

4(1)(B)(II)

THE POWERS & DUTIES OF OFFICERS & EMPLOYEES:

POWERS OF COMMISSIONER OF POLICE, MUMBAI:

1) THE ARMS ACT, 1959:

1. Grant or refusal of Arms license
2. Forfeiture of Arms and Ammunition
3. Sanction to prosecute for breach of section 3
4. Varying conditions of suspending or revoking a license

2) POWERS DELEGATED UNDER MAHARASHTRA CIVIL SERVICES RULES

3) THE CRIMINAL PROCEDURE CODE 1973

1. Arrest of persons for certain purposes
2. Dispersal of unlawful assembly
3. Maintenance of public order and tranquility
4. Removal of public nuisance
5. Prevention of commission of cognizable offenses
6. Keeping peace and good behaviour, obtaining security for
7. Search and seizure

4) THE EXPLOSIVES ACT -1884 AND RULES

1. Amendment of a license granted
2. Directions regarding disposal of explosives
3. Enquiry in to accidents
4. Grant of a license to import, manufacture, possess certain explosives
5. Grant of a permit to transport explosives
6. Grant of a permit to manufacture and possess fire-works.
7. Omission, addition or alteration in the conditions of a license.
8. Production of a license
9. Renewal of a license.
10. Search of a place, carriage or vessel where explosive is manufactured, possessed or sold.
11. Suspension or cancellation of a license
12. Issue of Temporary license

5) POWERS DELEGATED UNDER THE BOMBAY FINANCIAL RULES, 1959 AND GOVERNMENT ORDERS ON FINANACIAL MATTERS.

6) THE MOTOR VEHICLES ACT -1988 AND RULES

1. Hearing of Appeal
2. Obscuring of Traffic sign

7) THE POISONS ACT, 1919 AND RULES

1. Search Warrant: Issue of
2. Grant of license
3. Renewal of license
4. Revoking or cancellation of license

8) POWERS UNDER THE BOMBAY POLICE ACT 1951

1. Issue of Premises License, Performance Licenses and Ticket Selling Licenses to all performances of public amusement and entertainment.
2. To extern / remove the person who is about to commit an offence
3. To extern / remove the person who is convicted of certain offences
4. Prevent carrying of dangerous weapons in public place.
5. Make rules for maintaining traffic and peace in public place.

9) THE IMMORAL TRAFFIC (PREVENTION) ACT-1956

1. Powers to notify the premises
2. Search without warrant
3. Removal of person from brothel.

10) THE CABLE TELEVISION NETWORKS (REGULATION) ACT -1995

1. Powers to seize equipment
2. Powers to prohibit transmission of certain programmes in public interest

11) THE COPY RIGHT ACT- 1957

1. Power to seize infringing copies

12) THE TRADE MARKS ACT – 1995

1. Powers of search and seizure

13) THE MAHARASHTRA POLICE MANUAL 1999 VOLUME-I, II, III

14) THE BOMBAY PREVENTION OF BEGGING ACT, 1959

1. Taking of finger or palm impressions

15) THE PREVENTION OF CRUELTY TO ANIMALS ACT, 1890

1. Destruction of an animal
2. Prescribing of scales of rates for transport, treatment feeding, etc
3. Issue of search warrant

16) THE BOMBAY PREVENTION OF GAMBLING ACT, 1887

1. Issue of special warrant or order in writing to raid a common gaming house.

17) PREVENTIVE DETENTION

i) MPDA Act-1981:-

To detain dangerous persons, drug offenders, slumlords; whose activities are prejudicial to the maintenance of public order.

ii) NATIONAL SECURITY ACT 1980:-

To detain persons whose activities are prejudicial to the defence or security of the Nation

iii) PREVENTION OF BLACK MARKETING AND MAINTENCE OF SUPPLIES OF ESSENTIAL COMMODITIES ACT:

To detain persons whose activities are prejudicial to the maintenance of supplies of commodities essential to the community.

18) BOMBAY CINEMA (REGULATION) ACT-1953:-

To issue and renew licenses to cinema halls.

19) THE POWERS DELEGATED UNDER THE BOMBAY PUBLIC CONVEYANCES ACT, 1920

20) THE MAHARASHTRA CONTROL OF ORGNIZED CRIME ACT- 1999

1. Issue sanction to record offence under the Act.
2. Appoint Investigating Officer of the rank of Asstt. Commissioners of Police to investigate offences relating to organized crime.

3. Issue sanction to prosecute accused arrested under the Act.

21) MENTAL HEALTH ACT – 1987

To take into protection persons who are mentally ill and incapable taking care of themselves or are dangerous by reason of mental illness.

