

The Andaman and Nicobar Gazette



**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

NO. 21, PORT BLAIR, THURSDAY, MAY 30, 1963/JVAISTHA 9, 1885.

**ANDAMAN AND NICOBAR ADMINISTRATION
COMMISSIONER'S SECRETARIAT**

NOTIFICATION

Port Blair, the 30th May 1963/9th Vaisakha 1885

No. 70/F. 22-1/58-63-J.—In supersession of the Notification of the Government of India, Home Department No. 53/17/45-Duits dated the 6th September, 1945, it is hereby notified that the rules made under sections 7 and 12 of the Police Act, 1861 by and under the authority of the Government of India and published in the Andaman and Nicobar Police Manual, 1963 shall come into force with effect from the 1st June, 1963.

By order

P. V. APRAIM

Assistant Secretary to the Chief Commissioner.

PRICE: SEVENTY-FIVE NAYR PAISE

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PART - I

PERSONNEL OF THE DEPARTMENT

CHAPTER - I

Organisation and general duties of the Force:-

1.1. Constitution: The Police Act (V of 1861) was extended to the Andaman and Nicobar Islands by the Government of India, late Home Department Notification No 377 of 24th August, 1875. The Andaman and Nicobar Police is constituted under section 2 of the Act and for the purpose of Section 3 of the Act, the Andaman and Nicobar Islands form a single General Police District. All enrolled police officers are under section 22 of the said Act liable to service in any part of the General Police District and are bound by those rules which are also an authoritative guide to others concerned.

1.2 Administration:-(a) The administration of the Andaman and Nicobar Police vests in the Inspector General of Police.

(b) The Superintendent of Police is the executive head of the Andaman and Nicobar Police and is directly responsible for all matters relating to its internal economy, training and management and for the maintenance of its discipline and efficient performance of all its duties.

(c) One Assistant Superintendent of Police is incharge of each of the three police Sub-division viz. South Andaman sub division, North and Middle Andaman sub division and Nicobar sub division. Each sub divisional police officer assisted by a Circle Inspector, shall be responsible for the maintenance of law and order and supervision of Police Stations within his sub-division. These sub divisional Officers shall be designated as Assistant Superintendent of Police (South Andamans), Asst. Superintendent of Police (Middle and North Andamans) and Asst. Superintendent of Police (Nicobar) respectively.

An Asst. Superintendent of Police is incharge of the District Armed Reserve Police and the Bush Police. He shall also be responsible for the training, welfare and such other duties as may be entrusted to him by executive orders of the Superintendent of Police from time to time in this behalf. He shall be designated as the Assistant Superintendent of Police (Armed Police).

One Assistant Superintendent of Police is incharge of Criminal Investigation Department which comprises of the following branches :-

- (1) Special Branch
- (2) Foreigners' Branch
- (3) Vigilance Branch
- (4) Crime Branch
- (5) Photographic Section

He shall be responsible for the control and supervision of the work of these branches in addition to all work connected with security. He shall be designated as Assistant Superintendent of Police (CIB)

The Assistant Superintendents of Police are directly subordinate to the Superintendent of Police and it is their duty to assist the Superintendent of Police in the efficient discharge of his responsibilities. To this end the authority of the Superintendent of Police is delegated to the Assistant Superintendents of Police by these rules and by executive orders issued from time to time in this behalf.

(d) The Police Radio Officer is directly subordinate to the Inspector General of Police and it is his duty to assist the Inspector General of Police in the management, supervision and control of the Police Radio Branch. To this end, the authority of the Superintendent is delegated to the Police Radio Officer by these rules and by executive orders issued from time to time in this behalf. The Police Radio Officer is the executive head of the Police Radio Branch and is directly responsible for all matters relating to its management and for the maintenance of its discipline and efficient performance of all its duties

1.2 (e) (i) The Superintendent :- It shall be the aim of every Superintendent first to gain the confidence of his subordinates and to let them feel assured of due credit for good work and fair hearing and a loyal support in all difficulties; and secondly, to have such knowledge of, and to be on such terms with the people of the district that his officers shall know that they cannot impose on him and cannot earn his good opinion or gain promotion except by honest work.

(ii) He shall be easily accessible to gentlemen, both official and non official, encouraging them to call on him and to communicate their ideas and opinions freely. In order to get into touch with the leading men of the district he shall be ready to serve on local bodies and when on tour he shall endeavour to make the acquaintance and to gain the confidence of the respectable inhabitants so as to ascertain at first hand the feelings of the non official population.

(iii) At headquarters he shall attend office during regular hours and dispose of his official business there. He shall encourage them when called to headquarters, to discuss their difficulties and to report in person on the state of their charges. When enquiries are being made into minor offences written explanations should be dispensed with, if possible, and short concise orders passed. The Superintendent shall hold orderly room at a fixed time at least once a week, to dispose of all cases of misconduct or petty breaches of discipline and all other matters in which he thinks fit to accord a personal hearing to subordinate. In so doing, he shall be careful to maintain the authority of the immediate superiors of any man coming before him.

(f) (i) Powers of Assistant Superintendents/PRO:-

Any Assistant Superintendent may perform under the control of the Superintendent and subject to any written orders recorded by him, any of the duties of the Superintendent under Act V of 1861.

(ii) Delegation of powers to Assistant Superintendents

Superintendent may use his discretion in delegating duties to Assistant Superintendents subject to his own general responsibility for the management of the police within his district and to any express rule, on the matter. Orders of the delegation should be clear and definite and Superintendent should satisfy himself from time to time that these duties are being suitably performed.

(iii) Method of employment : Superintendent shall not employ Assistant Superintendents to relieve himself of his own responsibilities in the matter of supervising cases, inspecting police stations and generally acquiring a first hand knowledge of the district and the work of his subordinates nor in such a manner as to sacrifice opportunities of gaining detective experience

(g) Inspectors left in charge :- An Inspector, when left temporarily in charge of headquarter in the absence of the Superintendent, may perform such of the duties of the Superintendent under Act V of 1861 as the Superintendent may make over him.

(h) Powers to officers under rules under Act V of 1861 : Any Assistant Superintendent and when left temporarily in charge of headquarters in the absence of the Superintendent an Inspector, may perform, subject to the control of the Superintendent all or any of the duties of the Superintendent under any rule made or approved by Government under Act V of 1861.

1.3 Classification:-(a) The force consists of the following ranks :

(i)	Inspector (will be known by abbreviation	"Inspr"
	Sub-Inspector	"SI"
	Asst. Sub Inspector	"ASI"
	Head Constable	"HC"
	Lance Head Constable	"LHC"
	Constable	"PC"
(ii)	Inspector (Communication)	"IC"
	Supervisor (Radio)	"SPVR"
	Radio Operator	"RO"
	Radio Technician	"RT"
	Draughtsman Grade II	-
	Fitter	-
	Lineman	-
	Driver	-
	Storeman (Technical)	-
	Telephone Operator	-
	Despatch Rider	-
(iii)	Bush Police Jemadar (will be known by abbreviation	"BPC"
	Bush Police Constable	"PC"
(iv)	Follower Constable	"FC"
	Nicobar Follower	"NF"

(b) In relation to the foregoing ranks :-

(i) the expression "enrolled police officers" means and includes Inspectors, Sub Inspectors, Assistant Sub Inspectors, Head Constables, Lance Head Constables, Constables, Supervisors, Head Radio Operators, Radio Operators (Storeman Technical), Telephone Operator, Despatch Rider, Radio Technicians, Draughtsman Grade II, Fitter, Lineman, Driver, Bush Police Jemadars, Bush Police Constables and Follower Constables.

(ii) The expression "Upper subordinates" means and includes Inspectors, Sub-Inspectors, Assistant Sub Inspectors, Supervisors, Head Radio Operators, Radio Operators, Radio Technicians, Storeman (Technical), Telephone Operator and Draughtsman Grade II

(iii) The expression "lower subordinates" means and includes Head Constables, Lance Head Constables, Follower Constables, Fitter Lineman, Despatch Rider and driver of the Police Radio Section.

(c) Members of the Radio Section or the Bush Police will have no power of command over members of the regular executive force but will have precedence in accordance with their status vis-a-vis members of the executive force which will be as follows :-

Inspector (Communication)	- As for Inspector of Police.
Supervisor	- As for Sub Inspector of police.
Head Radio Operators, Radio Operators, Radio Technician and Draughtsman Grade II, Storeman(Technical), Telephone Operator.	- As for Assistant Sub Inspector of Police.
Bush Police Jemadars	- As for Lance Head Constables.
Fitter (Police Radio) Lineman (Police Radio)	- As for Head Constables.
Despatch Rider Driver (Police Radio)	- As for Constables.

1.4 Strength - (a) The strength required for various duties is calculated and determined in accordance with actual requirements from time to time.

(b) Contingent reserve is calculated as follows :-

In the rank of Sub Inspector: 15 percent of the strength of Inspectors and Sub Inspectors, subject to a minimum of 1 Sub Inspector.

In the rank of Head Constable: 15 percent of the strength of Assistant Sub Inspectors and Head Constables.

In the rank of Police Constable: 20 percent of the strength of Lance Head Constables and Constables.

1.5 Organisation - The Andaman and Nicobar Islands for purpose of Police Administration, constitute a single district consisting of 3 sub division, viz, South Andamans Sub division, North and Middle Andamans sub division and Nicobar Sub division. Each sub Division is under the charge of an Assistant Supdt. of Police for the purpose of supervising investigation of crimes and maintenance of law and order. Each sub Division consists of one or more circles under the charge of a Circle Inspector. Each Circle consists of more than one Police Station. A Sub Inspector of Police is ordinarily incharge of a Police Station and designated as the Station House Officer. Some Police Stations have one more Assistant Sub Inspector attached to them to assist the Station House Officer.

With a view to place the police machinery within easy reach of the public and for the prevention and reporting of crime, certain police stations have one or more Outposts attached to them, each Outpost having ordinarily a Head Constable or in some cases an Assistant Sub-Inspector and the necessary number of Constables stationed in it. These Outposts are created by the Inspector General of Police and officers in charge of these cannot exercise the powers of an officer in charge of a Police Station.

(b) **Police Headquarters** - In addition to the men at Police Stations and Outposts, there is at the Police Headquarters in Port Blair a force under the charge of an Inspector of Police designated as the Reserve Inspector. This force consists mainly of the armed police and the reserve for casualties such as leave or sickness and recruits under training. The organisation and duties of the force at Police Headquarters are detailed separately.

(c) **Police Band** - With a view to provide music for Police parades and also to provide buglers to give orders to the men by means of bugle-calls, a Police Band is maintained at the Police Headquarters. It is under the Command of a Sub Inspector. Detailed rules regarding the Police Band are issued separately.

(d) **Special Branch** - The Special Branch consisting of an Inspector with the necessary number of subordinate police, under the control of the Inspector General of Police collects intelligence and make enquiries about political and other similar developments in these islands. This branch also deals with the watching of movements and activities of foreigners.

(f) **Police Radio** - The Police Radio functions under the supervision and control of the Police Radio Officer. Separate rules are made for the working of this section. The staff of the section constitute a separate cadre.

(g) **Fire Brigade** - The Fire Brigade is under the supervision and control of a Sub Inspector with the necessary number of Assistant Sub Inspectors, Head Constables, Lance Head Constables and Constables training in fire-fighting. Detailed rules regarding the management and working of Fire Brigade are issued separately. The staff of the Fire Brigade constitute a separate cadre.

Police Officers of different ranks from Fire Brigade Sub-Inspectors to Fire Brigade Constables, performing various duties relating to Fire Brigade.

(h) Police Motor Transport - The Motor Transport section is under the control of an Inspector for plying and maintaining a fleet of motor vehicles for the use of the police in the performance of their duties. The staff of the section constitute a separate cadre of police officers of different ranks from MT Head Constables to MT Constables performing various duties relating to Motor Transport. Rules for the working of this section are issued separately.

(i) Traffic Branch - Under the control of the Circle Inspector there exists a Traffic Branch consisting of an Assistant Sub-Inspector of Police and the necessary subordinate staff, the main functions of the branch being to check traffic in general and motor traffic in particular on important roads so as to prevent accidents, to enquire into cases of motor accidents and incidentally to prevent the illegal transport of prohibited articles.

(j) Office Staff - The office of the Superintendent of Police is manned by clerks of the ranks of Sub Inspector, Assistant Sub Inspector, Head Constables, Lance Head Constables and Constables deputed from the regular ranks of the force. The office is managed by an Inspector of Police styled as Home Inspector. To assist the Superintendent of Police and the Assistant Supdt. of Police in the study of crime in his charge, there is a Sub Inspector with the necessary subordinate police staff styled as READER.

(k) Bush Police - There exists under the supervision and control of an Inspector of Police a separate cadre of Bush Police Jemadars and Bush Police Constables to man various Bush Police Chowkidars or Bush Police Outposts established in strategic places along the 'Inner line' demarcating the 'reserve areas' under the protection of Aboriginal Tribes Regulation 1956. Their duties are to prevent infiltration of unauthorised persons into the 'reserve areas' and to afford protection to people from the hostile aboriginal tribes.

(1) Coast Guard Service - There exists a fleet of patrol boats each of which is under the command of an Inspector of Police designated as the 'Master' with the necessary executive and engineering staff. These patrol boats will move under the orders of the Inspector General of Police as and when necessary, for the purpose of carrying out Coast guard service or for the prevention of smuggling or poaching by unauthorised vessels in the coastal waters of the islands. The staff of the boats form a separate cadre of Police Officers of different ranks from Boat Inspector to Boat Constable, performing various duties in connection with the manning of boats.

1.6

Relations with magistracy - (a) The District Magistrate is the Head of the criminal administration of the district and the Police is under his general control and direction in all matters relating to the maintenance of

law and order and public safety. The District Magistrate, however, exercises no executive authority in matters which concern solely the internal administration and training of the force or in question of discipline as between police officers and their departmental superiors; in such matters, therefore, the Superintendent of Police is directly subordinate to the Chief Commissioner in his capacity of Inspector General. The District Magistrate and the Superintendent of Police should frequently seek opportunities for personal discussion of matters affecting the criminal administration of the district and the Superintendent of Police should keep the District Magistrate fully and promptly informed of the occurrence of serious crimes and other matters affecting the maintenance of law and order and public safety. In exercising his powers of control the District Magistrate will avoid doing anything to weaken the authority of the Superintendent of Police and all communications, instructions and orders which the District Magistrate may wish to convey to the Police will therefore be conveyed through the Superintendent of Police.

(b) The general relations between magistrates and Police are defined in the Code of Cr. Procedure with the provisions of which all officers are expected to be familiar. Except as provided therein or in any other Act or rules thereunder, magistrates have no power to interfere in police work.

(c) Police officers shall treat all courts and magistrates with due respect and endeavour to maintain cordial relations with them. While cases in which there is reason to believe there has been a failure of justice or in which the police complain of unfair treatment, may be brought to the notice of the District Magistrate, notes and reports on such matters shall be drawn up in temperate and respectful language.

(d) When a Sessions Judge or Magistrate has occasion in any judgement, whether in original trial or on appeal or in revision, expressly to condemn or praise the action of the Police or the Excise or of any particular Police or Excise Officer, a copy of such judgement shall be forwarded to the District Magistrate or Deputy Commissioner for his information.

1.7 The general duties imposed on police officers by law are detailed in sections 23, 24 and 25 of Act V of 1861.

1.8 The prevention and detection of crime - The most important duties of the police are in prevention of crime and the maintenance of law and order. The mass of crime consists of offences against property, against which the police can afford a large measure of protection, either directly by regular and efficient patrolling or indirectly by the exercise of a proper surveillance over bad characters. To obtain a knowledge of the persons addicted to crime and to maintain adequate supervision over them should be the aim of every member of the force.

The successful detection of such crime as the police cannot or do not prevent is also of the greatest importance.

1.9 Standard by which officers will be judged - An officer will be judged not merely by his success in the investigation and prosecution of offences, which is to some extent a matter of fortune, but by his display of method and intelligence in detection, his general efficiency and keenness his management of subordinates and above all by his knowledge and control of the local charge committed to him.

1.10 The reporting of crime - It is the duty of every officer to see that all cognizable crime is reported. The public will best be encouraged to give full information if the police exercise a wise discretion under section 157 CrPC and avoid investigation in trivial cases. If offences against property and even attempts to commit them are concealed a valuable indication as to the movements of bad characters is thereby lost. A rise in the percentage of uninvestigated offences, is by no means to be feared in itself, provided that inspecting officers satisfy themselves that offences are not being minimised.

1.11 Behaviour towards the public - No police force can perform its duties with success unless it can win the respect and good feeling, and secure the cooperation of the public. To this end, the exercise of forbearance, civility and courtesy towards all classes is enjoined on every rank. Firmness in the execution of duty is essential but rudeness, harshness and brutality are forbidden and will be severely punished. The superior officers of the police shall not only observe a courteous and conciliatory demeanour themselves but on all occasions endeavour to inculcate in their subordinates the necessity of rendering the performance of their duties as little distasteful to the people as possible.

CHAPTER -2

APPOINTMENT

2.1 Appointment of gazetted officers - Appointment to the posts of Superintendent of Police, Assistant Superintendent of Police and Police Radio Officer are made by the Government of India.

2.2 Appointment of Upper subordinates - (a) Appointment to the ranks of Upper subordinates are made by the Inspector General of Police. Vacancies in the ranks of Upper Subordinates are normally, filled by promotion, but there shall be no bar to vacancy being filled either by direct recruitment or by securing the services of a suitable officer on deputation if the Inspector General considers this desirable in the interest of efficiency.

(b) Candidate for direct appointment to the ranks of Upper Subordinates shall conform to the physical and other general requirements laid down in rule 2.8 and shall possess educational and other qualifications laid down in the following rules.

2.3 Upper Subordinates in the Executive Force viz Civil Police, Armed Police, Bush Police, Office Staff, Traffic Branch, Special Branch etc. - The minimum educational qualification for direct appointment to the rank of Sub Inspector shall be a degree of a recognised University and that to the rank of Asstt. Sub Inspector shall be - Higher Secondary, Pre-University or equivalent standard with a good knowledge of English and Hindi.

2.4 Upper subordinates in the Police Radio -

(a) Inspector - An Inspector should have atleast the qualifications of a Supervisor (Technical/Operational) with atleast 5 years practical experience.

(b) Supervisor (Technical/Operational) - A Supervisor (Technical/Operational) should have been a Radio Technician/Operator Grade I with atleast 4 years' practical experience. He will be incharge of a Police Radio Station consisting of more than 2 terminals, but less than 5, and will be responsible for the operation, maintenance and administration of the station.

(c) Radio Technician - He should have the following qualifications;

(i) Matriculation Certificate;

(ii) Diploma in Tele-Communication Engineering from any recognised Institute;

OR

B.Sc with Communication as a special subject;

(iii) 3 years' practical experience;

Note: The above technical qualifications may be relaxed in case of personnel from Defence and other communication services who are considered specially qualified.

(d) Radio Operator - A Radio Operator will be responsible for operational duties and must in addition, be able to carry out adjustments and minor maintenance of wireless sets. Operator after recruitment will remain as "Ungraded Operator". He shall have the following qualifications :-

- (i) Matriculation certificate;
- (ii) PMG Class II/Special
- (iii) Two years' practical experience.

(e) Storeman (Technical) - The candidates for appointment to the post of Storeman (Technical) should be efficient Radio Technical/Radio Operators familiar with technical store accounts and the general stores administration and must possess not less than 3 years experience as Radio Technical/Radio Operator.

(f) Fitter Electrician/Battery - The candidates for appointment to the post of Fitter Electrician/Battery should possess the following qualifications :-

- 1. Matriculation certificate, or its equivalent.
- 2. Knowledge of wiring regulations, dismantling and overhauling of petrol and diesel engines and generating sets, use of callipers and micrometer screws etc. etc. use of electrical instruments, ammeters, voltmeters and service meters

OR

Possess a certificate of Electrical Lineman from a recognised institute;

(3) Practical experience of one year in overhauling small engines/generator sets or in battery charging or instrumental wiring; and

(4) Must conform to the minimum physical standards prescribed in rule 2.8 of the manual for enlistment to the Police Force.

2.5 Upper Subordinates in the Fire Brigade - The minimum educational qualification for direct appointment of upper subordinates is Matriculation or equivalent standard with a good knowledge of English and Hindi.

2.6 Appointments in Coast Guard Service - The qualifications required for certain appointments to Police boats are laid down below :-

<u>Master</u> :- Educational:-	Matriculation or equivalent standard.
Technical:-	A I Class Master Certificate under the ISV Act or Master's Certificate under IMS Act.
<u>Engineer</u> : Educational-	Matriculation or equivalent standard.

Technical :- An Engineer Certificate of Competency of an Inland Motor Vessel or a I Class or II Class Engineer Certificate of competency of a Motor vessel under the IMS Act or Chief Engine Driver Seagoing Certificate under ISV Act.
Inspector (Electrical) A degree in Electrical Engineering.
OR

Matriculation or equivalent standard with atleast ten years' practical experience in Electrical Branch of a Naval or Merchant vessel.

Senior Seacunny:- Seang's Certificate or III Class Master's Certificate under ISV Act.

Senior Mechanic: Second Class Engine Driver's Certificate

2.7(a) Appointment of Lower Subordinates are made by the Superintendent of Police.

(b) Direct appointment in the rank of Head Constable may be made by the Superintendent of Police in exceptional circumstances. A candidate for direct appointment to the rank of Head Constable shall have passed the Matriculation or equivalent examination of a recognised university and must conform to the physical and other standards prescribed for enlistment in rule 2.8.

(c) Enlistments to the force are ordinarily made in the rank of Constable by the Superintendent of Police.

2.8 Physical and other requirements for enlistment - (a)

A candidate for enlistment in the Force in any rank shall be an Indian Citizen of good character and antecedents. The enlistment of Gurkhas of Nepalese nationality and of persons dismissed from Government employment is prohibited; nor may any member of the Indian territorial Force be enrolled unless he has resigned his appointment in that Force. Army reservists may be enlisted upto such percentage of the sanctioned strength of the Force as from time to time be authorised by the Inspector General. Re-enrolment in the Force of Ex-members of the Army, Navy and Air Force and of ex-members of Police Forces is permissible subject to the condition that the candidate shall produce a discharge certificate showing his character in previous service to have been good or of higher classification and that he shall fulfill the physical and other standards prescribed herein save that the maximum age limit shall normally be 30 years and also that the break of service between the date of discharge from previous service and the date of re-enrolment in the force shall not exceed two years.

(b) Recruits shall not be more than 25 or less than 18 years of age at the time of enrolment and shall have a minimum height of 5'6" for ordinary recruits and 5'3" for Dogras, Nepalese domiciled in India members of recognised hill tribes and Nicobarese. Recruits shall

have a minimum chest measurement of 32" with expansion of 1½". Provided that the minimum measurement of 32" with expansion of 1½". Provided that the minimum height for recruitment as Follower Constable or as Bush Police Constable or for posts in the Police Boats shall be 5'4". These standards shall not be relaxed save with the general or special sanction of the Inspector General.

(c) A recruit must be free from disease, constitutional affection or bodily infirmity unfitting him or likely to unfit him for police duties. Stuttering or stammering is a defect which renders an applicant ineligible. A candidate for enlistment must have good binocular vision and be free from disease of eyelids and eyeball. The acuteness of vision should not be less than 6/9 with one eye and 6/12 with other eye. A recruit who requires glasses will be considered unfit. He must be able to distinguish the principal colours.

(d) A candidate for enlistment in the force should be literate in Hindi. Preference will be given to those possessing educational qualifications. Provided that this restriction may be relaxed by the Superintendent of Police in the case of candidates for the posts of follower Constable or Bush Police Constable or for posts in the Police boat.

2.9 The greatest care shall be taken to ensure that the age of every police officer is correctly ascertained and recorded at the time of his enrolment. The record then made becomes of the utmost importance when the question arises as to right to pension and is accepted as decisive in the absence of full proof both that the original entry was wrong and that the date of birth originally given was so given due to a bonafide mistake.

2.10 Method of recruiting - Recruits may be enlisted either locally or through the agency of recruiting parties despatched by the Superintendent of Police with the approval of the Inspector General or through members of the force proceeding on leave. Recruiting parties and men proceeding on leave will be provided with a requisition memo to the Superintendent of Police of the district concerned. Recruits must be seen and passed as physically and in all respects suitable by the Superintendent of Police of their home district. They must also be examined and certified in form No. 11.1(2) as medically fit by the Civil Surgeon of the home district. A recruit arriving in Port Blair will be re-examined, if necessary by the Senior Medical Officer who will make the initial entries in the recruit's Medical History Sheet.

2.11 All enlistments in the force shall be subject to verification of character and antecedents of the candidate through the Police of home district of the candidate.

2.12 A certificate of appointment under section 8 of the Police Act in Form 2.12, shall be issued to each member of the force on enrolment. The appointment certificate shall be surrendered on the suspension of the holder or on his dismissal or discharge from the force. Every certificate issued as above will become null and void whenever the person named in it ceases to belong

to the police force. A member of the force losing his appointment certificate shall at once report the fact to the Superintendent of Police who will then issue a duplicate, clearly marked as such, on payment of a fine of fifty naye paise. Certificates of appointments to lower subordinates shall be issued by the Superintendent of Police and to upper subordinates by the Inspector General of Police or by the Superintendent of Police under the authority of the Inspector General. Every Police Officer should carry his certificate constantly with him and be prepared to exhibit it as his warrant of office whenever his authority is called in question.

2.13 As soon as possible after enlistment, but subject to verification of character, a Character Roll in the prescribed form shall be prepared for each recruit in his presence. When the roll is otherwise complete, the recruit shall be taken before a gazetted officer and shall, in his presence sign the form of agreement printed as item 4 in the roll, and affix rolled impressions of the thumb and fingers of his left hand in the space provided for that purpose. The gazetted officer before signing the roll, shall satisfy himself that the recruit understands the purport of the agreement and that the recruit is satisfied that his age has been correctly recorded. As soon as possible after the completion of his character roll, every police officer shall make and subscribe in form 2.13 oath of loyalty and allegiance which shall be administered at a formal ceremony held in the presence of the Superintendent of Police.

2.14 Every enrolled Police officer will be on probation for a period of three years from the date of appointment. The period of probation includes the period of training of a recruit in the Police Lines or the period of training of an officer in the Police Training College on the mainland.

2.15 Every person promoted to a higher rank shall be on probation for a period of two years from the date of such promotion.

2.16 If the post to which a person is appointed either directly or by promotion is a temporary post, he shall be appointed to that post on officiating basis and the period of successful officiation in that post shall be counted as probation period for the purpose of rule 2.15 supra and he may be confirmed on the occurrence of a permanent vacancy.

2.17 Any enrolled police officer appointed as per rule 2.14 or promoted under rule 2.15 or 2.16 may within the period of such probation, be discharged or reverted to his substantive rank as the case may be without formal departmental proceedings, if he fails to maintain an exemplary standard of conduct and efficiency or if he fails to pass the tests or examinations as may be prescribed for each category or post by the Superintendent of Police or a higher authority. Such discharge or reversion shall not be considered to be a punishment and therefore not applicable.

2.18 If, at the conclusion of the period of probation, the authority empowered to make the appointment or promotion, as the case may be, considers that the standard of work by the police officer concerned has been such as to justify neither discharge or reversion nor confirmation, or for any other reason considers that an equitable decision cannot immediately be made, that authority may, for reasons to be recorded in writing and formally communicated to the police officer concerned extend the probationary period by not more than one year.

2.19 The decision whether an employee should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, that is, ordinarily within six to eight weeks and communicated to the employee together with the reasons in case of extension. A probationary who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement.

2.20 Concentration of attention on the probationer's ability to pass the probationary or the departmental examination tends to obscure the wider object of probation. In judging the fitness for confirmation of employees selected on the result of a rigorous written examination, passing the probationary or the departmental examination should be an essential, but not the most important part of the qualification for confirmation. There should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationary is confirmed, and only those who possess qualities of mind and character needed in the particular service and the constructive outlook and human sympathy needed in the public service generally should be confirmed. A probationary should be given an opportunity to work under more than one officer during the period of his probation and reports on his work obtained from each one of those officers. The reports for the whole period may then be considered by the Superintendent of Police for determining whether the probationary concerned is fit to be confirmed in service.

2.21 Seniority:- The seniority of a person in any rank or category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his permanent appointment to such rank or category or grade. If any portion of the service of such person does not count towards his probation (i.e. as in the case of temporary promotion, in a vacancy until such time regular promotion in accordance with these rules is made) his seniority shall be determined by the date of commencement of his service which counts towards probation.

2.22 The appointing authority, may at the time of passing an order appointing two or more persons simultaneously to a rank or grade, fix the order of precedence among them in accordance with the principles laid down in rule 2.25; and, where such order has been fixed, seniority shall be determined in accordance with it.

2.23 The transfer of a person from one class or category of the service to another class or category carrying the same pay or scale of pay shall not be treated as first appointment to the latter for the purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his first appointment to the class or category from which he was transferred. Where any difficulty or doubt arises in applying this sub-rule, seniority shall be determined by the appointing authority.

2.24 Where a member of the service in any rank, category or grade is reduced to a lower rank, category or grade, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower rank, category or grade next below any specified number thereof.

2.25 The following principles will be observed in determining seniority of officers of the same rank or grade.

(a) Officers who are officiating or on probation in any rank or grade take seniority below officers confirmed in that rank and among themselves in accordance with the date of appointment to that rank or grade.

(b) if the date of appointment is the same, an officer on a higher rate of pay shall take seniority over an officer on a lower rate in the same scale

(c) if the rate of pay is also the same, seniority will be determined in accordance with the length of service.

(d) if the length of service is also the same, seniority will be determined in accordance with age.

2.26 Seniority for each rank will be maintained in the Office of the Superintendent of Police. A copy of the seniority list of upper subordinates will be sent to the Inspector General of Police for his information and record. A copy of the additions and alterations made to such lists from time to time will also be sent to the Inspector General.

2.27 Temporary Service Personnel. The Central Civil Services (Temporary Service) Rules, 1949 shall be applicable to all police officers who are appointed to temporary posts in the force.

CHAPTER-3

TRAINING AND EXAMINATIONS.

3.1 Training of the Constabulary: (a) Every recruit on enlistment for the Armed Police as well as the Civil Police will be posted to the Police Headquarters (Police Lines) Port Blair, to receive training in drill, musketry, law and police duties. The period of training will extend to six months. For the training of recruits in law and police duties regular training classes are established under a Law Instructor. For the training in drill and musketry and in other Armed duties, the necessary number of Drill Instructors in the grade of Head Constables will be detailed by the Reserve Inspector. The training of all recruits shall be carried out under the direction and personal control of the Training Officer (Sub-Inspector) posted to the lines. The training will, however, be under the overall control and supervision of the Reserve Inspector.

Recruits who have no knowledge of Hindi will be required to undergo a preparatory course in Hindi for a period of three months.

(b) Education - The Law Instructor will take classes in the I.P.C., the Cr.P.C., the I.E.A. and Police Regulation which will include practical police work and departmental rules and orders. The Assistant Law Instructor will take classes in Hindi and General Knowledge. The medium of instruction is Hindi. Special Hindi classes will be held for one hour in the afternoon daily for the benefit of those who are not fully conversant with the language. Syllabus to be followed in each subject is given in detail at Appendix 3.1(b). As regards Hindi, the text books prescribed by the Rashtriya Bhasha Prachar Samity for "Prarambhik" and "Pravesh" Examinations will be followed.

(c) Drill:- Syllabus to be followed in drill and musketry, etc. is given in detail in Appendix 3.1(c).

(d) Special Lectures: The Circle Inspector will give lectures in Section Routine and Police Duties and the Police Prosecutor will give lectures in Law and Procedure at least twice a month. The Special Branch Inspector will take classes in clock-reading, shadowing, mode of searches, identification, protective duties, observation, memory training etc. twice a week in the last month in classes shown as "Practical II" in the time table at Appendix 3.1(c). The Traffic Assistant Sub Inspector will take classes in traffic duties included under the heading "Practical II" twice a week in the last month of their training.

(e) Time-table for Education, Drill etc. - A detailed time table giving daily programme of drill and education classes has been prepared month wise for the duration of six months and is attached at Appendix 3.1(c). The Reserve Inspector is responsible to see that this time table is strictly adhered to.

(f) Examinations:- Monthly written tests in all subjects shall be conducted. There shall be a final test at the end of six months' course. The standard required to pass in the test shall be 35% of the allotted marks in each subject. Recruits who fail in the monthly tests shall be produced before the Superintendent of Police to decide.

whether they have sufficient education and intelligence to benefit by further instruction. A recruit who passes the final test should be passed out irrespective of short leave or sickness, but if he does not pass his final test he may be retained for one or more month, tested again and passed out if successful. Men failing to pass after the extra month of training will be put up before the Superintendent of Police who may discharge them. The Assistant Superintendent of Police will be responsible for the proper conduct of all monthly tests as well as the final test. No recruit shall be passed out unless he passes musketry course as per syllabus at Appendix 3 1(f).

(g) Drill Progress Register:- The Training Officer will maintain a Drill Progress Register in Form 3 1(g) in which a page for each recruit will be opened. All recruits on joining the training course will be weighed and measured (height, chest, Upper arm and fore arm) and the result entered at the close of their training. Comparative statistics should be prepared for each batch of recruits and their physical progress noted. The Training Officer will note therein the weekly progress of each recruit in the drill and all other outdoor activities.

