

**OFFICE OF THE
DIRECTOR GENERAL OF POLICE
HIMACHAL PRADESH POLICE HEADQUARTERS
SHIMLA-171002**

To

1. All IGP/DIGsP Ranges
2. All District SsP in HP

No. PPIM-(1)-1-(APP 2018-19)/2018-

Dated:

Subject: Annual Police Plan and Priorities for the year 2018-19.

Sir,

Attention of all concerned is invited to section 46 of HP Police Act 2007 and the following priorities, along with the Annual Sub-Plan for 2018-19, are being laid down for implementation:-

(1) Prevention & Control of Crime

Crime prevention must be given top priority and this must be handled with professionalism. SOPs for investigation of cases must be adopted. In order to achieve the objectives of organization following targets have been proposed to be achieved during the year:-

- (a) Increase in conviction rate to at least 40% in each of the following categories:-
 - (i) Heinous crime cases:-Murder, Culpable Homicide, Attempt to murder, Dacoity, Robbery, Rape, Kid & Abduction, Dowry Death, Burglary, Theft and ND&PS Act.
 - (ii) Non-heinous crime cases:- Cruelty to women, Molestation, Hurt, Rioting, Accident, Other IPC offences, Excise Act, PCR Act, SC/ST Act, Forest Act, Other Local & Special Laws.

- (b) In order to keep the number of pending investigation cases under control, the number of such cases should not exceed 25% of the total cases registered during the past one year at any point of time. This calculation is to be made while excluding the cases which are pending for want of a report from the FSL or CTL. In addition, the mandatory time limits, if any, for completion of investigation of particular kind of cases would continue to apply as usual. (More than one year pending cases to be brought down to zero).
- (c) At least 20% Proclaimed Offenders as on 01.04.2018 to be arrested during the year.
- (d) At least 50% registered cases of theft to be worked out and minimum 60% of the stolen property to be recovered.
- (e) At least 30% registered cases of burglary be worked out and minimum 25% property be recovered.
- (f) Opening of Personal Files and History Sheets as per requirement.
- (g) Implementation of the schedule fixed for inspection of Police Stations, Police Lines, and District Police Office etc.
- (h) Monthly crime meetings to be held on 5th of every month.
- (i) 500% increase in booking of offenders for offences under HP Police Act, 2007. Increase by 10% in number of cases detected under Forest Act, NDPS Act & Excise Act (Combined).
- (j) 20% reduction in the number of case properties lying in malkhana as on 01.04.2018.
- (k) 10% increase in number of cases and the quantity of contraband seized/recovered under the ND&PS Act. Attachment of assets under NDPS Act alongwith financial investigation of cases involving commercial quantity.
- (l) Holding of Monthly meetings on acquittals with prosecution as well as SOs/SHOs. Analysis of acquittals, compilation of reasons for acquittals have to

be done every quarter by Range IGPs/DIGs mainly for the following heads: NDPS, Accident cases esp involving deaths and grievous injuries, POCSO Act, Rape, Cheating/forgery, IT Act. IGPs/DIGs shall hold a quarterly meeting on acquittals for that quarter. Audit of force utilization by IGPs/DIGs of at least/event every quarter in every district by IGPs/DIGs.

- (m) To ensure effective supervision of crime in the district by means of periodic crime conferences, visiting serious crime scenes, emphasizing on the preventive aspect and targeting beats and outposts (rather than Police Stations) as units for crime supervision to improve efficiency.
- (n) Organizing a meeting with private security agencies operating in the District at least once a quarter, to discuss various aspects of security & crime prevention.
- (o) Investigation of important cases by GOs, with at least one case to be investigated by the District S.P. himself/herself during the year.
- (p) Action against illegal mining, including impounding of vehicles (at least 75%) being used for this purpose, to be ensured.
- (q) Measures to prevent thefts in temples and photo album of idols and other valuable articles and CCTV installation to be ensured as per the advisories issued. Security of all major and important temples to be reviewed once in a quarter.
- (r) Preservation of DNA slips in all cases of un-identified dead bodies.
- (s) Supervisory officers to visit the scene of crime in all special reported cases and to issue supervision notes. To improve quality investigation.
- (t) To make efforts to ensure that prosecuting officers submit written arguments in all special reported cases during the trial.
- (u) Use of Video conference in production of accused in the neighboring states by border district SsP to be facilitated.
- (v) **Pairvi Register's:** IGP/DIGs Ranges to ensure maintenance of Pairvi registers in the approved format and also to ensure quarterly review.

