

## **INTRODUCTION**

The Handbook aims to highlight the public on the Organization, functions and activities of the O/o the Superintendent of Police West Jaintia Hills District, Jowai.

The information provided in the Handbook would be helpful to every individuals as well as by the Public especially those who acquire knowledge on the functions and activities of the office.

## **PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

The SP is empowered to take all sorts of preventive measures, if a breach of peace is apprehended in the district. To avoid untoward situations, he may advice the collector to issue prohibitory orders and even to clamp curfew, if the situation so warrants. In the event of actual breach of peace, he is expected to make adequate police arrangements to cope with the situation.

### **He controls the incidence of crime in his district through:**

- (a) Effective patrol by his fleet;
- (b) Investigation of grave crimes and making and receiving special reports about these cases; and
- (c) Administrative supervision over his subordinates who keep constant vigilance, take preventive measures, and maintain up-to-date records of criminals in the district.

The function entails a number of subsidiary duties. The SP has to call for reports, supervise in person and visit the scenes of crime soon after their occurrence. This is a major traditional function and the victims involved in these crimes after go to the SP as aggrieved parties in appeal.

The functions of the SP further include various kinds of organisational and personnel responsibilities at the district level. He has to maintain an adequate supply of vehicles, arms, communications, equipment's and other accessories like uniforms, etc., in a good shape. He inspects police stations within the jurisdictional limits of his district and provides for necessary physical conditions to keep his men working in a satisfactory state of morale and motivation.

As a captain of his team, the SP has a critical say in the policies pertaining to recruitment, promotion, training programmes and disciplinary matters. He evaluates the performance of his administrative subordinates and takes disciplinary actions as and where needed. To effect discipline in the force he attends parades, gives personal interviews and recommends cases for promotion, punishment and transfers to his seniors.

He organizes sports, tournaments, annual get-together and special meets to keep his district force in high spirits. He undertakes police welfare projects and provides incentives to his juniors for better performance. As head of the office, he is personally responsible for the correctness of cash and store accounts of his department.

He maintains financial propriety by observing rules and is expected to effect measures conducive to internal economy for the organisation. He supervises the office work of his civilian officials, who handle the inflows and outflows of all kinds of communications, horizontally as well as vertically.

Thus, the functions and duties of a SP in a district are fairly wide, varied and far-reaching. They make him a central person in the district administration. Sitting in the office of the district police chief, the SP deals with his juniors, seniors, non-colleagues, people, political parties and an endless variety of political and quasi-political pressure groups.

His main functions are certainly preservation of peace and prevention of crime but the ancillary roles that grow around these major functions like collection of intelligence, traffic control, inculcation of healthy public relations, make him a really powerful district officer who occupies a pivotal position in district administration.

In the Superintendent of Police's office, many branches are there and categorized as follows:-

### **1. Account Branch**

The Account Branch is one of the branch in the O/o the Superintendent of Police West Jaintia Hills District, Jowai. The main functions of the branch are as follows:-

- i) Budget preparation
- ii) Preparing of Bills
- iii) Miscellaneous work (salary etc..)

The Account Branch is headed by the Head Accountant (H.A) which deals with maintaining Cashbook, Bill Registers, Writing all R/C's & PC's to and from different units and also to maintain all files relating to Account Branch. He/She also supervise preparation of TA bills of all GO's and Non-GO's etc....

Under the Accountant, there are 3(three) Lower Division Assistants which assist the Head Accountant in dealing with other functions in the branch like preparing the contingency bills, POL/DOL,M.V bills. OE/Wages/Clothing/rent/rate and taxes etc., Medical Reimbursement and SRE claims.

### **2. General Branch**

The General Branch is headed by the Head Assistant (H.A) which deals with handling cash of the office, help the Accountant issue like Pay/Receipt cheques to and from different units of all the District. He/She also maintain the Service Books, E/L, Leave Accounts, Increment, Files, Records of Rewards.

Under the Head Assistant, there are 1(one) UDA and 3 (three) LDA's that assist the Head Assistant in dealing with other functions in the branch like maintaining land and building records of all police lands and building of the District Police and all files relating to correspondences of acquisition of land etc... for Police, making entries in the Service Books of Ministerial Staffs relating to leave/leave account and increments. Correspondence relating to stationeries, process all certificates and payment order of all OE/Misc/bills/clothing/ration bills etc.

### **3. Village Defense Party (VDP) Branch**

The branch deals with all the correspondences relating to frequent supervision and guidance in regard to the duties, responsibilities and activities of the VDPs and in close touch with the Thana Village Defense Officer and Sub Divisional Village Defense Officer of his circle. He check the Government properties issued to the Village Defense parties and also the account of remuneration given to the registered Village Defense parties.