(h) Class Progress Register:- The Law Instructor will maintain a "Class Progress Register" in Form 3 1(h) for each batch of recruits. In this register a page will be reserved for the entries by the (a) Law Instructor (b) Reserve Inspector and (c) Assistant Superintendent of Police. They will note therein their monthly remarks on the recruits' progress as well as his character and conduct.

(i) Lecture Notes:- A Law Instructor and the Assistant Law Instructor shall maintain a separate Lecture Note Book each, in which they have to teach the recruits during their six months course. In making their notes, they shall be guided by the syllabus and time table. Their note books must contain reference to illustrative cases, examples practical demonstrations etc, so that for every lesson on each day they will not be at a loss to understand what they have to lecture on or how they are to teach the subject. These lecture note books will be prepared and put up to the Assistant Superintendent of Police for scrutiny from time to time. A few blank pages will be left after each lecture notes so that any useful additions or alterations may be jotted down subsequently. An instructor on transfer will hand over his lecture note book to his successor.

(j) Recruits' Note Book:- Every recruit shall maintain two note books, one for law and procedure and another for Police Regulation, police duties and general knowledge. The Law Instructor and the Assistant Law Instructor will ensure that all recruits make full and intelligent use of these note books by jotting down important points in each lecture for revision and refreshing their memory from time to time. The Reserve Inspector and the Assistant Superintendent of Police will check the note books of all recruits carefully from time to time and ascertain if they have been attentive in classes and following the lecture. When any note book is checked the initial of the officer

with the date of checking shall be entered therein. If a recruit has not written any notes satisfactorily, the checking officer will ascertain the reason therefor and take suitable action.

(k) Progress Reports:- The Reserve Inspector will obtain details of progress made by each recruit in (a) education and drill from the Law Instructor and the Training Officer respectively at the end of every month and compile a consolidated "progress Report of Recruits Under Training in Police Headquarters", in the prescribed form as in 3 1(k). The Progress Report will be submitted to the Superintendent of Police through the Assistant Superintendent of Police before the 5th day of the following month.

3.2 Annual Refresher Training Course. (a) Each month a batch of Head Constables, 3 Lance Head Constables and 30 Constables posted to different Police Stations and Outposts will be called to Police Lines for a month's refresher course. The programme to be followed in drill and musketry as well as in classes for law and police duties are at Appendix 3 2(a). The Training Officer (Sub-Inspector) will be responsible for their training also. The Reserve Inspector will personally supervise their training. The syllabus to be followed in drill and musketry will also be the same as in Appendix 3 1(e). They will also fire .22 course and .303 course according to the syllabus in Appendix 3 1(f). Those who fail to secure passmark (33%) in the annual musketry course will be retained for one more month's further training. Any person undergoing training for the Refresher Course who is absent either for reason of sickness or otherwise for more than five days during the entire period of the Refresher Course will also be required to undergo training for a further period of one month. No leave of any kind will be granted to one during training.

(b) Every person called in Lines for the Refresher course will be deemed to be transferred to the Lines and the office will issue O.B. in each case. The Reserve Inspector will submit a Progress Report of each Refresher Course in the prescribed form at 3 2(b) to the Superintendent of Police at the end of each course, upon which orders will be passed for the posting back or further retention of each man, as the case may be.

(c) The result of Annual Refresher Course of every individual will also be taken into consideration in the matter of confirmation and promotion.

(d) The Circle Inspector will maintain a register of Head Constables, Lance Head Constables and Constables posted in police stations and outposts under his charge and will submit a list of 3 Head Constables, 3 Lance Head Constables and 30 Constables to be drafted for the Refresher Course on or before the 20th of every month to the Superintendent of Police for the issue of necessary orders.

(e) The lower subordinates attached to the Office of the Superintendent of Police including the Special Branch and Police Prosecutor's Office will attend the annual firing

course. The Home Inspector, Special Branch Inspector and Police Prosecutor will ensure that their men complete the annual firing course.

(f) The Assistant Superintendent of Police will conduct a viva voce or written test in law and other subjects and also test them in drill at the end of each course and indicate the result thereof in column No. 7 of the Refresher Course Progress Report.

3.3 Marksmanship:- A Marksman's Badge consisting of crossed rifles neatly stitched on the left sleeve an inch above the cuff, shall be awarded to every police personnel who score 70% or more marks in the .303 rifle course held at the close of the Recruits and Refresher Courses. The Marksmanship Badges thus awarded shall be worn by the personnel concerned for one year i.e. until the succeeding annual musketry course. The award of the Marksmanship Badge should be noted in the Service Book of the individual concerned also.

3.4 Posting of recruits on completion of recruit course

(a) On completion of the course a recruit who is selected for the Armed Police should be kept in the Police Headquarter during the remainder of his probationary period. This will enable him to acquire a thorough knowledge of his duties and to have the benefit of strict supervision and discipline at perhaps the most important part of his career. Until the recruit is confirmed, the Reserve Inspector should submit to the Superintendent of Police quarterly reports about him and he should be frequently seen by the Assistant Superintendent of Police.

(b) On completion of the course, a recruit who is selected for the Civil Police should be sent out to a police station, preferably the headquarter Police Station. During the remainder of his probationary period, he should be posted under selected sub-inspectors who should be required to give him careful and regular attention and to submit reports every two months regarding his progress. The Circle Inspector should also be required to see and question him frequently and keep him under close supervision. It is of great importance that special attention should be paid to young constables during the first few impressionable years of their service.

3.5 Training of Upper Subordinates in the Armed Police and Civil Police - An Upper Subordinate, whether directly recruited or promoted to the rank of Sub-Inspector, shall be required to undergo a course of training in a Police Training College. A lower subordinate who is promoted to the rank of Assistant Sub-Inspector need not undergo such training, but a candidate who is directly recruited to rank of Assistant Sub-Inspector shall be required to undergo a course of training in a Police Training College.

3.6 Assistant Sub-Inspectors and Sub-Inspectors who are directly appointed may, on successful completion of the course at a Police Training College, be posted for practical

training for the rest of the period of probation as follows:

- (a) 3 months under the Reserve Inspector at the Police Headquarters to learn the duties of the officers of Armed Police such as the Reserve Inspector Lines Officer, Musketry Officer, Training Officer and Platoon Commander.
- (b) Two months to court under the Police Prosecutor to learn all duties connected with the prosecution of cases and maintenance of records, etc. in his office.
- (c) Three months under the Circle Inspector to watch his investigation, supervision and inspections work.
- (d) Three months to a Police Station to learn all duties of a Station Writer, General Duty Head Constable and Station House Officer.
- (e) One year to a Police Station to carry out all police station duties except the investigation of important or very intricate cases.

The probationer should keep a personal diary. The Officer-in-charge of his training in the respective sections as stated above should submit monthly reports to the Superintendent of Police on his progress and work. The Assistant Superintendent and Circle Inspector should examine the work of probationer whenever opportunity offers and take steps to prevent his being used merely to lighten the work of those under whom he serves.

3-7. Training of Head Constables for the Armed and Civil Police.:- All Head Constables of the Armed and Civil Police, whether directly recruited or promoted from lower ranks, will be required to undergo a course of training at a Police Training School on the mainland. On successful completion of the training, he will be posted for practical training for one year as follows :-

- (a) four months under the Reserve Inspector at the Police Headquarters to learn all Armed Police Duties concerning a Head Constable.
- (b) four months to a Police Station to learn all duties of a Station Writer, General Duty Head Constable etc.
- (c) four months to a Police Outpost to learn all duties of an outpost Head Constable.

After this period, he may be posted to a Police Station or to the Armed Police or to be in independent charge of an outpost. The Officer-in-Charge of his training in the respective sections as stated above should submit monthly reports to the Superintendent of Police on his progress and work. The Assistant Superintendent of Police and the Circle Inspector should examine the work of the probationer whenever opportunity offers.

3.8 Exemption from course of training:- In special cases the Inspector General can exempt Sub-Inspectors and the Superintendent of Police can exempt Head Constables from undergoing the usual course of training. This power will only be exercised with caution and in cases in which the public interests especially require it.

3.9 Special Training Courses:- The Superintendent of Police may make arrangement with training centres on the mainland for deputing suitable officers of the force for special training courses such as the "Drill Instructors" Course "Recruit Instructors" course "Physical Training Instructors" Course, "Armourers Training" "Traffic Training" "Special Branch Training" "Detective Training" "Finger Print" etc.

3.10 Training of Bush Police Constables and Bush Police Jemadars:- Persons recruited for the posts of Bush Police Constables and Bush Police Jemadars shall be required to undergo a course of four months' training in drill, musketry, important Police rules and departmental orders and essential points in Tribal Regulation and Rules, in accordance with syllabus given in appendix 3.10.

3.11 Training of Follower Constables:- Every Follower constable shall on enlistment be required to undergo training in drill and musketry for a period of two months in accordance with syllabus given in appendix 3.1(c). The Reserve Inspector is responsible for their training. They will undergo the training in addition to their normal duties.

3.12 Training of personnel of Police Boats:- Every person appointed to a post in the Police Boat shall on enlistment be required to undergo training in drill and musketry for a period of two months in accordance with syllabus given in appendix 3.1(c). The Reserve Inspector is responsible for their training. They will undergo the training in addition to their normal duties.

3.13 Pay and Allowances of persons deputed for training to a centre on the mainland will be calculated in accordance with rule 4.9.

CHAPTER 4 - PAY AND ALLOWANCES

4.1. Pay - The following will be the rates of pay for the different ranks and cadres of the force.

(i) Inspector	..	Rs.325-15-475
Police Prosecutor	..	Rs.325-15-475
Sub-Inspector	..	Rs.168-8-240
Sub-Inspector (Selection Grade)	..	Rs.240 (Fixed as ammended vide CS-4)
Asst.Sub-Inspector	..	Rs.125-3-131-EB-4-155
Head Constable	..	Rs.100-3-130
Lance Head Constable	..	Rs.80-1-85-2-95-EB-3-110
Constable	..	Rs.75-1-85-EB-2-95
(ii) Supervisor	..	Rs.210-10-290-15-320-EB-15-425
Head Radio Operator	..	Rs.150-5-160-8-240-EB-8-280 -10-300 plus special pay Rs.20/- p.m.
Radio Operator	..	Rs.150-5-160-8-240-EB-8-280- 10-300
Radio Technician	..	Rs.150-10-250-EB-10-290-15- 335-EB-15-380
Draughtsman Gr.II	..	Rs.150-5-175-6-205-EB-7-240
Fitter	..	Rs.125-3-131-4-143-EB-4-155
Lineman	..	Rs.110-3-131-4-143-EB-4-155 (Ammended vide CS-4)
Driver	..	Rs.75-1-85-EB-2-95
Storeman Technician	..	Rs.150-10-250-EB-10-290-15- 335-EB-15-380 (Vide CS-4)
Telephone Operator	..	Rs.110-3-131-4-155-EB-4- 175-5-180 (Vide CS-4)
Despatch Rider	..	Rs.100-3-130 (Vide CS-4)
(iii) Bush Police Jama- dar	..	Rs.75-1-85-EB-2-95 (CS-4)
Bush Police Con- stable	..	Rs.70-1-80-EB-1-85
(iv) Follower Constable	..	Rs.75-1-85-EB-2-95 (CS-4)
Nicobar Follower	..	Rs.70-1-80-EB-1-85

4.2. The Andaman Special Pay is admissible subject to the following conditions:-

- The Andaman Special Pay of 33-1/3% (subject to a maximum of Rs.350 (vide CS 5) P.M) shall be admissible to those who have been recruited from the mainland;
- That the staff locally recruited on and after the 22nd January 1951 shall not receive the Andaman Special Pay;
- They will, however, be entitled to a Compensatory Allowance at the rate of 7 1/4% of the basic pay under the terms and conditions laid down in the Government of India, Ministry of Home Affairs letter No.27/9061-APL(I) dated 10.5.1962". (Substituted vide CS 5).

(c) Deleted vide CS No.5.

(d) Special Pay to those posted to Nicobars and North and Middle Andamans shall be admissible subject to the following conditions:-

(i) That persons recruited from the mainland for service in the Nicobars and North Andamans shall continue to draw special pay at 45% for Nicobars and 40% for North and Middle Andamans subject to a maximum of Rs.400/- per mensem (CS-5).

(ii) That the local recruits recruited before 24th April 1951 and stationed in Nicobars and North Andamans and those recruited before 1/9/1955 and stationed in Middle Andamans shall continue to draw the special pay of 45% and 40% respectively subject to a maximum of Rs.400/- for so long as they remain in their present posts. On promotion, their pay shall be fixed under the normal rules taking into consideration their basic pay only and if the pay plus special pay in the lower post immediately prior to promotion be greater than the pay fixed in the higher post the difference shall be granted as personal pay to be absorbed in future increments;

(iii) That persons recruited on and after the 24th April 1951 in South Andamans and transferred to the Nicobars or North Andamans and those recruited on and after 1/9/1955 in South Andamans and transferred to the Middle Andamans shall be granted special pay at 15% and 10% of the pay respectively subject to a minimum of Rs.15/- and Rs.10/- respectively; and

(iv) That persons recruited in the Nicobars or North Andamans on and after the 24th April 1951 and those recruited in Middle Andamans on and after 1.9.1955, for service in these islands shall not draw any special pay.

(e) Deleted vide CS 5.

4.3. Special pay sanctioned for certain posts - Special pay is sanctioned for certain posts as shown hereunder:-

(1) Police Prosecutor	Rs.50/- p.m. provided he holds the rank of Inspector in his parent State.
(2) Sub-Inspector Accountant	Rs.30/- p.m.
(3) Sub-Inspector Fire Brigade	Rs.25/- p.m.
(4) Sub-Inspector Special Branch	Rs.20/- p.m.
(5) Asst.Sub-Inspector Clerk	Rs.20/- p.m.
(6) Head Constable (Bill Clerk)	Rs.10/- p.m.
(7) Head Constable (Record Keeper)	Rs.20/- p.m.
(8) Head Constable Armourer	Rs.15/- p.m.
(9) Head Constable Armed Police	Rs.3/- p.m.
(10) Head Constable Motor Transport	Rs.10/- p.m.
(11) Head Constable (Special Branch)	Rs.7/- p.m.
(12) Lance Head Constable Despatcher	Rs.10/- p.m.

(13) Lance Head Constable (Special Branch)	- Rs.7/- - p.m.
(14) Lance Head Constable Armourer	- Rs.10/- p.m
(15) Lance Head Constable (Motor Transport)	- Rs.10/- p.m
(16) Lance Head Constable Armed Police	- Rs.3/- p.m
(17) Constable Assistant Accountant	- Rs.10/- p.m
(18) Constable Motor Transport	- Rs.10/- p.m
(19) Constable Armourer	- Rs.5/- p.m
(20) Constable Special Branch	- Rs.3/- p.m
(21) Constable Armed Police	- Rs.3/- p.m

4.4 Dearness Allowance - The same rate of dearness allowance sanctioned by the Government of India to other Government servants of this Administration will apply to the members of the Force.

4.5 House Rent allowance - (a) Upper and lower Subordinates of the Andaman and Nicobar Police Force recruited locally and whose families are with them are entitled to rent free unfurnished quarters, or in lieu thereof, house rent allowance at the following rates:-

(1) Inspector	..	= Rs.20/- per month
(2) Sub-Inspector	..	= Rs.15/- per month
(3) Asst. Sub-Inspector	..	= Rs.10/- per month
(4) Head Constable	..	= Rs. 8/- per month
(5) Lance Hd. Constable	..	= Rs. 6/- per month
(6) Constable	..	= Rs. 5/- per month

Payment of house rent allowance is subject to production of house rent receipts issued by house owners. If the receipt of the house owner is more than one month in arrears, no further allowance will be paid until the house owner's receipt is received. Applications for the sanction of house rent allowance should be made within thirty days of occupation.

(b) Police personnel recruited/deputed from the mainland for service under the Andaman and Nicobar Administration are entitled to rent free quarters or house rent allowance in lieu of rent free (family type) accommodation at the rates indicated below:-

<u>Pay</u>	<u>House rent allowance</u>
Below Rs.75/-	... Rs.7.50 per month
Rs.75/- and above but below Rs.100/-	... Rs.10/- per month
Rs.100/- and above but below Rs.200/-	... Rs.15/- per month
Rs.200/- and above	... 7½% of pay

The house rent allowance shall be admissible subject to the following conditions.

- (i) The persons concerned maintained his family as defined in the Ministry of Finance OM No.6(1) Estt.(Spl)/47 dated 31.7.1947 and No.2(45)EI(B)/59 dated 1.10.1959, on the mainland; and
- (ii) The house rent allowance should in no case exceed the rent actually paid by the person concerned on the mainland.

(c) Police personnel recruited/deputed from the mainland for service under the Andaman and Nicobar Administration (other than those who maintain their families on the mainland) will also be entitled to house rent allowance in lieu of rent free (family type) accommodation at the rate given in clause (b) above. The house rent allowance admissible to them should in no case exceed the rent actually paid by the persons concerned in the Andaman and Nicobar Islands. (CS 6)

4.6 Travelling Allowance - All Police Officials including the Upper Subordinates when travelling on duty beyond a radius of five miles but within a radius of 20 miles from their HQ. Stations are entitled to the actual cost of conveyance, namely bus fares, of journeys performed by them in the interest of public service. Members of the Force proceeding on duty outside the radius of 20 miles will be entitled to travelling allowance in accordance with the provisions of the Supplementary Rules.

Note - The term "beyond a radius of five miles but within a radius of 20 miles" should be interpreted as meaning a distance of over five miles from the fixed point at the HQs but within a radius of 20 miles from the point of the shortest practicable route by which traveller can reach his destination by the ordinary mode of travelling.

4.6A (Added Vice CS 7) Children Education Allowance: All permanent, quasi-permanent and temporary non-gazetted Police personnel who have put in not less than three year's service shall be eligible for the grant of CEA under the terms and conditions laid down in the GOI, Ministry of Finance OM No.F.10(1)Estt(Spl)60 dated 30/1/62, as amended and clarified from time to time.

4.6B (Added vice CS 8) Reimbursement of Tuition Fees: The tuition fee payable and actually paid by police personnel on behalf of their children for education in India will be re-imburseable in terms of the GOI, Ministry of Finance OM No.17(1)E.II.Estt/64 dated 3.6.1964, as amended and clarified from time to time.

4.7(a) Passage and Railway Concessions - The passage and railway concessions admissible to members of the force and their families while proceeding on, or returning from leave are detailed in Supplementary Rule 144 and those which may be granted at the discretion of the Chief Commissioner to personnel quitting the service in Supplementary Rule 150.

4.7(b) Added and renumbered vide CS9) - The retiring members of the Andaman and Nicobar Police Force and their family are eligible for travel concessions under

the Government of India (Ministry of Finance) O.M.No.5(109) IV/57 dated 11.7.1960 and those who are not covered by the above office Memorandum are entitled for travel concession under SR 150 at the discretion of the Chief Commissioner.

3.2(c) Members of the Andaman and Nicobar Police Force whether recruited locally or from the mainland and whose 'Home' towns are on the mainland shall be entitled to Leave Travel Concession embodied in the Ministry of Home Affairs letter No.43/1/55-Esst(A) Part II dated 11.10.1956 as amended and clarified from time to time, once during a block of two years.

4.8 Subsistence allowance for recruits - (a) A recruit engaged in mainland shall be granted a subsistence allowance of 00.50 NP per diem from the date on which he joins the recruiting party to the date of his acceptance or rejection by the Superintendent of Police and the Civil Surgeon of his home district, and again from the date of his departure from his home to the date of his enlistment at Port Blair. He will also be entitled to actual expenses incurred by him for the journey, i.e. lorry hire, railway and steamer fares.

(b) A recruit engaged in mainland but rejected by the Superintendent of Police on arrival in Port Blair, shall be granted a subsistence allowance of 00.50 NP per diem from the date of rejection for the period necessary for him to get back to his home.

(c) A deck passage to mainland and railway fare to his home may be sanctioned for a rejected candidate by the Chief Commissioner under his financial powers.

(d) Pay will be admissible only from the date of actual enlistment at Port Blair, except in the case of recruits actually finally enlisted in mainland by the Superintendent of Police, Andaman and Nicobar Islands or other competent officer. To such recruits pay will be admissible from the actual date of enlistment.

4.9(i) Travelling Allowance for those under-training on mainland - The members of the Andaman Police Force proceeding to the mainland for training shall be granted travelling allowance as detailed below under SR 154:-

(a) Free passages for self by sea and daily allowance for the days on voyage while proceeding to the place of training and returning from there after completion of training.

(b) Travelling allowance as on tour for the journeys from the Port to the place of training and back on completion of training.

(c) Daily allowances for the entire period of half at the place of training at:-

i) Full rate for the first 10 days;

ii) 3/4th of the ordinary rate for the next 20 days and;

iii) 1/2 of the ordinary rate thereafter.

(d) Amended vide CS 10) "Those who are deputed for training on the mainland for a short period not exceeding 90 days or three calendar months, which ever is appropriate, and who maintain their families in the islands during the entire period of their training, shall be allowed to draw the Andaman Special Pay at the rates admissible to them, in addition to the Daily Allowance".

(ii) Added vide CS 10) "The following terms and conditions will govern the deputation of members of the A & N Police Force for training in the basic and Refresher Armourers Courses at the EME Training Centre, Secunderabad:-

(a) The period of training will be treated as duty under FR 9(6)(b)(i);

(b) The trainees will be paid the pay and dearness allowances to which they would have been entitled but for their deputation to the training course;

(c) The entire cost of training including messing electricity, water and furniture charges, will be met by the Government.

(d) The trainees will, however, be required to pay to Government so much towards the cost of Army Rations as they should have paid in their own Police Mess each month and only the excess charges on account of their messing during the training period will be met by Government.

(e) The trainees will be paid travelling allowance as on tour for their journeys from the place of duty in the Andaman and Nicobar Islands to the training Centre and back; and

(f) The trainees will not be paid Daily Allowance and Andaman Special Pay during the period of their training".

4.10 Pensions and Gratuities - Members of the force are entitled to pensions and gratuities admissible under the Civil Service Regulations. They are of four kinds:-

(a) Retiring pension - granted under article 465 C.S.R. to a police officer who is permitted to retire after completing qualifying service of 30 years or under article 465-A(2) C.S.R. to an officer compelled to retire after 25 years qualifying service.

(b) Superannuation pension granted under article 458 C.S.R. to a police officer in superior service entitled or compelled by rule to retire at a particular age.

(c) Invalid pension granted under articles 441 and 454 C.S.R. to a police officer who by reason of

bodily or mental infirmity is permanently incapacitated for further service in the police.

(d) Wound and extra-ordinary pensions and gratuities granted in accordance with the provisions of Chapter XXXVIII C.S.R. in compensation for death, wounds, injuries or disablement from disease met with or contracted in the performance of or in consequence of official duties or in circumstance directly arising from the official position of the Police Officer.

(e)(Added vide C.S No.11) Under the Family Pension Scheme for Central Govt. employees, 1964, as liberalised from time to time, family pension will be admissible to all members of the Andaman and Nicobar Police Force in case of death while in service or after retirement on or after 1.1.1964, if at the time of death the retired officer was in receipt of compensation, invalid, retiring or superannuation pension. In case of death while in service, the Govt. servant should have completed a minimum period of one year of service. Persons who were in service on the 31st December, 1963 will however have option to retain the family pension benefits as applicable to them under the Liberalised Pension Rules.

4.11 Extension of Service - Police officers are required to retire on attaining the age of 58 years subject to the conditions laid down in Home Ministry OM dated 30.11.62 (CS 12). Extension of service after that age may only be granted on public grounds to be recorded in writing and shall not be given to an officer after attaining the age of 60 years (FR 56). Extensions shall not be given for more than one year at a time. No appeal lies against an order of a competent authority refusing to grant an extension of service.

4.12 The special rules governing ordinary pensions of the enrolled constabulary are contained in Chapter XX, C.S.R. Articles 503 to 505 deal with pensions admissible to Head Constables. Articles 506 deals with those of other non-gazetted officers. Articles 356, 357 A,B,C and D.C.S.R. (amended) deals with military service counting towards pension. Articles 374 and 475 should be referred to with regard to gazetted officers.

4.13 Future good conduct is an implied condition of the grant of pension. The Government reserves to itself the right of withholding or withdrawing pension or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct (Article 351 CSR).

4.14 No pension may be granted to an officer dismissed or removed for misconduct, insolvency or inefficiency; but to officers so dismissed or removed compassionate allowances may be granted when they are deserving of special consideration, provided that the allowance granted to any officer shall not exceed two-thirds of the pension which would have been admissible to him if he had retired on medical certificate; subject to the proviso of article 353 C.S.R.

4.15 Every applicant for pension should submit a petition to the Superintendent of Police expressing his intention to retire and requesting that his service may be verified.

4.16 If the service rendered has not been thoroughly satisfactory, the sanctioning authority may make such reduction in the amount of a pension as it thinks proper (Article 470 CSR).

4.17 Officers of and above the rank of Assistant Sub-Inspectors who have completed 30 years, qualifying service, may not retire on retiring pension (Article 465 CSR) without the permission of the Inspector General.

4.18 Subject to the provisions of article 456 C.S.R. if the Civil Surgeon declares an officer unfit for further service, he should retire at once.

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CHAPTER-5 PROMOTIONS

5.1. Promotion from one rank to another and from one grade to another in the same rank, shall be made by selection tempered by seniority, Efficiency, honesty and general conduct shall be the main factors governing selection, but specific qualifications, whether in the nature of training courses passed or practical experience shall also be carefully considered in each case.

5.2. Promotions to the ranks of Upper Subordinates, whether officiating or probationary, shall be made by the Inspector-General of Police on the recommendations submitted by the Superintendent of Police. Promotions whether officiating or probationary, upto and including the rank of Head Constable shall be made directly by the Superintendent of Police.

5.3. Orders regarding the confirmation or reversion of enrolled police officers promoted under rule 5.2 shall be passed by the authority empowered to make the promotions.

5.4. System of selection for promotion in the regular executive force viz, Civil Police, Armed Police, Bush Police, Office Staff, Traffic Branch, Special Branch:-

For the purpose of regulating promotions in the regular executive force the following promotion lists will be maintained by the Superintendent of Police:-

List A(1)	...	Bush Police Constables considered fit for promotion as Bush Police Jamadars.
List A(2)	...	Constables considered fit for promotions as Lance Head Constables.
List B	...	Lance Head Constables considered fit for promotion as Head Constables.
List C	...	Head Constables considered fit for promotion as Asst.Sub-Inspector
List D	...	Assistant Sub-Inspectors considered fit for promotion as Sub-Inspectors.
List E	...	Sub-Inspectors considered fit for promotion to the Selection Grade.
List F	...	Sub-Inspectors considered fit for promotion as Inspectors.

- (a)(i) Candidates for entry in lists A(2), B and C shall be required to pass an examination (the severity of which will be graded according to the list for which selection is being made) for proficiency in law; departmental rules and orders, drill and musketry, general knowledge and practical police work. The final selection will be made in accordance with the principles laid down in rule 5.1 (C.S. No.33).

- (ii)

- (11) Marking and current remarks sheet - With a view to facilitating selection for entry in promotion lists a Marking and Current Remarks sheet shall be attached with the Character Roll of every Lower Subordinate.

Marks shall be allotted on the following system:-

Education:-

B.A. or higher	- 5 marks
Matriculation	- 3 "
Non-matric but above primary	- 2 "

Courses passed:-

1st or 2nd Recruits course	- 1 mark
Marksman 303	- 2 marks Renewable
1st Class shot 303	- 1 mark annually
Intermediate or lower Class at a Provincial Police Training School	- 5 marks
Finger Print Course	- 2 marks
Drill Course	- 3 marks
Languages (other than mother tongue)	- 2 marks for each
special qualification	- 2 marks for each

Character:-

One mark for each completed year of service free from punishment. 2 marks to be deducted for every major punishment awarded and one mark for every minor punishment required by these rules to be entered in Character Rolls.

Professional ability:-

One mark for each commendation certificate with reward.

Two marks for special ability e.g. Censorship intelligence, interrogation, typewriting, shorthand, photography, clerical in Headquarters, office special training courses passed or undergone etc. (CS No.13)

- (b) No person shall be eligible for promotion to any rank of and above that of a Sub-Inspector of Police in the regular executive force (other than posts of Police Prosecutor and Assistant Police Prosecutors) unless he has passed Matriculation or equivalent examination and has passed the course of training at a Police Training College, prescribed for Sub-Inspectors. No person who has not passed the course of training at a Police Training College prescribed for Head Constables shall be eligible for promotion to the rank of Assistant

Sub-Inspector provided that this restriction may be waived by Inspector General of Police for any special reason. No person who has been awarded a major punishment within a period of one year shall be considered fit for promotion unless an exemption is granted by the Inspector General of Police. Entries in and removals from shall be made by the Superintendent of Police in the case of lists (A)(1), A(2) and B and by the Superintendent of Police with the approval of the Inspector General in the case of C, D, E and F lists. The infliction of any punishment or failure to maintain an exemplary standard of conduct and efficiency subsequent to admission to any promotion list shall be grounds for summary removal from that list. Such removal from a promotion list shall not be ground for appeal.

(c)(Added vide C.S No.34) The date of admission to lists B to F shall not be material, but the order of merit in which examinations have been passed at the Police Training Institute shall be taken into consideration for comparing qualifications. In cases where other qualifications are equal, seniority in the Police Force shall be the deciding factor for granting promotion. Exception may, however, be made, by the Inspector General of Police, in the case of officers who have displayed any outstanding work of merit in any field

5.5. Entry in or removal from the promotion lists shall be recorded in the order book and in the character roll of the Police Officer concerned.

5.6. (Amended vide CS No.35) No Sub-Inspector shall be considered as eligible for promotion to the Selection Grade unless he has put in at least 5 years' service in the rank of Sub-Inspector, and unless he is fully efficient and competent to hold charge of a police Station of importance or he is fully efficient and competent to hold charge of a platoon as Platoon Commander. The punishment awarded, rewards or good entires earned and annual confidential reports of a Sub-Inspector will also be taken into consideration by the Superintendent of Police while recommending the including of his name in list E. Punishments may be waived in recognition of distinguished service, exceptional good work or exemplary conduct.

5.7. No Sub-Inspector who is not already appointed to the Selection-Grade will normally be eligible for inclusion in List F. If however, a Sub-Inspector has exceptional qualification and is already on List E he may be included in list F. No Officer shall be included in List F unless he is considered fit to hold charge of the post of Inspector.

5.8. Every year after all annual confidential reports are received all promotion lists will be reviewed and orders will be passed regarding the retention, exclusion or admission of names in such lists.

5.9. Promotion to the rank of Lance Head Constable being the first stage in the whole chain of promotions no Constable who is not fully literate either in Hindi or in English shall normally be promoted to this rank. Vacancies upto 25% of the sanctioned strength of Lance Head Constables may, however, be reserved for illiterate and semi-literate constables of good character and outstanding professional ability who would other.

wise receive no recognition to their work.

5.10. Increments - Increments of pay to all enrolled police officers shall be granted, when due, by the Superintendent of Police provided that the work and conduct of the officers has been satisfactory.

5.11. Withholding of increments - Increments can only be withheld after formal departmental proceedings held in accordance with these rules.

5.12. Crossing of efficiency bars - When an efficiency bar is placed at any stage or stages in a time-scale it shall be passed only on the authority of a specific order by the Superintendent of Police.

5.13. In ordering the withholding of an increment, the withholding authority shall expressly state in the order -

(a) the period for which it is withheld.

(b) whether the postponement shall have the effect of postponing future increments.

5.14. Promotions to gazetted ranks - In making promotions to gazetted ranks in the force the principles laid down in rule 5.1 and 5.4(b) shall be followed.

5.15. Promotions in the Police Radio - (a) The following promotion lists shall be maintained for governing all promotions within the Police Radio Branch:-

- List G - List of Radio Operators who are considered fit for promotion as Head Radio Operators.
- List H - List of Head Radio Operators who are considered fit for promotion as Supervisor Operational.
- List I - List of Radio Technicians who are considered fit for promotion as Supervisor Technical.
- List J - List of Supervisor-Operational and Supervisor-Technical who are considered fit for promotion as Inspector Operational or Inspector Technical.

(b) Candidates for entry in any of the above lists shall have the educational and technical qualification and experience prescribed for each post in rule 2.4 of this Manual; in addition to this, they may be required to pass any test that may be prescribed by the Superintendent of Police or a higher authority from time to time. Final selection for entry in each list shall be made strictly in accordance with the principles laid down in rule 5.1

5.16. Promotions in the Fire Brigade - (a) The following promotion lists shall be maintained for governing all promotions within the Fire Brigade:-

- List K - List of Constables fit for promotion to the rank of Lance Head Constable.
- List L - List of Lance Head Constables considered fit for promotion to the rank of Head Constable.

- List M - List of Head Constables considered fit for promotion to the rank of Assistant Sub-Inspector.
- List N - List of Assistant Sub-Inspectors considered fit for promotion to the rank of Sub-Inspector.

(b) Candidates for entry in any of the above lists shall be required to pass an examination for proficiency in subjects relating to the Fire Brigade (the severity of which will be graded according to the list for which selection is being made). The final selection for entry in each list will be made strictly in accordance with the principles laid down in rule 5.1.

5.17. Promotions in Motor Transport Section - (a) The following promotion lists shall be maintained for governing all promotions within the Motor Transport Section:-

- List O - List of Constables fit for promotion to the rank of Lance Head Constables.
- List P - List of Lance Head Constables fit for promotion to the rank of Head Constables.