- (w) **Child labour, Bonded labour:** IGP/DIGs Ranges to sensitize, motivate prevention and monitor detection of child labour, bonded labour cases.
- (x) Maintaining proper record of willing persons and efforts should be made to track them.

(2) Management of Traffic

In order to reduce accidents in the State and with a view to ensure smooth flow of traffic, the following targets are fixed for 2018-19:-

- (a) Reducing accidents by 10% in all the districts.
- (b) 500% increase in enforcement of the various heads of offences (list attached) under the Motor Vehicle Act & implementation of Standing Order Nos. 8/2006 & 8.1/2007 on Road Safety Clubs.
- (c) To liaise with prosecution/ courts for suspension/ cancellation of license for violation of MV Act.
- (d) Standing Order Nos. 5/2006 and 5-1/2006 National Highway Police Patrolling to be implemented.
- (e) Special efforts for road safety of school children including implementation of guidelines issued by HP Government in this regard.
- (f) Proper entry of data in RADMS database & its use for better road safety including identification of black spots and remedial measures for each black spot.

(3) Improving Service Delivery

Delivery of service is proposed to be improved in the following manner:

- (a) 100% implementation of time frame for service delivery notified under the H.P. Public Service Guarantee Act, 2011. The time frames of such services are to be compulsorily displayed in the notice board, all places/entry points

likely to be visited by the service seekers or exhibited on official website of the office.

- (b) 100% non-bailable warrants received should be executed within 15 days.
- (c) GOs should be present in Police Stations during Complainants/victim Day being observed on every 3rd Sunday and maximum publicity should be given through local television network and other media.
- (d) Ensure 100% timely disposal of verifications of Passport applications and Service verifications as prescribed by PHQ.

(4) Time frame fixed for disposal of complaints

The following time frame should be observed for disposal of complaints:

- (a) Police Station level = not more than 10 days.
- (b) SDPO level = not more than 10 days.
- (c) District SP level = not more than 12 days.

100% complaints received should be disposed off within the above time limit including those which are being received via CCTNS as per its standing order.

(5) Disposal of cases within time frame

The following time frame should be observed for disposal of cases:

- (a) Road Accidents = 30 days
- (b) ST/SC cases = 60 days
- (c) Special reported cases = 90 days
- (d) Other cases = 180 days
- (e) Accused in judicial custody = 60 days or 90 days, as per type of offence.

(6) Human Resource Development

Human Resource is proposed to be developed in the following manner:

- (a) 100% compliance of targets of training courses and utilization of funds provided for training to be ensured by IGPs.
- (b) Ensuring 100% compliance of firing practice schedule and weapons training courses for all police personnel.

- (c) 100% target for updating of personnel management data in each district for all the personnel (PMIS) to be ensured by IGP/DIGs.
- (d) Quarterly manpower audit by district SP (in offices, Police Lines, PS and PPs) to prevent wastage of precious working hours in non-essential duties. A report in this regard to be sent to the PHQ. Annual audit in all districts by IGP/DIGsP.
- (e) Improvement in the quality of record maintenance by ensuring destruction of old records (as per rules), timely and periodically updating all the registers. Review by IGP/DIG/SP.
- (f) Proper functioning of Women Police Stations/All Women Police Investigation Units.

(7) Adoption of new technologies and innovative methods in Policing

New technologies and innovative methods are proposed to be adopted in policing in the following manner:-

- (a) Refresher courses to be conducted for all personnel deployed in the district Cyber Cell.
- (b) Use of NDPS kits and Investigation kits for investigation in most cases.
- (c) Creating electronic recording of phone calls/complaints at Control Rooms. For this purpose, the district SPs should tie up with the BSNL authorities to divert all calls received on the number 100 to the District Control Room. To be achieved 100% subject to find availability by PHQ and D.C. office.
- (d) Reducing response time, depending on distance and emergency involved. Average response time of 15 minutes in Urban areas and 30 minutes in Rural areas. IG/DIG, Ranges to audit this every quarter.
- (e) 100% CCTNS implementation with all IVF forms to be filled in Police Stations and all other relevant icons on the CCTNS site will be the direct responsibility of SsP and IGP/DIGs Range.

