

GOVERNMENT OF ASSAM
HOME (A) DEPARTMENT
3rd Floor, 'I' Block, Janata Bhawan, Dispur, Guwahati-781006
e-Mail : home.assam@gov.in

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated, Dispur the 15-05-2025

No.eCF-594574/I/1066962/2025: Pursuant of the creation of the posts of Co-District Superintendent of Police in the Co-District administration, the functions and responsibilities of Co-District Superintendent of Police are enumerated as under:-

1. Maintenance of Public Order, Security and Operations

- a. To keep abreast of various developments in the Co-District that may have Law & Order implications, to apprise the Superintendent of Police immediately about the same and to take corrective measures for the maintenance of Law & Order.
- b. Maintaining liaison with Co-District Commissioner and other Govt. Offices of the Co-District for maintenance of public order.
- c. Issue of Orders of dispersal for processions in the jurisdiction of the Co-District and issue of permissions for processions.
- d. To prepare for the Law & Order/ Security plans for VIPs/VVIPs visits, ensuring security of vital installations, Banks, Treasuries etc. under supervision of the District Superintendent of Police.
- e. To undertake various preventive and precautionary measures in order to ensure that no untoward incident takes place in the Co-District.
- f. To act on various actionable inputs and conduct operations against insurgents and criminal gangs in the Co-District.
- g. To keep a close watch on dubious NGOs and activities of suspected religious fundamentalist and inimical groups.
- h. He will be responsible for collection of Intelligence in respect of Insurgency, Crime, Radicalization, Law & Order etc.
- i. Operations against all kinds of criminals/ extremists Jihadi elements etc. as per actual ground situations.

2. Crime & Investigation

- a. Ensure Prevention, Detection and Investigation of Crime as per BNSS, BNS & BSA to all personnel involved in Crime & Investigation.
- b. Supervision & Investigation of important cases, enquiries of matters and any other works as assigned by the District Superintendent of Police.
- c. Visit to important scenes of crime especially of heinous offences or offences having Law

& Order implications.

- d. Supervision of important cases to ensure timely submission of PRs, SRs and FF within statutory period.
- e. Quarterly Return of heinous Crime Reports to the district Superintendent of Police.
- f. Reduction of pendency of cases including Non FIR cases and Minor Acts.
- g. To ensure that there is no backlog and submission of CD/CS/FF to Court/ Headquarters in a timely manner; as per law.
- h. Reduction of pendency of UD cases by careful examination of UD cases from the angle of any foul play or homicide.
- i. Proper maintenance of Crime Records and Crime Statistics of the Co-District.
- j. Preparation and timely submission of all Returns/ Reports to the District Headquarters/ other superior authorities.
- k. To send the Daily Crime and Under-Trial Reports to the Superintendent of Police after the Sub-Divisional Magistrate has seen them.
- l. To attend the Magistrate's Court during the trial of important cases.
- m. To maintain co-ordination with the District Headquarters, Medical Officers, Hospitals and other agencies in all crime related matters and timely collection of reports from external agencies.
- n. To supervise the Pairvi Officers for better conviction in his jurisdiction.
- o. Regular holding of Crime Review in his jurisdiction.
- p. Improvement of enforcement of MV Act both through fine collection and Non FIR cases with the objective of ensuring better road discipline and reduction of motor accidents.
- q. Drive against visible crimes including illicit liquor dens, gambling, drugs trafficking etc.
- r. Supervision of process related matters including service of Summons and NBWs and timely execution.
- s. Ensuring presence of witnesses and proper briefing of Prosecution Witnesses including the IOs in co-ordination with the Prosecution Agencies/ Headquarters.

3. Administration, Establishment and Human Resource Management

- a. A Co-District Superintendent of Police will Inspect Police Stations in consultation with the Superintendent of Police. He will also be responsible for ensuring that full action is correctly taken on his own Inspection Report and on that of Senior Officers in the jurisdiction of the Co-District. He will ensure that all Standing Orders and Circulars are correctly obeyed. He would attend the Inspections of the Superintendent of Police unless engaged in other important work.
- b. He will also Inspect Police Stations in other parts of the District if so ordered by the Superintendent of Police, Range Officer or Assam Police Headquarters.
- c. To hold Kit Inspections once a month.
- d. He will conduct inspection to test the completeness of the Court Officers indices against the Conviction Register.