(b) Candidates for entry in any of the above lists shall be required to pass an examination for proficiency in driving, traffic rules and maintenance of motor vehicles or any other appropriate subject (the severity of which will be graded according to the list for which selection is being made). The final selection for entry in each list will be made strictly in accordance with the principles laid down in rule 5.1.

5.18. Promotions in Coast-Guard Service - (a) The following promotion lists shall be maintained for governing all promotions within the Coast-Guard service:-

- List Q - List of Laskars considered fit for promotion as Seacunny or Greaser.
- List R - List of Seacunnies considered fit for promotion as Serang.
- List S - List of Greasers considered fit for promotion as Assistant Engine Driver.
- List T - List of Serangs considered fit for promotion as Master.
- List U - List of Assistant Engine Drivers considered fit for promotion as Chief Engine Driver.

Candidates for entry in List Q shall be required to pass a test in duties relating to a seacunny or greaser. Candidates for entry in Lists R, S, T and U shall possess the educational and/or technical qualification prescribed for each of the said posts in rule 2.6. The final selection for entry in each list will be made in accordance with the principles laid down in rule 5.1.

5.19 promotions in Police Band - (a) The following promotion lists shall be maintained for governing all promotions within the Police Band:-

- List V - List of constables considered fit for promotion to the rank of Lance Head Constables.
- List W - List of Lance Head Constables considered fit for promotion to the rank of Head Constable.
- List X - List of Head Constables considered fit for promotion to the rank of Bandmaster Sub-Inspector or Assistant Sub-Inspector with a view to subsequent promotion to the rank of Sub-Inspector

(b) Candidates for entry in any of the above lists shall be required to pass a test for proficiency in band music but, final selection for entry in each list will be made strictly in accordance with the principles laid down in rule 5.1. No person shall be eligible for inclusion in list X unless he is fully qualified as a "Bandmaster".

CHAPTER - 6

LEAVE, RESIGNATION AND TRANSFER.

6.1 Leave:- The grant of leave to members of the force shall be governed by the Revised Leave Rules, 1933. Provided that the grant of leave to police officers who were in permanent Government service on or before 15th July, 1931 shall be governed by the Fundamental and Supplementary Rules, subject to their having no break of service after that date.

6.2 Leave is earned by time spent on duty only. Leave cannot be claimed as of right; the authority empowered to grant it may refuse or revoke it in the interests of public service or in accordance with any duly authorised disciplinary rule.

6.3 A separate leave account is maintained for each police officer. In this account the leave to which he is entitled the rules is periodically placed to his credit and he is debited with the leave which he has taken. Leave due may be granted on average pay or half average pay or partly on one and partly on the other according to the conditions laid down in the Fundamental Rules. Leave not due may be granted on medical certificate and, in very exceptional circumstances, for not more than three months at any one time and six months in all, otherwise than on medical certificate.

6.4 Police Officers may be granted by the local Administration under conditions specified in the Fundamental Rules, special disability leave if disabled in the performance or in consequence of their official duties or in consequence of their official position. Such leave is not debited in leave accounts. Under special circumstances and when no other leave is by rule admissible, extraordinary leave without pay may be granted. Police Officers of and below the rank of Head Constable may be granted hospital leave by the Superintendent of Police, while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties. Hospital leave may be granted on leave salary equal to either average or half average pay as the authority granting it may consider necessary. The amount of hospital leave which may be granted to one is limited to three months on average pay in any period of three years. Hospital leave on half average pay counts for the purposes of this limit, as half the amount of leave on average pay. Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible; provided that the total period of leave after such combination shall not exceed 28 months.

6.5 Leave may be granted to lower subordinates by the Superintendent of Police. Leave other than special disability leave may be granted to upper subordinates by the Superintendent of Police provided no substitute is required.

in the place of officer to whom leave is granted. If a substitute is required, leave may be granted to an upper subordinate only by the Inspector General of Police. Leave to gazetted officers is granted by the Chief Commissioner.

6.6 Applications for leave or for extension of leave shall be made through the proper channel to the Superintendent of Police. Every application for leave should contain the proposed leave address of the applicant. Applications for leave by gazetted officers should be submitted to the Chief Secretary in the prescribed form in triplicate. Every application for leave will be made in form C.A.E. 2-A

6.7 (a) A Police Officer who is posted to an outstation (i.e. outside Port Blair) and granted leave to proceed to mainland shall report at Police Head quarters, Port Blair (for the Police Radio personnel, Police Headquarters will mean Police Radio Headquarters). There he shall perform any duty that may be allotted to him till he leaves for the mainland. All lower subordinates proceeding on leave to mainland shall deposit their kit at the Police Stores for safe custody. Any Upper subordinate who wishes to keep his kit for safe custody in the Police Stores may do so at his option.

(b) Every police officer proceeding on leave will be issued with a leave certificate in form 6.7(b).

6.8 A Police Officer who proceeds on leave from Police Headquarters shall report his return from leave there. A Police Radio personnel shall report his return to the Police Radio Headquarters. Those who proceed on leave from other units (such as Fire Brigade, Office, Special Branch etc. in Port Blair) shall report their return from leave to their respective Officer-in-Charge there.

6.9. Leave to probationers and to those under training at a Police Training Institution or under recruit's training will be granted only in case of special urgency. The period of leave granted, if any, to a probationer will not be allowed to count towards probation.

6.10. Casual leave: (a) Casual leave is not governed by the Fundamental Rules and is not debitable to leave account. Technically, therefore, a Government servant on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave must not be given so as to cause evasion of the rules regarding (1) the date of reckoning pay and allowances (2) charge of office (3) commencement and end of leave (4) return to duty or so as to extend the term of leave beyond the time admissible by rule.

(b) The maximum limit of casual leave which can be granted to an individual in a calendar year shall be 12 days subject to the condition that not more than 8 days' casual leave may be allowed at any time. The Superintendent of Police may however waive this condition in individual cases if he considers that there are exceptional circumstances

justifying a relaxation in this regard. Sundays or closed holidays which precede a period of casual leave will not be included in such leave.

(c) Casual leave cannot be combined with any other kind of leave, viz., earned leave, extraordinary leave, medical leave etc. Casual leave cannot be combined with vacation. Casual leave shall be availed of only with the prior sanction of the competent authority except in cases of ill health or in special circumstances when the obtaining of such prior sanction becomes impossible. Casual leave on account of illness may be granted upto two days without medical certificate. Applications for casual leave on medical grounds for a period exceeding two days should be supported by a medical certificate from an authorised medical attendant. Police officials granted leave on medical certificate should produce a fitness certificate from the authorised medical attendant before they are allowed to rejoin duty.

(d) The grant of casual leave, unless specially permitted by the Superintendent of Police, shall not entitle the officer to depart from the general police district or to proceed to any place from which he is not assured of being able to return to his headquarter within twenty-four hours notice.

(e) Power of grant of casual leave is detailed below :-

<u>Authority for granting Leave.</u>	<u>To whom</u>	<u>Extent</u>
Superintendent of Police, Assistant Superintendent of Police.	All Police Officers Lower subordinates under his control	Full powers upto 8 days at a time.
Assistant Superintendent of Police (Radio)	Radio Technicians Radio Operators Lower subordinates under his control	-do-
Inspector	Lower subordinates under his control	-do-

<u>Authority for granting leave</u>	<u>To whom</u>	<u>Extent</u>
Officer-in-charge of a Station.	Constables under his charge.	upto 3 days provided that in a station of normal strength not more than one is so absent at a time.

(f) The address of the Government servant while on casual leave should invariably be indicated in the application for casual leave, if he is away from home.

during the period of casual leave. Every application for casual leave will be made in form 6.10

(g) All officers authorised above will maintain a casual leave register in form 6.10 showing the departure on and return from casual leave of subordinates serving under them to whom casual leave is granted in a year. Whenever an application for casual leave is submitted by a subordinate, the officer shall ascertain from the casual leave register whether the leave applied for is available to him and may grant the leave subject to the extent prescribed above; if he is not empowered to grant the leave, he shall forward the application to the officer empowered to grant it, noting thereon whether the application to the officer empowered to grant it, noting thereon whether the applicant is eligible for the leave applied for and whether it is recommended. On the eve of transfer of a person from one place to another, the casual leave account of the individual will be forwarded by the officer-in-charge to the officer under whom the individual is transferred.

6.11 Special Casual Leave:- Under the "Family Planning Scheme", special casual leave not exceeding six working days may be granted to a police officer who undergoes sterilisation (vasectomy) operation to give some rest which is considered necessary immediately after the operation. This will be granted by the Superintendent of Police.

6.12 Special Casual Leave for Sports:- Special Casual Leave to a Police officer may be allowed for a period not exceeding thirty days in any one calendar year. The period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the relevant leave rules applicable to the persons concerned. For this purpose Government servants may, as a special case be permitted to combine special casual leave with regular leave, special casual leave should not, however, be granted in combination with ordinary casual leave.

(b) Special Casual Leave may be allowed only for participation in sporting events of national or international importance and when the Government servant concerned is selected for such participation (i) in respect of international sporting events by any National Sports Federation/ Association recognised by the All India Council of Sports and approved by the Ministry of Education or the National Rifle Association (ii) in respect of events of national importance, when the sporting event in which participation takes place, is held on an inter-state, inter-zonal or inter-circle basis, and the Government servant concerned takes part in the event in a team as a duly nominated representative on the behalf of the State, zone or of circle, as the case may be. This concession is not to be allowed for participation either in a national or international sporting event in which such participation of the Government servant concerned takes place in his personal capacity and not in a representative capacity.

(c) The grant of special casual leave will be subject to the general principles laid down in section (v)(2) of the Administrative Instructions in Appendix 3 to the Posts and Telegraphs Compilation of the Fundamental Rules and Supplementary Rules, Volume-II except for the modification indicated in para (a) above. The power of granting Special Casual Leave under this rule will be exercised by the Inspector General of Police.

6.13 The Superintendent of Police may grant casual leave to Assistant Superintendent of Police and Assistant Superintendent of Police (Radio) upto the limits prescribed in rule 10(b) above.

6.14 Return to duty before end of leave:- No officer may return to duty more than 14 days before the expiry of his leave unless permitted to do so by the authority which granted it.

6.15 Absence from duty after expiry of leave :- No Police officer shall overstay the leave he has obtained. If an officer has applied for extension of his leave but has received no information that an extension has been granted, he shall rejoin his appointment on the expiry of his leave. A Police officer who remains absent from duty after the expiry is entitled to no leave salary for the period of such absence and unless the leave is extended that period will be debited against his leave account as though it were leave on half average pay. Wilful absence from duty after the expiry of leave may be treated as misbehaviour.

6.16 Resignation: (a) The resignation of a police officer of any particular rank can only be accepted by the officer empowered to appoint him. Ordinarily, a police officer who has agreed to serve for specified period should not be permitted to resign within that period. A directly appointed upper subordinate whose appointment involves training at a Police Training College, shall not be permitted to resign within three years of the date of his appointment.

(b) Police officer who intends to resign shall give notice to that effect in writing and will not ordinarily be permitted to withdraw himself from duty until two months have elapsed from the date on which his resignation was tendered. If however the reasons given for wishing to resign are pressing, the officer empowered to accept the resignation may waive the period of two months either in part or in whole and may require the resigning officer to credit to Government in lieu of notice a sum equivalent to the pay he would have drawn during the period of notice waived.

6.17 Discharge: Discharge includes resignation, retirement on pension or removal from the service owing to reduction of the force etc.

6.18 General instructions regarding discharge etc (a)
Any police officer quitting the force by reason of discharge,

resignation or dismissal shall be called into Headquarters at least a week before the date on which he is to be discharged. He shall there surrender his certificate of appointment, arms equipment uniform and all other Government property in his possession. He shall also render a true account of all Government monies and property for which he may be responsible. The property and monies surrendered by him shall be surveyed and his accounts finally settled up before he leaves the force. The Superintendent will be responsible that, prior to the making of final payment to a man about to be discharged, all lawful deductions are made and all dues to Government realised.

(b) Last payment of pay and allowance should not be made to a police officer finally quitting the service, unless a "no demand" certificate is produced. The Superintendent of Police is responsible for any losses sustained by the Administration by non-recovery of dues (e.g. electricity, water and conservancy charges, hire charges of motor vehicles, hospital charges, etc). The Home Inspector shall bring this to the notice of the Superintendent of Police at the time of issue of an order of discharge or dismissal of a police officer.

(c) Every enrolled officer on quitting the service shall be given a discharge certificate in form 6.18(c). The certificate shall invariably be signed, after careful verification, by a Gazetted Officer, and column 8 thereof shall be filled in and signed by the Superintendent of Police personally.

(d) The following terms are authorised for describing 'character' in column 8 of the form viz. Exemplary, Very Good; Good, Indifferent; Bad. An "Exemplary" character shall be recorded only in the case of a police officer retiring with not less than six years' approved service free from any major punishments. In the case of officers of longer service the existence of more than one major punishment for each ten years of completed service shall be a bar to the award of an 'exemplary' character.

6.19. • Desertion:- (a) Absence without leave for 21 days completes the offence of desertion, after which the officer's name shall invariably be struck off from the date of absence.

(b) An application for reinstatement from an officer who has been struck off as a deserter shall not be entertained unless it reaches the Superintendent of Police within two months of the date of the commencement of the absence without leave. The Superintendent of Police shall not reinstate a deserter until the deserter has attended in person not later than the date prescribed by the Superintendent of Police and has given his explanation for his absence without leave and unless the Superintendent of Police is satisfied after such enquiry as may be necessary that the case deserves reconsideration. At the end of the two months, if no application for reinstatement

is received, the Superintendent of Police in the case of lower subordinate and the Inspector General of Police in the case of an upper subordinate will record a formal order confirming the dismissal. In other cases, a charge should be framed and departmental enquiry held in accordance with rules laid down in this manual before confirming the dismissal or reinstating the deserter with or without punishment.

(d) A deserter may also be prosecuted for an offence punishable under section 29 of the Police Act.

6.20 Postings and Transfers - (a) All enrolled police officers are liable to serve in any part of the General Police District under section 22 of the Police Act.

(b) The Superintendent of Police may transfer any officer of the district executive force, viz. the armed police, the civil police (including the office of the Superintendent of Police, office of the Police Prosecutor, Special Branch and Traffic Branch) and the Bush Police from one branch to another in the executive force provided that Bush Police Constables and Bush Police Jomadars will be posted within the Bush Police only.

(c) Officers of the other branches viz., the Fire Brigade, the Motor Transport Section, Police Radio and the Coast Guard Service will not be liable for transfer outside the respective branches in which they are appointed.

6.21. All unnecessary transfers will be avoided and so long a man is doing his work satisfactorily, he should be left alone for one year or more since he is likely to be of more use in a charge with which he is well acquainted and where he is wellknown than in a new one. Frequent transfers and the consequent necessity of becoming acquainted with new charges are apt to discourage men. Local entanglement and the interests of the public service should be almost the only reasons for transfers more often than once in one year. Ordinarily a Police Officer particularly of the civil police should not be posted to a place where he has a house or land because the possession of a house or land connotes interest which will inevitably interfere, sooner or later with the proper discharge of his duties as a Police officer. If for special reasons he is posted to a place where he owns a house or land, his stay there will ordinarily be temporary.

6.22 Transfers from the armed police, to the civil police and vice-versa may be made by the Superintendent of Police though such transfers will not be made as a matter of course.

6.23. The Superintendent of Police is not bound to act upon medical certificates granted to police officers recommending the transfer on ground of ill-health or unsuitability.

6-24 Charge Certificates of non-gazetted officers :- When a non-gazetted officer hands over charge of his office station or outpost as the case may be, he shall prepare

a charge certificate in form 6 24 containing a memorandum of all money handed over and signed by himself and the relieving officer. The charge certificate shall be prepared in duplicate, the original to be forwarded through the proper channel so as to reach the Superintendent of Police within a fortnight of the transfer of charge. The following lists in duplicate will be prepared and signed both by the relieving officer and the relieved officer and attached with the charge certificate :-

- (a) List of Government Property
- (b) List of undisposed papers
- (c) List of registers, files or other records.
- (d) List of case property in 'malkhana' (in the case of Police Stations, Outposts and Police Prosecutor)

The office copy of the charge-certificate together with a copy each of all lists shall be filed in the concerned office station or outpost. Any deficiency will be noted in the lists mentioned above.

6.25 Reporting of joining and relief of Police Officers
Whenever a police officer joins duty at a Police Station, Outpost, Radio Station, office or other post of duty or is relieved from such station or post either on transfer or leave, the officer in charge of such station or office or post shall make an immediate report thereof either in writing or by Radio message whichever is quicker to the Superintendent of Police. This will be in addition to any charge-certificate that may be required to be sent under the preceding rule.

6.26 Charge-Certificates of Gazetted Officers:- When charge of a post is assumed or relinquished by a gazetted officer, a charge-certificate in universal form T R 1 will be prepared and signed both by the relieving officer and relieved officer, and sent to the Inspector General of Police, Andaman and Nicobar Islands. Copies of the charge-certificate will also be sent to the Treasury Officer, the Accountant General, Central Revenues, the Inspector General and to the Accountant General of the State or States to which the relieving officer and the relieved officer belong.

6.27 The Superintendent of Police, the Assistant Superintendent of Police and the Assistant Superintendent of Police (Radio) shall prepare and leave behind 'Handing over charge Notes' at the time of relinquishing their offices. Such a note should be a detailed one and should ordinarily give a resume of important routine matters, important events recurring every year, assessment of subordinate officials and matters which need immediate or personal attention of the successor. Two copies of these Handing over Charge Notes may be prepared, one for the successor which would eventually become his reference copy, and the other for submission to the immediate superior officer. These Handing Over Charge Notes being of a confidential nature should not go to office and should remain in the personal custody of the officers receiving the copies.

CHAPTER 7 - DECORATIONS AND REWARDS

7.1. Rewards - General Provisions - (a) Rewards may be granted freely to members of the public with a view to encouraging them to perform the duties required of them by law, and to assist the criminal administration.

(b) Rewards may also be granted to an enrolled Police Officer recognition of conspicuously good work done by him in any branch of police activities, or to an officer who has displayed exceptional smartness, alertness, keenness skill, courage, honesty or hard work. The criterion shall be the work done, and not the results obtained.

7.2. Powers to sanction rewards (a) Rewards in criminal cases or for good services rendered, may be offered and given within the following limits to any one individual or for the arrest of any one criminal:-

By the Superintendent of Police - Upto Rs.100/- subject to a limit of Rs.250/- in any one case.

By the Inspector General of Police - Within the budget limits.

(b) If the Superintendent of Police considers that a larger reward than he is empowered to give should be given in any case, he shall submit to the Inspector General a recommendation for such reward as he may think necessary. ✓

7.3. Payment of rewards - Rewards shall be paid as promptly as possible. Care must, however, be taken not to prejudice the issue of a case by granting rewards before its conclusion.

7.4. Rewards offered by private persons - Police Officers of all ranks are absolutely prohibited from accepting direct monetary or other rewards offered to them by private persons. When rewards are offered private persons the Superintendent shall require that the sum offered be made over to him for deposit in police cash chest and for disbursement according to his own judgement and in his public capacity. Provided that the Superintendent shall obtain the sanction of the Inspector General before accepting offers or disbursing amounts higher than that which he is himself empowered to sanction under Rule 7.2.

7.5. Secret Reward - (a) Any necessary expenditure incurred in connection with the investigation of cases or with the collection of intelligence which, on account of the need for secrecy, cannot be supported by a formal payees voucher shall be drawn from the "rewards" allotment by the Superintendent of Police.

(b) The Superintendent shall maintain in form 7.5(b) and keep in his personal custody an account of all expenditure incurred under the provisions of this rule. The account shall be liable to inspection only by the Inspector General of Police.

(c) Necessary advance amounts may be entrusted by the Superintendent of Police to the Circle Inspector, Special Branch Inspector and to all Station House Officers for payment of secret rewards to informers or for any necessary expenditure incurred in connection with investigation of cases or with collection of intelligence.

(d) An account of receipts and expenditure will be maintained by every one of these officers in form 7.5(b) of cash book, to be kept in the personal custody of the officers. The cash book will be inspected by the Superintendent of Police frequently. As soon as the advance amount has been expended, the officer concerned will submit a statement of account, with a certificate to the effect that the amount has been actually spent by payment to informers or for the collection of intelligence.

7.6. A commendation certificate in form 7.6 may be granted in lieu of any cash reward to any enrolled police officers for good work, etc. or to any person other than a police officer who renders ready and efficient assistance in the investigation of a case, or in the preservation of law and order or in the due performance of any other function of the police and the criminal administration. Class I Certificate is granted by the Inspector General to enrolled police officers and members of the public for actions of outstanding merit. Class II Certificate is granted by the Superintendent of Police to enrolled police officers and members of the public in recognition of specially good work or assistance to the police.

7.7. Recommendations for rewards and certificates shall be submitted to the Superintendent of Police in form 7.7 by the Station House Officer or other senior officer.

7.8. All orders of grant of reward or commendation certificate shall be published in the Police Order Book. The grant of reward to a Police Officer shall be entered in the officer's Character Roll. A copy of every such order shall be given to the person concerned.

7.9. The Superintendent of Police may grant to private individuals and others letters of thanks engrossed on parchment paper acknowledging services rendered by these persons to the police in cases where money rewards are not appropriate.

7.10. Non-gazetted police officers shall not grant certificates in their official capacity to private individuals and others for any service rendered to the police.

7.11. The Superintendent of Police shall submit to the Inspector General recommendations in form 7.11 for the grant of honour and medals as and when occasion may arise, and in accordance with the rules governing the award of the honour or medal recommended. The fact that a recommendation has been or is about to be submitted in accordance with this rule shall be kept strictly confidential and shall not be communicated to the person recommended. The award of the Police Medal or the President's Police and Fire Service Medal or any honour or medal to an enrolled police officer shall be publicly announced at a muster parade held at Police Headquarters and the medal or the insignia of the honour shall if

received for presentation in the Andaman Islands, be presented at a formal ceremonial parade.

7.12. Instructions regarding award of President's Police and Fire Service Medal and the Police Medal are given below:-

PRESIDENT'S POLICE AND FIRE SERVICE MEDAL

(1) Recommendations for awards on the ground of conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown; and in special circumstances recommendations for awards on other grounds may be made at any time for an immediate award.

(2) All recommendations shall state the name and rank of persons recommended, the name of the police Fire Service of which he is or was member and particulars of the gallantry or service for which grant of the medal is recommended.

(3) The medal shall be awarded:-

(i) For conspicuous gallantry in saving life and property, or in preventing crime or arresting criminals, the risks incurred being estimated with due regard to the obligations and duties of the officer concerned.

(ii) A specially distinguished record in Police Service.

(iii) Success in organising Police or fire Services, or in maintaining their organisations under special difficulties.

(iv) Special service in dealing with serious or widespread outbreaks or crime or public disorder, or fire.

(v) Prolonged service; but only when distinguished by very exceptional ability and merit.

(4) When awarded for gallantry the medal will carry a monetary allowance at the rates and subject to the conditions set forth below. The charges thereof shall be borne by the budget sanctioned by the Central Government.

(a) The allowance should be granted only to officers of and below the rank of Inspectors of Police.

(b) The amount of the allowance should depend on the rank of the recipient at the time when the act of gallantry is performed and it should continue to be paid at that rate on promotion to higher ranks (including ranks above that of Inspectors).

(c) In the case of an officer already in receipt of an allowance an addition should be made to the allowance on the award of a Bar to the Medal, according to the rank of the recipient at the time when the services for which the Bar is awarded are rendered provided that

if at the time of the award of the Bar the recipient is of higher rank than when he was awarded the Medal, he shall be entitled to substitute for the original allowance plus the additional allowance, the amount of allowance he would be entitled to draw had he been awarded the Medal in his present rank.

(d) The allowance should be granted from the date of act for which the award is given, and, unless it is forfeited for misconduct, will continue until death.

(e) Where an individual is in receipt of the allowance at the time of his death, it shall be continued for life or till remarriage to his widow (the first married wife having the preference).

The rate of the allowance for the different ranks will be as follows:-

	Allowance for medal or for Bar awarded to an officer not already in receipt of an allowance.	Allowance for Bar awarded to an Officer already in receipt of an allowance.
Inspector, Civil Police, District Fire Officer and Fire Station Officer I	Rs.40/- p.m.	Rs.20/-p.m.
Sub-Inspector, Civil Police, Fire Station Officer II, Subedar Armed Reserve.	Rs.25/- p.m.	Rs.12/-p.m.
Assistant Sub-Inspector, Civil Police, Head Leading Fireman.	Rs.20/-p.m.	Rs.10/-p.m.
Head Constable, Civil Police, Havildar, Leading Fireman and Selection Grade Fireman.	Rs.15/-p.m.	Rs.7/-p.m.
Constable, Civil Police Driver and Fireman.	Rs.10/-p.m.	Rs.5/-p.m.

(6) The medal is liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such conduct as in the opinion of the President, brings the force into disrepute.

(7) Recommendations for the announcement of awards for distinguished service on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home Affairs, not later

than the 10th October and 1st May respectively each year. (CS No.17).

POLICE MEDAL

(1) Recommendations for awards on the ground of conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown and in special circumstances recommendations for awards on other grounds may be made at any time for an immediate award.

(2) Each recommendation will state the name and rank of the person recommended, the Police Force or Fire Service of which he is or was member and particulars of the action or service for which the grant of medal is recommended.

(3) The medal will be awarded:-

1) for conspicuous gallantry. Awards for gallantry will be made as soon as possible after the event occasioning the grant.

11) for valuable services characterised by resource and devotion to duty including prolonged service of ability and merit.

(4) When awarded for gallantry the Medal will carry subject to the conditions set forth for the President's Police and Fire Service Medal, a monetary allowance of half the rates sanctioned for the award of the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL for gallantry.

(5) The medal for gallantry shall be worn next to and immediately after the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL distinguished service.

(6) The award of the medal will not be a bar to the subsequent award of the PRESIDENT'S MEDAL.

(7) The medal is liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such conduct as in the opinion of the President, brings the force into disrepute.

(8) Recommendations for the announcement of awards for meritorious service on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home Affairs not later than the 10th October and 1st May respectively each year (CS No.17).

Note - Government of India's decision - The Government of India have decided that no award of the President's Police and Fire Services Medal and the Police Medal either for gallantry or for distinguished/meritorious service should be made to any person unless it is certified that the conduct of the person has not incurred the censure of a court and that he has not been concerned in proceedings which have been censured in a court of law. While making a

recommendation for the award of a medal, a certificate in the following form should be furnished to the Government of India:-

CERTIFICATE

"Certified that the integrity of..... recommended for the award of the..... medal for gallantry/distinguished/meritorious service is above suspicion, and that he has neither incurred censure nor was concerned in proceedings that were censured in a court of law. Certified also that no judicial proceedings are pending in respect of the incident underlying the recommendation".

(Note - The words underlined are in the case of medal for gallantry only).

The President's Police and Fire Services Medal for distinguished service will be awarded only for exceptional skill or conspicuous devotion to duty and the police medal for meritorious service for conspicuous merit. The expression underlined demand a very high standard for the awards and it is necessary that this consideration is borne in mind in forwarding recommendations. It has been decided that the meritorious service for which the award is made should extend over a minimum length of time and that this standard should be strictly enforced. For this purpose, a minimum period of 20 years in the case of President's Police and Fire Services Medal and 15 years in the case of Police Medal has been fixed. Where an officer who has already been awarded a medal for distinguished or meritorious service, either under the old warrants or under the current statutes, his name should not normally be recommended for fresh award unless a period of six years has elapsed since the last award was made. The criteria mentioned above do not apply to recommendations for a gallantry award. It would however be somewhat incongruous to award a lower to an officer who has already been given a higher medal for distinguished or meritorious service, but there can be no objection to recommending an officer for the award of the lower medal for gallantry.

7.13. Instruction regarding the award of Prime Minister's Medal are reproduced below:-

(a) In order to encourage policemen of all ranks to bring help and succour to the afflicted it is proposed that, in future, in the All India Police Duty Meet, a separate award will be made in cases where exemplary devotion to duty is shown by a policeman in saving human life.

(b) The award will be in the form of a medal and will be styled and designated as the "Prime Minister's Medal for Life-saving".

(c) The medal will be circular in shape made of bronze, 1-3/8 in diameter.

(d) The medal will be awarded to only those members of a recognised police force within the territory of India who have done outstanding work in saving human life.

(e) Six copies of the report of the cases to be considered for the award of this medal will be personally signed by the Inspector General of Police and sent to the Director, Intelligence Bureau, soon after the event takes place.

(f) The Central Co-ordinating Committee running the All India Police Duty Meet will judge the merit of the cases reported to it on the basis of the risk involved in life saving and the skill, physical endurance, courage and devotion to duty exhibited.

(g) The Committee's recommendations will be sent to the Home Secretary for final approval.

(h) As the medal will carry the Prime Minister's name, the nomination for its award should be done in all seriousness and the standard of cases reported should be really high.

(i) In some cases, the act of life-saving done may entitle the policeman concerned to a gallantry medal. In such a case, whilst sending the recommendation, the Inspector General of Police should definitely mention whether a case for the award of gallantry medal is also being forwarded. If this is so then the Central Co-ordinating Committee will keep the recommendations pending till the case for the award of the gallantry medal is decided. If the gallantry medal is not awarded for this particular event, the case will be taken up for consideration for the award of the life-saving medal.

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CHAPTER 8

CONDUCT AND DISCIPLINE

Seniority among officers of the same rank or of the same grade will be reckoned in accordance with the principles laid down in Rule 2.21-25 of the manual or as per seniority lists published from time to time.

8.2. Saluting; when in uniform - (a) All Police Officers of and above the rank of Head Constable and members of the Police Radio Section of and above the rank of Supervisor are entitled to, and shall invariably receive, salutes from police officers junior in rank to themselves when meeting or passing them. Police Officers will not salute with the hand unless uniform head dress is being worn. Otherwise the salute will be given by standing to attention. If walking, the head will be turned smartly towards the officer while passing him, keeping the arms steady to the sides. When a police officer passes another officer entitled to a salute he will salute three paces before reaching him, without halting turning his head and eyes towards the officer he is saluting, and will lower the hand on the third pace after passing him. A police officer, if standing still when an officer entitled to a salute passes, will turn towards him, come to attention and then salute when the officer is two paces from him; he will lower the hand after a pause; if sitting he will rise, stand to attention and salute. When a subordinate addresses or is addressed by a superior officer he will halt two paces from him and then salute, making a pause between the first and second motions. He will also salute before withdrawing. If the nature of the duty such as regulating traffic, etc. or other special circumstances make it undesirable a police officer will not be required to salute unless spoken to by a person entitled to be saluted. Police officers when bicycling (pedal or motor) will not salute. They will keep both hands on the handle-bars and look straight to the front. The same procedure will be adopted when driving a motor vehicle. When the vehicle is stationary, the officer will salute by turning the head towards the officer passing him, but will not remove his hands from the handle-bar or steering wheel. When a senior officer enters a room at a police station, office or other place, the subordinates in the room will stand to attention until they are told to resume their seats or occupation. If the senior officer is accompanied by a local junior officer, the latter will call the men to attention; otherwise the first man who observes any senior officer entering a room should give notice to the others by calling attention.

(b) Any police officer who is saluted will smartly acknowledge the salute unless when he is seated in his office.

(c) Ceremonial Parades - When the command 'National Salute Present Arms' at ceremonial parade is given and the National Anthem is not played all Police Officers present but not on parade will stand to attention until the order 'Slope Arms' is given. When, however, the National Anthem is played all officers of and above the rank of Assistant Sub-Inspector not on parade, except those officers attending or accompanying the personage taking the salute, will salute. Officers attending or accompanying the personage taking the salute, will salute. Officers attending or accompanying the personage will stand at attention but will not salute. Other non-gazetted officers will stand at attention without saluting. All who are not wearing uniform and are wearing hats, will doff the latter when the National Anthem is played.

(d) Public Occasions - When police are posted for street lining, etc. on public occasions such as visits of VIPs., etc., officers of and above the rank of Inspector will salute every VIP or other distinguished personage for whom the occasion is held, the colours of the Navy, standards and colours (uncased) of the Army and Air Force, senior Police officers. Police officers below the rank of Inspector will not salute but stand to attention.

(e) Every police officer entering a court of law in uniform while such court is in session, shall salute the court irrespective of the rank or status of the judicial officer presiding in such court. He will remove his head dress (provided it is a head dress other than a pagri) while giving evidence and replace it before saluting the court on retiring.

(f) All Police officers in uniform will salute high civil officials and gentlemen of rank known to them and uniformed officers of the Armed Forces senior in rank to themselves when addressing or addressed by them.

(g) Every police officer in uniform will salute the Chief Commissioner and the District Magistrate, when meeting or passing them.

(h) Saluting when in plain clothes - When a police officer in plain clothes meets or passes any officer entitled to a salute, he should salute him by standing to attention or by turning the head smartly with arms steady to the sides as the case may be.

(i) Officers of the Special Branch or those deputed on plain clothes on detective or other special duties which requires them not to disclose their identity, should neither be saluted nor salute their supporters in public.

8.3.(a) It is highly improper for policemen while on duty in uniform to smoke in the public or before his superior officers or talk leisurely with friends.

(b) While on duty in plain clothes, officers should invariably carry with them their certificates of appointment or identity cards. It is essential that a plain clothes policeman is not identified as a policeman. If however anybody questions his identity, then

taking any action, the certificate of appointment or identity card should be shown to him.

8.4. No police officer shall consume or be under the influence of intoxicating drug or liquor or toddy while on duty or otherwise.

