

STANDING ORDER NO. 03 / 2003

This standing order is issued in exercise of the power vested under Article 10(3) of Police order 2003 for distribution of work amongst the staff officers posted to CPO.

AIM

To streamline the working in the Central Police Office for speedy disposal of work.

APPLICABILITY

1. The order is applicable to all offices and branches in CPO and shall come into force at once.
2. All officers of the CPO shall follow Rules and Regulations on the subject and the policy as laid down by the inspector of Police. In case any exception is to be made or any action is to be taken under special circumstances, approval of the under signed is to be sought.

ADDITIONAL IGP(Investigation)

1. Provincial Head of the criminal Investigation as well as matters pertaining to investigation including transfer of case in accordance with the Police Order 2002.
2. Compilation, collation and analysis of Crime statistics throughout the Province including maintenance of criminal record at the Provincial and District levels.
3. Chairman of all Departmental Promotion Committees including that of promotion of inspectors to the rank of DSP under article 165 of Police order.
4. All departmental appeals and mercy petitions of lower and upper subordinates except inspector.
5. Chairman of the compensation committee.
6. All matters pertaining to Police Reforms and Access to Justice Program 2002.
7. Sanctioning Authority for:-
 - i. Aid from Welfare Fund up to Rs. 20,000/-
 - ii. Loan from welfare fund as per Rules.
 - iii. Benevolent Fund Cases in compliance with Rules.
8. Computerization of Crime.
9. Monitoring of Terrorism.
10. Processing of Extradition case.
11. Establishment of Finger Print Bureau and laboratories in the Province.
12. Issuance of weekly and monthly intelligence gazette, initiation of action for the apprehension of POs/absconders.
13. Implementation of decisions of Federal and Provincial cabinets.
14. Brief on Law & Order for meetings to be attended by the PPO.
15. Replies to Provincial and National Assembly Question.

16. Sanctioning authority for all kinds of purchases in accordance with financial re-appropriation Rules and delegation of powers Rules.
17. Any other subject assigned by the PPO.

DIG/ HQRs.

1. Principal Staff Officer to the PPO.
2. Co-ordinate and Supervise the working of the AIsG and the DD (Audit).
3. Posting and Transfer of Assistants, Senior / Junior clerks, Steno Typists, Stenographers, Lower and Upper Subordinates except Inspectors.
4. Finalize the distribution of budget after getting policy guidelines from the PPO and other financial matters.
5. All matters pertaining to Training and Teaching Institutions.
6. General Administration of the CPO including maintenance of the building and discipline of all the staff working in the CPO.
7. All matters relating to Audit inspections.
8. Recommendations regarding reward/ medals and investiture ceremonies.
9. Sanction of pension and GP Fund cases where the sanctioning authority is the PPO.
10. All correspondence pertaining to Secrecy Branch including communication of adverse remarks in the ACRs of the (Executive and Ministerial).
11. Promotion to "F" list on the recommendations of DPC.
12. Supervision of the Police Public School and Police Welfare Trust on behalf of the PPO.
13. Sanctioning authority for all kinds of purchases permissible under the rules.
14. Punishment Cases of Ministerial Staff upto Assistant, Steno Typist and Steno Graphers.
15. Earned Leave to officers of junior ranks of executive cadre.
16. Casual Leave up to office superintendent of ministerial cadre.
17. Earned Leave up to office superintendent.
18. Signing of Pay Bills and T.A Bills
19. Any other Subject assigned by the PPO.

DIG/E&I

1. Conduct Inquires against Police Officer/Officials, assigned by the PPO and submit findings.
2. Inspection of Police Offices and Police Stations at the behest of the PPO whenever so required.
3. Any other subject assigned by the PPO.