- e. Transfer of personnel within the Co-District up to the rank of ASI will be with Co-District Superintendent of Police.
- f. To consult the Co-District Magistrate in all matters affecting administration and maintenance of peace in the Co-District. His relations with the Co-District Magistrate should be similar to those between the Superintendent of Police and District Magistrate.
- g. To visit the Sub-Treasury Guard and Town Police Beats at least once a week at night to see that the Police are at their posts and alert.
- h. The Co-District Superintendent of Police will look after all the Logistics/ Infrastructure like proper accommodation for the personnel and all the related issues if faced by personnel in the Co-District.
- i. To supervise various construction and developmental works in the Co-District to ensure timely completion and quality works.
- j. To ensure that transport vehicles, arms and ammunitions, stores and buildings etc. are maintained in good condition.
- k. Regular holding of PT/Parade and Inspection in his jurisdiction.
 - l. To ensure maintenance of proper discipline among the members of the force.
- m. To ensure time bound disposal of all the Official works, Departmental Proceedings etc.
- n. To make detailment and deployment of manpower in the Co-District.
- o. To ensure timely preparation and submission of Returns and Reports related to manpower, logistics, infrastructure etc.
- p. To grant Casual Leave and Headquarters Leave permission to personnel under his jurisdiction.
- q. The Co-District Superintendent of Police shall maintain the attendance of all Police personnel in his jurisdiction and will also ensure one day weekly off to Police personnel as mandated.
- r. To conduct weekly Inspection of the personnel and vehicles under his jurisdiction.
- s. Holding of 'Arakshi Sanmilan' regularly to redress grievances.
- t. Carrying out enquiries on various public petitions/grievances received in the Co-District in order to take remedial measures.
- u. The grievances of the General public for any complaint thereof should be redressed either in his own capacity or under direction of the Superintendent of Police promptly.
- v. He will ensure that all grievances under the Assam Police Sewa Setu and CPGRAM are addressed promptly in a time bound manner.
- w. Co-District Intelligence Unit related to Public Order will function under the Co-District Superintendent of Police.
- x. Verification of Passport, C&A Reports and other verifications related to Job etc. will also be done under his supervision with prompt action.
- y. The Co-District Superintendent of Police will also have the power to give Rewards, Commendations etc. to the personnel in the Co-District as admissible.

4. Citizen Centric Services

- a. Community policing initiatives by bringing together all the relevant stakeholders of the Community in his jurisdiction.
- b. He will be responsible for supervision of VDPs, Thana level Nagarik Committees etc.
- c. He will take appropriate steps to make VDP a youthful and energetic Organization.
- d. Ensuring doorstep delivery of various reports to the public such as Form 54, Accident Injury Reports, PM Reports, Lost and Found Property Reports, FF, Reports to victim etc.
- e. To represent the Office of Co-District Superintendent of Police and on behalf of Superintendent of Police, if necessary in various Committees and Conferences as entrusted by the Superintendent of Police.

5. Border Related Duties

- a. Supervision of Border issues.
- b. He will be responsible for smooth Border Management in Inter-State Border so that no encroachment takes place from neighbouring States.
- c. Close supervision of functioning of BOP.
- d. Supervision of FT Cases.

Digitally signed by
Biswajit Pegu

Date: 15-05-2025

17:08:43

Commissioner & Secretary to the Govt. of Assam,
Home & Political Department

Memo No.eCF-594574/I/1066962/2025-A dated 15-05-2025

Copy to:

1. The Principal Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. The Director General of Police, Assam, Ulubari, Guwahati-7.
3. The Spl. Director General of Police, CID, Assam, Ulubari, Guwahati-7.
4. The Spl. Addl. Director General of Police, SB, Assam, Kahilipara, Guwahati-19.
5. The Addl. Director General of Police, V&AC, Assam, Srimantapur, Bhangagarh, Guwahati-32. .
6. The Inspector General of Police (Admn.), Assam, Ulubari, Guwahati-7.
7. The Commissioner of Police, Guwahati, Khanapara, Guwahati-22.
8. The Inspector General of Police / Dy. Inspector General of Police (All Ranges)
9. The Staff Officer to the Chief Secretary, Assam for kind appraisal of Chief Secretary.
10. The P.P.S. to Chief Minister, Assam for kind appraisal of Hon'ble Chief Minister.
11. P.S. to Addl. Chief Secretary, Home & Political Department for kind appraisal of Addl. Chief Secretary.
12. P.S. to Principal Secretary to Chief Minister, Assam for kind appraisal of Principal Secretary.
13. The District Commissioner (All)
14. The Superintendent of Police (All).....

- 15. The Commandant (All).....
- 16. The Co-District Commissioner (All)
- 17. The Director, Assam Govt. Press, Bamunimaidam for publication of the Notification.
- 18. Website copy.

Digitally signed by
LIZA TALUKDAR
Joint Secretary to the Govt. of Assam,
Home & Political Department
Date: 15-05-2025
17:26:03