8.5. All subordinate police officers must obtain the written permission of the Superintendent of Police before seeking an interview with the Inspector General or any higher authority on any matter. Such written permission must be produced before the Inspector General or other official at the time of the interview. Failure to observe this order constitutes a breach of discipline. When the Superintendent of Police grants permission to an officer to interview the Inspector General he should forward to the Inspector General of Police with his remarks an application from the officer concerned stating the reasons for which the interview is required and should at the same time inform the applicant that he should not go for the interview until orders have been received by him.

8.6. Petitions - Petitions includes a memorial, representation, letter or an application of the nature of a petition. The following instructions shall be followed in the matter of submission, receipt and transmission of petitions addressed to the Chief Commissioner or to the President in respect of matters arising out of service in the Police Force or the termination of such service etc.

8.7. Manner of submission of petition - Every petition shall be legible and may preferably be either in type-script or in print. Every petition shall be authenticated by the signature of the petitioner and shall be submitted by him in his own behalf. Every petition and the documents accompanying it shall be in the official language of the Union.

8.8. Contents of petition - Every petition shall (a) contain all material statements and arguments relied upon by the petitioner; (b) be complete in itself and include a copy of the order complained against, as well as copies of orders, if any, passed by subordinate authorities; (c) contain no disloyal, disrespectful or improper language; and (d) end with a specific prayer.

8.9. Method of submission - Every petition shall be submitted to the concerned authority through the Superintendent of Police and shall be accompanied by a letter requesting the Superintendent of Police to transmit it to the said authority. The Superintendent of Police shall forward the petition to the authority through the usual channel together with a concise statement of the facts, material thereto and all relevant papers and unless there are special reasons to the contrary an expression of his opinion thereon.

8.10. Withholding of Petitions - The Superintendent of Police may in his discretion, withhold a petition when (a) the petitioner has not complied with any of the

provisions stated above (Rule 6 to 9 in this chapter) or (b) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation of the delay is given; or (c) a previous petition from the petitioner on the same subject has been disposed of by the authority to which the petition is addressed, discloses no new facts or circumstances which afford grounds for a reconsideration of the matter; or (d) the petition is a representation against a decision which is declared to be final by any law or statutory rule; or (e) the petition is an application for an employment under the Government not made in pursuance of any rule or announcement calling for applications for such employment; or (f) the petition relates to a subject on which the Superintendent of Police is competent to pass orders and no application for redress has been made by the petitioner to him or (g) the petition is a representation against the non-exercise in favour of the petitioner of a discretion vested in the Superintendent of Police (h) the petition is a representation against the discharge or termination of service by a competent authority of the petitioner having been appointed on probation, during or at the end of such probation or having been appointed to hold a temporary post on the expiration of the period of such appointment or having been engaged under an agreement or contract in accordance with terms of such agreement or contract, or (i) the petition is a representation against an order from which the petitioner has already exercised or has failed to exercise a right of appeal available under the rules or against an order by a competent authority in the exercise of appellate or revisional powers conferred by any rule, or order, regarding his condition of service or (j) the petition is a representation against an order of a competent authority refusing to grant or recommend a special pension or any pecuniary or other concession to which the petitioner is not entitled under any rules or orders or contract regulating his conditions of service.

8.11. The authority which withholds a petition under rule 8.10 shall inform the petitioner of the withholding thereof and the reasons therefor. A quarterly return specifying particulars of all petitions withheld and reason for withholding the same shall be submitted to the Administration by the Superintendent of Police.

8.12. In the rules under this Chapter, the term 'members of the family' in relation to a police officer includes:-

The wife, child or ste-child of such police officer whether residing with him or not and any other person related, whether by blood or by marriage to the police officer or to such police officer's wife and wholly dependent on such police officer, but does not include a wife legally separated from the police officer, or child or ste-child who is no longer in any way dependent upon him or of whose custody the police officer is deprived by law.

8.13. No police officer, except with the previous sanction of the Government, permit his son, daughter, or dependent to accept employment with any private firm with which he has official dealings or with any other firm having official dealings with the Government.

Provided that where the acceptance of the employment cannot await the prior permission of the Government or is otherwise considered urgent the matter shall be reported to the Government and the employment may be accepted provisionally subject to the permission of the Government.

8.14. (a) No Police Officer shall be a member of, or join or be otherwise associate with, any political party or trade union or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(b) It shall be the duty of every police officer to endeavour to prevent any member of his family from taking part in subscribing in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be subversive of the Government as by law established, and where a police officer is unable to prevent a member of his family from taking part in or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect through the proper channel to the Administration.

(c) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Government thereon shall be final.

(d) No police officer shall canvass or otherwise interfere or use his influence in connection with, or take part in, an election to any legislature or local authority;

Provided that:

(i) a police officer qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(ii) A police officer shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force;

Explanation - The display by a police officer on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within meaning of this sub-rule.

8.15. No police officer shall, in any radio broadcast or in any document published anonymously or his own name or the name of other person or in any communication to the press or in any public utterance make

any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or State Government or the Administration or which is capable of embarrassing the relations between the Central Government and the Government of any State; or which is capable of embarrassing the relations between the Central Government and the Government of foreign State:

Provided that nothing in this rule shall apply to any statements made or views expressed by a police officer in his official capacity or in the due performance of the duties assigned to him.

8.16 (a) No police officer shall, except in accordance with any general or special order of the Superintendent or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any police officer or any other person to whom he is not authorised to communicate such document or information.

(b) The Superintendent of Police may communicate to representatives of the press such information as may be required, to secure publicity for regulations and orders affecting the public, or as may enlist public assistance in the detection of crime and the arrest of criminals or as may allay public anxiety.

8.17. No police officer shall except with the previous sanction of the Administration or of such authority as may be empowered by it in this behalf, ask for or accept contributions to, or otherwise associate himself with the raising of, any fund in pursuance of any object, whatsoever.

8.18. No police officer shall directly or indirectly participate in any form of strike or hartal or picketing. Refusal to take food resulting in physical inability to discharge his duties efficiently or refusal to receive pay or allowances shall also be construed to be 'strike', and will render the officer resorting to it liable to severe disciplinary action.

8.19. Gifts - (a) Save as otherwise provided in these rules, no police officer shall, except with the previous sanction of the Administration, accept or permit his wife or any other member of his family to accept from any person any gift of more than trifling value:

Provided that gifts of a value, reasonable in all circumstances of the cases, may be accepted from relations and personal friends or presented to such persons on occasions such as weddings, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of a trifling value shall be reported to the Government and the gifts shall be disposed of in such manner as the Administration may direct.

(b) If a question arises whether any gift is of a trifling value or not, or where a police officer is in any doubt whether a gift offered to him is of a trifling value or not, a reference shall be made to the Government by such police officer and the decision of the Administration thereon shall be final.

Explanation - Whether or not a gift should be treated as of trifling value shall depend on who the donor is and the circumstances in which the gift is made. A gift exceeding in value 1/20th of the monthly emoluments of a police officer or Rs.20/- (whichever is less) from a person who is not his relation or his personal friend shall ordinarily be regarded as a gift not of trifling value. Gifts from relatives and personal friends upto the value of 1/8th of the monthly emoluments of the police officer or Rs.50/- whichever is less, or even upto the value of one half of such emoluments of or Rs.200/- whichever is less, on special occasions such as mentioned in the proviso to sub-rule (a) may be regarded as of trifling value.

(c) Nothing in this rule shall be deemed to prevent any police officer from sitting, at the request of any public body for a portrait, bust or statue not intended for presentation to him.

8.20. Public Demonstrations in honour of Police officer- No police officer, shall, except with the previous sanction of the Administration receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other police officer: Provided that nothing in this rule shall apply to:-

ii) a farewell entertainment of a substantially private and informal character held in honour of a police officer on the occasion of his retirement or transfer or any person who has recently quitted service of any Government; or

ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

✓ 8.21. No police officer shall make, or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

8.22. Insolvency and habitual indebtedness- A police officer shall manage his private affairs as to avoid habitual indebtedness or insolvency. A police officer who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts to the Administration.

8.23. A police officer who enters into any transaction concerning any movable property exceeding one thousand rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the Administration.

Provided that no police officer shall enter into any such transaction except with or through a regular or reputed dealer or agent or with the previous sanction of the Administration.

Explanation - For the purposes of this sub-rule the expression "movable property" includes inter alia the following property, namely:-

- (a) jewellery, insurance policies, shares, securities and debentures;
- (b) loans advanced by such Government servant whether secured or not;
- (c) motor cars, motor cycles, horse or any other means of conveyance; and
- (d) refrigerators, radios and radiograms.

8.24. Vindication of facts and character of police officers - No police officer shall, except with the previous sanction of the Administration, have recourse to any court or to the press for the vindication of any official act which has been subject matter of adverse criticism or any attack of defamatory character.

Explanation - Nothing in this rule shall be deemed to prohibit a police officer from vindicating his private character or any act done by him in his private capacity.

8.25. Canvassing of non-official or other outside influence - No police officer shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service.

8.26. Bigamous marriages - No police officer who has a wife living shall contract another marriage without first obtaining the permission of the Administration, notwithstanding that such subsequent marriage is permissible under the personal law for time being applicable to him.

8.27. Police officers usually act individually in the execution of their duty. They should remember therefore that on the behaviour of each individual depends the reputation of the force and the degree to which the law-abiding section of the public will be willing to cooperate against law breakers. In particular, the following matters shall receive constant attention.

8.28. All ranks shall at all times carry themselves smartly, and be cleanly and decently dressed, special attention being paid to the cleanliness and proper wearing of uniform.

8.29. All ranks shall wear uniform when on duty, except for those men employed on detective and similar

duties where the wearing of uniform might be prejudicial to the successful execution of the duty concerned.

8.30. Every police officer shall keep his temper thoroughly under control and shall act with courtesy on all occasion, irrespective of the behaviour of others towards him.

✓ 8.31. No police officer shall take any part in any form of gambling or lottery, or otherwise conduct himself in any manner calculated or likely to bring the force into contempt and disrepute.

8.32. Any police officer who may at any time be offered a bribe in cash or kind shall make an immediate report of the fact to his official superior. Failure to comply with this order shall in itself constitute a breach of discipline.

8.33. No police officer shall accept any reward, fee or honorarium, other than rewards authorised under these rules, without the prior sanction of the Inspector General.

8.34. No police officer subordinate to the Superintendent shall give a transport pass or a character certificate or other document of the nature of a passport to any person travelling or intending to travel.

8.35. The police must bear faithful allegiance to the Constitution of India and respect and uphold the rights of citizens as guaranteed by it.

8.36. The police are essentially a law enforcing agency. They should not question the propriety or necessity of any duty enacted by law. They should enforce the law firmly and impartially, without fear or favour, malice or vindictiveness.

8.37. The police should recognise and respect the limitations of their powers and functions. They should not usurp or even seem to usurp the functions of the judiciary and sit in judgement on cases. Nor should they avenge individuals and punish the guilty.

8.38. In securing the observance of law or in maintaining order, the police should use the methods of persuasion, advice and warning. Should these fail, and the application of force become inevitable, only the absolute minimum required in the circumstances should be used.

8.39. The primary duty of the police is to prevent crime and maintain order and the police must recognise that the test of their efficiency is the absence of both and not the visible evidence of police action in dealing with them.

8.40. The police must recognise that they are members of the public with the only difference that in the interest of the community and on its behalf they are employed to give full time attention to duties which are normally incumbent on every citizen to perform.

8.41. The police should realise that the efficient performance of their duties will be dependent on the extent of ready cooperation they receive from the public. This, in turn, will depend on their ability to secure public approval of their conduct and actions and to earn and retain public respect and confidence. The extent to which they succeed in obtaining public cooperation will diminish proportionately the necessity of the use of physical force or compulsion in the discharge of their functions.

8.42. The police should be sympathetic and considerate to all people and should be constantly mindful of their welfare. They should always be ready to offer individual service and friendship and render necessary assistance to all without regard to their wealth or social standing.

8.43. The police shall always place duty before self, and should remain calm and good humoured whatever be the danger or provocation and should be ready to sacrifice their lives in protecting those of others.

8.44. The police should always be courteous and well mannered; they should be dependable and unattached; they should possess dignity and courage; and should cultivate character and the trust of the people.

8.45. Integrity of the highest order is the fundamental basis of the prestige of the police, recognising this the police must keep their private lives scrupulously clean, develop self-restraint and be truthful and honest in thought and deed, in both personal and official life so that the public may regard them as exemplary citizens.

8.46. The police should recognize that they can enhance their utility to the Administration and the country only by maintaining a high standard of discipline, unstinted obedience to the superiors and loyalty to the force and by keeping themselves in a state of constant alertness and preparedness.

8.47. No police officer shall, in any place and whether on leave or on duty, conduct himself in any manner, or take part in any activities, calculated or likely to bring the force into contempt; or to be prejudicial to the maintenance of the good order and discipline of the force; or to be prejudicial to the proper performance of duties of the force.

8.48 (a) No police officer shall record intemperate comments on remarks by a superior officer.

(b) If any police officer considers that an erroneous view has been taken of his conduct in any matter, he may refer the question in a temperate manner through the proper channel.

8.49. Any police officer making complaints or suggestions, which he cannot substantiate or prove against an officer superior to himself shall render himself liable to severe disciplinary action.

8.50. No police officer shall borrow money from or otherwise become in any way indebted to:-

- i) any other police officer;
- ii) any member of the public residing or carrying on business in the Andaman and Nicobar Islands; or
- iii) An agent, dependent, relation or surety of the persons mentioned at (i) and (ii) above.

provided that this rule shall not apply to ordinary shop debts relating to the purchase of articles and commodities of essential day-to-day use.

8.51. No police officer shall habitually buy and sell any share, stock, scrip, debenture or other security appertaining to funds or companies whose value notoriously fluctuates from time to time.

8.52. No police officer shall, directly or indirectly, loan money to any other police officer or to any person who is, or may be, subject to his official authority.

8.53. Section 10 of Act V of 1861 absolutely forbids any police officer from taking up any employment whatsoever, other than his official duties under the Act, save with the express and written permission of the Inspector General. This restriction is binding throughout every officer's service whether on leave or on duty.

8.54. All police officers shall report to their immediate superior officers any instance amongst their subordinates of prohibited pecuniary transactions, insolvency, or indebtedness to an extent exceeding 6 month's pay.

8.55. Subject to the condition which follow, any police officer may possess or acquire land and other property.

8.56. Every police officer on appointment or promotion to a rank above that of constable shall report to the Superintendent in form 11.2(v) details of all immovable property held by him, or by his wife, sons, father, brothers or nephews at the time of such appointment or promotion. Any interest held by the officer in a joint Hindu family property should also be shown by him in the declaration.

8.57. Every police officer wishing to acquire, by purchase or mortgage, immovable property additional to that declared under sub-rule above, shall obtain the prior sanction of the Inspector General through the proper channel.

8.58. In January each year every police officer of rank above that of Constable shall:-

either (i) write up a fresh declaration form containing details of additional immovable property acquired, or previously declared immovable property

disposed of, during the previous year by him or by the relatives noted sub-rule above;

or (ii) submit a certificate to the effect that there were no addition or alterations during the previous year in the immovable property held by him or by the relatives noted in sub-rule above.

8.59. Officers of and above the rank of Assistant Sub-Inspector shall declare confidentially to the Superintendent the extent and nature of sources of income other than their pay. This information is required in the interests of the officers themselves and it is important that they ensure its correctness by reporting all such sources of income, and all additions as required or decreases as they occur.

8.60. The declarations of immovable property of Lower Subordinates shall be recorded with their character rolls. Those of upper subordinates with the declarations as to sources of income required by rule 59 above shall be recorded with their Confidential Files.

8.61. As regards possessions other than immovable property, Government reserves to itself the right to demand from any police officer, should the public interests require that such a demand should be made an account of investments made or movable property acquired by him or by any of the near relatives specified in rule 56 above.

8.62. The proper channel of communication between enrolled and gazetted officers is through their immediate and intermediate superiors and the preferment of requests representations and other communications save through this channel shall not ordinarily be permitted.

8.63. No police officer shall place any obstacle in the way of an officer junior to him wishing to communicate with higher authority through the proper channel.

8.64. Orderly Room shall be held in Headquarters once a week by the Superintendent and by the Assistant Superintendent of Police.

The Gazetted Officer presiding in Orderly Room is required:-

- i) to hear, and, so far as empowered, to pass orders on all requests and representations preferred by subordinates in the proper manner.
- ii) to hear, and, so far as empowered, to dispose without delay of defaulters' cases.

A police officer wishing to appear at Orderly Room to make a request or representation shall obtain the permission of his immediate superior officer to do so.

Defaulters shall be produced in Orderly Room by the Officer preferring the charge against them.

It shall be the duty of the Reader to be present at Orderly Room, and there to produce the character rolls and personal files of all request men and defaulters if required for reference by the presiding officer.

8.65. A "Requests Register" in form 8.65 (i) shall be maintained for use in Orderly Room in which the Gazetted officer presiding on each occasion shall record brief details of each request or representation made, and the orders passed thereon by him.

8.66. A "Defaulter's Register" in form 8.66 shall also be maintained for use in Orderly Room in which the Gazetted Officer presiding on each occasion shall record brief details of charges preferred against each defaulter and the orders passed thereon by him.

8.67. When Orderly Room is held by a Gazetted Officer other than the Superintendent, the Request Register and the Defaulter's Register shall be submitted without delay to the Superintendent for his information and any orders which he may have to pass.

8.68. After the Superintendent has seen the Request Register and the Defaulters Register, they shall be sent to the Home Inspector who shall be responsible that all orders passed thereon are given effect to in the proper manner. The registers shall then be returned to the Reader in whose custody they shall usually remain.

8.69. A police officer shall not aid in the collection or supply of labour, carriage or provisions for any purpose whatsoever, but shall confine his action in these matters to pointing out to the applicant where he can obtain what he requires.

CHAPTER - 9

PUNISHMENT AND APPEAL

Punishment:- The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed on a police officer, namely :-

1. Dismissal from service which shall ordinarily be a disqualification for future employment.
2. Removal from service which shall not be a disqualification for future employment.
3. Compulsory retirement.
4. Reduction to a lower rank, grade or post or to a lower time scale or to a lower stage in a time-scale for a specified period.
5. Recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders.
6. Withholding of increments or promotion for a specified period.
7. Fine not exceeding one month's pay.
8. Censure
9. Black Mark.
10. Confinement to quarters not exceeding 15 days with or without punishment drill.
11. Extra Guard, Fatigue or other duty not exceeding 15 days.
12. Punishment drill not exceeding 15 days.

The table at appendix 9.1 shows the authority by whom and the extent to which the above penalties may be awarded to police officers of various ranks.

✓ Explanation - The following shall not amount to a penalty within the meaning of this rule :

- i) withholding of increment of a police officer for failure to pass departmental examination in accordance with rules governing the post as contained in this manual or the terms of his appointment;
- ii) stoppage of a police officer at the efficiency bar in the time-scale on the ground of his unfitness to cross the bar;
- iii) non promotion whether in a substantive or officiating capacity of a police officer after consideration of his case, to a rank, grade or post for promotion to which he is eligible;

iv) reversion to a lower rank, grade or post of a police officer officiating in a higher rank, grade or post on the ground that he is considered, after trial, to be unsuitable for such higher rank, grade or post on administrative grounds unconnected with his conduct;

(v) reversion to his permanent rank, grade or post of a police officer appointed on probation to another rank, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation;

(vi) replacement of the services of a police officer whose services have been borrowed from a State Government or an authority under the control of a State Government at the disposal of the authority which had lent his services;

(vii) compulsory retirement of a police officer in accordance with the provisions relating to his superannuation or retirement;

•(viii) termination of the services :-

✓ (a) of a police officer appointed on probation during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing probation; or

(b) of a temporary police officer in accordance with rule 5 of the Central Civil Services (Temporary Service) Rules 1949 or;

(c) of a police officer employed under an agreement in accordance with the terms of such agreement.

Note:- "Disciplinary Authority in relation to the imposition of a penalty on a police officer, means the authority competent under rule 9.1 (appendix) to impose on him that penalty.

✓ 9.2 (a) The Superintendent of Police may enquire into the charges himself or, if he considers it necessary so to do, he may appoint an Inquiring Officer for the purpose. Provided that the Inquiring Officer shall be of a higher rank than the accused officer.

(b) If the accused officer is an upper subordinate the Inquiring Officer shall be a Gazetted officer.

9.3 Procedure for imposing major penalties - (a) Without prejudice to the provisions of the Public Servants (Inquiry) Act 1958 no order imposing on a Police Officer any of the penalties specified in clauses 1 to 7 of rule 9.1 shall be passed except after an enquiry, held as far as may be, in the manner hereinafter provided.

(b) The Superintendent of Police shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges, together with a statement of the allegations on which they are based, shall be communicated in writing to the police officer and he shall be required to submit within such time as may be specified by the Superintendent of Police, to him or to such inquiring officer appointed by him, a written statement of his defence and also to state whether he desires to be heard in person.

(c) The accused officer shall, for the purpose of preparing his defence, be permitted to inspect and take extract from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the Superintendent of Police such records are not relevant for the purpose or it is against the public interest to allow him access thereto.

(d) On receipt of the written statement of defence, or if no such statement is received within the time specified, the Superintendent of Police or as the case may be, the inquiring officer may inquire into such of the charges as are not admitted.

(e) The Superintendent of Police may nominate any person to present the case in support of the charge before the enquiring officer. The accused officer may present his case with the assistance of any other police officer approved by the Superintendent of Police, but may not engage a legal practitioner for the purpose unless the person nominated by the Superintendent of Police is a legal practitioner or unless the Superintendent of Police having regard to the circumstances of the case, so permits.

(f) The Inquiring Officer shall, in the course of the enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The accused officer shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person. The Enquiring Officer or the person presenting the case in support of the charges shall be entitled to cross-examine the accused officer and the witnesses examined in his defence. If the Inquiring Officer decline to examine any witness on the ground that his evidence is not relevant or material, he shall record his reasons in writing.

Provided that the Inquiring Officer may bring to the record the statement of any witness whose presence cannot in the opinion of such officer, be secured without undue delay, or expense or inconvenience, if he considers such statement necessary and provided that it has been made or recorded and attested by a Gazetted Officer.

(g) At the conclusion of the inquiry, the Inquiring Officer shall prepare a report of the inquiry, recording his findings on each of the charges together with reasons therefor. If in the opinion of such officer the proceedings of the inquiry establish charges different from those originally framed it may record findings on such charges provided the findings on such charges shall not be recorded unless the accused officer has admitted the facts constituting them or has had an opportunity of defending himself against them.

9.4 The record of the inquiry shall include :-

- (i) the charges framed against the accused officer and the statement of allegations furnished to him;
- (ii) his written statement of defence, if any;
- (iii) the oral evidence taken in the course of the inquiry;
- (iv) the documentary evidence considered in the course of the inquiry;
- (v) the orders, if any, made by the Superintendent of Police and the Inquiring Officer in regard to the inquiry;
- (vi) a report setting out the findings on each charge and the reasons therefor.

The Inquiring Officer, if he is not the Disciplinary Authority, shall submit the record of inquiry to the Disciplinary Authority.

9.5 The Disciplinary Authority shall, if he is not the Inquiring Officer consider the record of the enquiry and record his findings on each charge.

9.6 If the Disciplinary Authority, having regard to his findings on the charges, is of the opinion that any of the penalties specified in clause (1) to (4) of rule 9.1 should be imposed, he shall :-

- (a) furnish to the accused officer a copy of the report of the Inquiring Officer and where the Disciplinary Authority is not the Inquiring Officer a statement of his findings together with brief reasons for disagreement if any, with the findings of the Inquiring Officer and
- (b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within specified time such representation as he may wish to make against the proposed action.

9.7 The Disciplinary Authority shall consider the representation, if any made by the accused officer and determine what penalty, if any, should be imposed on the accused officer as aforesaid had passed appropriate orders on the case.

9.8. Orders passed by the Disciplinary Authority shall be communicated to the accused Officer who shall also be supplied with a copy of the report of the Inquiring Officer and where the Disciplinary Authority is not the Inquiring Officer, a statement of his findings together with brief reasons for disagreement, if any with the findings of the Inquiring Officer, unless they have already been supplied to him.

9.9. Procedure for imposing certain minor penalties:
No order imposing any of the penalties specified in clauses (8) and (9) of rule 9.1 shall be passed except after :-

(a) the police officer is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make;

(b) such representation, if any, is taken into consideration by the Superintendent of Police or other officer empowered to award the penalty.

9.10 The record of proceeding in such cases shall include :-

- i) a copy of the intimation to the police officer of the proposal to take action against him;
- ii) a copy of the statement of allegations communicated to him;
- iii) his representation if any;
- iv) the orders on the case together with reasons therefor.

9.11 Joint Inquiry - Where two or more police officers are concerned in any case the authority competent to impose the penalty of dismissal from service on all such police officers may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

9.12 Special procedure in certain cases - Notwithstanding anything contained in these rules -

- i) where a penalty is imposed on a police officer on the ground on conduct which has led to his conviction of a criminal charge; or
- ii) where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or
- iii) where the President is satisfied that in the interest of the security of the State, it is not expedient to follow such procedure, the Disciplinary Authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

Explanation - The procedure with regard to the conduct of departmental enquiry may be dispensed with (a) if a police officer has been convicted of a crime by a Court of law (b) if a police officer charged with misconduct refuses or fails to attend an enquiry without reasonable excuse or has absconded or has deserted or cannot be found without unreasonable delay (c) if the President is satisfied that the enquiry cannot be held in the interests of State Security.

9.13. Provisions regarding officer lent to State Governments etc -

(a) Where the services of a Government servant are lent to local or other authority (hereinafter in this rule referred to as "the borrowing authority"), the borrowing authority shall have the powers of the Appointing Authority for the purpose of placing him under suspension and of the Disciplinary Authority for the purpose of taking a disciplinary proceeding against him.

Provided that the borrowing authority shall forthwith inform the authority which lent his services (hereinafter in this rule referred to as "the lending authority") of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be.

(b) In the light of the findings in the disciplinary proceeding taken against the police officer :-

- 1) if the borrowing authority is of the opinion that any of the penalties specified in clauses (5) to (9) of rule 9.1 should be imposed on him, it may, in consultation with the lending authority pass such orders on the case as it deems necessary.

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority the services of the police officer shall be replaced at the disposal of the lending authority.

- (ii) if the borrowing authority is of the opinion that any of the penalties specified in clauses (1) to (4) of rule 9.1 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may, if it is the Disciplinary authority, pass such orders thereon as it deems necessary, or if it is not the Disciplinary Authority which shall pass such orders on the case as it deems necessary.

Provided that in passing any such order the Disciplinary Authority shall comply with the provisions of rules 9.6 and 9.7.

Explanation - The Disciplinary Authority may make an order under this clause on the record of the inquiry transmitted by the borrowing authority, or after holding such further inquiry as it may deem necessary.

9.14. Provisions regarding officers borrowed from State Government, etc :-

- a) Where an order of suspension is made or a disciplinary proceeding is taken against a police officer whose services have been borrowed from a State Government or an authority subordinate thereto or a local or other authority, the authority lending his services (hereinafter in this rule referred to as 'the lending authority') shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding, as the case may be.
- b) In the light of the findings in the disciplinary proceeding taken against the police officer :-
 - i) if the Disciplinary Authority is of the opinion that any of the penalties specified in clauses (5) to (9) of rule 9.1 should be imposed on him, it may, subject to the provisions of rule 9.3 (b) after consultation with lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of difference of opinion between the borrowing authority and the lending authority the services of the police shall be replaced at the disposal of the lending authority.

- ii) if the Disciplinary Authority is of the opinion that any of the penalties specified in clauses (1) to (4) of rule 9.1 should be imposed on him it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary.

A P P E A L S

9.15. Orders made by President not appealable - Notwithstanding anything contained in these rules, no appeal shall lie against any order made by the President.

9.16. Appeals against orders imposing penalties - (a) A Police officer may appeal against an order imposing upon him any of the penalties specified in rule 9.1 to the authority specified in appendix 9.1.

b) An appeal against an order in a common proceeding held under rule 11 shall lie to the authority to which the authority functioning as the Disciplinary Authority for the purpose of that proceeding is immediately subordinate.

9.17. Appeal against other orders - (I) A police officer may appeal against an order which :-

- a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by any rules or by agreement or

- b) interprets to his disadvantage, the provisions of any such rules or agreement, to the President if the order is passed by the authority which made the rules or agreement, as the case may be or by any authority to which such authority is subordinate, and to the authority which made such rules or agreement, if the order is passed by any other authority.

(2) An appeal against an order :-

- a) stopping a police officer at the efficiency bar in the time-scale on the ground of his unfitness to cross the bar;
- b) reverting to a lower rank, grade or post a police officer officiating in a higher rank, grade or post, otherwise than as a penalty;
- c) reducing or withholding the pension or denying the maximum pension admissible under the rules; and
- d) determining the pay and allowances for the period of suspension to be paid to a police officer on his reinstatement or determining whether or not such period shall be treated as a period spent on duty for any purpose, shall lie -

to the authority to whom an appeal against an order imposing upon him the penalty of dismissal from service would lie.

Explanation - In this rule :-

- i) the expression, "Police Officer", includes a person who has ceased to be in Government service;
- ii) the expression 'pension' includes additional pension, gratuity and any other retirement benefit.

9.18. Period of Limitation for Appeals - No appeal under these rules shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

9.19. Form and Contents of appeal : (1) Every person submitting an appeal shall do so separately and in his own name.

(2) The appeal shall be addressed to the authority to whom the appeal lies shall contain all material statements and arguments on which the appellant relies; shall not contain any disrespectful or improper language and shall be complete in itself.

9.20. Submission of appeals - Every appeal shall be submitted to the authority which made the order appealed against:

Provided that if such authority is not the head of the office in which the appellant may be serving or, if he is not in service, the head of the office in which he was last serving, or is not subordinate to the head of such officer, the appeal shall be submitted to the head of such office who shall forward it forthwith to the said authority :

9.21. Withholding of appeals - The authority which made the order appealed against may withhold the appeal if -

- i) it is an appeal against an order from which no appeal lies; or
- ii) it does not comply with any of the provisions of rule 9.19; or
- iii) it is not submitted within the period specified in rule 9.18 and no cause is shown for the delay or
- iv) it is a repetition of an appeal already decided and no new facts or circumstances are adduced:

Provided that an appeal withheld on the ground only that it does not comply with the provisions of rule 9.19 shall be returned to the appellant and, if resubmitted within one month thereof after compliance with the said provisions, shall not be withheld.

- (2) Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefor.
- (3) At the commencement of each quarter, a list of the appeals withheld by any authority during the previous quarter together with the reasons for withholding them shall be furnished by that authority to the appellate authority.

9.22. Transmission of Appeals - (1) The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under rule 9.21 together with its comments thereon and the relevant records.

- (2) The authority to which the appeal lies may direct transmission to it of any appeal withheld under rule 9.21 and thereupon such appeal shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

9.23. In the case of an appeal against an order imposing any of the penalties specified in rule 9.1, the appellate authority shall consider -

- (a) whether the procedure prescribed in these rules has been complied with and, if not whether such non-

compliance has resulted in failure of justice;

b) whether the findings are justified; and

c) whether the penalty imposed is excessive, adequate or inadequate and pass orders

i) setting aside, reducing, confirming or enhancing the penalty; or

ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that -

i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;

ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and

iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (1) to (4) of rule 9.1 and an inquiry under rule 9.3 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 12, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

(2) In the case of an appeal against any order specified in rule 9.17, the appellate authority shall consider all the circumstances of the case and pass such orders as it deems just and equitable.

9.24. Implementation of orders in appeal - The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

9.25. President's power to review : Notwithstanding anything contained in these rules, the President may, on his own motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these rules and -

a) confirm, modify or set aside the order;

b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;

c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proper in the circumstances of the case, or

d) pass such other orders as he deems fit.

Provided that -

- 1) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty;
- ii) if the President proposes to impose any of the penalties specified in clauses (1) to (4) of rule 9.1 in a case where an inquiry under rule 9.3 has not been held, he shall, subject to the provisions of rule 12, direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

9-26. Review of orders in disciplinary cases - (a) The Chief Commissioner or the Inspector General of Police may, on his own motion or otherwise, call for the case in a disciplinary proceedings and review any order passed by an officer subordinate to him and confirm, enhance, modify or annul the same or make or cause to be made such further investigation as he may deem fit before passing orders".

b) If an award of dismissal is annulled the officer annulling it shall state whether it is to be regarded as suspension following by reinstatement or not.

c) In all cases in which the officer proposes to enhance punishment they shall, before passing final orders, give the defaulter concerned an opportunity of showing cause, in writing why his punishment should not be enhanced.

d) If the officer proposes to inflict any major penalty in a case where a departmental proceedings as per rule 9.3 has not been held, he shall direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry he held and thereafter on consideration of the proceedings of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty pass such orders as he may deem fit.

