use of Village Crime Notebooks, History Sheets, etc. by IOs in detecting property offences. The percentage of cases sent to Court and the percentage of conviction should be discussed.

While discussing prosecution of cases in the Courts, Inspection Officer should look into the following:

1. Whether the IOs have taken legal advice from the Directorate of Prosecution during the course of investigation in all warrant cases.
2. Whether verification in respect of previous convictions was made in property offences and reports u/s 13 BNS/75 IPC filed in deserving cases. Any failure on the part of IO should be discussed.
3. Whether any case is pending trial for a long time in the Court due to omission/negligence of the IO.
4. Whether appeals/revisions have been filed in cases of acquittals, if not reasons for the same should be elicited and recorded.
5. Whether service of summons and execution of warrants was satisfactory. Cases where prosecution is closed or delayed due to improper service of summons and execution of warrants should be discussed and responsibility fixed. Process Register should be checked thoroughly for any lapse and detailed comments recorded.
6. Attendance of Police Officers and IOs in pending trial cases must be checked to see lapses, if any.
7. Whether the SHO/IO is visiting the Court and discussing cases with the prosecuting staff.
8. Acquittal of cases should be checked up to see if these have been due to poor investigation, non-production of witnesses, non-appearance of Police Officers, etc. Action in such cases should be recommended. A separate note should be made about the failure of the CI and the SHO to recommend action against such IOs.

**Part IV:**

Part IV of the inspection would comprise of inspection of the PS records. The efficiency of an SHO and the effectiveness of staff in a PS can be judged from the records that are maintained in the PS and action against criminals, bad characters, suspicious persons, etc.

*The points to be checked-up by the Inspecting Officers would include:*

1. Whether cognizable cases have been registered with regard to the information received and entered in the General Diary.
2. Proper entry of all cases in the FIR Index, Crime Register and other records and the progress of investigation, final disposal of the case and decision in the court.
3. Delay in investigation and pendency of cases should be checked by going through the FIRs registered in the previous years.
4. Whether copies of FIR have been given to the complainants and their signatures obtained in the original FIR in token of receipt and whether monthly, quarterly, half-yearly and annual abstracts in the FIR Index have been made and the figures correctly entered.
5. Whether history sheets of persons have been maintained and complete details including latest photographs, finger prints, etc. are available.
6. The Inspecting Officer should go through the General Conviction Register and Village Crime Register, ordered to be opened as per S.O. No. 45/89 to find out if history sheets have been opened for all persons who qualify the criteria. Instructions regarding opening of history sheets should be given wherever necessary. History sheets should be examined and comments regarding retention/closure should also be given.
7. The Inspecting Officer can see if the SHO has been exercising proper surveillance over KD, rowdies, DCs and suspects by checking the History Sheets, Ex-convict/KD Check Register, Surety Register and the General Diary.
8. Entries of arrested persons can be checked-up in the GD, Village Crime Register, Sentry Relief Book, Prisoners Search Register, Bail Bond Register, Arrest Card, etc. Sending of information regarding arrest to the CRB should also be checked up.
9. Entries in the Prisoners Search Register, General Diary, Arrest Card, etc. should be checked-up to see if entries have been made properly.
10. Beat book should be checked-up to see if the SHO has arranged effective night patrolling, simultaneous searches in possible places to round up bad characters, absconding criminals, etc. This will give an idea to the Inspecting Officer if the SHO has made efforts for crime control.
11. Cases booked u/s 128 BNSS/109 CrPC. etc. should be checked up to see if the action taken by the SHO is genuine or merely to boost up figures.
12. Crime Registers Part-I to Part-V should be checked up for cross entries of crimes and criminals. The various parts of the Village Crime Notebook should be checked-up to see if the required information has been entered.
13. The FIRs should be checked-up along with the various crime registers for entries.

14. The Inspecting Officer should check-up the follow-up action taken by the SHOs on receipt of the Jail Release List mom the CRB and entry or information in the FIR index, GCR, Village Crime Notebook, History Sheet if existing, etc.

15. The release of accused persons on bail by the Court is required to be informed to the CRB by the SHO immediately besides entries in the FIR index, having entries of cases pending trial and the reports to be obtained from the court of long pending case (LPC).

16. The register of Proclaimed Offenders should be checked-up and tallied with the crime registers, FIR Index having entries of cases pending trial and the reports to be obtained from the Court of LPC cases.