AIG/OPERATIONS

1. To keep the PPO posted on all important information relating to Crime and Public Order and disseminate his operational orders to the concerned Regions, DPOs etc and obtain progress as a follow up action.
2. To obtain detailed facts on major and special report cases from the field units and to keep the PPO posted about the running account of the major Public Order situation of any District and issue PPOs instruction to the concerned RPOs and DPOs.
3. To keep close liaison with the Investigation Branch, Special Branch, Regional Police offices & the DPOs for exchange of any information.
4. To propose to the Investigation Branch and Special Branch any studies / analysis of Crime. Public Order with a view to remedy any shortcomings noticed in the system of Policing.
5. To coordinate the efforts of all the Police Agencies participating in crime control activity at the Provincial/Inter provincial level.
6. To deal with correspondence regarding security, law & order and crime between Police Headquarter and other Government Departments.
7. Receipt of all crime data and diaries from the Investigation Branch for submission to the PPO after necessary vetting and ensure subsequent follow up.
8. To put up to PPO, press clippings received from PRO along with relevant facts from the concerned quarters for his orders.
9. Collect and compile daily Public order situation reports received form Special Branch and Intelligence Bureau.
10. To keep close liaison with Special Branch and get information from them on a given situation.
11. To maintain record about the availability of the Frontier Constabulary & FRP for deployment in the Province and to issue orders regarding movement of force from one unit to another in emergent situations.
12. Issuance of instructions in crisis and on special occasions like Muharram, Elections and other national functions for arrangement/security and suggest allocation / distribution of force.
13. Fixation/release of head money
14. Coordinate security operations being carried out at the Provincial or Inter-range level.
15. Inter Provincial transfer of accused/arrested person.
16. Relationship between Police, Army or any other Govt, Agency (s) and resolution of conflicts (if any) between them.
17. All matters pertaining to the Establishment & Budget Branches shall be routed through this office.
18. Drafting of Standing Orders, Circular Order and Officer Circular on behalf of PPO.
19. Incharge of the Operation Room.
20. Any other duties & functions assigned by the PPO.

AIG/LOGISTICS

1. Supervise the working of C-Branch.
2. Process all type of purchases for the departmental purchase committees including, those of Uniform articles, furniture, Computers, Type writers, arm / ammunitions, anti-riot equipment except transport/communication items which shall be dealt by the AIG Tele.
3. Cases of installation of Telephone for offices and residences.
4. Maintenance of CPO stores and articles.
5. Formulation of the Annual Development Programme, Preparation of PC-1s etc.
6. Procurement of Funds from the Government for the Police projects.
7. Any other task assigned by the PPO.

AIG/BOMB DISPOSAL

1. All matters pertaining to construction of Police buildings.
2. Bomb Disposal cases.

AIG/CID

1. Countering Anti-Terrorist activities.
2. Prohibition of Arms and Narcotics.
3. Talking points/briefs for IGP for meetings on these subjects.
4. Investigation of important cases of terrorism and interrogation of terrorists apprehended in such cases.

AIG/LEGAL.

1. Advise PPO on the Implementation of Police Order and prepare briefs/talking points for him wherever required for the competent authority.
2. Process departmental cases, appeals and mercy petitions.
3. Vetting of comments to writ petitions, appeals in Service Tribunal and Civil cases against Police.
4. Propose amendments in Rules and Acts related to service matters.
5. Vetting of charge sheets and summary of allegations on behalf of PPO.
6. Any other task assigned by PPO.

REGISTRAR.

1. Act as supervisory officer for
 - a. Secrecy Section.
 - b. Record Section.
 - c. Receipt & issue Branch.
2. Scrutinize and distribute fresh dak as per the assigned duties.
3. Monitoring/follow up of internal and external correspondences and bring to the notice of the DIG/HQrs resolution of all pending references.
4. Casual Leave up to Assistant in Ministerial Cadre.

DEPUTY DIRECTOR (AUDIT).

1. Incharge of the Audit Cell.
2. Deal with all issues pertaining to the external and internal audit.
3. Checking of Accounts and Cash book etc of the Accountant, CPO.
4. Any other duty assigned by the PPO.

BUDGET OFFICER.

1. Preparation of Budget and excesses and Surrender statements.
2. Re-appropriation of fund.
3. Scrutiny of replies to the external audit paras and those of PAC meetings.
4. Processing of Pension Cases.
5. Assisting the DIG/HQrs in Financial matters.
6. Any other duty assigned by the IGP.

AIG/TRAFFIC

1. Staff officers to the PPO on all matters pertaining to traffic.
2. Countersigning /transferring authority for all MMPI's and MVEs working in the Province. The reporting officer for these offices, however, shall be the respective DPO.
3. Liaise with various departments, on traffic related issues on behalf of PPO.
4. Deal with all type of complaints against the traffic Police staff.

AIG/TELECOMMUNICATION.

1. All matters pertaining to Police transport and telecommunication, including processing of purchase of transport/Tele communication equipment.
2. Repair / Maintenance of all vehicle/ equipment on charge of the Tele-Communication.
3. Distribution of vehicles/ telecommunication equipment after obtaining policy approval of the PPO.
4. Disciplinary matters of MT and Telecommunication Staff except Inspectors.
5. Administrative Control of MT and Telecommunication Staff.

Personal Staff Officer (PSO)

1. All complaints and scrutiny of replies.
2. Conducting visitors.
3. Briefing IG about important Issues/cases happening in the Province.
4. Writing of Minutes of the meetings of PPO.