

No. K 1/110636/ 09
Police Headquarters,
Thiruvananthapuram,
Dated: 21-12-2009.

Circular No. 53/09

Sub:- Petition Enquiry - Supervision by CIs and SDPOs – Guidelines
Regarding

Much of the time that Circle Inspectors and SDPOs should spend in supervision over the work of Police Stations is now lost by these officers themselves personally enquiring into petitions received from the public. Many CIs and SDPOs receive large number of such petitions and decide on their own that they themselves will enquire into them.

2. Petitions should normally be enquired into by the Police Station.
3. It is hereby classified that CI or SDPO will not conduct a petition enquiry into a matter by himself
 - (i) unless he himself is personally investigating or proposes to investigate the connected case; or
 - (ii) unless it is a matter in which he has decided, after evaluating the nature of the complaint, to conduct a preliminary fact finding, preliminary enquiry as a prelude to disciplinary action against the station staff; or
 - (iii) unless he has been asked to conduct a personal enquiry into the matter by a superior officer; or
 - (iv) unless he has reasons to believe either that the Police Station is not capable of looking into the matter or that it is not desirable that the Police Station should look into the matter.
4. If any SDPO or CI proceeds to conduct an enquiry under sub-para (iv) above, he shall record the circumstances and the reasons for the same and bring the same to the personal notice of the SP/SDPO respectively.
5. In all other matters, he should get the enquiry on the petition received by him conducted in the connected Police Station under his personal supervision.

6. Petition enquiry field staff, if any, kept by any CI or SDPO, will be disbanded immediately and sent back to the station. Calling petitioners etc. should be done through the Police Station staff.

7. The proper function of the CI and SDPO is to supervise and ensure proper and prompt petition enquiry by Police Stations. They should closely supervise the same.

Sd/-

DIRECTOR GENERAL OF POLICE