



STANDARD ORDER No. 2  
MARCH 1962

The following leads are hereby laid down for inspection notes of District A.C.B. by the

1. Inspection notes of the following:
  - 1. Manager, A.C.B.
  - 2. S. P. Director.
  - 3. Chief, P. J. Reinge
  - 4. District, P. J. D.
2. Staff
3. Accommodation - Wherever accommodation is made, same change.
4. Printing and equipment
5. Inward Register
6. Outward Register
7. Files Register
8. Crime Register - To be kept according to the instructions of the District Police Stations, and also sent in accordance with the District A.C.B. and sent with the same.
9. A.C.B. Register (R.P.M. 19) - To be maintained in serial order with A.C.B. number of Inspector P.S. indicated against each entry. This number to be recorded on all cards pertaining to these persons.
10. Name Index Cards (R.P.M. 1) - They are to be kept in alphabetical order.
11. Alias Index Cards (R.P.M. 2) - As above, they are to be kept with the index cards.
12. M.O. Cards (R.P.M. 3) - They are to be kept arranged according to the M.O. Index, and be rightly classified.
13. Crime Record and (R.P.M. 4) - In office they are to be added to the files (R.P.M. 4-4). Copies thereof are sent to the P.S. and R.P.M. 4.
14. Physical Peculiarity Index Cards (R.P.M. 5) - To be kept arranged according to the Physical Peculiarity Index.
15. Stolen property index cards (R.P.M. 6) - To be kept according to the stolen property index.
16. Wanted Persons Card (R.P.M. 7) - To be kept arranged in alphabetical order.
17. Style index cards (R.P.M. 8) - To be kept arranged in style index.
18. Trade Name Index Card - R.P.M. 9 - To be kept arranged in Trade Name Index.
19. Transfer Index Card (R.P.M. 20) - To be kept according to the transfer index.



- 20. Index of cases in M.O. - They are kept arranged in M.O. Index.
- 21. Daily Release Register - It is kept up to date with the help of monthly conviction statement.
- 22. Photograph album - Photographs of criminals to be kept arranged according to MO.
- 23. Suggestion Register - Number of suggestions given, if have acted on them and with what result.
- 24. Scientific cases given by M.O.P. in respect of cases.
- 25. Monthly summary of Prosecution Branch - When received in P.S. are opened.
- 26. Record Slips and their Classification - It being regularly sent by P.S. to Prosecution.
- 27. Personal files of registered persons - Observations on these files regarding their completeness and to be taken for missing information.
- 28. Personal files of un-registered persons - As above.
- 29. Correspondence files under M.O.P.S.
- 30. Birth Registers - Birth registers are kept arranged a part in P.S. separately for each calendar year.
- 31. Interrogation of accused by M.O.P. staff - Number of persons sent by P.S. for interrogation and any interest being worked out.
- 32. Conclusions and other observations of the inspecting officer.

*(Signature)*  
 Inspector General of Police,  
 Rajasthan Jaipur.

1/26/2.

No. G.D./G.P./M.O.P./102/Va/1041-178

Dated 2/3/62.

Copy to G.D. of cases.