STANDING ORDER NO. 63 /2014.

BEAT SYSTEM IN CHANDIGARH POLICE

Policing in the Union Territory of Chandigarh is qualitatively different from that of other States and UTs of comparative size due to the highly educated population, high public expectations, location of capital of two states, High Court of Punjab and Haryana, Chandigarh administration, large number of central govt. offices, vital installations, frequent visit of VVIPs/VIPs and large influx of migratory population. Chandigarh is also a famous tourist destination situated in the northern part of India. Spread over an area of 114 sq. kms, the Union territory of Chandigarh is divided into 61 planned sectors. Chandigarh Police district is comprised of 03 police sub-divisions having 11 police stations and 16 police posts which are further divided into Divisions and Beats. As Police Station is the most important field formation of police department, the importance of proper functioning of Police Station cannot be overemphasized. A vibrant, responsible and accountable Beat and Division system is the backbone of Police Station functioning and Community Policing. A well planned and scientific Beat and Division system is the need of the hour in order to serve the people of the city beautiful. This Standing Order is being issued to provide a broad policy framework for a robust Beat and Division system in each Police Station of Chandigarh Police.

Introduction:-

A Beat Officer is directly responsible for prevention and detection of crime and maintenance of law & order within his beat. He is also one of the most important links between police and the public. The success of police system largely depends upon discipline, devotion, intelligence and hard work by the beat officers and amount of supervision exercised by division officers. A Division officer of ASI/SI Rank is responsible for the proper functioning of beat system within his/her division, under the overall supervision of the SHO of the concerned Police Station.

Composition of a Beat and Division:-

A Beat is generally looked over by a head constable, designated as the beat officer and two constables designated as Assistant Beat Officer. They are supervised by a Division Officer of the rank of ASI/SI within the police station area. One division will be consist of two or more than two beats depending upon the work.

Functions:-

Beat staff are required to perform multifarious tasks, besides prevention of crime and maintenance of law & order within their respective beats. These include collection of intelligence of general nature, meeting with senior citizens, enquires into certain types of complaints/verification reports, implementing
community policing schemes, foresting communal harmony etc. For this purpose, they should have a Beat Book containing following information handy so that the same can be used as and when required:

1. **BEAT BOOK**

   1. Rule 28.17 of PPR requires maintenance of beat book. The beat book should have information regarding beat area (with a beat map) which includes:-

   a. **Dwelling Units**
      i) Govt. House
      ii) Private Houses
      iii) Jhuggies
      iv) Old age Homes
      v) Other Govt. Institutions
      vi) Vital Installations.
      vii) Any other place which is important from the law and order point of view.

   b. **Population**
      i) Hindu
      ii) Sikh
      iii) Muslim
      iv) Christian
      v) Others
      vi) Resident Male
      vii) Resident Female
      viii) Non-Resident Male
      ix) Non-Resident Female

   c. **VIPs**
      i) Sitting High Court Judges
      ii) Retired Judges of High Court and Supreme Court of India
      iii) Sitting/Former Ministers
      iv) Sitting/Former MPs
      v) Sessions Judges and JMICSs.
      vi) IAS/IPS and others senior officers.
      vii) Senior Army Officers (Serving and retired)
      viii) Sitting/Former MLAs
      ix) HCS/PCS Officers
      x) Retired Bureaucrats.
      xi) Other prominent personalities.

   d. **Staying and Eating Places**
      i) Hotels
      ii) Restaurants
      iii) Dhabas
      iv) Food Streets
      v) Guest Houses
vi) Dharamshalas
vii) Sarais
viii) Night Shelters

e. Financial Institutes
   i) Govt. Banks
   ii) Semi Govt. Banks
   iii) Private Banks

f. Recreational Units
   i) Cinemas
   ii) Shopping Malls cum Cinemas
   iii) Discotheques
   iv) Dancing Schools

g. Educational Institutes
   i) Universities.
   ii) Colleges
   iii) Govt. Schools
   iv) Private Schools
   v) Coaching Institutes.

h. Medical Institutions
   i) Hospitals
   ii) Nursing Homes.

i. Religious Places
   i) Gurudwaras
   ii) Mandirs
   iii) Churchs
   iv) Mosques
   v) Any other religious places.

j. Commercial Place/Shops
   i) Industrial Plots
   ii) Markets
   iii) SCOs
   iv) SCFs
   v) Booths
   vi) Chemist Shops
   vii) Jeweler Shops
   viii) Rehri Market
   ix) Apni Mandis

k. Service Providers
   i) Travel Agents
   ii) Property dealers
   iii) Cyber Cafes
   vi) Dry Cleaners
   vii) Dhobis/Iron men
viii) Petrol Pumps
ix) Tent Houses
x) Caterers
xi) Kabaris/Junk dealers

