

### CHAPTER 3

#### POWER AND DUTIES OF OFFICERS AND EMPLOYEES

<i>Designation</i>	<i>Superintendent of Police</i>
<b><i>Powers</i></b>	<p style="text-align: center;"><b><i>(a) Administrative:-</i></b></p> <p>(i) Appointing/ disciplinary Authority for the force personnel from the rank of constable to Sub-Inspector</p> <p>(ii) Appointing / Disciplinary Authority for the Ministerial and Grade IV staff including followers.</p> <p>(iii) Transfer and Posting of personnel from the rank of Constable to Sub- Inspector.</p> <p>(iv) Grant of all types of Leave to the Force personnel from Constable to Sub-Inspector as well as the Ministerial Staff and followers.</p> <p style="text-align: center;"><b><i>(b) Financial:-</i></b></p> <p>As prescribed by the Meghalaya Delegation of financial Rules 1981.</p> <p style="text-align: center;"><b><i>(c) Others :-</i></b></p> <p>(i) To regulate Public Assemblies / Meetings and any processions arising there of and to grant license thereof</p> <p>(ii) To stop any Assemblies / Meetings / Processions which violates any License condition or disturb the peace and tranquility of the General Public.</p> <p>(iii) To regulate the Traffic so as to suit the force movement of both Vehicles/ Pedestrians on roads.</p> <p>(iv) To supervise all cases registered by the various Police Stations within the District.</p> <p>(v) To order investigation of cases by the Officer-in-charge or any other than the officer-In-charge or officer of the police Station in which it is registered.</p> <p>(vi) To entrust either the Asst. Superintendent, Deputy Superintendent or Circle Inspector to supervise cases.</p>
<b><i>Duties</i></b>	<ol style="list-style-type: none"> <li>1. Supervision of all official works in the District.</li> <li>2. Supervision of all official communications made to Police Headquarters regarding requirements of the personnel, ministerial staff and grade IV staff of the District.</li> <li>3. Supervision of all proposals made to police Headquarters regarding Constructions/ Repairs of all Govt. buildings in the District.</li> <li>4. Supervision of maintenance of all Govt. vehicles allotted to the District.</li> </ol>

	<p>5. Supervision of maintenance of Service records of the Force personnel from Inspectors to Constables; ministerial as well as grade IV staff.</p> <p>6. Co-ordination with all District Heads of other Govt. Departments in the District.</p>
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<b>Designation</b>	<b>Asstt./ Deputy Superintendent of Police</b>
<b>Powers</b>	<p><b>(a) Administrative:-</b> As authorized by the Superintendent of Police.</p> <p><b>(b) Financial :-</b> As delegated and authorized by the Superintendent of Police</p> <p><b>(C) Others :-</b> As delegated and authorized by the Superintendent of Police</p>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To execute all duties, official, Law and order and any other duties as assigned/ directed by the Superintendent of Police.</li> <li>2. To supervise all official work in the office of the Superintendent of Police as and when required by the Superintendent of Police.</li> <li>3. To supervise all cases registered by the various Police Stations if and when ordered by the Superintendent of Police.</li> <li>4. Any other duties/ enquiries as directed by the Superintendent of Police.</li> </ol>

<b>Designation</b>	<b>Inspector of Police</b>
<b>Powers</b>	<p><b>(a) Administrative:- NIL</b></p> <p><b>(b) Financial :- NIL</b></p> <p><b>(c) Others :- NIL</b></p>
<b>Duties</b>	<p><b>1. Inspector Posted at Court</b></p> <ol style="list-style-type: none"> <li>(a) To prepare all the case records supervise maintenance of all registers and keep custody of the exhibits connected with all cases taken up by the Police.</li> <li>(b) To assist the Circle Inspectors, Officer In-charge of Police Stations and all Investigating officer in matter relating to the Investigation of cases and communication between the court and the Investigating officers.</li> <li>(c) To appear before the court in all matters brought before it by the Investigating officers if and when a Public Prosecutor is not engaged to do so.</li> <li>(d) To assist the public Prosecutor if and when required by him.</li> </ol>