17. The number of POs added since the last inspection and the efforts made by the Police to trace them should be checked-up. Personal file of all these POs containing details of name, parentage, permanent and temporary address, finger prints, photograph, details of sureties, places frequented by the PO, etc. which is required to be opened should be checked-up by the Inspecting Officer. In case of POs involved in heinous or grave offences, recommendations for reward and efforts for publicity are required to be made. The Inspecting Officer should check-up whether action has been taken in this connection.

18. Crime charts are required to be maintained for the main heads of crime for the past 3 years and the current year. It should be checked-up if entries have been made with reference to Part-I and discuss if any area is affected by more incidence of crime and the action taken by the SHO to curb the same.

19. Standing Order No. 45/89 mentions about the maintenance of Information sheets in two parts, i.e., Part-A and Part-B. Part-A register is meant for information sheets dispatched and part-B is for information sheets received. This should also be checked-up.

20. The Ex-Convict Check Register should be seen to find out if the Police Station staff had made checking of the presence of such persons and if efforts have been made to trace out ex-convicts.

21. The Summons and Warrants Register should be checked-up to see the service of processes. The monthly abstract should be checked-up for percentage of service and to find out if there is any lapse on the part of any PS staff in their service. Checking of register No.12-A and obtaining of Certificate from the Court Clerk for the Summons/Warrants Register should be checked-up.

22. Details of army deserters should be seen in the register to check-up the efforts of the Police Station to apprehend them.

23. Effective day and night patrolling can be checked-up by referring to the General Diary and the Pocket Note books of the officers and lower sub-ordinates.

24. Preparation and sending of conviction memo to CRB should be seen to confirm completion of records.

25. The Inspection Officer should see the disposal of case property recovered in cases or lying in the PS. He should also pay attention to the disposal of all properties seized u/s 106 BNSS/102 CrPC. Instructions should be given to deposit all such property in the Court without delay.

**Part-V:**

*Part-V of the Inspection Note deals with the staff of the PS and should include:*

1. Checking of Police Personnel, attached with the PS about their knowledge of law, Police procedure, duties pertaining to his rank etc.
2. He should see if duties are evenly and fairly distributed and properly rotated keeping in mind the availability and suitability of the staff. This should be done with the help of the Duty Roster.
3. Staff should be tested in drill and command, both with and without firearms.
4. A welfare meeting of the staff should be conducted to find out their grievances and to redress the same.
5. The Inspecting Officer should conduct a kit inspection, identify unserviceable articles and recommend replacement.
6. Departmental proceedings pending against staff in the PS should be discussed to see if there is any delay in their disposal.
7. It should be checked-up if all staff of the PS has done their annual range firing practice.
8. Availability of recreational facilities, provision of daily newspapers, etc., should be seen and suggestions given for improvement.

**Part-VI:**

*Part-VI of the Inspection Note deals with the Government Property, maintenance of accounts and fire arms & ammunitions. The Inspecting Officer should see the following points.*

1. Every Government property supplied to the PS should be entered in the Government Property Register with proper initials and date. It should be checked-up if the SHO has given annual verification certificate in the register. Physical verification of the stock should be done to see if there is any discrepancy or shortage. Obsolete articles should be considered for return to the Chief Stores or disposal otherwise.
2. The Inspecting Officer should check the Arms License Register and see of weapons for which licenses have expired have been deposited in time in the PS and the register in the PS has been cross-checked with the register in the office of ADM. Checking is required to be done during the 'second fortnight of the first month of every quarter' after which a certificate is to be obtained from the ADM office and the same should be affixed in the register.
3. The accounts of the PS should be checked-up for proper maintenance of cash books, permanent advance register, etc. The cash in the PS should be physically verified.
4. The Inspecting Officer should check-up proper maintenance of the Criminal Intelligence Gazette sent by the CRB and whether the IOs are making use of this record while dealing with property offences.
5. Proper maintenance of the Standing Order file and other orders received from the Chief Office should be checked-up.
6. The Circulars, issued by the Chief Office and other directions/guidelines issued by the MHA and Supreme Court of India shall also be checked-up.