9.27. Procedure for the award of minor punishments - (a) Minor punishments such as confinement to quarters not exceeding 15 days with or without punishment drill, extra guard, fatigue or other duty not exceeding 15 days and punishment drill not exceeding 15 days may be awarded to a police officer in accordance with table 9.1 without a formal departmental enquiry. When an officer hands up a subordinate officer for punishment which he himself is not authorised under these rules to inflict, he shall submit a punishment roll in form

9.27 (a) to the officer empowered to inflict the punishment together with the summary of allegations and the explanation of the delinquent if any. Thereupon the officer empowered to inflict the punishment will require the delinquent to be produced before him in Orderly Room together with the "Defaulters Register" in form 8.66 and pass appropriate orders. He will enter the punishment awarded to the delinquent in the Defaulters' Register and the Punishment Roll will be forwarded to the Reserve Inspector or other officer for carrying out the punishment ordered. The officer presiding in the orderly room, if he is not the Superintendent of Police, shall forward the Defaulter's Register to the Superintendent of Police for scrutiny. The Defaulter's Register will after scrutiny by the Superintendent of Police, be sent to the Home Inspector who is responsible for the issue of a formal order (O.B.) and necessary entry in the character roll of the delinquent. Provided that the award of punishment drill, fatigue duty or extra guard duty for a period less than ten days shall not be entered in the character roll of the delinquent. After the punishment is carried out, the Reserve Inspector or other officer shall return the Punishment Roll with an endorsement to that effect to the Superintendent of Police. The Punishment Roll and the summary of allegations together with the explanation of the officer shall be kept on record in the personal file of the officer concerned.

(b) If, on receipt of a Punishment Roll submitted by an officer, the officer empowered to award punishment drill, etc., considers that a severe punishment appears to be necessary, he shall submit it to the Superintendent of Police for orders. If the Superintendent of Police considers the award of censure or blackmark to be sufficient in the circumstances of the case, he may take action in accordance with rule 9.9. If he considers that any major punishment is necessary he may proceed in accordance with rule 9.3 or may cause a preliminary enquiry to be made in accordance with rule 9.32 with a view to testing the truth of the allegations.

9.28. Manner of carrying out minor punishment (a)
Confinement to quarters - A Police officer who is confined to quarters shall be confined in the lock-up attached to the police quarter guard. While so confined he shall perform punishment drill or may be employed instead on any authorised fatigue duty. He shall not leave the lock-up during the period of confinement, except under escort of one or more constables in uniform and in accordance with the general or specific order of the Reserve Inspector or a senior officer.

b) Punishment Drill shall be carried out in marching order under the supervision of the Orderly Officer. It shall not exceed two hours in one day, in addition to the ordinary parade and drill. There may be an interval of 30 minutes between each hour of punishment drill. A Police officer is in 'marching order' when he is fully armed. Only such days shall

be counted towards the completion of an award of punishment drill on which such drill is actually carried out. An officer awarding punishment drill may direct that the person so punished shall not leave the lines except on duty during the days on which such punishment is to be carried out.

c) Fatigue - Fatigue duty consists of tent-pitching, drain digging, cutting grass, clearing jungle and making path or garden, cleaning and making of parade grounds, repairing huts, butts and similar work. It shall not exceed two hours in one day in addition to the ordinary parades and other duties.

9.29. Blackmark Rules : - ~~Any offence shall be~~
~~punished by a blackmark.~~ ~~A black mark shall be awarded~~
~~for any offence which is not punishable by a~~
~~blackmark.~~

A blackmark should not be awarded for petty offences for which punishment drill, extra guard duty, fatigue, confinement to quarters etc., might be sufficient. Not more than one blackmark shall be awarded for any one offence.

(b) At the time of awarding the second black mark within a period of six months from the date of award the first blackmark, the delinquent shall be warned that on being found guilty of the next default within a period of six months from the date thereof, he shall be liable for reduction in rank, grade or pay. On being found guilty of the next default within six months, from the date of award of the second blackmark, he shall be reduced in rank, grade or pay subject to the provisions contained in rule 9.3.

(c) At the time of awarding the fifth blackmark within a period of eighteen months from the date of award of the first blackmark, the delinquent shall be warned that on being found guilty of the next default within a period of six months from the date thereof he shall be liable for dismissal. On being found guilty of the next default within six months from the date award of the fifth blackmark, he shall be punished with dismissal. On being found guilty of the next default within six months from the date award of the fifth blackmark, he shall be punished with dismissal or removal from service which shall not be a disqualification for future employment, subject to the provisions contained in rule 9.3.

9.30. Deferred Punishments - (a) For minor offences and in cases of more serious misconduct when a man has a previous good record, a punishment may be held in abeyance for a stated period ranging from three to twelve months at the end of which the order of punishment will be cancelled if the offender's conduct while on duty during the period of postponement has been good. If the offender's conduct is found to be unsatisfactory at any time during the period of postponement, the punishment may at once be confirmed. A deferred punishment will be entered in the defaulter sheet if confirmed but not otherwise.

(b) When the punishment held in abeyance is a blackmark or censure the period should not exceed six

months. If the blackmark or censure is subsequently confirmed it will have effect from the date of the offence to which it relates.

9.31. Suspension - (a) Suspension is not to be considered a specific punishment and is only authorised in cases where the continuance in an office of an officer pending enquiry into his conduct is prejudicial to public interests. A police officer may be placed under suspension when it appears likely that a charge will be framed, which is proved would render him liable to dismissal or removal from service or if there is reason to believe that his continuance in active service is likely to cause embarrassment or to hamper the investigation or inquiry of the case. In other cases it will suffice if steps are taken to transfer the officers concerned to another place to ensure that he has not opportunity to interfere with witnesses or to tamper with the evidence against him. Provided that any police officer concerned or believed to have been concerned either directly or by neglect in the escape of any person from lawful custody or in the loss or theft of any Government firearm, ammunition or monies, shall invariably be suspended pending full enquiry or investigation into the circumstances.

(b) Any police officer of and above the rank of Assistant Superintendent of Police may suspend any lower subordinate provided that when a lower subordinate is suspended by an officer subordinate to the Superintendent of Police, it shall be subject to confirmation by the Superintendent of Police. The Superintendent of Police or a higher authority may suspend an upper subordinate. Every suspension of a lower subordinate shall be reported in form 9.31 to the Superintendent of Police and every suspension of an upper subordinate shall be reported in the same form to the Inspector General of Police.

(c) A police officer who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention, by an order of the authority empowered under clause (b) to suspend him and shall remain under suspension until further orders.

(d) Where a penalty of dismissal removal or compulsory retirement from service imposed upon a police officer under suspension is set aside in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other direction, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(e) "A police officer under suspension shall be transferred to the Lines if not already posted there and shall normally reside in Lines if he is not with his family or allotted a Government quarter. If he has his family with him or has been allotted a Government quarter in Port Blair, he will be permitted to reside in his quarter. In any case an officer who is under suspension shall attend all roll calls held in Lines daily and shall be required to perform such duties and to attend such parades as the Superintendent of Police may direct. "Provided that a suspended police officer shall not be required to perform guard duty or any other duty entailing the exercise of the power and of responsibility" He shall, immediately on his suspension and transfer to the Lines, deposit his belt appointment certificate, arms and ammunition or other Government property issued to him, except articles of his uniform."

(f) A police officer under suspension shall be given a subsistence grant of an amount equal to the leave salary on half average pay or on half pay and in addition dearness allowance based on such leave salary. If, as the result of the enquiry or trial, he is either acquitted or punished, the assessment of subsistence grant shall be made in accordance with F.R.-54. The subsistence allowance can be increased or reduced when the period of suspension exceeds or reduced when the period of suspension exceeds 12 months under F.R.-53.

9.32. Preliminary enquiry - (a) Whenever the Superintendent of Police sees reason to take action on information given to him or on his own knowledge or suspicion, that a police officer has committed serious indiscipline or serious neglect of duty or serious misconduct of any other kind which cannot adequately be punished summarily, he may make or cause to be made by a police officer senior in rank to the officer concerned, a preliminary enquiry in the matter prescribed herein.

(b) The police officer holding a preliminary enquiry shall record in full the statement of every witness examined by him and shall further endeavour by cross questioning, the result of which shall also be recorded to satisfy himself as to the veracity of each witness. Every statement so recorded shall be read over and if necessary explained to the witness making it, who if he is satisfied that it has been correctly recorded, shall be required to sign or affix his thumb impression on it, under attestation by the enquiring officer in token of its correctness. When all the evidence has been recorded, the inquiring officer shall, if subordinate to the Superintendent, record a finding giving his opinion as to whether or not the allegations are prima facie established and shall then submit the file to the Superintendent of Police for orders.

9.33 Warning - (a) Administration of warning is not a penalty under these rules but is a procedure by which a superior officer expresses his criticism and disapproval of the work of his subordinate and is designed to point out any defect noticed with a view to enabling that

person to make an effort to remedy it. The warning may be administered verbally or in writing and in the latter case a copy of the circumstances referred to therein may or may not be placed on the person's confidential report. A copy of such warning shall however be kept on record on the concerned officer's personal file. All officers of and above the rank of a sub Inspector may administer a warning to any lower subordinate under his control and a gazetted police officer may administer a warning to an upper subordinate under his control. In any case in which a warning is administered by an officer subordinate to the Superintendent of Police, a copy of such warning shall be submitted at once to the Superintendent of Police for perusal and orders if any.

(b) A warning can also be administered after regular disciplinary proceedings are carried through to their conclusion when the disciplinary authority comes to the conclusion that the conduct of the official is somewhat blame-worthy but not to an extent which calls for a formal penalty even of 'censure'. In such cases the warning should be administered by the Disciplinary Authority.

(c) A warning can also be administered as a result of preliminary enquiry, if the Superintendent of Police is satisfied from the finding or record of preliminary enquiry that no cause for regular disciplinary proceedings exists.

9.34. Applications for copies shall bear a Court fee stamp to the value of 15 Naye paise and shall be accompanied by a deposit of the copying fees chargeable under the scale in force in the criminal courts of the district. Copies applied for shall be given to the applicant with as little delay as possible and their correctness and the date on which given to the applicant shall be certified by a gazetted officer. 50% of the copying fees thus realized will be paid to the copyist, 10% to be paid to persons comparing it, the remaining 40% to be deposited in Government Treasury under head "XIX Police Misc. fees fines and forfeiture".

(a) Discipline shall be maintained by patient and continuous instructions, combined with firm and sustained control. Police officers having powers to punish subordinates should endeavour to check neglect and misconduct which appear to be due to ignorance and not to wilful disobedience by careful instruction, explanation and personal example rather than by the constant infliction of punishments. When punishment is necessary it must be awarded after full consideration of all the facts and circumstances of the case and of the character, past record and position of the officer punished at the time when the misconduct occurred.

(b) It is not necessary that charges should be framed or punishments awarded in relation only to a specific incident or act of misconduct. When reports received against an officer or a preliminary enquiry shows that his general behaviour has been such as to be unfitting

to his position or that he has failed to reach or maintain a reasonable standard of efficiency or that he has failed to maintain a record for honesty or fair dealing, he may be charged accordingly; and a finding of guilty on such a charge shall be valid ground for the infliction of any authorised departmental punishment which may be considered suitable.

(c) Enquiring Officers are not bound to follow the provisions of the Code of Criminal Procedure of the Indian Evidence Act in conducting departmental enquiries. They require only that standard of proof which is necessary to satisfy themselves whether the charge is established or not.

(d) Departmental enquiries are disciplinary proceedings and discipline must be maintained in relation to their conduct. Accordingly, refusal to plead or to answer questions, inordinate delay in producing defence, insubordinate behaviour before the enquiring officer, interperate or impertinent questioning of witnesses or any other conduct on the part of the accused which is not in consonance with the requirements of discipline, shall in themselves constitute grounds for separate disciplinary action.

9.35. (a) Private witnesses summoned in departmental enquiries shall be entitled to journey expenses and, if detained for more than twelve hours, to suitable detention allowance. Such expenditure shall be paid out of the allotment for 'contingencies'. Government servants who are called as such witnesses shall be entitled to travelling allowance in accordance with the following instructions :-

(b) Every person, whether he is a Central or State Government servant or not, who is called to give evidence in a departmental inquiry by either the Government or the Government servant against whom the inquiry is being held, shall be entitled to payment of travelling and other expenses as laid down in these instructions.

(c) The officer holding the inquiry shall furnish a certificate in Form 9.36 (c) to every person appearing before him to give evidence.

(d) Where the witness is a Central Government servant, he shall be entitled to receive, in respect of the attendance before the authority holding the departmental inquiry, from the Department of Ministry under which he is serving for the time being payment of a travelling allowance as on tour under S R 154.

(e) Where the Government servant is called in the departmental inquiry to give evidence as to facts which have come to his knowledge in the discharge of his public duties the minimum time required to be spent by him on the journey to and from the place where the inquiry is held and the days on which he is required to remain present before the authority holding the inquiry shall be treated as duty: •

Provided that if the Government servant is on leave the entire time spent shall be treated as a part of the leave and he shall not be deemed to have been recalled to duty.

(f) Where a Government servant is called by any authority holding the departmental inquiry to give evidence as to facts which have come to his knowledge at a time when he was not in Government service he may be paid travelling allowance as provided in sub rule(1).

(g) Where the witness is a State Government servant, he shall be entitled to receive in respect of the attendance before the authority holding the departmental enquiry, from the State Government such travelling allowance and/or daily allowance as may be admissible to him under the rules applicable to him in that behalf in respect of a journey undertaken on tour and the amount so paid shall be paid by the Central Government to the State Government, who shall raise a debit in respect thereof against the Central Government.

(h) Where a person who has been a Government servant is called to give evidence as to facts which have come to his knowledge in the discharge of his public duties or a person who is not a Central Government or a State Government servant is called to give evidence before any authority holding a departmental inquiry such person shall be entitled to claim from the Ministry or Department under whom the Government servant against whom the enquiry is being held is for the time being serving travelling allowance under S.R.190.

(i) The foregoing instructions shall also apply to a person nominated by the Disciplinary Authority to present the case in support of the charge before the authority holding the departmental inquiry, or assisting the Government servant against whom the inquiry is held in presenting his case. Such person shall be granted a certificate in Form 9-36 (1) by the authority holding the departmental inquiry.

(j) All expenditure on travelling allowance paid to a Government servant under these instructions shall be debited to the Travelling Allowance grant or the Contingent grant as the case may be.

CHAPTER - 10

PROSECUTION AND SUITS

10.1 When a disciplinary offence on the part of a police officer can be adequately punished departmentally such officer shall not be prosecuted under Section 29 of the Police Act nor shall an upper subordinate under any circumstances be so prosecuted without the sanction of Inspector General. Prosecution of police officers for non-cognizable offences are to be deprecated. A criminal court may award either imprisonment which involves dismissal or fine. Both fine and dismissal can be awarded departmentally and all that can be gained by a criminal prosecution is a few months' imprisonment which ruins the man's reputation and may possibly turn him into a bad character for life. The only cases which form an exception are :-

- (a) cases in which the offender is incorrigibly bad character and it is desirable to make an example of him;
- (b) cases of escape from lawful custody due to culpable negligence or collusion in which case an officer concerned should as a rule be prosecuted and if convicted should be dismissed from the force;
- (c) cases of peculiar aggravation in which the interests of public justice demand a public prosecution and trial.

10.2 Police officers shall be prosecuted for cognizable offences like ordinary individuals. Therefore, whenever an information is received by the police which indicates the commission by a police officer of a cognizable offence a case shall be registered under the appropriate section of law in the police station of jurisdiction. Investigation of such cases shall however be made by a police officer higher in rank than the accused police officer. If after completion of the investigation there is evidence to prosecute the accused he will be prosecuted accordingly. In other cases a final report as required under section 173 Cr-PC will be submitted to the District Magistrate through the Superintendent of Police. If the ~~allegations are believed to be baseless no departmental action will be necessary~~ If the charge is believed to be true but a prosecution is not undertaken due to insufficient evidence or other reasons, the Superintendent may, when the final report has been accepted by the District Magistrate, take departmental action in the case if he deems it necessary.

10.3 An enrolled police officer sentenced judicially to rigorous imprisonment exceeding one month or two any other punishment not less severe shall if such sentence is not quashed on appeal or revision, be dismissed from the force. If he is sentenced judicially to a punishment of fine or simple imprisonment or both or is admonished or bound down under section 562 CrPC or sentenced to rigorous imprisonment not exceeding one month shall be

dismissed from the force if the offence for which he is convicted involves moral turpitude. In other cases, he may be dealt with departmentally at the discretion of the officer empowered to appoint him

10.4 Final departmental orders in the above cases will be passed in accordance with rule 9.1 and 9-12 but shall be postponed until the appeal or revision proceedings have been decided or until the period allowed for filing an appeal has lapsed without appellate or revisionary proceeding being instituted.

10.5 When a police officer has been tried and discharged or acquitted on a criminal charge, he shall not be punished departmentally on the same charge or on a charge based on evidence which has been rejected by the court. Provided that when a criminal charge against a police officer has failed solely for technical reasons or when the court notes the facts as suspicious but gives the accused the benefit of doubt or records the opinion that witnesses have resiled through the exercise of influence upon them; or when though an acquittal is ordered on the main charge, facts are brought to light in the course of the trial which justify a separate departmental charge the acquittal or discharge (either as a result of the case having been compounded or otherwise) shall not in itself be a bar to departmental action, nor shall such an acquittal be regarded as an honourable acquittal for the purpose of Fundamental Rule 54. In such cases the Superintendent of Police may, with the concurrence of the Inspector General in the case of an upper subordinate, proceed to take departmental action in accordance with these rules.

10.6 Proceedings initiated by Government in respect of matters connected with the official duties of position of the Police Officers. - Government will not give any assistance to a police officer for his defence in any proceedings civil or criminal instituted against him by the State in respect of matters arising out of or connected with his official duties or his official position. Should, however, the proceedings conclude in favour of the police officer, Government will entertain his claim for reimbursement of costs incurred by him for his defence, and if Government are satisfied from the facts and circumstances of the case that the police officer was subjected to the strain of the proceedings without proper justification they will consider whether the whole or any reasonable proportion of the expenses incurred by the police officer for his defence should be reimbursed to him.

10.7 Proceedings in respect of matter not connection with official duties or position of the Police Officer.

Government will not give any assistance to a police officer or reimburse the expenditure incurred by him in the conduct of proceedings in respect of matters not arising out of or connected with, his official duties or his official position irrespective of whether the proceedings were instituted by a private party against the police officer or vice versa

10.8 Proceedings instituted by a private party against a

Police Officer in respect of matters connected with his Official duties or position: (i) If the Government on consideration that it will be in the public interest that Government should themselves undertake the defence of the police officer in such proceedings and if the police officer agrees to such a course the police officer should be required to make a statement in writing as in Annexure 10 8(1) and thereafter Government should make arrangements for the conduct of the proceedings as if the proceedings had been instituted against Government

(ii) If the police officer proposes to conduct his defence in such proceedings himself, the question of reimbursement of reasonable costs incurred by him for his defence may be considered in case the proceedings conclude in his favour. In determining the amount of costs to be so re-imbursed, Government will consider how far the Court has vindicated the acts of the police officer. The conclusion of the proceedings in favour of the police officer will not by itself justify reimbursement

To enable the police officer to meet the expenses of his defence, Government may sanction, at their discretion an interest free advance not exceeding Rs 500/- or the Police Officer's substantive pay for three months, whichever is greater after obtaining from the police officer a bond in the form reproduced as Annexure 10 8(2). The amount advanced would be subject to adjustment against the amount if any to be reimbursed as above.

The police officer may also be granted any advance from any Provident Fund to which he is a subscriber not exceeding three months' pay or one half of the balance standing to his credit whichever is less. This advance will be repayable in accordance with the rules of the Fund.

10 9 Proceeding instituted by a Police Officer on his being required by Government to vindicate his official conduct: A police officer may be required to vindicate his conduct in a Court of Law in certain circumstances vide rule 10 14. The question whether costs incurred by the police officer in such cases should be reimbursed by the Government and if so, to what extent, should be left over for consideration in the light of the result of the proceedings. Government may however, sanction an interest free advance, in suitable instalments, of an amount to be determined by them in each case on the execution of a bond by the police officer in the form reproduced in Annexure 10 8(2).

In determining the amount of costs to be reimbursed on the conclusion of the proceedings the Government will consider to what extent the Court has vindicated the acts of the police officer in the proceedings. Conclusion of the proceedings in favour of the police officer will not itself justify reimbursement.

10 10 Proceedings instituted by a Police officer suo m moto, with the previous sanction of the Government to vindicate his conduct arising out of or connected with

his official duties or position :- If a police officer resorts to a Court of Law with the previous sanction of Government to vindicate his conduct arising out of or connected with his official duties or position, though not required to do so by Government, he will not ordinarily be entitled to any assistance, but Government may, in deserving cases, sanction advances in the manner indicated in rule 10.8(2) above but no part of the expenses incurred by the police officer will be reimbursed to him even if he succeeds in the proceedings. When a police officer desires to institute proceedings *suo moto* to vindicate his conduct in the course of the discharge of his official duties, he will have to obtain the previous sanction of the Government.

10.11 Clause (d) of Article 320(3) of the Constitution requires consultation with Union Public Service Commission on any claim by a police officer for the reimbursement of the costs incurred by him in defending legal proceedings instituted against him in respect of acts done or purporting to be done in the execution of his duty. In other cases consultation with the Union Public Service Commission is not obligatory but it will be open to Government to seek the Commission's advice if considered necessary.

10.12 The question whether a case falls under Article 320(3)(d) of the Constitution so as to require consultation with the Commission may at times difficult to determine. It may be stated generally that the consultation is obligatory in a case where the reasonable connection exists between the act of the police officer and the discharge of his official duties, the act must bear such relation to the official duties that the police officer could lay a reasonable but not a pretended or a fanciful claim that he did it in the course of the performance of his duties.

10.13. The appropriate authority for taking decisions in each case will be the Administrative Ministry of the Government of India concerned who will consult the Finance and Law Ministries, where necessary.

10.14. (a) When allegations are made in the Press, or by individuals a police officer in respect of his conduct in the discharge of his public functions, a preliminary confidential enquiry by a senior officer should be ordered by Government.

(b) If such an enquiry leads to the conclusion that the allegations are based on ignorance, insufficient information or even malice, it should be further considered whether, having regard to the nature and circumstances of the case, any action in the Court of Law, is necessary to vindicate the conduct of the police officer concerned, for in some cases mere publication of the results of the enquiry may not always carry conviction with the public. If it is decided to resort to a Court of Law, it should also be considered whether Government should themselves initiate proceedings in a Court of Law against the party which made the allegations or whether the

police officer should be required to initiate such proceedings. If, on the other hand it is considered as a result of the enquiry that there are reasonable grounds to doubt the propriety and correctness of the conduct of the police officer, or if the enquiry is not conclusive, Government may entrust the case to the Special Police Establishment for investigation or order a full departmental enquiry or require the officer to vindicate his conduct by resorting to a Court of Law.

(c) In case whether Government decide to initiate criminal proceedings themselves, the provisions of section 198B of the CrPC should be made use of. According to these provisions the complaint can be filed within six months of the date of the alleged offence by the Public Prosecutor directly in a Court of Sessions with the previous sanction of the Government and the case will thereafter be pursued by Government. Where the Government decide to institute civil proceedings the usual proceedings for institution of civil proceedings by Government may be followed.

(d) In cases where the police officer is required to vindicate his conduct in a Court of Law, Government will give financial assistance as laid down in Rule 10.9

10.15. Under Article 351 of the Civil Service Regulations, future good conduct is an implied condition of the grant of every pension and Government has the right to withhold or withdraw a pension or any part of it if the pensioner is convicted of a serious crime or found guilty of grave misconduct. It is, therefore, necessary to ensure that cases where pensioners are convicted by a Court of any crime are also brought to the notice of Government. Police Prosecutor shall ensure the prompt intimation of such cases to the administrative authorities concerned.

CHAPTER - 11

SERVICE RECORDS.

11.1 Character Roll - As soon as possible after enlistment but subject to verification of character, a "Character Roll" in form 11.1 shall be prepared for each recruit in his presence. When the roll is otherwise complete, the recruit shall be taken before a gazetted officer and shall, in his presence sign the form of agreement printed as item 4 in the roll and affix his signature. The gazetted officer before signing the roll, shall satisfy himself that the recruit understands the purport of the agreement, and that the recruit is satisfied that his age has been correctly recorded.

11.2 Records to be attached with Character Rolls.

The following records shall be attached with character rolls :-

- i) Health Certificate in form 11.2(i)
- ii) Record of Posting in form 11.2 (ii)
- iii) Leave Account in form ATC 2-A.
- iv) Current Remarks Sheet in form 11.2(iv)
- v) Declarations of immovable property in form 11.2 (v).

(No. (iv) for lower subordinates only)

11.3. Maintenance of Character Rolls.(a) Character rolls shall be arranged according to district constabulary numbers and kept in a locked cupboard under the custody of the Home Inspector who will be responsible that they are neither damaged nor tampered with.

(b) Entries in character rolls, and the records attached therewith, other than the Current Remarks Sheet shall be made by the Character Roll Clerk under intialled attestation by the Home Inspector and subject to check and signature by a gazetted officer where necessary. Entries in Current Remarks Sheet shall be made only by gazetted officers.

(c) The Character Rolls of men who have quitted the service or died shall be kept in a separate bundle for three years after which they and the personal files (rule 11.5) relating to them may be destroyed.

11.4 Service Books - (a) Service Books in Form F.R. 10 as required by Articles 73 and 74 Civil Account Code, shall be maintained for all upper subordinates and establishment appointed otherwise than under the Police Act to whole-time pensionable employment.

(b) Service Books shall be kept in the office in which the pay of the person concerned is drawn. Entries in Service Books shall be in English and shall be properly attested by the Superintendent of Police.

(c) Service Books shall be taken up for verification of pensionable service in January each year. After satisfying himself that the services of the police officer concerned are correctly recorded in his service book, the Superintendent of Police should record in it a certificate in the following form over his signature :-

"Service verified upto . . . (date) from . . . (the record from which the verification is made)".

The Superintendent in recording the annual certificate of verification should, in the case of any portion of service that cannot be verified from the office records, distinctly state that for the expected periods (naming them) a statement in writing by the police officer, as well as a record of the evidence of his contemporaries is attached to the book.

(d) When a police officer is transferred from the force to another office, the Superintendent should record in the service book over his signature the result of the verification of service with reference to paybills and acquittance rolls, in respect of the whole period during which the officer was employed under him.

(e) In this connection the character rolls of lower subordinates should be considered to be service books and before a lower subordinate is transferred his service upto the date of his transfer should be verified from office records and the necessary certificate given in the character roll.

11.5. Personal Files - A personal file shall be maintained by the Character Roll clerk for every enrolled police officer. These files are intended for the record of original orders and papers concerning officer's service and conduct and are supplementary to the Character Roll. Each police officer's personal file will contain :-

- i) the character verification certificate.
- ii) the character verification search slip

- iii) Declarations of private income.
- iv) Annual confidential reports.
- v) Any other document of a confidential nature which it may be desirable to keep on record.

The confidential files of police officers who have quitted the service or died shall be kept in a separate bundle for three years after which they will be destroyed.

11.8 Annual Confidential Reports of Lower Subordinates - (a) Annual Confidential

Reports on all Head Constables, Lance Head Constables and Constables on promotion list serving under them during the previous year shall be submitted by the following officers in form 11.8 to the Superintendent of Police before 15th January each year.

- i) Assistant Superintendent of Police (Radio)
- ii) Circle Inspector
- iii) Inspector Bush Police.
- iv) Police Prosecutor
- v) Special Branch Inspector
- vi) Reserve Inspector
- vii) Home Inspector.
- viii) Inspector (Electrician)
- ix) Inspectors (Police Boats)
- x) Sub Inspector Fire Brigade.

All such annual confidential reports of lower subordinates will be scrutinised by the Superintendent of Police or by the Assistant Superintendent of Police when ordered to do so. When a report is built up on the individual opinions as noted on by different departmental superiors in gradation, it is only the opinion as accepted by the highest authority which need be considered from the point of view of communication in accordance with rule 11.12. Therefore, the officer scrutinising the above reports shall decide if any of adverse reports should be communicated to the person concerned in accordance with the said rule and take necessary action. The annual confidential reports of lower subordinates submitted by the officers noted above shall form the basis of annual remarks to be entered by a gazetted officer in the "Current Remarks Sheet" maintained for every lower subordinate.

(b) The Assistant Superintendent of Police (Radio) shall submit similar reports on all upper subordinates in the Police Radio Section to the Superintendent of Police, for the guidance of the latter in preparing his annual confidential reports on upper subordinates.

11.9. Annual Confidential Reports of Upper Subordinates - On or before 15th January each year, the Superintendent shall personally prepare confidential reports in form 11.9 on all upper subordinate in the force. He shall submit reports on the Sub Inspectors and Inspectors after obtaining the

District Magistrate's remarks thereon to the Inspector General of Police not later than 1st February each year and keep reports on the remaining officers in his custody". The Inspector General, after recording his remarks on each report, will return them to the Superintendent. On return of annual reports by the Inspector General, the Superintendent will, in the case of officers on deputation forward the reports to the Inspector General of Police of the concerned State for disposal; and in other cases file in the respective confidential files of the police officers concerned.

11.10. The reports contained in the confidential file of a police officer will also be taken into consideration when decisions are being made regarding crossing of efficiency bars, punishments, inclusion in promotion lists, recommendations for honours and titles and the like.

11.11 Form and Content of Confidential Reports -

(a) Certain general qualities such as integrity, intelligence, keenness, industry, tact, attitude to superiors and subordinates, relations with fellow employees, work attitudes etc. are required to every job and should find place in every confidential report. Besides the detailed assessment in the prescribed form, every confidential report should contain a summing up in general terms of the employee's good and bad qualities and a definite categorisation or rating as "Outstanding" "Very Good" "Average" "Poor" etc.,

Objectivity in Confidential Reports -

(b) In order to minimise the operation of the subjective human element and of conscious or unconscious bias, the confidential report on every employee recorded by his immediate superior should be submitted by the reporting officer to his own immediate superior. The latter should as a rule have sufficient knowledge of the work and qualities of the employee reported on, to be able to judge whether the reporting officer's report is fair and correct assessment. If he accepts it as such its objectivity is less open to doubt. If the superior officer does not fully agree with the reporting officer, he should indicate the nature and extent of such difference.

(c) Adverse entries relating to a specific incident should ordinarily not find a place in a character roll unless in the course of departmental proceedings, a specific punishment such as censure has been awarded on the basis of such an incident.

(d) Even if the reporting officer feels that although the matter is not important enough to call for departmental proceedings it is important enough to be mentioned specifically in the confidential character roll of the officer concerned he should, before making such an entry, satisfy himself that his own conclusion has been arrived

at only after a reasonable opportunity has been given to the officer reported on to present his case relating to the incident.

(e) Confidential reports should, as a rule, give a general appreciation of the character, conduct and qualities of the officer reported on and reference to specific incidents, should be made, if at all, only by way of illustration to support adverse comments of such general nature such as inefficiency, delay, lack of initiative or judgement etc.

11.12. Communication of Adverse Remarks - (a) Every reporting officer should be conscious of the fact that it is his duty not only to make an objective assessment of his subordinate's work and qualities, but also to see that he gives to his subordinates at all times the necessary advice, guidance and assistance to correct their faults and deficiencies. If this part of the reporting officer's duty has been properly performed, there should be no difficulty about recording adverse entries because they would only refer to defects which have persisted despite the reporting officer's efforts to have them corrected. Accordingly in mentioning any faults or defects in the report the reporting officer should also give an indication of what efforts he has made by way of guidance, admonition, etc., to get the defects removed and with that results. Every such entry, after it is confirmed by the superior officer should normally be communicated to the officer concerned either verbally or in writing considering the nature of the remarks and the personality and the record of the officer and the fact of such communication recorded in the report itself. It should, however, be open to the superior officer to decide that the report need not be so communicated. Where the superior officer so decides, a specific order to this effect should be recorded by him.

(b) All representations from lower subordinates against adverse remarks should be examined by the Superintendent of Police. All representations from upper subordinates against adverse remarks should be examined by the Inspector General of Police. Such examination may be made, if necessary, in consultation with the reporting officer. If the reviewing officer (i.e. the Superintendent of Police in the case of lower subordinates and the Inspector General in the case of upper subordinates) feels that there is no sufficient ground in interference, the representation should be rejected, the reasons for rejecting it being recorded thereon, and the officer concerned informed accordingly in writing. If the reviewing officer, however, feels that the remarks should be toned down he should make the necessary entry with

proper attestation at the appropriate place of the report. Part entries should not be corrected. In the event of the reviewing officer coming to the conclusion that the adverse remark was inspired by malice or was entirely incorrect or unfounded and therefore deserves expunction, he should score through the remark or paste it up or obliterate it otherwise and should state that he has done so and sign at the appropriate place indicating the date.

(c) A copy of communication of adverse remarks to an officer together with his representation and orders passed thereon will be kept in the Confidential Files in the case of Upper subordinates and in the Personal Files in the case of Lower subordinates.

~~XXXXXXXXXXXXXXXXXXXX~~
~~XXXXXXXXXXXXXXXXXXXX~~

ANDAMAN AND NICOBAR POLICE

FORM 2. 12

APPOINTMENT CERTIFICATE

Certified that Constabulary
No. has been appointed a member of the
ANDAMAN AND NICOBAR POLICE, under Act V of 1861,
and is vested with the powers, functions and
privileges of a Police Officer.

Appointed on 19

Superintendent/Inspector
General of Police
Andaman and Nicobar Islands

ANDAMAN AND NICOBAR POLICE

FORM 2.13

OATH OF LOYALTY AND ALLEGIANCE

I. son of.
caste. resident of.

have been made to understand the duties, responsi-
bilities and hereby swear an oath (or solemnly
affirm) that I will be faithful and bear true
allegiance to India and to the constitution of
India as by law established and that I will
loyally carry out the duties of my office. I
also swear to be loyal to my officers and to
my comrades in the Police Force and to treat the
public fairly.

