

The Duties of Officers & Employees.

Duties of Superintendent of Police

- 1) The Superintendent of Police should consider it a part of his duty, as far as possible, to give the Sub-Divisional Officers the benefit of his personal guidance and instruction, whenever necessary.
- 2) As the Chief Police officer of the district, the primary duties of the superintendent of Police are to keep the force under his control properly trained, efficient and contented and to ensure by constant supervision that the prevention, investigation and detection of crime in his district are properly and efficiently dealt with by the Police force under his command. He must, therefore, get to know all officers and men serving under him and see that they are properly trained. He must enforce discipline, if any, and encourage men who are promising and weed out those who are of no use to the department. At the same time he must constantly be in touch both with his subordinates and with the public. He should pay surprise visits to his Police Stations at irregular intervals and check up whether officers and men are alert.
- 3) It follows that he should be free to tour the whole of his district systematically and regularly, and it is essential that he should inspect every Police Station and Outpost in his district once a year and also that he should halt at these places sufficiently long to enable him to get a thorough grasp of local conditions and crime and a full knowledge of his subordinates' work.
- 4) The Superintendent of Police must deal with crime as a whole studying the criminal problems of his district rather than visiting spasmodically scenes of offences, a duty which more properly falls upon the Sub-Divisional Officer. The Superintendent of Police, must however, visit scenes of really serious offences where organized crime is indicated or organized gangs are at work, as well as offences which affect markedly the general peace & quiet of the district.
- 5) The Superintendent of Police shall treat the Spl.IGP confidentially & frankly, give him all inspection & inquiries and consult him confidentially in all their difficulties and about all their shortcomings in the police work of their districts.
- 6) Every superintendent of police should visit sick policemen in hospital regularly once a week at least. It is extremely desirable that every Policeman should feel that this superior officer takes an interest in his welfare and such visits are calculated to ensure greater attention being paid to the men. Further, this practice enables the Superintendent to deal promptly with cases in which for any reason the disbursement of a sick Policeman's pay has been delayed.
- 7) If in charge of Railway Police, the Superintendent of Police will obey the instructions of the General Manager, and appeal to the Spl.IGP afterwards, if appeal be in his opinion necessary. He will also attend, so far as he can, to the requisitions of the Divisional or District

Traffic Officers, but may at his discretion decline them and refer them to the General Manager. He will be ex-officio Deputy Commissioner of Police in Greater Bombay.

Duties of Additional Superintendent of police .

The Additional Superintendent of police should give the SDPO's under him, guidance and instructions, whenever necessary. He is responsible for the general supervision of the divisions under him. In absence of Superintendent of Police he will be responsible for the district force. He should ensure by constant supervision that the prevention, investigation and detection of crime in his jurisdiction are properly and efficiently dealt with by the police Station under his command. He should enforce discipline and redress grievances. He should pay surprise visit to the police stations. Up whether officers and men are alert. He should deal with crime as a whole studying the criminal problems. He should also visit scenes of serious offences reported in his jurisdiction.

Duties of Sub-Divisional of Police officers.

1) An Assistant or Deputy Superintendent of police in charge of a subdivision will be responsible for all crime work in his charge, and will visit all scenes of serious offences as laid down in standing orders. Under the general orders of the Superintendent of Police, he will be responsible for the efficiency and discipline of the officers and men in his division and will hold detailed inspections of Police Stations and Outposts in this charge at regular intervals at least once a year.

2) In addition to the above, Sub-Divisional Officers will be responsible for the inspection of public conveyances plying for hire in their charges inspection of explosives, arms and ammunition shops, taking musketry practices, etc. and the many other duties that fall to the lot of a Sub-Divisional Officer in the ordinary course of his work.

3) Sub-Rule (6) of Rule 24 in the matter of visiting sick Policemen in hospitals applies also in the case of Sub-Divisional Officer.

Duties of Home Dy.Sp.