Attending the meeting arrange by the Secretary/President of VDPs. He maintain close co-operation with VDPs Secretary/President. All the VDPs in his circle are subject to his supervision. He is responsible for making systematic arrangement for watch and word, encourage the old VDPs and explore possibilities of forming new ones.

### **4. Crime Branch**

Crime Branch is headed by the Reader Sub-Inspector of Police (RSI). The main function of the branch are as follows:

- I) Crime Data of all the Police Stations in West Jaintia Hills District.
- II) Insurance Claim.
- III) Sending of Examination and Opinion of Exhibits.

### **5. District Special Branch (DSB)**

The District Special Branch (DSB) is administratively under the Special Branch Headquarter but operationally under the respective Superintendent of Police of the district. The DSB is very important branch in the structure of the District Police Organisation.

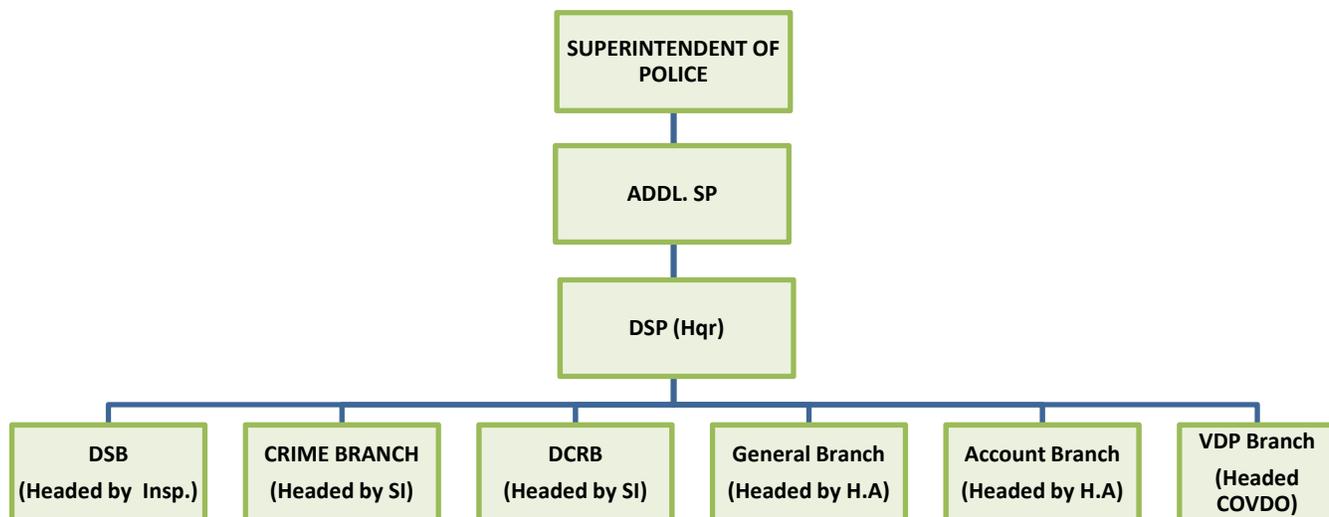
This branch deals with verification of Character, Passport, Service, PRC, Domicile, NOC etc... and gives recommendation for issuing of various license like Gun license, Bars, Wineshop etc.

### **6. District Crime Record Bureau (DCRB)**

The District Crime Record Bureau (DCRB) is headed by the Sub-Inspector (SI) of Police. The main functions of the branch are as follows:-

- i) Crime Records.
- ii) Missing/Recovered Person.
- iii) Stolen/Recovered Vehicles.
- iv) Cyber Crime related cases.
- v) Records relating to CCTNS project.
- vi) District Training Centre (DTC).

The Organization Chart of the Office of the Superintendent of Police are shown below:-



Further any member of the public seeking for any information relating to the Branches may contact the notified Public Information Officer (PIO) of the O/o The Superintendent of Police, West Jaintia Hills District, Jowai.

1<sup>st</sup> Appellate Authority:-

Shri. Lakador Syiem, MPS  
Superintendent of Police,  
West Jaintia Hills District, Jowai.  
Phone No. 0365-2221907.

2<sup>nd</sup> Appellate Authority:-

Shri. Mac Joel Marngar, MPS  
Asstt. Public Information Officer Cum Dy. Superintendent of Police (Hqr)  
O/o Superintendent of Police  
West Jaintia Hills District, Jowai.  
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