So help me God.

ANDAMAN AND NICOBAR POLICE

FORM 2.10

MEDICAL HISOTRY SHEET

Constabulary No. _____

Rank _____

Name _____

Date of initial examination _____

Examined for :-	Result

Height	_____

Chest	_____

Weight	_____

General Physique	_____

Veneral Disease	_____

Ankylostamiosis	_____

Bubonoccele	_____

Pterygium	_____

Functional Tachyeardia	_____

Eyesight	_____

Teeth	_____

General Health	_____

Opinion of Medical Officer as to result of
Initial Examination (including details of any
treatment considered necessary, etc.)

Signature _____

MEDICAL OFFICER I/C POLICE HOSPITAL

Vaccinated on (1) _____ (2) _____ (3) _____ (4) _____ (5) _____

Inoculations for:-

(1) _____	on (1) _____	(2) _____	(3) _____	(4) _____	(5) _____
(2) _____	on (1) _____	(2) _____	(3) _____	(4) _____	(5) _____
(3) _____	on (1) _____	(2) _____	(3) _____	(4) _____	(5) _____
(4) _____	on (1) _____	(2) _____	(3) _____	(4) _____	(5) _____

FORM 2.10 (reverse)

Disease	Admission to hospital	Date of Discharge from hos- pital	Remarks by Medical officer. (Note regarding special treatment, intoxication and other matters of possible value, malingering, recommendation for medical leave etc).
1	2	3	4

Andaman and Nicobar Police.

Form 3.1(g)

Recruits Drill Progress Register

No.

Date of enlistment:

Name:

Mother tongue

Educational qualification:

Languages known:

Date of passing out.

Measurements on enlistment.

Height Weight Chest Upper ForeR
Ord. Exp. Arm Arm E

Measurement on passing out.

M
A
R
K
S

MONTHLY PROGRESS

1st mon th	2nd mon th	3rd mon th	4th mon th	5th mon th	6th mon th	Extra month

1. P.T.

2. Drill

3. Musketry

4. Games

5. Discip.

6. Char &
Conduct

Initial of Trg Officer.

Remarks by R.I.

Remarks by AS.P.

Remarks by S.P.

RECRUITS CLASS PROGRESS REGISTER

No.

Name:

Language known:

Father's name:

Educ. qualification:

Permanent home address:

Date of enlistment:

Mother tongue:

Date of passing out:

Date of birth/age:

Particulars	1st mon th	2nd mon th	3rd mon th	4th mon th	5th mon th	6th mon th	Extra month

1. Result of monthly test in Hindi
2. Result of monthly test in Law and Procedure (IPC, CrPS, PC & E. Act)
3. Result of monthly test in special & Local Laws.
4. Result of monthly test in Police Regulation, D ptt. rules and orders.
5. Result of monthly test in General Knowledge.
6. Total marks obtained in above subjects (1 to 5)
7. Rank in class.
8. Remarks on General behaviour, conduct and character.
9. Punishments awarded if any.
10. Rewards of good entries awarded if any.
11. Remarks by Reserve Insptr.
12. Remarks by Asst. S.P.

FORM 3-1(k)

For the month (From to)

Sl. No.	Name	Parade	Results of monthly tests	Remarks by ASP	Remarks by SP
			Low PR GK Hindi		

Andaman and Nicobar Police.

Form 3 2(b)

PROGRESS REPORT OF ANNUAL REFRESHER COURSE HELD IN POLICE

LINES FROM TO

Sl.No.	Rank & No.	Name	No. of days absent.	Parade	Musketry	Remarks by R I	Remarks by ASP.	Orders of S P.

ANDAMAN AND NICOBAR POLICE

FORM 6.7(b)

LEAVE CERTIFICATE

Police Office

No. The 19..

Certified that No.
of the Andaman and Nicobar Police Force is proceeding
on. leave to per
. for from
19 to 19

The steamer by which he should return to
Port Blair will be intimated to him in due course.

No extension of leave will be granted unless
the application for such leave is accompanied by a
certificate from an authorised medical attendant
to the effect such leave is necessary.

Home Inspector

Superintendent of Police.

Date and time of
return to duty

Signature of Police Officer.

Orders of Superintendent of Police,

Superintendent of Police.

Issued O.B. No. dated.

ANDAMAN AND NICOBAR POLICE.

FORM 8.10(f)

Application for Casual Leave

Name of applicant :-

Rank and number :-

Place to which posted :-

No. of days C.L. required :-

Reasons :-

Address while on Casual Leave :-

Date of submission.

Signature of applicant.

(This part to be filled by the Officer-in-Charge
or officer to whom the applicant is subordinate)

No. of days C.L. to which the applicant
is entitled according to CL Register :-

No. of persons on CL in the Station or
Section to which applicant is posted :-

Recommendation of the Officer-in-Charge
if he himself is not authorised to grant
the Casual Leave applied for :-

Date:-

Signature of Officer In-charge

(This part to be filled by the officer
sanctioning the casual leave).

No. of days for which the C.L. is sanctioned :-

Date:-

Signature of Officer
granting C.L.

(This part to be filled by the Officer-in-Charge
to whom the applicant is subordinate).

Date of proceeding on C.L. :-

Date of return from C.L.

This has been entered in the CL Register.

Date:

Signature of
Officer-in-Charge.

ANDAMAN AND NICOBAR POLICE

FORM 6.10(g)

Casual Leave account for the year

Name..... Rank/No.....

Number of days available.	Date of pro ceeding on C L.	Date of return from CL	Total No. of days taken	Reas- ons in brief

ANDAMAN AND NICOBAR POLICE

FORM 6.18(c)

(OBVERSE)

Discharge Certificate

Descriptive Roll of :-

- (1) Constubulary No.
- (2) Name and Parentage
- (3) Caste
- (4) i) Village and Police Station
ii) District and Province
- (5) Height feet inches
- (6) Distinctive Marks.
- (7) Age on Discharge years months days
- (8) Character
- (9) Date of Discharge
- (10) Cause of Discharge
- (11) Medals and decorations held

Certified that. son of.
whose descriptive roll is given overleaf has been
discharged from the Andaman and Nicobar Police
with effect from (date. . .) fore/after noon, having
served as follows :-

Police Service Yrs. Mths. Days.	Previous Other Government Service Yrs. Mths, Days.
As	As
As	As
As	As
As	As
Total	

He has been paid and settled upto
his signature below in my presence.

fore/afternoon, in token
whereof he has affixed.

SIGNATURE OF PARTY

Dated 19.. . SUPERINTENDENT OF POLICE

ANDAMAN AND NICOBAR POLICE

FORM 6.24

REPORT OF TRANSFER OF CHARGE OF
(Designation)

1. Charge or Station.
2. Officer relieving and his Rank.
3. Officer relieved and his Rank.
4. Date and time of transfer
5. Reference
6. Money handed over.

Signature of relieving
Officer.Signature of relieved
officer.

Copy submitted to the Superintendent of Police.

ANDAMAN AND NICOBAR POLICE

Form 7.5(b)

REGISTER OF SECRET SERVICE EXPENDITURE

RECEIPTS				EXPENDITURE		
Da	Voucher	Parti-	Amo	Da	Voucher	Parti
te	No.	culars	unt	te	No.	culars
						unt.

ANDAMAN AND NICOBAR POLICE

FORM 7.6

COMMENDATION CERTIFICATE

CLASS.

This Commendation Certificate is granted to
.....in recognition of his
services in rendering assistance in connection with
.....

O.B. No.....
Dated.....

Superintendent of Police,
Inspector General

ANDAMAN AND NICOBAR POLICE

Form 7.7.

REWARD ROLL

Sl. No.	Name and rank of persons recommended.	Brief statement of work done and reference to cause if any.	Recommendation by forwarding officer, if any.	S.P.'s orders

ANDAMAN AND NICOBAR POLICE

FORM 7-11

RECOMMENDATION ROLL FOR MEDAL Etc.

Sl. No.	Name and designation of officer recommended.	Head under which order, title or medal recommended.	Summary of career and ground for recommendation.

ANDAMAN AND NICOBAR POLICE

Form 8.65

REQUEST REGISTER

S.No.	Date	Rank & No.	Name	Summary of request made.	Order by Officer presiding in O R	S P.

ANDAMAN AND NICOBAR POLICE
FORM 8.66

DEFAULTER'S REGISTER

Sl. No.	<u>Details of Defaulter</u>			(1) No. rank and name of officer making the charge.	Defaulter's reply to charge (to be thumb marked or signed by him).	Orders passed by the Discipli nary authority.	Order Book No. and date, if any and initials of the super- intendent of Police.
	Rank	No.	Name				
				(2) Nature of charge			
				(3) No., rank and name of officers heard in support if any.			

NOTE: A serial number will be given to each defaulter. In the event of a second or subsequent appearance the defaulter's serial number will take the form of a fraction having the serial number originally allotted as the numerator and the number of his appearance as the denominator, e g., if the defaulter originally entered at serial No 20 appears a second and third time the number allotted to him on these occasions will be 20/2, 20/3 and so on.

ANDAMAN AND NICOBAR POLICE

Form 9.27(a)

PUNISHMENT ROLL

Rank..... No..... Place to which
posted

Name.....

Summary of allegations	Punishment awarded	Certificate by Reserve Inspector or other officer who carried out the punishment.	O.B. if any, with date.

1

2

3

4

Date of
entry in
Defaulter
Sheet.

Signature
of Home
Inspector

ANDAMAN AND NICOBAR POLICE

Form 9.31

REPORT OF SUSPENSION

<u>Constabulary Rank</u> <u>No.</u>	<u>Name</u>	<u>Date</u> <u>of</u> <u>sus-</u> <u>pen</u> <u>sion.</u>	<u>Appoint-</u> <u>ment held</u> <u>when</u> <u>suspended.</u>	<u>Brief</u> <u>grounds</u> <u>for</u> <u>suspen</u> <u>sion.</u>
of officer suspended				

Forwarded Superintendent of Police for information
Inspector General

Dated 19.... (Signature of suspending
officer)

ANDAMAN AND NICOBAR POLICE

Form 9.36(c)

CERTIFICATE FOR ATTENDANCE AT A DEPARTMENTAL
ENQUIRY.

Certified that Shri an employee of
. (here enter name of Office Department)
attended my office from hours to
hours on (here enter date) to give evidence
in a Departmental enquiry held against
. (name and rank of Police Officer). He
has not been paid any allowance.

Date:

Signature and designation of
Officer holding enquiry.

ANDAMAN AND NICOBAR POLICE

Form 9.36(i)

CERTIFICATE FOR ATTENDANCE AT A DEPARTMENTAL
ENQUIRY

Certified that Shri an employee of
. (here enter name of Office or
Department) attended my office from hours to
. hours on (here enter date) to conduct prose-
cution/defence in a Departmental enquiry held against
. (name and rank of Police Officer).
He has not been paid any allowance.

Date:

Signature and designation
of Officer holding enquiry.

ANDAMAN AND NICOBAR POLICE

FORM 10.8(1)

(Here enter description of the proceedings)

The Government of India having been pleased to
an undertake my defence in the above proceedings, I
hereby agree to render such assistance to Government
as may be required for my defence and further agree
that I shall not hold Government in any way responsible
if the proceedings end in a decision adverse to me.

Date:

Signature of the
Government Servant.

ANDAMAN AND NICOBAR POLICE

Form 10.8(ii)

By this Bond I..... (here give the name
and other particulars of the Government servant
including post held by him) acknowledge my self
bound to the Government of India in the sum of
Rs..... (here enter a sum representing double
the amount advanced) to the said Government.

Now the above written Bond is conditioned to
be void in case the above bounder (Government
servant), his personal representatives or assigns or
their attorney authorised to receive the same,
the said sum of Rs.....but in the event of
the above bounden (Government servant) or his
personal representatives or any person acting for
and on his behalf failing to pay the said sum on
demand, the above written Bond shall remain in full
force and effect.

Dated this the..... day of..... 19.....

Witness:

I.....

II.....

III.....

FORM 11.1

CHARACTER AND SERVICE ROLL

(1) DESCRIPTIVE ROLL

Constabulary No. Name

1	2	3	4	5	6	7	8	9	10	11	12	13
Father's name	Caste	Village	Post Office	Police Station	District	Province	Date of birth	Height	Chest measurement	Date of enrolment	Age on enrolment	Particulars and marks of identification

(2) Name of relatives in Government service

Name	Relationship	Name of employ	District of residence

(3) Name, residence and other particulars of heirs

Son.
 Wife.
 Father.
 Mother.
 Brother

Note - Underline in red ink the heir nominated with not more than two alternatives and fill in all particulars necessary to tracing the nominee.

(4) Rolled impressions of fingers and thumb of left hand.

Left little	Left Ring	Left Middle	Left Index	Left Thumb

- (5) Government service prior to present employment which is approved for pension.

Service or Department	Rank of Grade	Pay of last appoint ment.	From	To	Period		
					yea	mont	days
					rs	hs.	

Cause of, and character on discharge from the above service.

Reference to order approving above service for pension in Police Department.

(6) A G R E E M E N T

I understand that I have been appointed under Section 7 of Police Act (V of 1861) and the purport of that section and the provisions of the Act and the rules issued under it and now in force, by which my discipline and conduct are governed, have been explained to me. I agree to serve faithfully under the provisions of the said Police Act and to obey all lawful orders issued to me by my superior officers, and I undertake and agree not to resign my appointment within three years from the date of my enrolment. I have received a certificate of appointment issued under Section 8 of the Police Act (V of 1861).

(Signature)

Dated 19.. . . .

Certified that I have satisfied myself that the above signatory understands the purport of the agreement, that he is satisfied that his age is correctly recorded, and that the finger impressions recorded on page 1 were taken in my presence.

Dated..... 19....

(Signature and designation of Gazetted Officer).

FORM 11.1

7. History of Service

Date	Appointment, promoted, sus- pended, reins- tated, reduced, discharged, dis- missed, resigned, died or transfe- rred beyond the District.	Grade and pay to which appointed, promoted or reduced; District to which trans- ferred.	Order Book No.	Full signa- ture of Superin- tendent of Police.

FORM 11.1

(8) Educational Qualifications.

Uneducated	Knowledge of language
Slightly educated (upto standard)	English
Matriculation	Urdu
First Art	Punjabi
Degree	Pushtu
	Burmese
	Othefts as below

(9) Professional attainments

Passed Training School	Upper class	Special qualifications (to be entered by a Gazetted Officer only).
"	Inter Class	
"	Lower Class	
"	Finger Print Course.	
"	Drill Course.	

(10) Medals and decorations held.

Form 11-1

Character Roll of

Miscellaneous Particulars

(Entry in and removal from lists; copies of training school and course certificates; issue and deposit of revolvers and ammunition, etc).

Page 6

Character roll of

Miscellaneous

Entry in and removal from promotion lists;
Copies of Training School and Course certificates,
issue and deposit of revolver and ammunition, etc.

Form No. 11-1

CHARACTER ROLL OF

Sl.No.

14. COMMENDATORY ENTRIES

Page-8

Character roll of

Commendatory entries.

Form FPM (11) 1(1)

CHARACTER ROLL OF

Sl.No.

15. MINOR PUNISHMENT.

Sl.No.

Minor punishments.

Form 11.1

CHARACTER ROLL OF

Sl.No.

16. MISCONDUCT AND PUNISHMENT

Form 11.1

CHARACTER ROLL OF

Sl.No. 16 MISCONDUCT AND MAJOR PUNISHMENT.

Sl.No. Character roll of

Misconduct and Major Punishments.

Character Roll of

Annual remarks by Supdt. of Police

Character roll of

Annual remarks by Supdt. of Police

ANDAMAN AND NICOBAR POLICE

Form 11.1(2)

HEALTH CERTIFICATE

I do hereby certify that I have examined.....
.....S/o....., a candidate for
employment in the Police Department, and cannot
discover that he has any disease, constitutional
affection or bodily infirmity except.....

I Consider this a disqualification for
Do not consider
employment in the office of.....

His age is according to his own statement ..
Years and by appearance about years.

He has marks of vaccination
has not small pox

Dated 19 .

Civil Surgeon .

District...

ANDAMAN AND NICOBAR POLICE

Form 11.2(1)

I have seen the candidate for enlistment in the
Andaman and Nicobar Police whose particulars are noted
below and consider him physically and other-wise
suitable for enlistment. Will the Civil Surgeon.....
.....now kindly examine him medically,
complete the certificate below and return this
reference to me for further action?

Particulars of candidate	Name
(to be entered in Police	Parentage
office of home district)-	Caste.
	Village
	Police Station.
	District.
	Education.
	Height.
	Chest.

Superintendent of Police,

..... District.

Dated 19

I do hereby certify that I have examined . . .
S/o . . . , a candidate for
employment in the Police Department, and cannot
discover that he has any disease, . . .
constitutional affection of bodily infirmity except
I consider
do not consider this a disqualifi-
cation for employment in the office of . . .
His age is according to his own statement.
years and by appearance about . . . years.

He has marks of vaccination
has not small pox

CIVIL SURGEON

.....District
Dated . . . 19. . .

Forwarded by post to the Superintendent of Police
Port Blair, Andaman Islands. The candidate and his
sponsor have been informed that the candidate has
should has not
been passed as suitable and that he should not
therefore, proceed to the Andamans.

SUPERINTENDENT OF POLICE,
...District

ANDAMAN AND NICOBAR POLICE

Form 11.2(ii)

RECORD OF POSTING

Constabulary No. Name

Sl. No.	Rank.	Date of posting	Nature of duty and place.	Remarks.

Sl. No.	Rank	Dt. of posting	Nature of duty and place	Remarks

ANDAMAN AND NICOBAR POLICE

Form 11.2(IV)

CURRENT REMARK SHEET

Rank/No. Date of enrolment

Name Age on enrolment.

1. Education -
2. Courses passed -
3. Special qualifications -
4. Special ability -

Date	Current remarks	Signature and designa- tion of recording officer.

ANDAMAN AND NICOBAR POLICE

Form 11.2(V)

Declaration by of the immovable property held by him and members of his family.

Notes -

- (1) All interests in land of a permanent nature, whether ownership shortage or hereditary occupancy, should be entered; also dwelling house.
- (2) Members of a family include the wife, sons, father, brothers or nephews of the Government servants.
- (3) Particulars in regard to family holdings should be indicated separately.

In what District, Tehsil, Police Station and village or town situated.	Description of holding, with area value and assessment.	How and whom acquired (e.g by inheritance gift, purchase etc) and in whose owner ship regis tered.	R E M A R K S
1	2	3	4

ANDAMAN AND NICOBAR POLICE

FORM 11.5

Index to personal file of
Rank Constabulary No.

Page No.	Abstract of papers attached	Date of final order	Remarks.

ANDAMAN AND NICOBAR POLICE

FORM 11.6

NOMINAL ROLL

1	2	3	4			5		6	7	8	9	10	11	12
Constabulary No.	Name and Parentage	Caste	Village	<u>Residence</u>		<u>Height</u>		Particular marks of identification	Date of enlistment.	Age on enlistment.	Details of past service prior to joining police	Promotions and Reductions.	Date and cause of leaving police.	Remark - reference to Serial No. in the Punishment Register of any punishment awarded.
				Police Station	District	Province	Feet	Inches						

ANDAMAN AND NICOBAR POLICE .

Form 11.8

Annual Confidential Report of Lower
Subordinate.

Confidential Report for the year

-
1. Name (in full)
 2. Rank/Number
 3. Where employed
 4. Work engaged upon
 5. (a) Personality and manner
(b) Turn out and discipline
 6. Health and constitution
 7. Conduct and character
 8. Industry and quality of
work including work
attitude.
 9. Attitude to superiors.
 10. Relations with fellow
employees.
 11. Relations with public.
 12. General summing-up of good and
bad qualities and categorisation
'Outstanding' 'Very Good', 'Good',
'Average' 'Poor' etc.
-

Signature of Reporting Officer.

ANDAMAN AND NICOBAR POLICE

FORM 11-9

Annual Confidential Report of Upper Subordinates

Confidential Report for the year

1. Name (in full)
2. Rank
3. Where employed
4. Work engaged on
5. (a) Personality and manner
(b) Turn out and discipline
6. Health and Constitution
7. Conduct and Character
8. Industry and quality of work including work attitude.
9. Attitude to superiors
10. Attitude to subordinates
11. Relations with fellow employees
12. Relations with public.
13. Powers of control, supervision and organisation.
14. Professional knowledge or departmental experience.
15. Fitness for promotion or confirmation.
16. General Remarks (Summing up of good and bad qualities and categorisation as 'Outstanding' 'Very good', 'Good' 'Average' 'Poor'. etc.).

SUPERINTENDENT OF POLICE

Remarks by the District Magistrate -

Remarks by the Inspector General.

P A R T - II

PREVENTION AND DETECTION OF CRIME

12. Police Station
 13. Investigation
 14. Prosecution
 15. Unnatural Deaths
 16. Arrest, Custody, Bail and Remand
 17. Searches and Custody of Property
 18. Preventive Action
 19. Beats and Patrols
 20. Surveillance
 21. Finger Prints
 22. Inspection and Supervision
 23. Armed Police
 24. Bush Police
 25. Coastguard Service
 26. Arms and Ammunition
 28. Clothing and Equipments
 29. Brass Band
-

CHAPTER - 12

POLICE STATION

SECTION 1 - General duties of the staff

12.1 Officer-in-Charge of a Police Station -(a)

The term "Officer-in-Charge of Police Station" as defined in clause (p) Section 4, of the Code of Criminal Procedure, distinctly excludes constables. A Constable unavoidably left to perform the routine work of a police station during the absence of the Officer-in-Charge (or those next in rank, who are above the rank of Constable) does not come within the meaning of "Officer-in-Charge of a police station".

(b) If an Officer-in-Charge of a Police Station is unable through illness etc., to attend the station, he shall make over charge to the officer next in rank, and report the fact in the general diary.

12.2 Cleanliness - (a) A Police Station should be a pattern of order and cleanliness both inside and out. There should be a place for everything and the Officer-in-Charge shall be held responsible that everything is in its place. The bedding in the constable's barracks shall be neatly rolled up when not in use. No clothes shall be hung from the roof and no rubbish accumulated under the charpoys. The compound shall be kept tidy and free from jungle and hollows and depressions which hold water shall be filled up.

(b) The officer-in-charge shall inspect the constable's barrack every day and shall see that the above rule is observed. He shall also see that the Head Constables, Lance Head Constables and Constables under him mend any holes in their mosquito nets and that they look after their clothing with due care. The result of such inspections shall be briefly noted in the general diary.

12.3 Duties of Station House Officer - (a) Within the limits of his jurisdiction the Officer-in-Charge of a Police Station is responsible for the effective working and management of the police subordinate to him, for the preservation of peace and for the prevention and detection of crime. In order to check crime, his first aim should be to obtain correct information about criminals, criminal classes, vagrants and wandering gangs resident in or passing through the Police Station, and either to watch them effectively or to take such active measures against them as may be necessary. The foremost means to this end are :-

- 1) an intimate knowledge of the area committed to his charge and of its inhabitants and the enlistment of their sympathy and co-operation;

- ii) the regular and early reporting of the facts as to crime and criminals, suspicious characters and strangers by chaukidars;
- iii) the active surveillance of registered criminals and suspects;
- iv) the careful maintenance and study of Village Crime Note Book;
- v) the efficient use of patrols;
- vi) prosecutions for bad livelihood; and
- vii) generous cooperation with Officer-in-Charge of neighbouring police stations.

(b) An Officer-in-Charge of a police station shall neglect none of these means, and by constantly moving about within the limits of his jurisdiction and by visits to respectable residents shall assure himself that he receives regular and complete information and is in touch with the active criminals. An officer who takes these precautions will have little difficulty in tracing the preparations of specific offences, but without them his success in investigation will be spasmodic and uncertain.

(c) Though he need not write up personally all registers with his own hand, the Sub-Inspector in charge of a Police Station is responsible and shall satisfy himself by frequent inspection that all registers and records are properly maintained and kept up to date.

The Sub Inspector in charge of a Police Station shall write the following records and registers personally :-

1. Village Crime Note Book Part IV.
2. First Information Reports (unless when he is absent from the Station House).
3. Case Diaries relating to cases investigated by him.
4. Final Reports and Charge-sheets under Section 173 CrPC.
5. History Sheets.
6. Register of sudden or unnatural deaths (unless when he is absent from the Station House).
7. General Conviction Register.
8. Crime Abstract.
9. Cash Book.

(b) Officers-in-Charge of Police Stations shall collect and communicate intelligence on all matters of public importance passing in their jurisdiction even though such matters may have no connection with any criminal offence.

12.4. It is the duty of the Officer-in-charge of a Police Station to arrange for a sufficient number of constables to be deputed to the important place of public assembly and fairs in his jurisdiction, to keep order and to prevent drunkenness and misconduct. On the occasion of a large annual fair or melā or festival, etc., he should ascertain the number of people likely to attend, and report beforehand to the Superintendent the arrangements which he proposes to make, asking for an additional force, if necessary.

12.5. In the neighbourhood of much frequented ferries, the Officer-in-charge of a Police Station shall exercise constant supervision personally and through his subordinates, in order to prevent the overloading of boats.

12.6. Lunatics - (a) Under the provisions of section 13 of the Lunacy Act (IV of 1912), it is the duty of the Officer-in-Charge of a Police Station to secure and forward to the District Magistrate all persons believed to be dangerous by reason of lunacy. They shall not ordinarily interfere with harmless lunatics or with dangerous lunatics of whom proper care is taken.

b) Police officers shall report to the District Magistrate all cases in which lunatics, who have been made over to their friends for care and treatment are neglected or cruelly treated.

12.7. Epidemics - In the case of an outbreak of cholera, small-pox, plague, influenza or epidemic, or cattle disease, the Officer-in-Charge of the Police Station shall enter the information received in the General Diary and report the matter to the Superintendent of Police.

12.8. Encroachments - It is incumbent on Officers-in-Charge of Police Stations to prevent encroachments on the public roads. In many cases, action can be taken by them under sections 283 and 431, Indian Penal Code the latter of which is cognizable; but where these are not applicable, a report shall be made to a magistrate having jurisdiction with a view to the issue of an order under Section 133, Criminal Procedure Code.

12.9. Fires - On the occasion of a fire, the following orders shall be observed :-

a) The police ordered to the scene shall be marched thither in a body and shall not go individually.

- b) A certain proportion of the men shall be posted to keep the crowd in order and road clear and the remainder shall be told off to assist in extinguishing the fire.

The latter should wear no uniform except a belt.

- (c) The senior police officer on the spot shall select a place where all property rescued shall be deposited, and he shall arrange for its protection and prevent any person except the owner from removing it.

12-10. Accidents in connection with explosives and Inflammable Oils - Report to Chief Inspector of Explosives in India, New Delhi. - (a) On the occurrence of any accident of the nature referred to in Section 8 of the Indian Explosives Act, 1884 or, Section 27 of the Petroleum Act, 1934 the Station House Officers should immediately report full particulars of the accident to the Superintendent who will then expeditiously convey the facts direct to the Chief Inspector of Explosives in India at Imperial Secretariat buildings, North Block, New Delhi, with a simultaneous copy to the Inspector of Explosives, South Circle, 2/29-D Mount Road, Madras.

- b) If the accident involves any loss of life or is on a large scale, the station house officer should send an urgent wireless or telephone report of the facts to the Superintendent. The telegraphic or telephone report is to be in addition to the report prescribed in the previous paragraph which should be sent in all cases.

- c) In the case of a serious accident, all wreckage and debris should, if practicable, be left in position under guard and not removed until information is received from the Chief Inspector of Explosives that he does not wish any further investigation or enquiry to be made.

- d) All exhibits and substances suspected to be explosives or connected with an explosion not involving the death of or grievous hurt to any person or persons, or serious damage to property should be sent to the Inspector of Explosives, South Circle, Madras, with a copy of the report that is to be sent to the Chief Inspector of Explosives, New Delhi.

- e) In the case of explosion involving the death or or grievous hurt to any person or persons, or serious damage to property, the police will not handle or remove any exhibits or substances will be handled only by the Inspector of Explosives on his arrival for investigation of the explosion. The police should not send any such samples for examination but only a copy of the report sent to the Chief Inspector of Explosives, New Delhi should be sent to him.

Bombs (f) In forwarding articles suspected to be of an explosive nature special precautions should be taken to avoid risk of their exploding in transit or when unpacked. Anything of the nature of live bomb should therefore be thoroughly wetted with water, packed in such a way that it will not dry in transit and sent through a messenger, and not by railway parcel or post, to the Inspector of Explosives, South Circle, Madras.

12-11 Wrecks - The Police shall report all wrecks to the District Magistrate and pending receipt of his orders, take measures to protect the wrecked property.

12-12. Treasure Trove - (a) The finding of statutory, coins, and other treasure buried underground shall be reported through the Superintendent to the Collector.

(a) The law regarding treasure trove i.e., anything of value hidden in the soil or in anything affixed thereto is contained in Act VI of 1878. Whenever treasure exceeding in value Rs. 10/- is found, the finder shall give notice in writing and after due enquiry, declares the treasure ownerless, he will distribute the sum to the finder and the owner of the place in which it was found, or give to finder, or acquire it on behalf of Government under the provisions of the Act.

12-13. Archeology - Officers-in-Charge of Police Stations shall report the discovery of all objects of archaeological interest.

12-14. Assistant to Disabled persons - (a) When a police officer finds any disabled or helpless person in the street, he must give him necessary assistance including first aid.

(b) If a person is found lying drunk on the road or is from any reason in a state of insensibility, a police officer should move him into the shade, get cold water and endeavour to restore him to his senses, prevent persons crowding round or annoying him and, if possible, remove him to the nearest hospital at once. If he has any ornaments, or money on his person, they should be taken charge of. If the person appears to be insane or to be dangerous or incapable of taking care of himself, he should be taken to the nearest Police Station for the orders of the Officer-in-Charge.

12-15 Maintenance of Order in Streets and Public Places - The police are responsible for keeping order in the streets and at and within places of public resort, for regulating resort to such places and for preventing overcrowding and a breach of rules made for the observance of the public at such places.

12.16. Stray Cattle - The police must take charge of stray cattle found in streets and arrange to put them in the cattle pound in accordance with the provisions of the Cattle Trespass Act.

12.17. Hydrophobia and Stray Dogs - The officer in Charge of a Police Station should report to the Superintendent all cases in which human beings or animals have died of hydrophobia within his jurisdiction, with a note as to the number of such dogs in that locality.

b) The destruction of dogs must be regulated in accordance with the provisions of the Municipal bye-laws or by the orders of the District Magistrate.

12.18. Aircraft Accidents - (a) As soon as it is known that an accident has occurred, the officer first in possession of this information should immediately send, if possible, in co-ordination with the Officer-in-Charge of the station and the local air traffic control, a message to Director General of Civil Aviation by the quickest available means with a copy to the Officer-in-Charge of the Area Inspection Office. The notification should include as much of the following information as available -

- i) type, nationality and registration marks of the aircraft;
- ii) name of owner, operator and hirer, if any of the aircraft;
- iii) name of the Pilot-in-Command;
- iv) date and time (I. S. T.) of the accident;
- v) last point of departure and point of intended landing of the aircraft;
- vi) number of passengers;
- vii) number killed or seriously injured and their names;
- ix) nature of the accident and the extent of damage to the aircraft as far as is known.

b) Instructions have already been issued to Controllers of Aeronautical Inspection to initiate the investigation as soon as intimation has been received by them (officers have been approved by Headquarters for this purpose). However, it will be the responsibility of the local departmental officers to take all steps to safeguard material evidence in their respective spheres until the arrival of the Investigating Officer at the scene. The arrangements for safeguarding evidence will normally include :-

- i) guarding of the wreckage (assistance of local police authorities should be obtained);
 - ii) collection and sealing of all documents, which may be required for the investigation;
 - iii) taking photographs of the wreckage, marks on the ground, etc. These photographs should be supplemented by sketches;
 - iv) preservation of any parts of the aircraft or relevant matter picked up away from the wreckage. The positions at which they were found, should also be recorded on a sketch together with the name and address of the persons finding them;
 - v) recording of the names and address of all eye-witnesses and any action as may be necessary by circumstances peculiar to the accident.
- c) All evidence collected and any other assistance which can be given by the local departmental officers, will be made available to the Investigating Officer on his arrival.
- d) If there is delay in the arrival of the Investigating Officer, the officer on the spot will send such information as he considers useful to supplement reports already sent to the Director General of Civil Aviation.
- e) Local departmental officers will also supervise, until the arrival of the Investigating Officer, the removal of persons, mails, goods or passenger's baggage as may be necessary under Rule 71 of the Indian Aircraft Rules. In disposing of articles, officers will naturally use their discretion, e.g., mails will be made over to a representative of the post office. All valuables in the absence of a representative of the owner, should be placed in safe custody. It should be particularly noted, however, that the wreckage should only be distributed to the minimum extent possible and articles should not be removed from the wreckage except so far as is necessary to preserve them.
- f) There must be no delay in permitting the police, or the airline operator in the absence of the police, to remove the deceased, after identification is possible. The position from which each body has been removed and their condition should be noted. This information should be supplemented by photographs and sketches if practicable.

