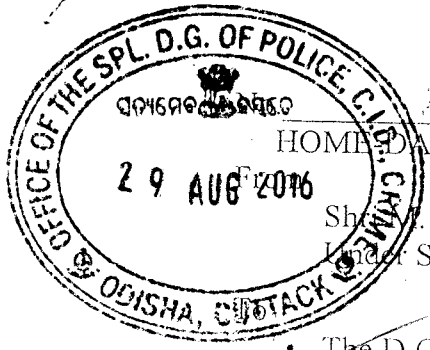


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Government of Odisha  
Home Department

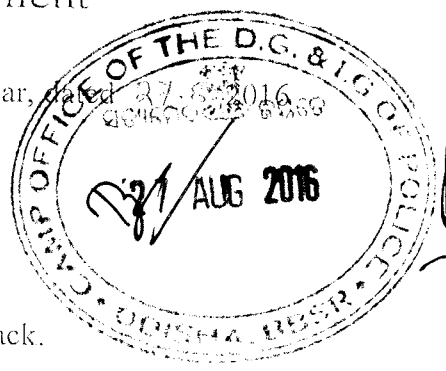
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30/63 / Bhubaneswar, dated 27.8.2016

HOME DEPT. I-CRTN2-0033-2016

Shri. K. Singh,  
Under Secretary to Government.



The D.G. & I. G. of Police, Odisha, Cuttack.

Sub:- Duty chart of the Legal Advisors appointed/to be appointed in 32 Police Districts.

Ref.- The Letter No.3540/DPP dt.04.07.2016 of Director, Public Prosecution.

Sir,

In inviting a reference to the letter on the subject noted above and in continuation of this Department Letter No.22228/D&A BBSR dt.25.06.2016, I am directed to forward herewith the duty chart of Legal Advisors appointed / to be appointed in 32 Police Districts for necessary action at your level.

The duty chart may kindly be circulated among all the District Superintendents of Police for necessary action at their level.

Yours faithfully,

*[Signature]*  
27.08.16

Under Secretary to Government.

Memo No. 30/64 Date 27.8.16

Copy along with copy of its enclosures forwarded to Director, Directorate of Public Prosecutions, Toshali Bhawan (4<sup>th</sup> Floor), Satyanagar, Bhubaneswar-751007 for information and necessary action.

*[Signature]*  
27.08.16

Under Secretary to Government.

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SG/Law  
30/8/16

CHART OF DUTIES AND RESPONSIBILITIES OF THE LEGAL ADVISORS  
TO BE APPOINTED IN 32 POLICE DISTRICTS.

- 1) To aid and advise to Superintendent of Police and his subordinate officers in legal affairs as when required.
- 2) To advise the Investigating Officer in legal matters in general or in specific on important issues involved in a case during investigation.
- 3) To identify common defects of investigation and organize/ conduct remedial programmes.
- 4) To keep the Investigating Agency abreast of the rules pertaining to Service, Administration and Departmental Enquires and also of the updated changes if any in statutory provisions and settled position of law.
- 5) To guide the Investigating Officer in preparation of documents in course of investigation and scrutinize the charge-sheets and also to prepare draft sanction orders for prosecution, whenever approached and sought for.
- 6) To remain in touch with the Public Prosecutors to sensitize them for speedy disposal of the pending cases in the courts of law.
- 7) To keep the Superintendent of Police informed of the progress of the proceedings of the important cases before the Courts.
- 8) To suggest the names of special counsel to be engaged in sensational cases in the districts and to ensure that they are fully and properly briefed.
- 9) To ensure that warrants are obtained from the concerned Courts for the arrest of the absconding accused persons and taking of other necessary steps under Section 82 and 83 of the Code of Criminal Procedure.
- 10) To assist the Police Officers in drafting of FIR when the criminal law is required to be set into motion by Police themselves.
- 11) To take steps to obtain certified copies of the judgments in the cases in which appeal or revision is to be recommended and to prepare a note citing the grounds for appeal or revision, as the case may be.
- 12) To prepare draft appeal memo or revision petition for preferring appeal or revision in court of law in the interest of criminal justice.

- 2 -

- 13) To render required assistance & advice to Superintendent of Police to review the performances of the Public Prosecutors and APP(s) & Investigating Officers in the district level as and when required.
- 14) To coordinate with the office of the Advocate General of the State to follow up the progress of the matter before the Hon'ble High Court in relation to the respective district.
- 15) To render legal assistance and advice to the higher police officers like I.G of Police/ DIG of Police/Superintendent of Police important cases, when sought for.
- 16) To render advice on any legal matters assigned specifically to him by the Superintendent of Police or any other State Level Police Officers and to do other needful in connection with any cases, as and when required.
- 17) To maintain a self diary containing a record of work done every-day and to submit a quarterly statement to the Home Department, Govt. of Odisha regarding their performance.
- 18) Any other duty to be entrusted by Home Department, Govt. of Odisha for the sake of administrative convenience.

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