

SOP For Circle Officers

1. In Citizen Services Circle Officer can do below activities: -
 - a) After submission of inquiry report by SHO for event / performance request submitted by citizen through citizen portal or CAS, CO Officer will submit inquiry report through screen "Submission of Inquiry report by DySP/ACP office on permission for Event / Performance Request".
 - b) After submission of inquiry report by SHO for Protest / Strike request submitted by citizen through citizen portal or CAS, CO Officer will submit inquiry report through screen "Submission of Inquiry report by DySP/ACP office on permission for Protest / Strike Request".
 - c) After submission of inquiry report by SHO for Procession request submitted by citizen through citizen portal or CAS, CO Officer will submit inquiry report through screen "Submission of Inquiry report by DySP/ACP office on permission for Procession Request".
2. For Complaints received at CO Office following activity a CO Officer can do.
 - a) Can Add New Complaint
 - b) View Registered Complaint
 - c) Linking & Delinking of Complaints
 - d) Transfer Complaint
 - e) Assign / Re-assign enquiry officer for a complaint
 - f) Approve / Reject Complaint Enquiry Report
3. Can do GD
4. Can provide "approval to waive post mortem" in case of registration of "Unidentified Dead Body / Unnatural Death".
5. Circle Officer can view the case diary prepared by IOs of police stations under his jurisdiction.
6. Circle Officer can view FIRs registered at police stations under his jurisdiction. **(Although it is not working currently)**
7. Circle Officer
 - a) Can prepare case progress report.
 - b) Can view case progress report prepared by IOs of police stations under his jurisdiction.
 - c) Can Add Instructions / Comment in progress report.
8. Circle Officer can view / generate various Reports and Registers available in CAS like Complaint Register, Crime Registers etc. . for Police stations under his jurisdiction.

Some registers are as below:-

- a) Complaint Register
- b) Crime Register
- c) Case Diary Details

- d) General Diary
- e) Interrogation Form
- f) Process Register details / Summon / Warrant details
- g) Trial Details

Some reports are as below:-

- a) Cognizable Crime Under IPC
- b) Cognizable Crime Under SLL
- c) Detail of Accident Cases Registered
- d) Detail of Rape Cases Registered
- e) Details of Summons Received & Executed
- f) Vehicle Stolen / Recovered During the Period
- g) Under Investigation Cases Period Wise
- h) Cases Against Police
- i) Details of Cases Charge sheeted During the Period
- j) Details of Cases Registered During the Period
- k) Missing Persons During the Period

- 9. Circle Officer can generate performance report for investigation officers appointed in police stations under his jurisdiction.

Above are the activities a Circle Officer can perform in CAS through their login id and password

Incase login ids are not available, pls call on toll free no. 1800 3000 5050 or email at upcctns.helpdesk@niit-tech.com with details.