1) The home Dy.Sp. is the office Superintendent of the Superintendent of Police office. As the services of the Sub-Divisional Police are utilized for crime work and visiting of all scenes of serious offences in their charges. It is essential that the headquarters town and the actual Police Headquarters as well as the Head Police office should be under a responsible officer to deal with any sudden emergency that may arise and to see that the work is properly done in the absence of the Superintendent of police. To meet this essential need, an officer of Inspector's will admit of the Superintendent of Police and all the Sub-Divisional Officers, if necessary being absent at the same time from headquarters. Ordinarily, the Home Dy.Sp. will be selected from the executive force and the training that he will get when in charge of current duties at headquarters will broaden his outlook and be of considerable use to him later, if selected for a Sub-Divisional Officer's post.

2) The Dy.Sp. will hold the appointment for a maximum period of two years.

3) The duties of the Dy.Sp. will be –

a) to open the Superintendent of Police post,

b) to supervise the work in the Superintendent correspondence and accounts branches.

c) To dispose of routine correspondence and miscellaneous work

d) to supervise the work of the town and Headquarters police during the absence of the Superintendent of Police and the Sub-Divisional Officer.

e) to hold proceedings on articles of clothing and accoutrements etc. received from contractors, in the absence of both the Superintendent of Police and the Sub-Divisional Officers from Headquarters.

f) To check and initial account papers, and especially traveling allowance bill (after the actual movements have been verified by the Sub-Divisional Officers).

Duties of Police station In charge.

1) Police in charge are responsible in their charges for the prevention and detection of crime, and for seeing that the orders of their superiors are carried out and the discipline of the police under them is properly maintained. They should make themselves thoroughly acquainted with charges and see that all the police under them are present on duty and efficient. They will also keep all their superior officers informed of the probability that comes to their knowledge of any crime or occurrence likely to affect the public peace taking place suggesting such precautionary affect the public peace taking place] suggesting such precautionary measures as they may consider it advisable to take. They will, whenever necessary, correspond directly with the Police authorities of neighboring Police Stations and act in concert with them in apprehending offenders escaping from or into their charges and generally take steps to prevent or detect crime. In the event of an Inspector personally taking up the investigation of a particular case, they will act under his orders: but in other cases they will act independently, subject to his general direction and advice .This, however, will not absolve them from their responsibilities mentioned above and in all cases are such that the police cannot proceed without instructions from a Magistrate.

2) They will inspect periodically, in such manner as the Superintendent or Sub-Divisional Officer may direct, all the police in their charge, report any negligence, misconduct of disobedience of orders, absence without leave or casualties among the members of the force, and generally keep the Superintendent or Sub-Divisional Officer well informed on all matters connected with the efficiency of the Police arrangements in their own Police Stations. It is open to them to report also any difficulties they may experience owing to the influx of criminals from outside their station limits or to lack of co-operation from other Police Stations or districts.

3) Sub-Inspector Should inspect the Outposts in their charge at least once a month and at such times should give their men at the Outposts instructions in their duties.

4) They should visit the villages under their Police Stations, examine the Police visit books and Muster Rolls and bring up-to-date the registers relating to crime in the villages, keeping in view the provisions contained in Rule 76.

5) They should take every opportunity of collecting information of the current events within their charges and should have an intimate knowledge of the people around them, more especially of the bad and suspected characters, and see that their subordinates take every opportunity of acquiring minute local information.

The Powers & Duties of Officers & Employees:

1) THE ARMS ACT, 1959:

- a) Verification of applicant
- b) Seize of the illegal weapons

2) POWERS DELEGATED UNDER MAHARASHTRA CIVIL SERVICES RULES

3) THE CRIMINAL PROCEDURE CODE 1973

- a) Arrest of persons for certain purposes
- b) Dispersal of unlawful assembly
- c) Maintenance of public order and tranquility
- d) Removal of public nuisance
- e) Prevention of commission of cognizable offenses
- f) Keeping peace and good behavior, obtaining security for
- g) Search and seizure

4) THE EXPLOSIVES ACT -1884 AND RULES

- a) Amendment of a license granted
- b) Directions regarding disposal of explosives
- c) Enquiry in to accidents
- d) Search of a place, carriage or vessel where explosive is manufactured, possessed or sold.
- e) Suspension or cancellation of a license

5) POWERS DELEGATED UNDER THE BOMBAY FINANCIAL RULES, 1959 AND GOVERNMENT ORDERS ON FINANACIAL MATTERS.

