



CEYLON POLICE GAZETTE.

ISSUED ON TUESDAYS AND FRIDAYS.

Part I.—Departmental Orders.

- 1.—All Departmental Orders will in future be published in Part I. of the *Ceylon Police Gazette*, which should be filed separately from Part II., which will consist of the old "Hue and Cry."
- 2.—The Inspector-General's Circular Guard File is abolished.

16.—Superintendents or Assistant Superintendents to Inquire personally into Petitions against Headmen.

ORDER NO. 9.

WHEN petitions against headmen are referred to Superintendents or Assistant Superintendents for report, they should endeavour as far as possible to inquire personally into them.

2. The reports of their inquiries should be made to the Government Agent of the Province, who will thus have a means of information as to the action of his headmen, while the inquiries will be valuable to the Superintendents by giving them additional opportunities of personally knowing the people of their districts.

Office of the Inspector-General of Police,
Colombo, October 10, 1906.

C. C. LONGDEN,
Inspector-General of Police.

17.—Police Forms.

ORDER NO. 10.

All forms in use by the Police have been revised and re-numbered. A revised form of indent for Police Forms has been circulated to all Government Agents (Police) and Superintendents of Police, and they are requested to submit their indents for printed forms without delay to the Government Printer. The new forms will be brought into use on 1st January, 1907, and before that date explanatory orders will be issued, but it is hoped that the following brief notes will serve to guide officers in framing their indents.

2. As for Station forms, the Information Book now has printed headings. Forms 2 to 9 are practically the same. Forms 10 and 11 are new; form 10 includes in Part 1 a Crime Register, and in Part 2 an Abstract; except for Colombo, one volume will probably suffice for all towns. Form 11 is a Village Crime Abstract to be kept in stations, allowing one page to each village, and similarly in offices, allowing one volume to each Chief Headman's Division. Form 12, the Abstract, is printed at the end of both the Town and Village Crime Register. Forms 13 to 18 call for no remark. Form 19 is a daily form to be submitted by every Police Station. A volume of form 19 will be kept in each station, which should be an exact copy of the forms sent in. Forms 20 to 22 are as before. Form 23 is the old Complaint Form for use in all stations where there is not a gazetted officer. Forms 24, 25, and 26 are old, and form 27 is merely a Catechism. Forms 28 and 29 are old; forms 30, 31, 32 are for use in all stations, and form 33 in all stations where there is a telephore in use. Forms 34, 35, 36 are old. A sufficient number of form 37 to supply all the lists required in the stations, say 12 per station, should be indented for. One each of forms 38 and 39 for each station with an allowance for contingencies must be indented for.

3. As for office forms, one volume of forms 70 and 71 will be needed in every office. Form 72 is only for the Inspector-General's Office. Forms 73 to 78 are old. Form 79 provides for sending a copy of all punishments more than fine over a rupee to Inspector-General's Office, and a sufficient number should be indented for. Forms 80 to 94 are old. Every Court Officer must have a supply of forms 95 and 96. The other forms are old, except form No. 100, which is not yet ready.

4. The following statement shows whether the form is a loose form or a book :—

No.	Book or Form.	Duplicate or TriPLICATE.	Number of Pages.	Where.	When.
1	.. Book	.. —	.. 384	.. Every station	.. As required
2	.. Do.	.. TriPLICATE	.. 50	.. Every headman	.. do.
3	.. Do.	.. Duplicate	.. 50	.. Every station	.. do.
4	.. Do.	.. do.	.. 50	.. do.	.. do.
5	.. Do.	.. TriPLICATE	.. 50	.. Every headman in non- policed districts	.. do.
6	.. Do.	.. —	.. 50	.. Every station	.. do.
7	.. Do.	.. Duplicate	.. 150	.. do.	.. do.
8	.. Do.	.. —	.. 50	.. do.	.. do.
9	.. Do.	.. —	.. 50	.. do.	.. do.
10	.. Do.	.. —	.. 38 of form 10 and 48 of form 12	.. 1 for every town	.. do.
11	.. Do.	.. —	.. 38 of form 11 and 48 of form 12	.. 1 for every station	.. do.
12	.. Bound in	.. —	.. 10 and 11	.. 1 for every Chief Headman's Division in office	.. do.

No.	Book or Form.	Duplicate or Triplicate.	Number of Pages.	Where.	When.
13	Form	—	—	Every station	As required
14	Do.	—	—	do.	do.
15	Do.	—	—	do.	do.
16	Do.	—	—	do.	do.
17	Book	—	384	do.	do.
18	Do.	—	50	Stations in Colombo and Galle only	do.
19	Form	—	—	Every station	Daily to immediate superior
20	Book	Duplicate	50	do.	As required
21	Do.	Duplicate	50	do.	do.
22	Do.	—	—	Every constable	—
23	Form	—	—	Every station	As required
24	Book	—	—	Every station where there is an S. P. or A. S. P.	do.
25	Form	—	—	—	do.
26	Book	Duplicate	50	Every station	do.
27	Do.	—	—	—	—
28	Do.	—	100	Every station	As required
29	Form	—	—	do.	do.
30	Do.	—	—	do.	To be sent in with diary
31	Book	—	As before	do.	As requested
32	Do.	—	50	do.	do.
33	Do.	—	384	Every station where there is a telephone	do.
34	Do.	—	50	Every station	do.
35	Form	—	—	do.	do.
36	Book	—	100	do.	do.
37	Form	—	—	do.	To be hung on wall.
38	Do.	—	—	do.	do.
39	Form (not ready yet).	—	—	do.	do.
70	Book	—	384	Every office	—
71	Book and form	—	384	do.	—
72	Book	—	500	Inspector General's Office	—
73	Form	—	—	Every office	When entertaining a recruit
74	Do.	—	—	do.	Monthly
75	Book	—	384	do.	When a man goes from and returns to duty
76	Form	—	—	do.	As occasion requires
77	Do.	—	—	do.	Monthly
78	Do.	—	—	do.	do.
79	Book	Duplicate	100	do.	As occasion requires
80	Form	—	—	do.	Monthly
81	Do.	—	—	do.	Half-yearly
82	Do.	—	—	do.	As occasion requires
83	Do.	—	—	do.	do.
84	Do.	—	—	do.	do.
85	Do.	—	—	do.	Monthly
86	Do.	—	—	do.	do.
87	Do.	—	—	do.	As required
88	Do.	—	—	do.	do.
89	Do.	—	—	do.	Yearly
90	Do.	—	—	Every guard	To be hung on wall
91	Do.	—	—	do.	Daily
92	Do.	—	—	Every office	Quarterly
93	Do.	—	—	do.	As required
94	Do.	—	—	do.	do.
95	Book	—	200	Every Court Officer	do.
96	Form	—	—	do.	do.
97	Do.	—	—	Every office	do.
98	Do.	—	—	do.	do.
99	Do.	—	—	do.	do.
100	(Not ready)	—	—	do.	do.
101	Form	—	—	do.	do.
102	Book	—	As at present	Registrar of Servants' Office	—
103	Do.	—	do.	do.	—
104	Do.	—	do.	do.	—
105	Do.	Duplicate	do.	do.	—
106	Form	—	—	do.	—
107	Do.	—	—	do.	—

Colombo, October 11, 1906.

C. C. LONGDEN,
Inspector-General of Police.