1) DUTIES OF COMMISSIONER OF POLICE :-

The Commissioner of police is responsible for the direction, and supervision of the Mumbai police force. It is his duty to decide or to advice the Director General and Inspector General of Police or Government on all larger problems especially those of general policy connected with personnel, their training and equipment, supplies and stores, financial provision required for the maintenance of the force and the powers and duties of the various grades of officers, to take rules and orders for the guidance of officers on all such matters and to keep in touch by inspection with the requirements of efficiency in the matters relating to maintenance of law and order and prevention and detection of crime.

2) DUTIES OF JOINT COMMISSIONERS OF POLICE :-

The posts of Jt. Commissioner of Police have been created to assist the Commissioner of Police. There are 6 Jt. Commissioners of Police independently supervising branches under them.

3) DUTIES OF ADDITIONAL COMMISSIONER OF POLICE :-

i) The Additional Commissioner of Police is supposed to perform such of the duties of the Commissioner of Police as may from time to time be delegated to him either by the Government or by the Commissioner of Police.

ii) It is the duty of each Additional Commissioner of Police to maintain, by frequent personal inspection, efficiency and discipline of the police force under his charge, to be in close touch with the Deputy Commissioners of Police of his region and ready to assist and control them. He is also responsible for ensuring that all necessary measures are taken by the police for the prevention and detection of crime in his region and particularly that adequate arrangements are made for dealing with any unusual outbreak of crime, that the investigation of serious cases are properly supervised.

iii) The Additional Commissioner of Police shall pay special attention to the training of Assistant and Deputy Commissioners of Police serving within his region.

iv) The Additional Commissioner of Police is responsible for the maintenance of the strictest discipline amongst officers and men. He shall be kept promptly apprised of serious cases of misconduct, among officers and men, occurring in his region and he is responsible for guiding and directing the efforts of Deputy Commissioners of Police in dealing with such cases, for scrutinizing their reports and for making personal enquiries in cases where the exigencies of the matter so demand.

4) DUTIES OF DEPUTY COMMISSIONER OF POLICE :-

The Deputy Commissioner of Police should give the Asst. Commissioners of Police under him, guidance and instructions, whenever necessary. He is responsible for the general supervision of the divisions under him. He should ensure by constant supervision that the prevention, investigation and detection of crime in his jurisdiction are properly and efficiently dealt with by the Police Stations under his command. He should enforce discipline and redress grievances. He should pay surprise visits to the Police Stations at intervals and check-up whether officers and men are alert. He should deal with crime as a whole studying the criminal problems of his Zone. He should also visit scenes of serious offences reported in his jurisdiction.

5) DUTIES OF ASSISTANT COMMISSIONER OF POLICE :-

The Superintendent of Police in Greater Bombay is responsible for the general discipline of the Police Stations under his charge and for all crime work. He will visit all scenes of serious

offences. He will attend every Police Station for All's well every day, except on Sundays and holidays. He will take surprise night rounds in his division with a view to seeing that all officers and men on duty are alert. Subject to the control of the Head Police Office, he will issue licences pertaining to entertainment, amusement, eating houses, music in streets, marriage processions, use of loudspeakers etc. He will submit his weekly diary to the respective Deputy Commissioner of Police and the Commissioner of Police.

6) WORK DISTRIBUTION OF PIs IN P.STNs. :-

As per part of restructuring of Police Stations in Mumbai five posts of Police inspectors were related for every Police Station in city. The officer in charge of the Police station was designated as Sr.PI and the other four as P.I. (Adm), P.I. (L.&O.) and P.I. (P.R.O.)

Although the functional titles indicate a division of work, the role and responsibilities of the 4 inspectors was never clearly defined. In order to create a very clearly defined area of responsibility for each PI and for creating greater accountability an exercise was undertaken with detailed discussions with P.I.s, A.C.P.s and D.C.Ps.

It has now been decided to re-designate all the posts of P.I.s with clearly defined areas of responsibilities as follows.

All the Inspectors and their allocation of work will streamline the organizational structure and operational process and create greater accountability.

Sr. Inspectors of Police station will be posted directly under the orders of the Commissioner of Police. The order of four inspectors will be posted to the Police stations under the orders of the commissioner of Police but the allocation of work for them as P.I. Prevention, Investigation, Community Policing and Administration will be done by the Zonal D.C.Ps in consultation with the Sr. P.I.s, and Divisional A.C.Ps. The zonal D.C.Ps will issue formal orders regarding posting as Police Inspector within Police Station.

This standing order supersedes modifies all orders issued earlier on this subject.