6) THE MOTOR VEHICLES ACT -1988 AND RULES

- a) Obscuring of Traffic sign

7) THE POISONS ACT, 1919 AND RULES

- a) Search Warrant: Issue of

8) POWERS UNDER THE BOMBAY POLICE ACT 1951

- a) To extern / remove the person who is about to commit an offence
- b) To extern / remove the person who is convicted of certain offences
- c) Prevent carrying of dangerous weapons in public place.

d) Make rules for maintaining traffic and peace in public place.

9) THE IMMORAL TRAFFIC (PREVENTION) ACT-1956

- a) Powers to notify the premises
- b) Search without warrant
- c) Removal of person from brothel

10) THE CABLE TELEVISION NETWORKS (REGULATION) ACT -1995

- a) Powers to seize equipment
- b) Powers to prohibit transmission of certain programmes in public interest

11) THE COPY RIGHT ACT- 1957

- a) Power to seize infringing copies

12) THE TRADE MARKS ACT – 1995

- a) Powers of search and seizure

13) THE MAHARASHTRA POLICE MANUAL 1999 VOLUME-I, II, III

14) THE PREVENTION OF CRUELTY TO ANIMALS ACT, 1890

- a) Destruction of an animal
- b) Prescribing of scales of rates for transport, treatment feeding, etc
- c) Issue of search warrant

15) THE BOMBAY PREVENTION OF GAMBLING ACT, 1887

- a) Issue of special warrant or order in writing to raid a common gaming house.

16) PREVENTIVE DETENTION

- a) MPDA Act-1981:- To detain dangerous persons, drug offenders, slumlords whose activities are prejudicial to the maintenance of public order.
- b) NATIONAL SECURITY ACT 1980:- To detain persons whose activities are prejudicial to the defence or security of the Nation.
- c) PREVENTION OF BLACK MARKETING AND MAINTENCE OF SUPPLIES OF ESSENTIAL COMMODITIES ACT:
To detain persons whose activities are prejudicial to the maintenance of supplies of commodities essential to the community.

17) BOMBAY CINEMA (REGULATION) ACT-1953:-

To issue and renew licenses to cinema halls.

18) THE POWERS DELEGATED UNDER THE BOMBAY PUBLIC CONVEYANCES ACT, 1920

19) THE MAHARASHTRA CONTROL OF ORGNIZED CRIME ACT- 1999

- a) Issue sanction to record offence under the Act.
- b) Appoint Investigating Officer of the rank of Asstt. Commissioners of Police to investigate

offences relating to organized crime.

c) Issue sanction to prosecute accused arrested under the Act.

20) MENTAL HEALTH ACT – 1987

To take into protection persons who are mentally ill and incapable taking care of themselves or are dangerous by reason of mental illness.

Rules, Regulations, Instructions, Manuals And Records Held Or Used By Employees For Discharging Their Functions:-

The Superintendent of Police and the staff working under him are bound by the rules, regulations, orders and circulars issued time to time by the Home Department, Govt. of Maharashtra and Maharashtra Civil Services Rules. As required by Maharashtra Police Manual Vol. I, II and III, Treasury Rules, Contingency Expenditure Rules, Budget Manual, Maharashtra Civil Services Rules the following Registers are maintained :-