(g) It must be borne in mind that the responsibility of the removal and disposal of bodies in an aircraft accident, as in any other accident, is that of the police. It is, therefore, essential that the police must not be hindered in the removal of bodies, but in fact, officers should ensure that the bodies are covered up properly till they are removed and help is given to the police to remove them as soon as possible.

h) The owners of the aircraft are responsible for the disposal of bodies, i.e. handing them over to the relations of the deceased or arranging their funeral. The police, who will take charge of the bodies at the scene of the accident, will hand them over to the operating company after their formalities are completed.

i) In the case of death of the pilot, the police and the aircraft operator should be informed that post-mortem examination of the pilot might be necessary specially if information is available that the aircraft crashed out of control or if sudden incapacity in flight is suspected. The responsibility of the Civil Aviation Department Officers concerning the bodies ceases after permission for removal has been given at the site.

12.19. The Assistant Sub Inspector - At important Police Stations one or more Assistant Sub Inspectors are attached. An Assistant Sub-Inspector is the assistant and deputy of the Officer-in-Charge of the Police Station, who without detracting from his own authority or ultimate responsibilities, may delegate powers and duties generally or specifically to one or other of his assistants. An Assistant Sub-Inspector is required to have approximately the same standard of efficiency in all branches of police station work, detective, preventive and administrative, as a Sub Inspector but his responsibilities are less in that he is not in independent charge and his powers are subject to the detailed control and supervision of the Sub Inspector. In respect of investigation the Sub Inspector is required to exercise careful supervision over the work of his Assistant Sub-Inspector, but need not and should not normally take into his own hands an investigation started by an Assistant Sub-Inspector, except under the circumstances when conditions do not permit the Assistant Sub-Inspector to take up the work or when the Sub Inspector is ordered to do so by a superior officer.

12.20 The Station Writer - (a) The Station Writer is a literate Head Constable who acts as clerk, accountant and record keeper at a Police Station. He is also occasionally the Officer-in-Charge of the Police Station.

(b) As clerk of the Police Station, the station writer performs the following duties :-

He receives and opens the dak, and hands to the Officer-in-charge of the Police Station all papers intended for him. He keeps the register of correspondence, writes all reports and returns called for by the Superintendent's office, and is responsible that all pending papers, are promptly disposed of.

Every morning, he brings to the notice of the Officer-in-Charge of the Police Station orders and pending papers awaiting execution and reply. Before the morning roll-call, he records the orders of the Station House Officer as to the distribution of duties for the day in the Duty Roster.

He writes up all routine entries in the general diary and all the other police station registers except those which the Station House Officer is personally required to write. He sees that all orders and notices which concern the staff or the work of the staff are carefully noted by them.

As Accountant, he is responsible for the correctness of the cash book to be maintained in form 12-52 of the cash balance in hand, and of all accounts of receipts or expenditure rendered to his superiors. He must without fail bring every item of receipt or expenditure promptly and fully to account. He sees that acquittance rolls are duly signed and forwarded. He is also responsible for the safe custody and proper care of all Government property in the Station House. He is in charge of the 'malkhana' and will keep the keys and be responsible for the care and safety of property in malkhana and for the correctness of accounts thereof.

As record-keeper, he is responsible that all registers and other records are safely kept and that they do not suffer injury from damp, vermin or other causes.

In the absence of the Sub Inspector or Assistant Sub-Inspector, the Station writer teaches (a) drill and (b) procedure to the men at the station and communicates to the Head Constables, Lance Head Constables and such Constables information as to offences and offenders as it is desirable for them to know. If he is the senior Head Constable at the Police Station, and is left in charge of it, he should not leave it to make investigations himself, but should delegate the duty under Section 157, Criminal Procedure Code, to the gashti, or other Head Constable if available otherwise he will proceed to investigate the case himself.

12.21 The Gashti Head Constable - In addition to the station writer, there is attached to every Police Station at least one Head Constable or Lance Head Constable known as the Gashti Head Constable or Lance Head Constable, who is the station officer's assistant and right-hand man in the collection of information about crime and criminals in the Police Station area, the surveillance of known bad characters and generally, the detection and prevention of crime. With regard to detection the head constable or Lance Head Constable has to commence and, if necessary, carry out the investigation into any offence which is reported in the absence of the station house officer, or which the Station House Officer, for reasons to be specifically recorded, is not free to take up.

12.22 The Gashti Head Constable or Lance Head Constable has also to perform certain general duties -

- (a) to ascertain that all village watchman reside in their villages; and have reported all the matters which they are required by law to report;
- (b) in the absence of the sub Inspector or Assistant sub-Inspector to proceed to the scene of any suspicious or unnatural death, and, if there is reason to believe that the Sub Inspector or Assistant sub Inspector, will not be able to reach the spot promptly, to enquire into the cause of death and hold the inquest;
- (c) to enquire into alleged cattle strays with a view to ascertaining whether or not the animals have been stolen;
- (d) to note all cases in which the public road or other public property has been damaged and all matters of interest, such as local damage to crops and the spread of scares and rumours or epidemics.

12.23 The Lance Head Constable and the Constable - Lance Head Constables and Constables should not be entrusted with the investigation of offences or other duties of a similar responsible character, though the investigating officer may avail himself of their assistance under his direct supervision and orders. Ordinarily Lance Head Constable or a Constable should only be sent out from a Police Station for the performance of some specific duty under the special orders of the station house officer, and unless the distance is too great, or other special reasons exist, should ordinarily be back at the Police Station by nightfall.

12.24 The duties for which Lance Head Constables and Constables attached to Police Stations may be deputed away from the Police Station are briefly speaking, as follows :-

1. Escorting arrested persons.
2. Patrolling
3. Attendance at bazars, fettihs and places of public assembly for the purpose of maintaining law and order and public safety and the prevention of crime.
4. Service of summons and execution of warrants.
5. Surveillance over suspicious persons and check of men under surveillance.
6. Specific enquiries, such as ascertaining the whereabouts or occupation of persons under surveillance, or of particular bad characters and suspicious persons.

12.25 On being told off for any of the duties enumerated above, a Head Constable, Lance Head Constable or a Constable will be given a duty certificate in form 12.25 in which the orders given to him will be briefly recorded and his departure from the Police Station will be noted in the general diary. His return will be similarly noted, together with brief details of his report, unless the enquiry on which he was deputed is of a confidential nature. They will endorse their report on the back of the duty certificate before returning it to the Station House Officer.

12.26. These orders are not intended to cover the whole range of duties to be performed by Lance Head Constables and Constables or to circumscribe those duties within narrow limits. They merely indicate the general lines on which the staff of a police station should be utilized.

12.27. While inspecting a Police Station, inspecting Officers should satisfy themselves that duties are fairly and evenly distributed and are properly performed, that they are carried out in such a way as to cause the least possible trouble and annoyance to the people, that the Station House Officer makes a full and proper use of his staff and that the important duty of keeping in touch with suspicious strangers or gangs and suspected persons.

SECTION-II DAILY ROUTINE

12.28 Roll-call, Drill and Class - The Sub Inspector or other officer for the time being in charge of a Police Station will hold roll-call at the time of opening the General Diary daily at which duties are

distributed and necessary instructions or orders are communicated to the men. On Mondays, Wednesdays and Saturdays, squad drill arms drill and lathi drill shall be conducted for one hour following the roll-call. On Tuesdays and Thursdays instead of drill they will be taken on 'catechism and local information'. On Fridays the men will be required to do fatigue duty instead of drill. Fatigue duty consists of cleaning and keeping in order the area around the station and Government quarters, generally maintaining the orderliness of the station and Government quarters, generally maintaining the orderliness of the station premises parade ground and garden. With exception of the station sentry on duty and those actually out on duty, all men will attend drill, class or fatigue duties as the case may be. The time for opening the General Diary at a police station shall be 5.30 a.m. unless otherwise ordered by the Superintendent of Police in respect of any or all Police Stations. When drill or fatigue duty cannot be taken owing to rainy weather, the Officer-in-Charge shall take the men on class. The Officer-in-Charge shall personally make an entry in the general diary regarding the holding of roll-call, parade or classes etc., noting therein the number and names of men present and those who are absent with reasons therefor.

12.29. Kit Inspection - Kit Inspection will be held by the Station House Officer on the first Monday of every month for all men present in his Station. Any man not present on the day fixed shall produce his kit on a subsequent day. The Station House Officer shall prepare a kit inspection report in form No. 12.29 and submit to the Superintendent of Police through the Circle Inspector. After his perusal, the kit inspection reports shall be kept on record by the Reader who shall forward an extract of remarks made by the Superintendent to the concerned officer for report or action as the case may be. The Station House Officer shall keep on his record a copy of all kit inspection reports submitted by him. The Station House Officer shall also inspect the kit of men in outposts under his charge in similar manner.

12.30 Short Leave of Absence - During the day leave of absence for a specified time may be granted to one-third of the men off duty. The time of leaving the Police Station the leave granted and the time of return should be entered in the Short Leave Register to be maintained in form 13.30 During the night the guard on duty will be present in the Police Station and rest of men in the barrack or quarters as the case may be.

Note - Catechism and local information includes every change or addition to law which concerns the police and all Standing or Circular Orders knowledge of which is useful to the men.

12.31. Sentry - There will be a sentry night and day at every Police Station. It will be duty of the constable on watch to guard the prisoners in the lock-up, the strong-room or malkhana, the treasure-chest if any and all property generally in the Station House. The treasure chest should ordinarily be kept in the strong-room and the lock of this room (or the treasure chest or malkhana) should invariably be examined by the relieved sentry in the presence of the relieving sentry. Prisoners in the lock-up are to be counted by both the relieved and relieving sentry. The keys of the lock-up will remain with the Officer-in-Charge of the guard. At 5.30 a.m. and at 5.30 p.m. the Officer-in-Charge of the Station will tell off the party for guard duty. The party told off for guard duty should be in charge of a Head Constable or a Lance Head Constable or if neither is available, a senior constable. The Officer-in-charge of the guard should personally post every sentry.

SECTION-III - RECORDS, Etc.

12.32. Station Name Board - Every Police Station and Outpost shall be provided with a name board in which the name of the station or Outpost shall be painted in English and Hindi. The name board will be hung up conspicuously outside the Station House or Outpost as the case may be.

12.33. Notice Board - Every Police Station and Outpost shall be provided with a board four feet square to be hung up outside the Station or Outpost for the affixing of notices of persons wanted, reward offered etc.

12.34. Map - At every station house and outpost there should be a map showing the position of all villages included in its jurisdiction and ten miles around.

12.35. Notices - The following lists (mounted on paste board) both in English and Hindi should be hung up in every police station or outpost :-

1. List of villages in its jurisdiction.
2. List of magistrates and their jurisdiction.
3. List of magistrates empowered to hold inquests.
4. List of medical officers authorised to make post-mortem examinations with places of their residence.
5. List of persons ordered to notify residence under Section 565 Cr.P.C..

6. List of absconding offenders.
7. List of prisoners conditionally released under Section 401 Cr PC
8. List of licensed dealers in opium and drugs
9. List of licensed dealers in arms and ammunition.
10. List of licensed dealers in explosives or explosive substances.
11. List of public ferries and their table.
12. List of bus-services and their time table
13. List of prohibited areas, illustrated by a sketch, under the Protection of Aboriginal Tribes Regulation, 1956.

12.36. Records - A list of records and registers to be maintained in each station and outpost is given in appendix 12.36. The following instructions govern the maintenance of a few of these registers.

12.37. General Instructions Regarding Maintenance of Records - No alteration in the form or method of keeping the books and no addition to their number may be made without the sanction of the Inspector General. Every Register shall be paged in English by the Reader to the Superintendent of Police and shall contain a certificate indicating the total number of pages in it. This will be initialled by the Reader and signed by the Home Inspector before issue. The Reader shall maintain a register in form 12-37 showing stock and issue of all registers to police stations or outposts. No page will be torn out of any register. Any correction which it may be necessary to make shall be made by scoring out the mistake neatly and by writing the correct words afterwards in the margin. All entries shall be neatly and clearly written and all corrections shall be attested by the signature of the officer making them. If words or lines are omitted from an entry or if an entry is omitted altogether, no interpolation shall be made. The omission shall be supplied by a fresh entry in the regular course. English figures alone shall be used in all official papers and registers. All references to hours of the day shall always be indicated in four figures, e.g., 1630 hours instead of 4.30 pm. All registers and records shall be written in Hindi or English.

12.38 General Diary - (a) The General Diary is maintained in accordance with Section 44 of the Police Act. It shall be in form 12.38 and shall be written by means of the carbon copying process. There shall be two copies. The original shall be despatched to the Assistant Superintendent of Police through the Circle Inspector, and the carbon copy

will remain in the book itself in the Police Station or Outpost as the case may be. The General Diary of a day should cover 24 hours, and a copy of it shall be despatched daily at the earliest opportunity after being closed to the Circle Inspector; provided that in the case of police stations and outposts situated in other islands it shall be despatched to the Circle Inspector by the earliest available boat. The general diary of a day shall be closed and opened at 0530 hours. The opening entry each day shall give the sanctioned and present strength of the station or outpost, the numbers and names of persons therefor and the allocation of duties detailed to them for the day. As soon as an entry has been made a line shall be drawn across the page immediately below it. All entries made in the General Diary shall be given a daily serial number. Any person who departs from or arrives at a station or outpost either on duty or otherwise or any person who makes a report on any matter or causes an entry to be made in the general diary concerning anything shall be required to read or understand the entry thus made and append his signature or thumb impression in the column provided for this purpose.

(b) In the General Diary should be entered in regular sequence in point of time, the work done at the station and the information received. Details of cognizable complaints or investigations already given in the First Information Book and the case Diary need not be reported in the General Diary, but a record of such matters as are detailed in para. (d) below must be made briefly.

The fact of enquiries having been made regarding absconders and surveilles shall be briefly noted. A note of the number and date of entries in the diary shall also be made in the registers where detailed entries are made.

Information obtained in regard to the following matters relating to general administration shall also be entered :-

The state of crops, roads, rivers, bridges, Government buildings, ferries, embankments, trees, telegraph lines, etc, the occurrence of fires, inundations, storms, accidents; the outbreak, prevalence, or cessation of cholera, small pox, fever or other epidemic disease; serious cattle disease; the passage through, or gathering together within the limits of the station circle of large bodies of people; the arrival and despatch of prisoners; particulars of taking and making over charge; distribution of duty amongst officers; the holding of parade, kit inspection, barrack inspection; departure and arrival of officers to and from the station either on duty or on or from leave; transfers and new arrivals of officers; misconduct or instances of meritorious behaviour on the part of subordinates; assistance rendered by panchayats; etc. in all matters not connected with the actual investigation of cases; and the imparting of instruction in drill, procedure and

other duties to constables; all information as to threatened disturbances; attendance of village chaukidars, the information furnished by them or otherwise obtained regarding the presence of suspicious characters, gamblers, swindlers, foreigners; the occurrence of any suspicious deaths amongst cattle; the presence of stranger boats and the disappearance of any therefrom; and the result of enquiry, if any made, regarding them.

✓(c) Any police officer who enters or causes to be entered in the general diary a report which he knows or has reason to believe to be untrue, whether he has or has not been directed to make such entry by a superior officer, shall ordinarily be dismissed from service. The Station Writer will be held personally responsible for the safe custody of General Diary at a station.

(d) The sub-Inspector in charge of a Police station shall himself write the following entries in the General Diary concisely as is compatible with clearness :-

" All complaints and charges preferred, whether cognizable or not, names of the complainants, the names of all persons arrested, the offences charged against them, the weapons or property of which the police have taken possession and the names of the witnesses, who have been examined. In the case of a person arrested, his name the number of the case in which arrested, the dates of arrest and receipt in the station lock-up the date and hour when forwarded to the court and the expenses, if any, incurred in feeding shall be noted".

In the absence of the sub-Inspector either on duty or otherwise, the Assistant Sub-Inspector or the Station Writer may write the entries indicated above. All entries of a routine nature shall be made by the station writer.

(e) An entry in the diary does not obviate the necessity of a separate report of any occurrence which is required by rule or order to be specifically reported.

12.39. Note Books - (a) All officers from the Circle Inspector down to a Constable shall maintain a note book which will contain an account of duty done with date and time, places visited, information picked up on crime, bad characters and other matters of interest. The note books of Assistant Sub Inspectors, Sub-Inspectors and Circle Inspector will contain notes on investigation made by them.

(b) Note books shall be kept in the police station by the Station House Officer and will be handed over to them when they go out on duty, and received back on their return. Note Books when full or no longer in use shall be kept in the police station and destroyed after three years.

(c) An officer who is transferred from a circle station or outpost shall hand over the note book to his successor. Head Constables, Lance Head Constables and Constables, shall on transfer, leave their note books with the Officer-in-Charge.

12.40. Duty Roster - (a) In rural stations the Duty Roster (Form No. 12.40) shall be filled up before the men are detailed for duty, which will ordinarily be at 0530.

(b) Men should start on all duties from the station itself and not from their huts. Similarly they must on return from duty report at the station before going home.

12.41. Village Roster - Important villages for which regular beats are detailed with their hamlets should be shown first in the Village Roster. (Form No. 12.41) grouped into beats and the remaining villages subsequently as a miscellaneous beat. The numbers of constables should be noted against such villages as are actually visited by them on beat duty.

12.42. Petty Case Register - (a) In the Petty Case Register (Form No. 12.42) shall be registered all cases dealt with by the Police on their own motion or otherwise, which are not reported in the case diaries. The record shall be in duplicate; one form will serve as a charge-sheet or complaint for presentation to the court and the counterfoil will be for the station record. Copies of petty case charge-sheet and all relevant documents shall be supplied to the accused.

(b) At the end of each month an abstract of petty cases shall be prepared in form No. 12.42(b) and submitted to the Assistant Superintendent of Police through the Circle Inspector. A copy of the Abstract shall be attached to the Petty Case Register.

12.43. Sentry Relief Books - The Sentry Relief Book (Form No. 12.43) in a Police Station where there is no standing guard, shall be entered up with respect to the constables deputed on station watch. When a prisoner is confined in the lock-up, a regular guard should be posted, and the necessary entries made in the sentry relief book.

12.44. Reward Register - A reward register shall be maintained in form No. 12.44 in which will be entered all particulars in brief as contained in reward rolls submitted to the Superintendent of Police from time to time. As soon as rewards are sanctioned, a reference to the P O B. and nature of reward sanctioned will be entered in the remarks column of the register.

12.45. Quarterly Crime Abstract - An abstract of crime shall be made out quarterly in each station in Form No. 12.45 and a copy forwarded to the Assistant Superintendent of Police within a week after

the expiry of each quarter. Inspectors shall check and countersign these abstracts.

In each quarterly abstract shall be shown all the crime for the year up to the end of the quarter. Cases pending from previous years will be shown in a separate abstract, the year to which cases belong being noted, until they are finally disposed of. After the final disposal of such cases has been shown in any abstract, mention of them will be discontinued in any subsequent abstract.

12.46. Memo. Book - The Memo Form (No 12.46) book is intended for all correspondence including correspondence with the magistracy, for which no particular form is prescribed.

12.47. Fine Arrear Register - It is not compulsory to retain the fine or such portion of it, as may remain unrealised, on the register, Form No 12.47, for the full term of six years from the date of sentence, if all possible means of realising it have been tried and failed. Any Sessions Judge, District Magistrate or with the permission of the District Magistrate, any Subordinate Magistrate, may, at any time, write off as irrecoverable any amount of fine ordered by him or his predecessor in office, if it appears to him that the amount cannot be recovered.

12.48. Arms Licence Register - (a) Officers-in-Charge of Police Stations shall be supplied with lists of persons exempted from the operation of the Indian Arms Act, 1878, to enable them to ascertain whether any particular person is or is not exempted. A list of such person shall be kept as an appendix to the Arms Licence Register.

(b) A register of persons licensed to carry or possess arms shall be kept at each police station in Form No. 12.48. The entries shall be arranged village by village, the villages being grouped according to beats. Additions and alterations in lists of licenses made during the year shall be reported promptly by the District Magistrate to Officers-in-Charge of Police Stations and a list of unexpired licences shall also be furnished to police station officers at the end of the year as soon as renewal of licences is over.

(c) In November of every year Officers-in-Charge of Police Stations shall report to the Superintendent of Police (i) whether any licensee is dead, and (ii) whether there is any objection to the renewal of any licence. They need not, however, comment on the suitability of each licensee on the list, but state, when definite objection is taken to the renewal of a licence, the grounds of this objection. The Superintendent shall forward these reports with his remarks to the District Magistrate for orders. If any licence is cancelled the licensee shall be called upon to deposit his arms and licence at the nearest Police Station within 14 days after receipt of notice.

12.49. Register of Arms Deposited - Arms in deposit in stations shall be entered in the Register (Form No 12 49) and, if not returned or otherwise disposed of within one month from the date of their deposit, be removed to and lodged in the Police Armoury, unless the application for renewal of licence is pending disposal. The station House Officer will send such arms with an extract from the register in Form No 12 49(i) which is in duplicate with a trifol for the station record. This form will be made out by carbon process. One copy will be retained in the Police Armoury and the other returned to the station House Officer as an acknowledgement. This acknowledgement should be pasted with the corresponding trifol in the station and the number allotted for each weapon in the Police Armoury should be noted against the respective arms in Column 12 of the Register of Arms Deposited.

12.50. Register of Strayed Cattle - The object of this Register is to enable inspecting officers to see at a glance in what areas reports of strays of cattle are most frequent, how they are dealt with and the result of enquiries made. A check is thus kept upon cattle thefts. The details given in column 5 should in all cases be sufficiently full to indicate to an inspecting officer the nature of the case. The register will be maintained in Form No. 12.50.

12.51. Correspondence - (a) All correspondence received at or despatched from a Police Station or Outpost shall be registered in the correspondence registers. The correspondence register shall be maintained in two parts, viz, one for incoming correspondence (Receipt Diary) and the other for outgoing correspondence (Despatch Diary) in Form 12.51 (a). Every correspondence shall be given an annual serial number. In the "remarks" column of the register, cross-references to the serial number of the receipt or despatch diary as the case may be, will be given to facilitate reference.

(b) All confidential secret and top secret letters should be invariably sent in double cover. The inner cover should distinctly bear the security marking "Confidential", "Secret" or "Top secret", as the case may be, and should be properly sealed and addressed by name to the officer for whom it is intended, while the top cover should bear only the usual official address of the officer. In no case should the security marking be indicated on the top cover. A "Confidential" or "Secret" or "Top secret" communication shall be opened only by the officer for whom it is intended. For all correspondence of a confidential, secret or topsecret nature the Station House Officer shall maintain a separate correspondence register in two parts as stated above which should be written in his own handwriting and kept in his personal custody.

(c) Every Station House Officer shall submit to the Superintendent of Police a monthly return of pending correspondence in Form 12.51 (c).

12.52. The Cash Book - Money of all kinds received or expended should be entered at once in the cash book in Form 12.52. Items of expenditure must invariably be supported either by acquittance roll acknowledgements or by separate vouchers. Money alleged to be in transit must be vouched for by entries on the foils of the Receipt form book. At the close of each day a balance must be struck in cash book, showing the amount of cash in hand and must be attested by the Officer-in-Charge if present at the Police Station.

When an Officer-in-Charge of a station returns to the station after a period of absence, he should invariably go through the cash book entries made in this absence and test the correctness of the balance in hand. Neglect to observe these precautions has frequently led to defalcations and will tell seriously against an officer if any embezzlement occurs.

12.53. Register of Property Stolen - (a) All property stolen, whether recovered or not, and all property and articles of which the police take charge under Section 550 Criminal Procedure Code, shall be entered in a register in Form No. 12.53(a).

(b) The term "stolen property" is defined in Section 410, Indian Penal Code.

The amount of property to be entered as stolen and recovered shall be the amount accepted by the Magistrate and shown in the final report of the case. Property in cases which are treated as false or mistake of fact or law shall be scored out in red ink.

When promissory notes, bonds and other similar property are stolen, only the intrinsic and the nominal value of the article stolen should be entered.

12.54. Register of Postings - A register of officers and men posted to a Police Station or an Outpost shall be maintained at each of these places in Form 12.54. Particulars required under various columns of the register shall be entered for each rank separately, i.e. the register shall be divided into five parts, one each for sub Inspectors, Assistant Sub-Inspectors, Head Constables, Lance Head Constables and Constables.

12.55. Government Property Register - This register shall be maintained in Form 12.55 in five parts. Part-I will include all arms supplied to the station or outpost as the case may be, Part II will include ammunition and Part III will include dead stock such as furniture, etc. Part IV Library, i.e. books and publications and Part V expendable stores such as kerosene oil, flannelette rifle oil, cells, etc.

12.56. Weekly Station Crime Report - All Police Stations will send their weekly crime reports in Form 12.56, and stations in other islands will send their reports under various heads of the said form by means of radiogram, so as to reach the Circle Inspector every Monday, of cases reported during the previous week

12.57. Register of Summons and Warrants - (a) A register of summons and warrants shall be maintained in Form No. 12.57 (a) at every Police Station and Outpost. Unexecuted processes shall be brought forward in the register at the beginning of every month and this shall be entered in red ink

(b) At the close of the month, an abstract in Form No. 12.57(b) shall be entered in the register.

12.58 Weekly Diary of Sub Inspectors - Every Sub-Inspector and Assistant Sub Inspector shall submit to the superintendent of Police through the Circle Inspector a weekly diary in Form No. 12.58.

SECTION IV - OUTPOSTS

12.59 (a) Outposts are established for the purpose of patrolling and surveillance and generally for the prevention of crime. They are not investigating centres and the Officer-in-charge, usually a Head Constable, though responsible for the state of his outpost will only perform the duties he would carry out if posted to the parent station in accordance with the rules relating to the police stations as far as applicable to outposts. The Outpost incharge is under the control and direction of the Sub-Inspector of the parent station. The Officer-in-charge of an outpost shall maintain such records as are prescribed for outposts in appendix 12.36. He shall detail duties to his men at roll call to be held at 0530 hours daily and shall supervise the work of his men. He shall also maintain a general diary in accordance with instructions laid down in rule 12.38 and submit a copy of the diary to the sub-Inspector daily. As regards his powers of recording first information in cognizable cases, investigation and inquiry into cases of sudden and unnatural deaths, instructions are given in the respective chapters dealing with these subjects.

A crime register in Form 12.59 shall be maintained at each outpost wherein all cognizable crimes occurring within their jurisdiction shall be entered. Copies of history-sheets concerning any bad characters living within the outpost limits shall also be maintained

(b) It is the duty of Sub Inspectors to inspect the outposts under them at least once every month, except that in the case of Nicobar Islands he shall do so once every quarter.

CHAPTER - 13

INVESTIGATION

13.1 Complaints referred to Police by Magistrates -

(a) When an investigation is ordered by a Magistrate under Section 202 of the Criminal Procedure Code, the ultimate responsibility rests with him and not with the Police; so that reports called for under that Section should be sent by the investigating officer direct to the Magistrate. It is open to the Magistrate ordering the investigation to direct that the report shall be submitted within a specified time and it rests with him to grant an extension of time in any particular case.

(b) When a case is referred by a Magistrate under Section 202 Criminal Procedure Code the Officer-in-charge of a Police Station who receives it shall register the case in Form 13.1 (b) to be prepared in duplicate. The duplicate shall be retained in station for record, the original being despatched immediately to the Superintendent of Police through the Circle Inspector. Thereafter the officer investigating the case shall day by day enter his proceedings in a case diary to be submitted to the Superintendent of Police through the Circle Inspector.

(c) After completion of investigation, the Officer-in-charge shall submit a report to the Magistrate in case diary form with a copy to the Superintendent of Police through the Circle Inspector.

(d) In a case referred to the Police by a Magistrate under Section 202, Criminal Procedure Code, they can make an investigation and exercise the powers, except that of arrest, which they possess in cases reported direct to them. After investigation, however, they can only make the report contemplated by Section 202 of the Criminal Procedure Code and cannot exercise the powers of arresting the accused and of submitting a charge sheet against him under Chapter XIV of the Code. Even if the offence of issuing a warrant, when the law allows immediate arrest. In the absence of such warrant, the police should not arrest.

13.2 Cases referred to police by Magistrates otherwise than on complaint.-

When a Magistrate acts not upon a complaint but upon information received by him under clause (c) of Sub-section (1) of Section 190, Criminal Procedure Code, it will be open to him to send the case to the Police for investigation under Section 155 (2) or 156 (3) of the Code according as it is non-cognizable or cognizable. On receipt of such complaint whether cognizable or non-cognizable, a case in First Information Report Form 13.4(a) shall be registered and a copy of the First Information Report shall be sent only to the Superintendent of Police through the Circle Inspector.

The police can then exercise all the powers of investigation under Chapter XIV of the Code, including the power to prefer a charge sheet against the accused, provided that where the offence is non-cognizable the police shall not arrest the accused without a warrant.

13.3 First Information of a Cognizable Offence -

(a) Section 154 of the Criminal Procedure Code requires that every information of the commission of a cognizable offence, when given to the officer-in-charge of a police station, should if given orally, be reduced to writing by the officer himself or under his supervision. It is not necessary that the information must be given necessarily by the person aggrieved by the commission of the offence, "information" as contemplated by the section is not the same thing as a "complaint" as defined in section 4(a) of the Criminal Procedure Code. It follows that as soon as information is given it should be recorded at once without waiting for the appearance of the aggrieved party. It also follows that once the police machinery has been set in motion by the giving of information, there can be no withdrawal by the aggrieved party. Further, it is not necessary that the information must be given by a person having first hand information of the commission of the offence, so long as the person giving it undertakes responsibilities entailed by giving it.

(b) When a person gives information to a village Chowdry or Chaukidar, the latter sends his report about the information to the Police Station. In such cases this report will be treated as first information for the purpose of the law.

(c) Every Outpost will be supplied with books in Form 13.3 (c) according to its requirements, the pages of which should be divided into two foils. The Head Constable or other officer in charge of the Outpost should enter therein all occurrences reported to him e.g., offences, both cognizable and non-cognizable, and all other information which, it is necessary, should be communicated promptly to the Police Station. The foil on the right hand side should be cut and sent to the Police Station to which that outpost is subordinate. When however, any report, oral or written, of a cognizable offence is made to the officer-in-charge of the outpost, he should merely enter the name of the person who brings the information, the name of the aggrieved person, if known, the nature of the offence, the names of the offenders, if known, and the time and date of receipt on both the foil of the book and send one foil duly completed to the police station for further action. If the aggrieved person himself appears at the Outposts he should, if willing, be directed to proceed forthwith to the Police Station. The fact that he is so willing or not should be recorded on both the foils.

(d) As a 'first information' can legally be recorded only by the officer-in-charge of a Police Station, the foil sent by the officer-in-charge of the Outpost to the police station under sub-rule (c) above will be treated as mere intimation that an offence has been committed and it will then be for the officer-in-charge of the Police Station, acting on such intimation, to contact the person who wishes to give first information and record his information for the purpose of Section 154 of the Criminal Procedure Code.

(e) Where, information is sent to the Police Station by a letter, or through a verbal message by a servant, or by telegraph or telephone, it is for the Police Station Officer to judge, on the facts of each individual case, whether the information is genuine and to treat accordingly. If he thinks that the information so received is reliable, he need not refuse to act upon it, but may, for the purpose of fulfilling the requirements of the law, record the information as given either by himself or by any of his subordinates. Similarly, information received through anonymous or pseudonymous communications or from rumours or from the personal knowledge of the Police Station Officer or any other policeman may in appropriate case be treated as first information and acted upon after recording it in the same manner.

(f) In the absence from the police station House of a Sub-Inspector of Police in charge of the Police Station, the Assistant Sub-Inspector or senior Head Constable present there is responsible for recording the first information. When however, the presence of the Sub-Inspector at the Police Station can be obtained in a few minutes and is considered desirable in view of the seriousness of the case reported, the Head Constable may obtain it by sending intimation to the Sub-Inspector at once so that the Sub-Inspector may be able to record the first information himself.

(g) In cases in which the first information is recorded by the Assistant Sub-Inspector or Head Constable in charge, intimation will be sent immediately to the Sub-Inspector as far as practicable. It rests with the Sub-Inspector subsequently to verify the information and record any supplementary statement of the informant, as may appear necessary. It should, however be remembered that such a supplementary statement which a Sub-Inspector may record cannot be considered as part of the first information which is recorded under section 154 of the Criminal Procedure Code.

(h) When a Sub-Inspector in charge of a Police Station is on tour within the limits of his police station, he carries with him his powers as an officer-in-charge of the police station. If, therefore, he receives information of a cognizable offence while on tour, he should not direct the

informant to go to the Police Station, but should record it himself according to Section 154 of the Criminal Procedure Code.

(h) When a Sub-Inspector in charge of a Police Station is on tour within the limits of his police station, he carries with him his powers as an officer in charge of the police station. If, therefore, he receives information of a cognizable offence while on tour, he should not direct the informant to go to the Police station, but should record it himself according to Section 154 of the Criminal Procedure Code and transmit it to the Police Station for further action and should meanwhile proceed with the investigation of the offence.

(i) It is always advisable, before recording first information to warn the informant against giving false or exaggerated information and also to give him an opportunity to think coolly what he wishes to say. If the information, through whatever channel received, does not disclose a cognizable offence but indicates the necessity for further enquiry, the Police Station Officer should not the information in the station diary and proceed to the place concerned; and if after inquiry he is satisfied that the facts disclose a cognizable offence, he should deal with it according to law.

13.4. Recording of First Information - (a) if the informant appears and gives information orally it should be taken down verbatim on the reverse side of the first available blank form in the first Information Book maintained at the Police Station (Form No.13.4(a)). If the space on one form is insufficient for recording the information in full, it should be continued in the same manner on the reverse side of the next form and so on until the information has been completely taken down. After the information has been recorded in full, it should be authenticated by the signature or thumb impression of the informant. If the information is given in writing, it should be got signed by the informant and rewritten in the First Information Book as aforesaid.