7. The petition register should be checked-up to see the receipt and disposal of petitions and if there has been any delay in their disposal.
8. The bus warrants and railway warrants should be checked-up with the registers to see their proper use.
9. The casual inspection reports which are either written in the register or pasted in the register should be checked up to see if compliance of inspection notes has been made.
10. The Register of GOs Visiting Notes should be checked-up to see the compliance of observations made therein.
11. The records to be seen while inspecting Part-VI would include:
    a. Arms License Register
    b. Arms Deposit Register
    c. Govt. Property Register, Indent Book and List of Articles Retuned to the Stores.
    d. Govt. Firearms & Ammunitions Register should be checked up to see the conditions of the firearms & ammunitions, their maintenance by the Police Station staff and their checking by the armourer.
    e. Railway warrants and bus warrants should be verified with the vouchers and registers.
    f. Permanent advance register
    g. Cash book
    h. Reference/Petition Register
    i. Casua1 Inspection Register
    j. GOs Visiting Note
    k. Criminal Intelligence Gazette file
    l. Standing Order file
    m. Other Circulars/orders from Chief Office and directions from the MHA and Supreme Court of India.

**CCTNS**

In addition to the above, the Inspecting Officer should also physically inspect the performance of the Computer and its accessories supplied for CCTNS/ICJS and be should also check the details of the up-to-date entry of the data. Any infrastructure missing regarding CCTNS/ICJS should also be underscored.

**Part-VII:**

Part VII of the inspection deals with building, land, its upkeep and cleanliness, carrying out repairs, vehicles and wireless equipment. Comments of the Inspecting officer about the building would include:

1. General appearance
2. Maintenance with details of repairs required, last date of white washing, etc.
3. Drainage and sanitation
4. Availability of water supply and condition or Electrical fittings.
5. Whether a record of land and building including a sketch is available in the PS.

6. Maintenance of bathrooms, lavatory and the premises in general of the PS.
7. To see if there is any encroachment on land needs eviction.
8. The land meant for the use of Police Dept., situated in the Police Station complex either for official or residential purpose is free from encroachment or other constructions.
9. Adequacy of PS and residential accommodation and suggestions for increasing the same, if required.
10. The condition of the lock-up should be seen with regard to its adequacy, provision of separate lavatory for men & women, etc. The blankets and durries meant for prisoners should be checked-up to see if these would require replacement. Lighting arrangement outside the lock-up should be seen if they would need any improvement.
11. Vehicles attached to the PS should be inspected to see their maintenance, history sheet, log book, petrol/diesel coupons, etc. The physical condition of motor-cycles in the PS should be checked-up to see their maintenance. Availability of garage facilities should be checked-up. In case any vehicle is found to be not road-worthy, the inspecting officer should give his recommendations to SP (Motor Transport) for taking necessary action.
12. Wireless sets and batteries should be seen to check-up If they are in good working condition. The batteries should be seen to check the distilled water content in them.
13. Availability of forms and maintenance of Log Books by the Wireless staff should also be checked.
14. The Inspecting Officer should specifically check-up the records of prisoners kept in the Police Station to see if diet money has been claimed for them.

**Part-VIII - Miscellaneous:**

*Part- VIII would include the following:*

1. **Public relations:** During the inspection, the Inspecting Officer should hold a meeting of important persons in the area and ascertain their views about the working of the PS. The crime situation in the area and other matters should be discussed with them. These meetings would ensure the public co-operation and help to improve Police - Public relations.
2. **Weeding out of old records:** Standing Order No. 7/89, dated 02.08.89 prescribes the life of various records maintained in the Police Station and the mode of their destruction. The inspecting officer should recommend destruction of old records in the manner prescribed in the Standing Order.

**Part-IX:**

This part would deal with the comment of the Inspecting Officer on the performance of the SHO and other staff and their preventing and detecting ability, knowledge of crime and criminals, interest in scientific methods of investigation, control over crime and criminals, maintenance of law and order, maintenance of PS records, detection and disposal of cases, handling of law and order situations, opening of history sheets, preparation of dossiers, maintenance of PS building and Govt. property and all other aspects inspected by him. He shall give his view on the working of the PS as a whole and suggest means to improve the same. Action against the SHO and other officials, if need, be recommended.

## Part-X - Disposal of Inspection Notes:

The Inspection Notes shall be prepared in six copies; one copy should be given to the SHO, to be kept in the Inspection Note Register and for taking action to comply with the points raised in the Inspection Note. A compliance report in this connection should be sent to the DGP through proper channel. The CI and SP while forwarding the compliance reports should physically check the records once again to see the compliance. A copy of the compliance report shall also be retained by the SHO in the Inspection Note Register.