	(e) To supervise the custody/ production of under Trial Prisoners in the court.
	<p style="text-align: center;"><b>2. Inspector Posted as Circle Inspector.</b></p> <p>(a) To supervise locally the investigation of all cases under his circle which may comprise of one or more police Stations.</p> <p>(b) To be responsible for the prevention/ detection of crime within his circle.</p> <p>(c) To be responsible for the general efficiency of all Police work within the Circle.</p> <p>(d) To instruct all Investigating Officers regarding the investigation of case as per his finding during supervision.</p> <p>(e) To train all junior investigating staff attached to the Police Stations in his Circle.</p> <p>(f) To supervise and ensure that systematic arrangement of all watch and ward duties.</p> <p>(g) To execute any other duties as and when assigned to him by the Superintendent of Police.</p> <p style="text-align: center;"><b>3. Inspector posted to the Reserve Office</b></p> <p>(a) To supervise all official works regarding maintenance of Service Records of personnel and bring the same to the notice of the Superintendent of Police.</p> <p>(b) To put up to the Superintendent of Police all the grievances, etc., made by the personnel of the District.</p> <p>(c) To put up to the Superintendent of Police all reports, requests and others made by the Officers and staff of the District.</p> <p>( d) Any other duties as assigned to him by the Superintendent of Police.</p>
<b>Designation</b>	<b>Sub-Inspector of Police</b>

<p><b>Powers</b></p>	<p><b>(1)Administrative :-Nil.</b>  <b>(2)Financial:- Nil</b>  <b>(3)others:-</b></p> <p><b><u>(a)Sub-Inspector posted as O.C</u></b></p> <p>(I )To disperse any unlawful assembly or any assembly of five or more persons likely to cause disturbance to public peace by the use of civil force(Sec.129 Cr.P.C).</p> <p>(ii) To arrest or cause to arrest any person under Sections 41 and 42 Cr.P.C..</p> <p>(iii) To receive and investigate any cognizable offence when reported or comes to his notice without the order of the Magistrate and to arrest any person or persons involves in such crime (Section154,156,41(1a) Cr.P.C.)</p> <p>(iv) To conduct search of any house/place for the purpose of investigation of a cognizable case (Section 165 Cr.P.C).</p> <p>(v) To enquire into all case of suicides and death cause by animals or machinery or by accident of any sort or death under suspicious circumstances (Section174 Cr.P.C)</p> <p>(VI) Prevent the commission of any cognizable offence and arrest any person for the purpose(Sections 149,151 Cr.P.C)</p> <p><b><u>(b) Any other Sub-Inspector</u></b></p> <p>(i)To arrest any person under Sections 41 and 42 Cr.P.C.</p> <p>(ii) Prevent the commission of any cognizable offence and arrest any person for the purpose.(Sections 149,151 Cr.P.C.).</p>
<p><b>Duties</b></p>	<p><b><u>(a) When posted as Officer-in-Charge of a Police, Station</u></b></p> <p>(i) Responsible for the effective working and management of the personnel subordinate to him.</p> <p>(ii) Responsible for the preservation of peace and for the prevention and detection of crime.</p> <p>(iii) Responsible for the maintenance of all the records and registers maintained in the Police Station though he need not write them up personally .</p> <p>(iv) Responsible for the collection and communication of intelligence on all matters of public importance even though such matters have no connection with any criminal offence.</p> <p><b><u>(b)When posted as In-charge of an Outpost</u></b>  The same duties as that of an officer in charge of a Police station only that he cannot register any case in his own capacity.</p> <p><b><u>( c) Any other Sub-Inspector</u></b>  To execute all duties, conduct enquiries, investigate cases as and when assigned to him by the officer-in-charge or any other officer senior in rank to him.</p>

	<p><b>(d) When posted to the Court</b> To assist the Court Inspector in the maintenance of all Court records and registers and also to do any other duties assigned to him by the Court Inspector and by the Superintendent of Police.</p> <p><b>(e)When posted to the Police Reserve Office</b> To assist the Reserve Inspector in the maintenance of all records maintained in the Police Reserve and to execute any other duties as assigned to him by the Reserve Inspector and by the Superintendent of Police.</p>
<b>Designation</b>	<b>Head Constable and Constable</b>
<b>Powers</b>	<p>(a)Administrative :-Nil. (b)Financial:-Nil (c)others:- As empowered under Section 8 of the Police Act 1861 that a person enrolled in the Police Deptt. under the said act and holding a certificate of appointment have been vested with the powers and functions of a Police Officer they may arrest without warrant as prescribe under Sections 41,42,149,151 Cr.P.C.</p>
<b>Duties</b>	To promptly obey and execute all orders and warrants endorsed to him by any competent authority. To collect and communicate all information affecting the public peace , to prevent of offences and public nuisance and bring all offenders to justice.
<b>Designation</b>	<b>Ministerial Staff (H.A., UD/LD Assts)</b>
<b>Powers</b>	<p>(a) Administrative (b) Financial (c) Others</p> <p>} Nil</p>
<b>Duties</b>	Maintenance of all official files and records at the office of the Superintendent of Police under the direction supervision of the superintendent of Police or any other officer duly authorised by him.