- 1) Government References Register,
- 2) Dead Stock Register,
- 3) Register of Cheques ,
- 4) Register of Supplier,
- 5) Register of Service Sheets of Men,
- 6) Register of Service Sheets of Ministerial Staff,
- 7) Register of Pension Cases of Officers and Men,
- 8) Register of Government Resolution
- 9) Register of Departmental Enquires
- 10) Register of Pensioners,
- 11) Register of Sanads,
- 12) Register of Stationary
- 13) Progressive Register of expenditure on account of grant sanctioned by Government for carrying out “ Minor Original works“,
- 14) Register showing the particular of quarters located in each division,
- 15) Register showing dates of discharge, dismissal, invalidation, etc of Officers and Men.
- 16) Register showing the particulars of Police Chowkies,
- 17) Gradation List of Officers,
- 18) Index Register of Officers,
- 19) Distribution list of Police Officers,
- 20) Register of Departmental proceedings,
- 21) Register of Officers under suspension,
- 22) Register of Men under suspension,
- 23) Register of dates of reinstatement in pay and rank,
- 24) Register of minor punishments,
- 25) Register of distribution of Departmental enquiries among the officers,
- 26) Increment Register-(a) Officer (b) Ministerial staff (c) Men and (d) Class IV Govt. servants
- 27) Register of Special Disability leave and Injury pension,
- 28) Register of all Special leave,
- 29) Seniority Register of Constabulary, rank wise,

- 30) Seniority Register of Ministerial Staff,
- 31) Seniority Register of class IV Govt. servants,
- 32) Register showing the sanctioned strength of Ministerial Staff,
- 33) Vacancy Register of Constabulary,
- 34) Casualty Register of Constabulary,
- 35) Distribution Register of Ministerial Staff,
- 36) Distribution Register of clerk-Typists and P.C. Typists,
- 37) Distribution Register of H.C Writers,
- 38) Distribution Register of P.C. Writers,
- 39) Distribution Register of Class IV Govt. servants,
- 40) Register of Temporary Establishment,
- 41) Register of legislative Assembly and Lok Sabha Questions,
- 42) Pension Register,
- 43) Daily Stamp account Register,
- 44) General Pay Cash Book,
- 45) General Pay Voucher Book,
- 46) K.O. Register,
- 47) Leave Noting Register,
- 48) Cash Book
- 49) Bill Register,
- 50) License Fee Register,
- 51) P.P. Bhatta Cash Book,
- 52) T.A. Cash Book,
- 53) P.A.T.A. Cash Book,
- 54) Miscellaneous A/c Register,
- 55) Reward Register,
- 56) Extra Duties Charges Register,,
- 57) Permanent Advance Cash Book,
- 58) Register of Contingent Charges,
- 59) Refreshment Allowance Cash Book,
- 60) Medical Expenses Reimbursement Cash Book,
- 61) Telephone Charges Register,
- 62) Water Charges Register,
- 63) Petty Bill Register,
- 64) Premises Licenses Register,
- 65) Ticket Selling License Register (yearly)
- 66) Ticket Selling License Register (Temporarily)
- 67) Performance License Register.
- 68) Register of Exemption from Payment of Entertainment Duty.
- 69) Cinema License Register.
- 70) Ticket Selling License Register for Cinema Theatres.
- 71) Poison License Register
- 72) Fire work License Register.
- 73) Blasting License Register
- 74) Dangerous Petroleum License Register
- 75) Non Dangerous Petroleum License Register

- 76) Arms License Register
- 77) Journey License Register
- 78) Confiscated and Detained Property under the Arms Act Register.
- 79) Arms and Ammunition Dealers License Register
- 80) Arms Repairs License Register
- 81) Transport of Arms and Ammunition License Register
- 82) Import of Arms and Ammunition License Register
- 83) Summons Register
- 84) Warrant Register
- 85) Distress Warrant Register,
- 86) City serial Register for Registration of Foreigners
- 87) Local Act Register
- 88) Accident Register of Police Vehicles,
- 89) Police Motor Driving Permit Register,
- 90) Hack Victoria Drivers Register,
- 91) Labour Cart Driver Register
- 92) Hand Cart Drivers Register,
- 93) Hack Victoria owners Register,
- 94) Labour Court owners Register,