## General

One copy each of the Inspection Note shall be sent to the concerned SP, SSP, DIGP, IGP & DGP.

The Inspection Notes for DGP shall be sent to DIGP (AP & T), who will collect, collate, analyze and submit a consolidated report with his comments to the DGP.

The Office of DGP shall send an extract of the comments of the DGP to the concerned SHO for compliance report.

The Inspection shall be completed by 31st January 2025 and the Inspection Notes shall reach the concerned Officers by 10th February 2025 without fail.

*// By order //*

17/1/25

**(ANITA ROY, IPS)**
**SENIOR SUPDT. OF POLICE (HQ)**
**PUDUCHERRY**

**Encl:** Annexure

**Distribution:**
All concerned

**Copy to :**

Secretary to DGP/IGP and
Readers to DIGPs (L&O)/(AP&T) and all SSPs.

## ANNEXURE

| POLICE STATIONS / OPs | INSPECTING OFFICER |
|---|---|
| MUTHIALPET PS | **Ms. Lakshmi Soujanya MVNV, IPS, SSP(KKL)** |
| SOLAI NAGAR OP | |
| ORLEANPET PS | |
| SEDARAPET PS | **Ms. Isha Singh, IPS, SP (East)** |
| THIRUNALLAR PS | |
| KOTTUCHERRY PS | |
| MAHE PS | **Shri. Nallam Krishnaraya Babu, SP (MT)** |
| PALLOOR PS | |
| PANDAKKAL OP | |
| LAWSPET PS | **Shri. G. Saravanan, SP (Mahe)** |
| GOVT. QRS. OP | |
| BAHOUR PS | |
| KARAYAMBUTHUR OP | |
| ODIANSALAI PS | **Shri. R. Bakthavathsalan, SP (South)** |
| REDDIARPALAYAM PS | |
| D' NAGAR PS | **Shri. R. Subash, DC (IRBn.)** |
| MANGALAM PS | |
| KARIKKALAMPAKKAM OP | |
| METTUPALAYAM PS | **Shri. R. Ragunayagam, SP (SIGMA Security)** |
| THAVALAKUPPAM PS | |
| NETTAPAKKAM PS | |
| MADUKARAI OP | |
| THIRUBUVANAI PS | **Shri. S. Palanivel, SP (Coastal Security)** |
| AWPS, VILLIANUR | |
| GRAND BAZAAR PS | **Shri. R. Mohankumar, SP (Traffic South West)** |
| KALAPET PS | |
| KATTERIKUPPAM PS | **Shri. A. Subramanian, SP(South KKL)** |
| TRAFFIC PS (NORTH) | |
| THIRUKKANUR PS | **Shri. P. Balachandran P, SP(North KKL)** |
| TRAFFIC PS (SOUTH) | |
| NEDUNGADU PS | **Shri. N. Selvam, SP(Traffic North-East)** |
| NERAVY PS | |
| MUDALIARPET PS | **Shri. B. Ranganathan, SP (PTS)** |
| ARIANKUPPAM PS | |
| ALL WOMEN PS, PDY. | **Dr. Rachna Singh, CMT(PAP)** |
| KIRUMAMPAKKAM PS | |

| | |
|---|---|
| TRAFFIC PS (EAST)<br>CBCID PS | **Shri. K. Viravallabane, SP (North)** |
| TRAFFIC PS (WEST)<br>PCR CELL, PDY<br>CYBER CRIME PS | **Shri. Vamseedhara Reddy Datla, SP (West)** |
| PCR CELL, KKL.<br>ALL WOMEN PS, KKL | **Shri. S. Bascarane, SP(Wireless)** |
| VI LLIANUR PS | **Shri. U. Rajasekaran, SP(Yanam)** |
| TRAFFIC PS (TOWN)<br>TRAFFIC PS (T.R.P ) | **Shri. Subham Ghosh, SP (HQ)** |
| TOWN PS<br>T.R. PATTINAM PS | **Shri. Chinta Kodandaram, SP(CID)** |
| YANAM PS<br>DARIALATHIPPA OP<br>PCR CELL, YANAM | **Shri. K. Murugavel, DC (IRBn)** |

**(ANITA ROY, IPS)**
**SENIOR SUPDT. OF POLICE (HQ)**
**PUDUCHERRY**