

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIRECTOR GENERAL OF POLICE
MEGHALAYA ;;;;;; SHILLONG

CIRCULAR NO. 59/2012.

A glaring instance has come to the notice of the Police Hqrs. in which a huge amount running to several lakhs of rupees was misappropriated by Armed Branch Sub-Inspector, In-Charge of Pay Branch in East Khasi Hills during his charge from 2005 to 2011. The departmental inquiry revealed that the said ABSI was allowed to use the money consisting of various Government money and private funds of the district without any control and he even lent the money at some percentage of interest. The matter was compounded by the fact that the controlling officers did not supervise or scrutinize the accounts being maintained by him.

In order therefore that such acts of gross financial mismanagement and criminal misconduct do not occur in any unit or district, the following instructions should be strictly observed:

- (i). The controlling officers of the units and districts should ensure that the Pay officer in charge should be an officer not below the rank of a Sub-Inspector of Police from the Un-Armed Branch. Such officers should have relatively good education background. Graduates in Commerce, Science and Computer application should be preferred. **No Armed Branch Sub-Inspector** should be allowed to handle cash as the In-Charge of Pay Branch.
- (ii). Payment of Government money to any individual or party should not be paid in cash.
- (iii). Payment to individual personnel should be made to their **bank accounts** and the payment to the parties or firms should be in the form of a **cheque or party bills** for depositing in their bank accounts.
- (iv). **Daily Cash Transaction Register** should be maintained in the Pay Branch of the Police Reserve in a cash book.
- (v). The money relating to Government of Private / Welfare Fund should be entered in the cash book on daily basis in the register for receipt / payment and that it should be signed by the **Dy. SP (HQ)** while receiving or In-Charge Pay Branch at the time of receiving cash payment.
- (vi). Audit and Inspection of the accounts of the Pay Branch and all the private funds maintained in the Police Reserve or in the office of the unit/district head should be carried out every half yearly by the Addl. SP / Dy. SP and annually by the SsP / Commandants. The note of the audit and the Inspection of the accounts and funds should be sent to the office of the Range Dy. IGP with a copy marked to the PHQ.

- (vii). In the event of any irregularity fund in the maintenance of accounts, accountability should be fixed and appropriate criminal and departmental actions should be initiated against such personnel.
- (viii). Loan should be given only from the private funds and Government money should not be lent. Units and Districts should have their own interest free money lending policy out of their private funds purely as a welfare measure and the Unit/District heads should fix ceiling for lending of money as per the rank of the loanee.
- (ix). The officers in charge of the Pay Branch or the in charge of any private funds should be changed on annual basis.

Sd/-
(N. Ramachandran)
Director General of Police,
Meghalaya, Shillong.

Memo No. MG/VIII-22/2005/PT-IV/221, Dated Shillong, the 17th May, 2012.

Copy forwarded **for favour of information to the:-**

1. Addl. Director General of Police (L&O), Meghalaya, Shillong.
2. Addl. Director General of Police (CID), Meghalaya, Shillong.
3. Addl. Director General of Police (SB), Meghalaya, Shillong.
4. Inspector General of Police (TAP), Meghalaya, Shillong.
5. Inspector General of Police (R/PR / F&ES), Meghalaya, Shillong.
6. Inspector General of Police (CID/Hqr), Meghalaya, Shillong.
7. Inspector General of Police (SB/Bdr), I/c DIG W/R, Meghalaya, Tura.
8. Inspector General of Police (HQ/Admn), I/c Operations, Meghalaya, Shg.

Copy forwarded **for information and necessary action to the:-**

9. Dy. Inspector General of Police (ER), Meghalaya, Shillong.
10. Dy. Inspector General of Police (CID/ACB/Vig.), Meghalaya, Shillong.
11. Director MPRO / FSL, Meghalaya, Shillong.
12. Supdt. of Police (Re-Orgn), Meghalaya, Shillong.
13. Superintendent of Police, (Infil.), Meghalaya, Shillong.
14. Superintendent of Police, East Khasi Hills, Shillong.
15. Principal, Police Training School, Mawroh, Shillong.
16. Superintendent of Police, West Garo Hills, Tura.
17. Spl. Superintendent of Police (CID), Meghalaya, Shillong.
18. Superintendent of Police, West Khasi Hills
19. Commandant 2nd MLP Bn. Goeragre.
20. Superintendent of Police, Jaintia Hills, Jowai.
21. Commandant 5th MLP Bn., Samgong.
22. Superintendent of Police (Security), Meghalaya, Shillong.
23. Commandant 6th MLP Bn., Camp Shillong.
24. Commandant 4th MLP Bn., Nongstoin.
25. Commandant 1st MLP Bn., Mawiong.

26. Superintendent of Police (SB-II), Meghalaya, Shillong.
27. Asstt. Inspector General of Police (R), Meghalaya, Shillong.
28. Superintendent of Police (F&ES), Meghalaya, Shillong.
29. Commandant, 3rd MLP Bn, Khliehtyrshi, Jowai.
30. Superintendent of Police (SCRB), Meghalaya, Shillong.
31. Superintendent of Police (City), Shillong.
32. Superintendent of Police, Ri-Bhoi, Nongpoh.
33. Superintendent of Police, East Garo Hills, Williamnagar.
34. Asstt. Inspector General of Police (A), Meghalaya, Shillong.
35. Superintendent of Police (SB-I) Meghalaya, Shillong.
36. Superintendent of Police, South Garo Hills, Baghmara.


Asstt. Inspector General of Police (R),
Meghalaya, Shillong