Senior PI:

Will discharge the following functions:

- i. Overall incharge of the Police Station
- ii. Direct responsibilities for Law and Order.
- iii. Look after the overall administration of Police Station.
- iv. Supervise all Crime, Prevention and Investigation work.
- v. Visit all serious offences.
- vi. Allocate PSIs/APIs amongst all P.Is at the Police Stations. At the police station which will be utilized while writing A.C.Rs by the A.C.Ps/D.C.Ps.
- vii. Will be responsible for placement of the staff within the Police station for e.g. Beat, Miscellaneous duties, Etc. and will attend roll calls.
- viii. Will attend to service-related and welfare matters of the personnel at the P.Stn and hold monthly sammelan Proper documentation and follow up will also be his responsibility.
- ix. Work as leader he force and the P.Stn by planning, organizing and implementing welfare activities, professional/ behavioral / motivational training on regular basis for officers and men.

P.I. Investigation:

- I. Has overall responsibility of all matters connected with crime work.
- II. Will personally investigate serious undetected cases (a minimum of 12 cases every year)
- III. Will assign cases for investigation equitably to other officers in P.Stn. including P.Is in consultation with the Sr.P.I.
- IV. Will undertake regular and contiguous study and analysis of pattern and trend of crimes on the basis of such analysis suitable intervention will be made of the purpose of crime control and detection.
- V. Will supervise the work pertaining to receipts, compliance and response to court summons and warrants and all matters related thereto.
- VI. Will supervise work of all on going trials in the court.
- VII. Will ensure presences of witnesses, IOs case Papers, muddemal, etc. for on going trials in the court.
- VIII. Will be custodian of all case papers/muddemal and other related papers.
- IX. Will maintain clear, permanent record of all such case papers etc. in his custody.
- X. Will be responsible for proper maintenance and updating go all crime records such as crime register, crime chart, conviction register history sheets, MOB card index, FPB register.etc.

- XI. Will be responsible for submission of reports, information pertaining to all crime in the P.Stn.
- XII. Will be responsible for guiding and supervising the investigation work of HC, ASI , PSI and APIs.
- XIII. Will supervise the work of detection staff and evaluate evidence before charge-sheeting / disposal of cases.

PI Prevention:

- I. Will have the responsibility for developing, implementing, and monitoring of preventing strategies for dealing
 - a. With street crime- begging, eunuchs, soliciting, traffic violations etc.
 - b. Serious crime,
 - c. L & O related issues.
 - d. Overall preventive action
- II. Deployment, supervision and review of beat staff and their working.
- III. Planning and organizing patrolling, combing operations, nakabandis, fixed points and other Law & Order / security related checking.
- IV. Supervise the work of the externment officers and surveillance staff.
- V. Initiate and supervise and ensure action against illicit activities especially illicit liquor, narcotics, sale of pirated illegal CDs, matka etc.

PI Administration:

- I. Will be responsible for all administrative and accounts matters.
- II. Will be responsible for expeditious, timely preparation and submission of bills and disbursement of dues.
- III. Will be responsible for welfare related matters including day to day service matters of men and officers of the P.Stn.
- IV. Will allot duties daily and on regular basis to the staff of P.Stn.
- V. Will attend parades/roll calls personally.
- VI. Will organize regular sammelans of the personnel of the P.Stn. at least once in month.
- VII. Will be responsible for allocation of manpower and other resources at the P.Stn. including for bandobast duties;
As part of resource allocation, will be responsible for bandobast requisition.
- VIII. Will be responsible for all issues pertaining to various licenses references; will ensure time-bound disposal of references as laid down.
- IX. Will be responsible for organizing, coordinating and keeping regular records of various training conducted.
- X. Will be responsible for maintenance of all administrative, Special Branch, intelligence, law & order, confidential etc. records in the P.Stn. as also various registers (with the exception of those maintained by P.I. Investigation.)
- XI. Will be responsible for items of safe and store rooms, arms & ammunition, dead stock, library, lock-up, discipline, police lines, police buildings and maintenance of records connected with this.
- XII. Should visit police lines once a week and ensure remedial action where required.
- XIII. Should check the logbooks of the vehicles frequently to ensure that they are properly maintained.

PI— Community Policing:

- I. Improving citizen assistance at the Police Station and response at the station house.
- II. Will be the supervisor for the Station House and the staff working therein.
- III. Will be responsible for implementing and reviewing and giving feed back on various community policing initiatives. These include Slum Police Panchayat, matters relating to Senior citizens, minorities, residents in housing societies, business community, etc.
- IV. Will be responsible for organizing periodic meetings regularly at various levels and ensure follow up.
- V. Will be responsible for distribution of applications for enquiry to the officers, Beat staff, others including HCs and ASIs.
- VI. Will be responsible for reviewing the pendency and ensure time-bound enquiry into the applications.
- VII. Will be responsible for implementing and ensuring standardized time-bound response to passport verification references.