I Vendors
i) Fruit/Vegetables
ii) Milk, Breads etc.
iii) Other Vendors/hawkers

m Sensitive Area from Crime Point of View
i) Murder/Attempt to murder
ii) Rape
iii) Dacoity
iv) Robbery
v) Burglary
vi) Snatching
vii) House Theft
viii) Vehicle Theft
ix) Quarrel
x) Darra Satta
xi) Illicit Liquor
xii) Drug Prone Areas.

n Sensitive Areas form Law & Order point of View
i) Public Rallies
ii) Religious Processions
iii) Political Processions
iv) General Gathering
v) Special Functions

2. **DUTIES OF BEAT**

The success of a beat officer largely depends upon the time he spends in his beat. He should perform patrolling in the area and keep eyes open to notice the activities in the area and report the important information to his supervisory officers. His duties include:-

I **PUBLIC INTERACTIONS**

A. Meetings with
i) Resident Welfare Associations (RWA)
ii) Market Welfare Associations (MWA)
iii) Senior Citizens/Associations
iv) Panchayats.

B. Interactions with
i) Residents of the Beat.
ii) Mohalla Samitis if any.
### C. Public Participation.

i) Build a group of 20-30 good persons from the beat to tackle any situation in the beat.

ii) Ensure more participation of public.

### II SERVICES TO THE PUBLIC:-

i) Enquiry of complaints

ii) Service of Summons, Warrants and Notices

iii) Verification of PGs

iv) Verification of Tenants

v) Verification of Servants

vi) Verification of Arms License

vii) Verification of Passports

viii) Verification of Service

ix) Verification of PCC

x) Information sheet verifications:
   a. Tenants,
   b. Servants
   c. Paying Guests.

### III SUPERVISION OF PUBLIC NUISANCE:-

i) Noise Pollution

ii) Defacement Act

iii) Smoking

iv) Public Drinking

v) Traffic Congestion & Parking problems

vi) Nuisance of Encroachments

### IV PREVENTION AND DETECTION OF CRIME:-

i) Patrolling on bicycles/on foot.

ii) Checking of BCs.

iii) Checking of Pos.

iv) Checking of previous criminals specially involved in property crimes.

v) Checking of Ruffians/Budding Criminals.

vi) Checking of Drug Addicts.

vii) Checking of suspicious persons/anti social elements.

viii) Preventive actions (Kalandras).

ix) Action by beat staff under Local & Special Laws.

x) Action by beat staff under IPC.

xi) Checking of daily released persons from Jail.

xii) Checking of Hotels, Guest Houses, Sarais/ Dharmsalas, religious places, cyber cafes, Arms dealers and suspected hideouts.

xiii) Briefing of Vendors, Chowkidaars and Hawkers.

xiv) Checking of organized crime like gambling, drug/liquor sale.

Division Officers, SHOs and other supervisory officers shall regularly brief the beat staff and keep watch over their performance. The beat staff shall be rotated from amongst the available staff of the police station.
Tenure

A beat constable shall be posted by the committee consisting of SDPOs, SHOs and A/SHO for a period of one year in each beat after due briefing. The period may be extended up to 02 years at the recommendation of SHO and SDPO with the approval of SSP/UT. The working of Beat staff and Division staff should be supervised by the SHO on the day to day basis and non-performers should be taken to task.

Duties of Division Officers:-

Apart from the duties assigned to beat officer as per para 2 of standing order, a division officer shall supervise the beats of his division. All the complaints, verifications etc. pertaining to his division will be routed through him. He shall be held responsible for timely disposal of all the references received. He will make suitable/necessary arrangements in his division to deal with any law & order situation. As far as possible he will investigate the cases registered in the area of the division.

Strength, Number & Demarcation of Beats:-

SSP in consultation with the SDPOs and SHOs shall reorganize beats/divisions once every 02 years as per sanctioned strength, sensitivity of areas, crime pattern and changing trends in the crime in a given area.

Supervision by GO

Once in a month SDPOs shall hold an open meeting with the beat staff of the sub division and once in two months SSP shall hold an open meeting with beat staff of the district. In this, the division officers, SHOs shall also be present and minutes of these meetings shall be recorded and sent to Inspector General of Police regularly through proper channel.

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UT, Chandigarh.

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Copy to: All Concerned.