- (f) IGP/DIG Ranges with the assistance of SsP strive to enforce tech-driven crowd management and mela duties involving temple and 'Mela' managing authorities.
- (g) District level DCRB (or cyber cell) to be well trained and periodically updated on CDR and IPDR analysis. Optimum use of cyber-forensics and State Cyber Cell. IGP/DIG Ranges to monitor.
- (h) Liberal use of digital/video cameras in all raids, searches, law & order situation and road accidents.

(8) Implementation of Community Policing Schemes

Focus to be given to:-

- (a) Sanrakshan Yojna - A policeman or a community police volunteer will visit the residences of senior citizens above sixty five years of age at least once a week. 100% registration of senior citizens above sixty five years of age to be ensured.
- (b) Community Policing Committee/Community Liaison Group/ Samudayak Police Samiti - This committee should meet every three months to review the functioning at the Police Station level.
- (c) Vishwas Yojna - Public groups and school children to be invited to Police Stations every month and exposed to the working of the Police & sensitization to issues of drugs & road traffic safety.
- (d) Samarth Yojna - Girl students of schools and colleges in the state will be imparted training in unarmed combat by police personnel in order to instill confidence in them.
- (e) Implementation of Student Police Cadet Scheme as & when it is introduced.

(9) Discipline and Vigilance

Discipline and internal vigilance should be achieved in the following manner:

- (a) Holding of Monday parades and submission of video clips to PHQ.
- (b) Timely holding of Police Durbars, orderly rooms and visit to Police Lines to address the grievances of police personnel.
- (c) Holding of P.E.C. meetings once in a month.
- (d) Finalization of departmental enquiries within stipulated period (3 months). IGP/DIG Ranges shall directly supervise this.
- (e) Disposal of complaints against police personnel within one week. IGP/DIG Ranges to audit qualitatively and quantitatively once every quarter.
- (f) Fortnightly monitoring of Court cases filed by police personnel. IGP/DIG Ranges to audit these once every quarter.
- (g) Disposal within 15 days of appeals made before senior officer.

(10) Improving Security Environment in the State

The security environment in the state should be improved in the following manner:

- (a) Quarterly review of security of vital installations.
- (b) Deployment of policemen at tourist places.
- (c) Holding of Inter-State border meetings at different levels at least once in a quarter at SP and/or IGP/DIG level.
- (d) Collection sharing of and action on real time intelligence.
- (e) Review and strengthening of patrolling and beat system. Review by IGP/DIG Ranges twice a year.
- (f) Surprise checking by all Gazetted officers in the district of night patrolling and nakas at least once a week.

- (g) Wide publicity may be given to Gudiya Helpline, Hoshiyar Helpline, police SMS service citizen Portal and FB sites of districts so that people of the State and tourists visiting HP can utilize the same.
- (h) 100% implementation of scheme of lodging of missing reports on whatsapp.
- (i) Installation of CCTV cameras at barriers and highways and all important point in towns subject to availability of funds. IGP/DIGs to plan and ensure installation, maintenance.
- (j) Motivating bank managers and owners of hotels, restaurants, shops, cinemas, and cyber cafes, etc. to install CCTV cameras. IGP/DIGs to ensure register/data being maintained of private CCTVs, their location and motivate periodic checks to ensure they are in working conditions.
- (k) IGP/DIG Ranges to monitor preparedness for disaster and implementation of disaster management plans.

