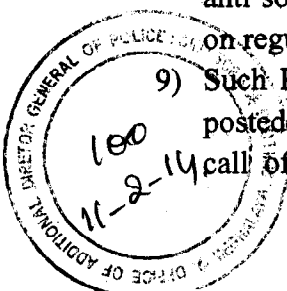


*****OFFICE OF THE DIRECTOR GENERAL OF POLICE***
MEGHALAYA ::: SHILLONG**

CIRCULAR NO – 2 / 2014

Subj : STANDARD OPERATING PROCEDURE (SOP) FOR ANTI-DACOITY CAMPS/OPERATIONAL GROUP CENTRES/UNSANCTIONED OUT POSTS ETC.

- 1) At the time of setting up of the unsanctioned Anti Dacoity Camps (ADC)/Operational Group Centres (OGC)/unsanctioned Out Posts (OP) etc, District Superintendents of Police should issue a comprehensive order in writing covering the purpose of its establishment, the duties and responsibilities of the posts, besides clearly outlining its jurisdiction.
- 2) Normally, the In-charge of ADC/OGC/unsanctioned OP would be of the level of UB Sub-Inspector. In case a Head Constable is placed as In-charge, the District Superintendent of Police would carefully choose such Head Constable, who should be of proven ability and integrity.
- 3) The Officer-in-charge of the Police Station under which the AD Camp/ OGC/unsanctioned OP fall, will be responsible for the smooth functioning of such posts. The In-charge of such posts would report to the concerned Officer-in-charge on day to day basis.
- 4) All unsanctioned Posts (ADCs/OGCs/OPs etc) would maintain a General Diary and all movements from the Post and duties performed should be recorded in the General Diary (prior to performance of duties and on completion of duties). This General Diary would be sent to Controlling Police Station every month for record. Officer-in-charge, in turn, would assess the duties performed and results achieved. He will submit a report to the Superintendent of Police every month in this connection.
- 5) The In-charge of AD Camp/OGC etc would also maintain Duty Register, Command Certificate Register, Receipt and Dispatch Register, Circular file, WT File and Patrolling Register.
- 6) Personnel of such Posts would only perform duties assigned to them by the concerned Officer-in-charge within whose jurisdiction the Post is located and not at their own discretion or volition. Any important matter concerning maintenance of Law and Order, C.I. Ops, etc will be informed to the Superintendent of Police by quickest means.
- 7) Under no circumstances would the personnel of such Posts move out of their jurisdiction unless in hot pursuit of criminals and under proper leadership. The Officer-in-charge or other senior officer would be informed about such pursuit.
- 8) In-charge of ADCs/OGCs etc would gather intelligence regarding movements/activities of anti social elements in their respective area of responsibility and the same would be shared on regular basis with OC and Superintendent of Police for taking further action.
- 9) Such Posts would be properly secured by creating morchas and sentry should be suitably posted. The In-charge of the Camp would be responsible for round the clock security. Roll call of the force personnel should be done twice daily. The Officer-in-charge of Police



Station and the senior officers should visit the camps and review their security from time to time.

- 10) The requirement for continuation of such camp would be reviewed every six months by Superintendent of Police himself and whenever the need for such camps is no longer felt, these would be closed. In case an unsanctioned unit continues for 3 (three) years, a proposal would be submitted to PHQ for moving the Government for regular sanction of the post.


Sd/-
(P. J. P. Hanaman, IPS)
Director General of Police,
Meghalaya, Shillong.

Memo No. ADG/L&O/C-59/Pt-I/2013/47

Dated Shillong, the 7th Feb, 2014

Copy to: -

- 1) The Addl. Directors General of Police (SB)/(HQ)/(TAP)/(R/PR), Meghalaya, Shillong for favour of information.
- 2) The Inspectors General of Police (CID)/(TAP)/(HQ/Oprs), Meghalaya, Shillong for information.
- 3) The Inspector General of Police (WR), Meghalaya, Tura for information.
- 4) The Dy. Inspectors General of Police (ER)/(CID)/(R/PR), Meghalaya, Shillong for information.
- 5) The Director MPRO/FSL, Meghalaya, Shillong for information.
- 6) The Asstt. Inspectors General of Police (A)/(R)/(E), Meghalaya, Shillong for information.
- 7) The Superintendents of Police (Infil)/(CID)/(SB)/(F&ES)/(SCRB), Meghalaya, Shillong for information.
- 8) The Principal, Police Training School, Mawroh, Shillong for information.
- 9) The Superintendents of Police, West Jaintia Hills, Jowai/ East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat/ West Garo Hills, Tura/ East Khasi Hills, Shillong/ Ri-Bhoi, Nongpoh/ West Khasi Hills, Nongstoin/ East Garo Hills, Williamnagar/ South Garo Hills, Baghmara/ North Garo Hills, Resubelpara/ South West Garo Hills, Ampati for information and necessary action.
- 10) The Commandants, 1st MLP Bn, Mawiong, Shillong/ 2nd MLP Bn, Goeragre, Tura/ 3rd MLP Bn, Khliehtyrshi, Jowai/ 4th MLP Bn, Sohpien, Nongstoin/ 5th MLP Bn, Samgong, Williamnagar/ 6th MLP Bn, Camp Shillong for information and necessary action.


(Y. C. Modi, IPS),
Addl. Director General of Police (L&O),
Meghalaya, Shillong