(11) Welfare, Sports and Health of Policemen

The steps would include:

- (a) Activating Police Welfare Clubs.
- (b) Arranging Police Welfare Week.
- (c) Health Camps for police personnel and their families once in a quarter.
- (d) Compulsory Medical check-up once a year of all Police personnel should be made 100%. Tie up with NGOs for the purpose. IGP/DIGs to be responsible to ensure.
- (e) Head of office to hold review meetings with executing agencies at least once in a month for speedy completion of ongoing construction projects.
- (f) Colour TV, LPG Cooking, Water-cooler and Room cooler in all PPS/PSs to be ensured by SP.
- (g) Timely utilization of repair funds for building, family quarters to be ensured by SP.

- (h) Providing scholarship to the children of police personnel by liaising with public sectors/private sector undertakings located in the districts.
- (i) Strive towards providing Colour TV, LPG connection, Drinking water cooler, Room coolers (in warmer areas) in all Police Stations and Police Posts. IGP/DIGs should monitor and ensure this.
- (j) IGP/DIG Ranges to monitor timely utilization of repair funds for office buildings and family quarters.

(12) Performance evaluation and accountability

Performance and accountability at Police Station, Sub-Division, District, and Range level would be assessed in the following manner:

- (a) Assign specific time bound tasks and fix quantitative targets at each level.
- (b) Conduct monthly/quarterly performance review of targets at each level.
- (c) Fix accountability for results at each level.

2. All the Range IGP/DIGs, District SsP and SDPOs (ASP/Dy.SP) are directed to prepare draft instructions containing specific tasks to be accomplished and quantitative/qualitative targets to be achieved under each item of the above heads. The draft instructions shall be prepared by the District SPs in consultation with the SDPOs and SHOs and submitted to their respective Range IGP/DIGs by 30th April, 2018.

3. A review of the implementation of this Plan at the level of SDPO and District SP will be done on a monthly basis by IGP/DIG (Ranges). IGP/DIG Ranges will send a quarterly report of the achievements made under each plan priority so as to reach PHQ by 10th of the month following each quarter, which will be reviewed by DGP.

4. Mid-year Review - At the end of the second quarter, IGP/DIG Ranges, after having reviewed the achievement of targets, shall be invited to make a presentation of the progress being made in each district.

5. A quarterly review of implementation of the Plan in respect of these units will be undertaken by the DGP, based on reports to be submitted by 10th of the month following each quarter. Officers from the units concerned shall also make a power point presentation after two quarters.

By Order
Director General of Police
Himachal Pradesh, Shimla.

Endst. No. PPIM-(1)-1-(APP 2018-19)/2018-

Dated:

Copy for information and necessary action to:-

1. The Addl. Director General of Police, State, CID. HP Shimla.
2. The Inspector General of Police, AP&T, H.P. Shimla.
3. The Dy. Inspector General of Police, TTR, HP Shimla-2.
4. The Superintendent of Police, C&TS, HP Shimla.
5. Joint Director (Prosecution), Dy. Controller (F&A) and PS to DGP/HP.
6. Administrative Officer, PHQ, Shimla-2.
7. All SDPOs and SHOs in HP.
8. All office Supdts. in PHQ.

for Director General of Police
Himachal Pradesh, Shimla.

Various Heads of M.V. Act is as under:-

Sr. No.	Offence detected head wise	Challans
1	Driving under the influence of alcohol and drugs u/s 185 of MV Act, 1988.	
2	Driving to excessive speed u/s 183 MV, Act.	
3	Driving dangerously u/s 184 MV Act, including taking persons on roof top, driving in wrong lane, overhanging iron rods etc.	
4	Driving without valid license u/s 3/181 of MV Act, 1988 & 468,471 IPC.	
5	Un authorized use of private vehicles like tempos, tracks, utility vans, goods carrier as passenger transport u/s 66(1)/192 (A) of MV Act, 1988.	
6	Playing of music system in transport vehicles u/s 19-2 (XXI) of HP Motor vehicle rules, 1999 u/s 177 Of MV Act, 1988.	
7	Use of mobile phones whiles driving u/s 21 (25) of central MV Act rules 1989 u/s 177 of MV Act, 1988.	
8	Allowing unauthorized persons to drive vehicle u/s 180 MV, Act.	
9	Violation of conditions contained in permits of contract carriages u/s 192(A) MV, Act.	
	Total	