(b) The next stage is to fill in the columns in the First Information Book. The First Information Report will be prepared in triplicate by carbon copying process. The original should be retained in the Police Station and the duplicate despatched to the Magistrate as the first information report required by Section 157 of the Criminal Procedure Code and the triplicate will be sent to the Superintendent of Police through the Circle Inspector.

(c) First Information Reports, if given orally, shall be written by the Officer-in-charge of the station in his own handwriting and shall be signed by him.

If for any special reasons to be recorded in writing in the General Diary the Officer-in-Charge is unable to write it himself, the report shall be written under his direction by the station writer

(d) Cases entered in the First Information Report Book shall be given a consecutive number for every calendar year and this number will continue the annual crime number for the purpose of subsidiary records.

13.5. Procedure when jurisdiction doubtful - (a) In cases in which it is not possible at once to fix the police jurisdiction within which an offence has been actually committed, the following shall be the procedure for the registration and investigation of offences :-

(1) A cognizable offence shall be registered and investigated by the police to whom it is first reported as having been committed.

(2)(a) If, during the course of the investigation, the police to whom information has been given sees reason to suppose that the offence reported was committed in another jurisdiction they shall send a copy of all the information which may be with them to the police within whose jurisdiction the offence is believed to have been committed. The latter police shall thereupon also register the offence and investigate it, as if the complaint had been originally made to them.

(b) Moreover, by Section 182 Cr.PC the investigation may be made in cases of uncertainty, in any of the areas in which the offence is suspected to have occurred. The same rules applies when an offence has been committed partly in one station and partly in another or is a continuing one. Even if the offence was undoubtedly committed within the area of another police station, the officer-in-charge of the station to which the report is made can investigate the matter :-

- i) if the alleged offence is dacoity, thugl or escape from custody and the person charged is within the area of the police station at which information is given;
- ii) if the alleged offence is theft or which includes theft or the possession of stolen property and the thief or receiver has or had the property within the area of the police station at which the report was made (181 Criminal Procedure Code);
- iii) if the offender committed the alleged offence while on a journey, and he or the person or thing in respect of whom he committed, it has travelled into or through the area of the station at which the report is made (183 Criminal Procedure Code);

(b) This discretion should ordinarily be exercised in the following cases :-

(i) Complaints or information of altogether unimportant offences, which are reasonably believed not to be the work of professional or habitual criminals or to form part of series of organised crimes, and which from the surrounding circumstances plainly from the first show no hope of detection or proving a charge against any one.

(ii) Frivolous, vexatious, mistaken or manifestly untrue complaints or information regarding alleged offences, trivial in themselves but magnified for the occasion.

(c) Offences of the above nature would fall under the following heads :-

(i) Trivial cases coming within the purview of Section 95 Indian Penal Code, e.g., petty thefts of agricultural produce, fruit, food-stuff, etc., in which there is no clue to the perpetrator or trace of the property - which, again, is not capable of being satisfactorily identified - and it is obvious that successful investigation is practically hopeless.

(ii) Cases which, from an examination of the complaint are obviously of the nature of civil dispute, as where the complainant is apparently seeking advantage of a petty or technical offence to bring into a criminal court a matter, such as question of right, sale or possession, which ought to be decided by a civil court.

(iii) Unimportant offences in which the injured person does not desire an investigation. (In such cases, however, investigation should be undertaken, if the offence appears or is suspected to be the work of a professional or a habitual criminal or the officer receiving the complaint considers an investigation desirable in the public interests).

(iv) Assault (Simple hurt) cases with other charges such as theft added, when the truth of the latter appears to be extremely doubtful.

(d) Officers-in-charge of Police Station should clearly understand that nothing in the above instructions justifies or permits shelving or refusal to accept complaints of cognizable offences. All such complaints must be received, registered in the manner laid down in Section 154, Criminal Procedure Code, and disposed of according to law. Where the Officer-in-charge of a Police Station sees no sufficient ground for investigation, he should not be backward in the exercise of the discretion allowed him by law to abstain from investigating; but full reasons for refusal to investigate must invariably be recorded (vide

- (iv) under the circumstances detailed in Section 179, 180 and the second clause of Section 181 Cr.PC.

13.6. Offences outside jurisdiction - If information is received by officer-in-charge of a Police station of the commission of a cognizable offence which he manifestly has not jurisdiction to investigate, he shall record such information on a plain paper authenticated by the signature or thumb impression of the informant and forward it to the officer-in-charge of the police station in which the offence may lawfully be investigated; provided that when such police station lies outside this district (Andaman and Nicobar Islands) he shall forward such report through the Superintendent of Police. Meanwhile, the officer-in-charge of the police station to whom such information was first given shall take or cause to be taken such lawful measures as may seem necessary to him for the detection of the offence and the arrest of the offender.

13.7. Information of non-cognizable offences -
(a) When an information of a non-cognizable offence is received by an officer-in-charge of a Police Station, he shall record it in the non-cognizable information register in Form 13.7 authenticated by the signature or thumb impression of the informant. This will be prepared in duplicate by the carbon copying process. The original will be retained in the station and the duplicate will be given to the informant who shall be referred to the magistrate in accordance with Section 155 Cr.PC. A substance of the information received shall be entered in the General Diary of the station.

(b) When such information is received by an officer-in-charge of an outpost, he shall act in accordance with rule 13.3(c).

(c) If for any special reason the police station officer wants to investigate a non-cognizable offence he must obtain the permission of the competent magistrate. When such permission is received the police station officer shall follow the procedure detailed in rule 13.2.

13.8. Discretion to refuse investigation -
(a) Section 157(1)(b), Criminal Procedure Code, allows the officer-in-charge of a Police Station who receives information of the commission of a cognizable offence to use his discretion to abstain from investigating such information, if it appears to him that there is no sufficient ground for investigation. It should be noted that the discretion and the responsibility for the proper exercise of it lie with the officer-in-charge of the Police Station.

sub-section-(2) of Section 157, Criminal Procedure Code) in the first information reports sent to Magistrates under Section 157 (1) Criminal Procedure Code and be reported in the Police Station diaries relating to such complaints.

(e) The Assistant Superintendent of Police and the Circle Inspector should make a point of satisfying themselves, that officers-in-charge of Police Stations have intelligently grasped the purport and principles underling these instructions. They should keep a watchful eye on their working and, by constant and effective supervision, while encouraging the exercise of a wise discretion under Section 157 (1)(b) of the Criminal Procedure Code, check any tendency to negligence and laziness, such as might result in refusal to investigate for improper reasons or on inadequate grounds, or in concealment or burking of complaints of cognizable offences.

(f) Whenever investigation has been refused under Section 157(1)(b), Criminal Procedure Code, the first information report, must be sent at once to the Superintendent of Police through the Circle Inspector who has power to direct the investigation of such cases.

(g) Whenever investigation has been refused under section 157(1)(b), Criminal Procedure Code, the Police Station Officer shall notify the informant or complainant in Form 13-8(g).

13.9. First Information Report - (a) As required by Section 157 (1) Criminal Procedure Code, the first information report has to be sent to the Magistrate empowered to take cognizance of the offence before the investigating officer proceeds to investigate the facts and circumstances of the case. Ordinarily this report will take the form of a copy of the first information recorded in the First Information Book and will be sent direct to the Magistrate, the object being that he must have early information and be in a position to act, if necessary, under Section 159 Criminal Procedure Code.

(b) A Police Station Officer who cannot at once send a copy of any first information report to a Magistrate or to the Superintendent of Police for want of postal communication shall convey the information by telephone or wireless if available, sending a copy of First Information Report by post by the first available opportunity.

13.10. Investigation to be Impartial and local -

(a) Police enquiries should always be impartial. It is the duty of the police to do all they can to find out the truth. An investigating officer is to aim at discovering the actual facts and arresting the real offender. He ought not prematurely to commit himself to any view of the facts for or against any person. He should consider carefully

any evidence tendered to him on behalf of an accused person. He should not make any set on a man but keep, as far as possible an open mind to be influenced by evidence.

(b) Except when the information is given against any person by name and the case is not of a serious nature, the Police Station Officer, must, as required by Section 157(1) of the Criminal Procedure Code, always proceed to the scene of offence and make investigation on the spot. An investigation made on the spot enables the investigating officer to discover important clues, to find out persons who are likely to throw light on the facts and circumstances of the case and generally to form an acquaintance with the habits and customs of the people concerned which is highly useful in the investigation of crime.

13.11. Inspection of the Scene of an offence - (a)
The following suggestions may be useful in an inspection of the scene of an offence :-

- (i) The investigating officer should first consider the facts of the case and judge which place or places he must inspect.
- (ii) He should provide himself with instruments and apparatus, e.g., a measuring tape, a pair of scales a magnifying glass, an electric torch etc. likely to be required in the inspection.
- iii) He should procure the presence of the panch and also of experts if any whose assistance is likely to be required for a thorough inspection.
- iv) He should exclude from the scene all superfluous persons who are likely to hamper a thorough and correct inspection.
- v) He should adopt some suitable method of inspection, so that no part of the scene should remain uninspected and no part should be visited oftener than once.
- vi) He should make notes of all important points observed by him and by the panch, as they come to notice in the course of the inspection.
- vii) Finally he should draw up on the spot a panchama mentioning all important and relevant points observed and articles or documents, etc. which might have been taken possession of by him from the scene.
- viii) Where the circumstances of the case require, he should draw a map of the scene inspected.

Note:- 1. For 'Panchama' vide Rule 13.30
2. For detailed notes regarding examination of blood, hairs, etc., see Appendix 13.11 (a) and (b)

(b) All house-breakings should be visited by the Police Station Sub-Inspector himself rather than by a Head Constable or other subordinate. The Sub-Inspector should draw accurate maps of the scene of offence, take accurate measurements of the holes made by the offenders and of the marks made by the implements of house-breaking, search carefully for finger prints, foot-prints etc., and generally note all peculiarities of each offence likely to indicate the gang responsible for its commission.

13.12. First Aid to the injured - (a) In the event of a person being dangerously wounded, the primary duty of the Police Officer who first arrives on the scene is (while noting the position and nature of the wounds) to take immediate steps to procure medical aid or send the wounded person without loss of time to the nearest hospital or dispensary for treatment. This should be done before entering on the formalities of a panchama etc., as the delay thereby incurred might cause serious risk to the life to the person so wounded.

(b) Serious wounds should be meddled with as little as possible. Free bleeding should be checked by a firm pad of folded cloth tied on with a bandage. If the blood be spurting out or flowing very freely, a tight bandage may also be tied round the limb above the wound; but this must only be used when the bleeding cannot be otherwise controlled.

(c) Dirt or other foreign matter may be washed away from wounds with very clean water; but this should only be done, if early medical treatment cannot be obtained or for other special reasons. Fresh coagulated blood forms the best covering for a wound till skilled medical assistance is available.

(d) Wounds should be covered with a perfectly clean cloth, and in every instance great care should be taken to shake or jolt the wounded person as little as possible while carrying him, and this should be borne in mind in cases of both wounds and serious fractures.

13.13. Medical Treatment of Wounded persons by Government Medical Officers - (a) Police officers should when possible, procure the services of local medical officers in Government employ. They should in no case take medico-legal cases to dispensaries in charge of compounders, except for such minor first aid treatment as the compounders are able to give.

(b) No police officer shall require any medical officer to leave his duties in order to attend upon a wounded person, unless in cases in which the latter cannot without imminent danger to life, be conveyed to a hospital or dispensary. It is within the discretion of the medical officer to refuse

compliance with the summons, if he considers that he cannot absent himself from his hospital or dispensary without serious interference with his regular duties. He should, however, comply with such summons, whenever possible and when unable to do so, should state his reason in writing.

13.14. Medical Certificates - When called upon, medical officers, immediately after examination, will supply the police, with certificate regarding cases of injury brought to hospitals and dispensaries in Form 13.14 which shall accompany every wounded person in cognizable case.

13.15. Post-mortem Examination - For instructions regarding post mortem examination of a person who has met with homicidal death see Chapter 15.

13.16. Examination by Finger Print Expert - (a) If, in an inspection of the scene of offence or at any later stage of the investigation finger prints on glass bottles, window panes, brass vessels, tin boxes etc., or prints from blood stained, greasy or dirty fingers on other articles are visible to the naked eye, they should be carefully preserved for being examined by a finger print expert. If the presence of finger prints on any article is suspected they should be developed by :-

- i) dusting the surface with powdered graphite, grey powder or aluminium powder, and
- ii) in the case of prints on paper, by iodine fumes.

When finger impressions have been found they should, if possible, be sent to the Central Finger Print Bureau, Calcutta for examination due care being taken to protect them. The finger impression slips of the investigating officer or any other innocent person, who might have handled the article in question, should also accompany the finger impressions sent for examination.

b) Any palm prints found or suspected to be on any object should be treated in the same way as finger prints and subjected to examination by a finger print expert.

c) Instructions on the subject of foot-prints will be found in Appendix 13-16(c).

13.17. Examination of Weapons, Bullets etc connected with accidents of crime - (a) In respect of all service bombs and shells recovered by the Police, they will contact the nearest Inspector of Explosives. The latter would be at liberty to seek assistance from the Inspecting Ordnance Officer at the nearest Ammunition Depot for identification, disposal etc. Should this officer be unable to identify the exhibit, he will send it to the Chief Superintendent of Development (Ammunition). Kirkee. In all court cases the Inspector of

Explosives will testify when necessary. Under this arrangement, requests for examination of service bombs and shells to the Inspecting Ordnance Officer at the nearest Ammunition Depot would go through the Inspector of Explosives and not from the Police direct.

b) In respect of the identification of weapons and bullets seized by the police, the police may contact the Director, Central Forensic Science Laboratory, Calcutta.

13.18. Expert Opinion on Forged Notes and Coins -

(a) Coins suspected to be counterfeit coming to the notice of the Police should be sent to the Director, Central Forensic Science Laboratory, Calcutta for his opinion as to whether they are counterfeit or not.

(b) Whenever currency notes suspected to be forged or counterfeit come to the notice of the police, they should be sent along with a report regarding the circumstances in which the notes were found, to the Director, Central Forensic Science Laboratory, Calcutta for examination and expert opinion.

13.19. Photographers and Other Technical Experts -

(a) Wherever it is necessary to take a photograph of a scene of crime of finger-prints, foot prints or any document which cannot be easily removed, the investigating officer should call in a photographer to make a photograph of the same.

b) Similarly in all matters of a technical nature, e.g., engineering and motor mechanics, the investigating officer should obtain assistance from person, official or non-official, specially skilled in such matters

13.20. Use of Ultra Violet Rays in Crime Detection -

(a) The ultra violet rays are the invisible rays beyond the violet end of the visible spectrum and possess the power of exciting a glow in many substances when exposed to them. This glow shows an individuality in intensity and colour. Substances when exposed in the path of the ultra violet rays become visible and coloured. This phenomenon is known as fluorescence. A large number of substances are fluorescent and the same can be rapidly tested under ultra violet rays.

b) The ultra violet lamp eliminates many of the disadvantages of other methods. Unlike the chemical test, examination under the ultra violet lamp does not involve any risk or damage to the articles examined. The other advantage is the rapidity and ease with which the examination is carried out.

c) The Director Central Forensic Science Laboratory, Calcutta may be referred to for an examination of various articles under the ultra violet lamp in Police cases on points like the following :-

- (i) Prisoners' Correspondence or Secret Writings - Prisoners send secret messages by incorporating in ordinary letters lines written with urine, saliva, milk, soap suds or fruit or vegetable juices. All these become visible in a few seconds under the lamp. In contrast to other unreliable methods of rendering secret writing visible, the lamp leaves no trace which might put the recipient on his guard.
- (ii) Inks - All the various coloured inks which appear on bank notes, etc have characteristic appearances in ultra violet light and this is of great assistance in the detection of forgeries. Every chemical ink eradicator leaves a mark visible in the light. Many types of invisible ink become visible under the ultra violet light and photography can record results in such a form that they may be produced for reference at a moment's notice. Most red inks fluoresce and it is frequently possible to use ultra violet light to read writing which has been transferred to a piece of blotting paper by the blotting process, even if the paper has been used a great deal and is red in colour.
- iii) Finger prints - Fingers contain small traces of organic matter, such as oils and fats and these fluoresce in ultra violet light. Records of finger prints on multicoloured backgrounds which are visible under the light are developed by the use of zinc sulphide or anthracene and photographed on panchromatic plates.
- iv) Erasures and Alterations - The disturbance of the surface of paper is clearly visible in ultra violet light. In fact a safety paper has been prepared, impregnated with quinine or its salts, uranium salts, etc. on which erasures show up as dark patches under the light. If alterations are by a different ink, say, in a case of falsification of accounts, though the falsification appears perfect to the naked eye, it is often possible to see quite plainly the subsequent superimposition of writing under the light.
- v) Forgeries - Many large banking concerns in England, especially the Bank of England, are using an ultra violet lamp to examine cheques, securities, bank notes, etc., for detecting forgeries. The paper in a forged bank draft may appear similar to the genuine one to the naked eye; but it may show different fluorescence under the lamp, if the paper base is different.
- vi) Mail Thefts.-(a) Adhesives - Various adhesives show under the lamp fluorescences which differ widely in colour. Dextrins fluoresce; but gum arabic is practically devoid of fluorescence, while the gum or mucilage used for postage stamps shows a strong bluish fluorescence. Vegetable glue appears golden yellow; while casein glue bluish white.

(b) Sealing Waxes - There is generally no difficulty in distinguishing different sealing waxes when their natural colours are distinct. But sealing waxes apparently similar in colour to the naked eye may exhibit distinct fluorescences under the lamp. When a seal been tampered with, the tiny particles of the substance used to make the original seal can often be detected by variations in colour or the intensity of the fluorescence under the lamp.

The lamp can be used to show that stamps have been fraudulently removed from an insurance card or to detect eradicated cancellation marks.

vii) Examination of Valuables - Genuine diamonds fluoresce brilliantly, but the most cunning imitations are quite "dead" under the lamp. Japanese "culture" pearls differ distinctly in fluorescence from genuine pearls.

viii) Identification of Glass Pieces - Glass pieces appearing similar to the naked eye have characteristic fluorescences. Thus for example, optical glasses of the same type but from different manufacturers show unmistakable differences ranging over a series of colours from pale yellow to violet, blue and vivid white; in particular "protective" glasses of the Crookes type are characterised by a bright blue white colour. The fluorescence of glass is also affected by the various ingredients like manganese and selenium entering into its composition. If similar glass pieces are found on the scene of offence and on the person of the suspect, a valuable clue is many times obtained.

ix) Adulteration in Flour - Wheat flours display a bluish fluorescence, whereas barley and potato flours do not show any fluorescence.

x) Determining whether a corpse was buried or Burat - Bones from a burnt corpse do not fluoresce.

xi) Clues for the detection of crime - Stains not visible to the naked eye or chance finger prints which cannot be seen on multi-coloured grounds become visible under the ultra violet lamp.

Match sticks from boxes of different make show different fluorescences, when seen under the lamp. Match sticks found at the scene of offence and those found with the suspect may appear alike and thus provide a useful clue.

Similarity as regards dirt, material, seams, tears, etc. between a piece of cloth found on the scene of offence and another found in the possession of the suspect, if established with the help of the lamp, may help to establish his guilt.

Note - Detailed instructions of the Director, Central Forensic Science Laboratory, Calcutta regarding collection and despatch of articles to him are given in Appendix 13-20.

13.21. Instructions for the guidance of investigating officers while dealing with cases involving documents which form subject matter of examination by the Government Examiner of questioned documents, Government of India - (a) Care of documents - From the moment an Investigating Officer takes possession of documents the genuineness of which is either questioned or the authorship of which is to be determined, they should be handled, and cared for in a manner that will not impair in the slightest degree its value as evidence. The following negative directions are necessary and should be scrupulously adhered to.

(i) Documents should not be subject to frequent careless handling and should from the very beginning be protected either by placing between the sheets of blank papers or preferably between thin, transparent sheets of celluloid.

ii) Documents should not be cut, torn or trimmed or in any manner mutilated in the slightest degree.

iii) Documents should not be exposed to moisture of any kind or to strong sun-light and should never be carried in the pocket where they are likely to be affected by bodily heat or moisture or become worn, wrinkled or soiled.

iv) Documents should not be folded or unfolded unnecessarily and a new fold should never be introduced.

v) Documents should not be touched with an eraser of any kind nor should adhesive labels be applied.

vi) Documents should not be punched or pinned but paper clips should be used where necessary.

vii) No additions, such as underlying features thought to be significant, should ever be made in the documents. The identification marks should be applied with coloured pencils where they are least likely to be interfered with the writing and which should be as limited as practicable and clearly recognised as such.

viii) Tracings of documents should never be resorted to. For purposes of record, photography is the advisable and safe method.

(b) Submission of documents - Documents intended for laboratory examination should be sent by registered post to the Government Examiner of Questioned Document, Intelligence Bureau, Ministry of Home Affairs, Government of India, Railway Board building, Simla-3, after being properly packed and sealed in STOUT COVERS or packings to avoid damage during transit. While it is generally not possible to assess the value of documents involved in a criminal case, it is advisable that document should also be insured for a nominal value of Rs 100/-. This procedure will ensure extra precautions on the part of

(ii) Documents submitted for examination should be accompanied by a forwarding letter which should clearly indicate as to which of the writings are "Questioned" and which of the writings are "Standard". The Questioned writings should be clearly encircled with a coloured pencil without touching or crossing any part of the questioned writing. Identifying marks such as Q1, Q2, Q3, Q5 etc. should be put for each of the questioned item. In case a questioned item consists of a body-writing followed by a signature which is alleged to be of one person, it is advisable that separate identifying marks be put for the body-writing and the signature. The standard writings should also be similarly enclosed in a coloured pencil and identifying marks such as S1, S2, S3, S4, S5 etc., be put. The standard writings of one person should be in continuation of the series adopted e.g., the standard writings of a person 'A' should be marked as S21 to S40 and so on.

(iii) The specific points on which an opinion is sought be clearly indicated in the forwarding letter.

(iv) It is worthwhile keeping in view the fact that once a writing or a signature is treated as a questioned item, it can never be used again by the Government Examiner of Questioned Documents as a standard writing for comparison with other questioned items. Inter se examination of two questioned items does not generally yield any fruitful result and questions relating to such inter se examination should be avoided as far as possible.

(v) The history of the case should never be narrated in the forwarding letter.

(c) Standards for Comparison - The quality of the standard writings submitted for comparison has a great influence on the result of examination; without suitable standards the Examiner is unable to express and identify any worthwhile opinion as to the authorship of a questioned writing. As to what constitutes the most satisfactory standard, the answer is very simple. In every case the aim should be to provide an opportunity for the Examiner to compare "LIKE WITH LIKE". For example the best standard, when the signature of a person is in dispute, consists of his admittedly genuine signatures written before the date of the disputed signature on similar documents. With regard to the amount of standard writings to be submitted it must be borne in mind that whilst no documents' examination has ever been prejudiced by too much standard materials, the reverse has often been the case. The majority of the failures on the part of the examiner to furnish definite opinions are due to the standards being either too scanty or unsuitable for the purpose. With an abundance of standard materials the Examiner is able to make the most effective comparison with the questioned writings.

(ii) As a general procedure the Investigating Officers should submit to two types of standard writings as detailed below:-

(a) Request writings, i.e., writings or signatures written to dictation by the suspect for the purpose of comparison with the questioned writings.

(b) Previous writings, i.e., admittedly genuine writings or signatures written in ordinary course of business by the suspect when he had no knowledge that these writings and signatures will be used for comparison with the questioned writings.

The writing produced in ordinary course of business is generally an unconscious act. Request writing produces consciousness in the writer which tend to make the writing formal. Request writings may also be deliberately disguised and distorted by the writer. Such request writings are therefore not always suitable for comparison with the questioned writings executed in ordinary course of business. The importance and necessity of obtaining previous writings for comparison with the questioned writings can thus be well realised. The previous writings are found to be useful writings of the suspect without any attempt at disguised or formal execution, as the writer had no knowledge that these writings will ever be used as standards for comparison. It is of utmost importance that such writings should be capable of being proved in a Court of Law as the standard it purports to be. The usual method of proving the previous handwriting of an accused is by the evidence of a person who is well acquainted with his writings and can identify them. The previous writings of these persons who are to appear as witnesses in the case can be proved by their own admissions in the court.

(iii) If the suspect is willing to give specimens of his handwriting, the following procedure should be adopted :-

(a) Examine the document and note whether it is written in cursive (i.e. freely written having connected small letters) or pen-printing or block lettering style or is a mixture of all. Make it clear to the suspect which style of handwriting you desire him to use but never show him the questioned writings.

(b) Obtained paper similar to that of the questioned document and try to match the paper especially with respect of size and ruling if any. Never allow a large sheet of paper if the questioned document is small or plain paper if the questioned document is lined and vice-versa. If the questioned document is an envelope supply envelopes for the dictation to be written on; if an endorsement on cheque supply blank cheques and ask them to be endorsed leaving it to the suspect as to where and how he does it. If the questioned document is in the nature of an

Official form, the most strenuous efforts should be made to obtain similar blank forms on which the suspect should be invited to write. If blank forms cannot be obtained, endeavour to duplicate them on a type-writer taking care to keep the dimensions the same.

(c) Provide the suspect with writing instrument similar to that used for writing questioned document. Where in-writing is concerned try to match the nib width. The ink used need not be matched as this has very little influence on the writing.

(d) Dictate the questioned writing to the suspect at a reasonable speed. This will allow the suspect, if he so attempts an opportunity to disguise his hand-writing, which will tend to make him much slower than usual. The time taken should be carefully noted.

(e) When the first dictation has been completed, the writing should be removed from the sight of the suspect who should be persuaded to give a second specimen. The second dictation should be given as fast as the suspect will allow, because if the speed is kept up and he has disguised his first specimen, he will have difficulty in remembering the details of the disguise previously used.

(f) The procedure, detailed in aforesaid paragraphs (d) and (e) should be repeated with two different pens on two different dates. In this way, specimens of the writings of the suspect on six different sheets are to be obtained.

(g) The age of the writer, his name and any of his physical conditions (such as extreme illness, infirmity or injury to his hand or fingers etc.) likely to affect the writing should be endorsed in each sheet by the officer obtaining the request writings who should also sign such sheet in token thereof.

(iv) In obtaining previous writings also the guiding principle "LIKE TO BE COMPARED WITH LIKE" should be borne in mind. For example -

(a) In case of questioned signatures on cheques, admittedly genuine signatures of the same type on previous cheques, issued on the same bank and of the same period, should be obtained.

(b) In case of questioned endorsement on Money Order vouchers, admittedly genuine endorsements on similar Money Order vouchers or acknowledgements of the same period should be obtained.

(c) In case of questioned writings in receipts or other official forms efforts should be made to obtain admittedly genuine writings of the suspect on similar receipts of official forms.

(d) Only the papers bearing the previous writings should be sent to the Examiner and not the whole lot of connected papers.

(v) Finally it deserves emphasis that investigations rarely conform to exact pattern. The instructions given here are in regard to general principle only; they must be intelligently applied to the special consideration of the case.

13.22. Grave Crimes - The following offences will be designated "grave crimes" in which the Circle Inspector and the Assistant Superintendent of Police shall personally investigate and superintend the cases:-

- ✓(i) Murder. ¹⁰⁰⁰
- ✓(ii) Culpable Homicide ¹⁰⁰⁰
- ✓(iii) Dacoity ¹⁰⁰⁰
- ✓(iv) Robbery ¹⁰⁰⁰
- (v) House-breaking and theft of property ^{sho} ✓
worth Rs. 1,000 and over or Government Arms and Ammunition.
- (vi) Theft of property worth Rs. 2,000 and over ^{sho} ✓
or theft of Government Arms or Ammunition ^{sho} ✓
- (vii) Any specially serious disturbance or riot ^{sho} ✓
- (viii) Any specially serious motor accident or a ^{sho} ✓
motor accident involving loss of life.
- (ix) Escape from lawful custody. ^{sho} ✓
- (x) Serious cases of assault on a Police ^{sho} ✓
Officer in the discharge of or in consequence of his duties as a public servant.
- (xi) Cases of alleged extortion or bribery or torture by a Police Officer.
- (xii) Any other case of a specially grave nature.

Immediately upon registration of any case falling under any of the above categories, it is the duty of the Officer-in-Charge of a Police Station to send a copy of First Information report by a special messenger as expeditiously as possible to the Circle Inspector, Assistant Superintendent of Police and Superintendent of Police. Two additional copies of First Information Report shall also be sent to the Superintendent of Police for onward transmission to the District Magistrate and the Inspector General of Police; where there is no postal communication, contents of the First Information Report shall be transmitted in full through Police Radio. On receipt of such information the Circle Inspector and the Assistant Superintendent of Police shall visit the spot as early as practicable. The Circle Inspector shall, unless otherwise directed by the Assistant Superintendent of Police or the Superintendent of Police take up the investigation of such case immediately upon his arrival on the spot and the Assistant Superintendent of Police shall -

- (a) ascertain the facts of the case as far as possible, from complainant, witnesses and other sources of information;

- (b) ascertain what investigation the Police on the spot have made;
- (c) assist and direct the investigation and to see that it is being correctly and vigorously prosecuted;
- (d) prevent irregularities on the part of the subordinates and to encourage and guide them in their enquiries.

The Assistant Superintendent of Police shall immediately after his visit to the scene in such cases, submit a special report to the Superintendent of Police giving full details of the case so far ascertained from his enquiries and the nature of instructions given to his subordinates for proper investigation of the case. The Assistant Superintendent of Police shall thereafter submit daily progress reports of the cases to the Superintendent of Police until the investigation has been completed.

13.23. (a) It is not intended to lay down any hard and fast rules as to the cases which the Superintendent of Police should investigate himself. It should seldom be necessary for the Superintendent of Police to take the detailed conduct of the investigation into his own hands. He may however visit the spot in any of the grave crimes mentioned in the preceding rule, if he considers it necessary from the special report of the Assistant Superintendent or otherwise and may supervise and lay down the guiding principles on which the investigation should proceed or in sifting and apprising the value of evidence or clues obtained.

(b) The Superintendent of Police shall, in the following, submit to the Inspector General of Police a "Grave Crime Report" showing the progress of investigation :-

- i) Murder
- ii) Culpable homicide
- iii) Dacoity
- iv) Robbery
- v) Any specially serious disturbances or riot.
- vi) Any other cases of specially grave nature in which the Superintendent considers necessary to send such report.

13.24. Examination of Witnesses - (a) Under Section 161 of the Criminal Procedure Code, an investigating officer is empowered to examine orally any person (including even a suspect) who is supposed to be acquainted with the facts and circumstances of the case, and he may, if he wishes to reduce to writing the statement of each person separately. The investigating officer, may in exceptional circumstances, require any other Police Officer, not lower in rank than a Head Constable, to examine witnesses. In such cases he shall give full and proper instructions to him regarding the case and the points on which the examination has to be made.

(b) In order to examine witnesses, the investigating officer should, as far as possible, contact them at their places, but may, where necessary, call them by a written order in Form 13.25 to attend before him at the Police Station or any other place within the limits of the Police Station, provided such persons are at the time within the limits of his own or any adjoining Police Station. A person so called to attend is liable to be prosecuted under Section 174, Indian Penal Code, in case he intentionally omits to attend as required. This power to call for attendance should, however, not be exercised for the purpose of procuring the attendance of a suspect or an accused person, as he is liable to be arrested at any time without a warrant.

13.25. Recording of statements of witnesses and Accused persons - (a) It is advisable, though not compulsory for the investigating officer to record the statements of witnesses, as they enable the superior officers and the prosecuting officers to know what each witness has got to say and thereby to form a correct estimate of evidentiary position of the case. The investigating officer must not, however, obtain the signatures of the witnesses to their statements.

(b) Statement recorded by an investigating officer under Section 161 Criminal Procedure Code shall not form part of the case diary prescribed by Section 172, but shall be recorded separately on plain paper and attached to the case diary, the necessary number of copies being made by the carbon copying process. An investigating officer, after examining a person orally or recording a statement under Section 161, shall only make a brief note of the fact in his diary.

(c) It is equally important and advisable for an investigating officer to record the statement of an accused person, especially if it consists of lengthy details in complicated cases, so that these details may not be forgotten or overlooked in the course of enquiries for their verification. The statement may sometimes disclose his line of defence and may also at times indicate sources from which independent evidence may be available.

13.26. Dying Declaration - (a) Whenever a person whose evidence in a case is likely to be relevant as to the incidents or the circumstances which have eventually resulted in his death is likely to die, it is advisable to record his dying declaration, which is relevant as evidence under Section 32(1) of the Evidence Act, in every case in which the cause of that person's death is in question. Even if such a declaration is made to a Police Officer, it is admissible in evidence and its use is not barred by Section 162, Criminal Procedure Code.

(b) The declaration should preferably be recorded by a Magistrate and if possible, in the presence of the accused. Where this is not practicable, the investigating officer may record it preferably in the presence of the panch. Even if it has been made orally in the presence of any person, it may be proved in Court by the oral evidence of that person. The declaration becomes admissible if the declarant subsequently dies. If he survives, it will be useful, if made before a Magistrate, only to corroborate his oral evidence as a witness in Court. If it was made before a Police Officer, it will be treated only as a statement covered by Section 162, Criminal Procedure Code.

(c) The declaration must be complete by itself. If the declarant dies before he has finished it or if it contains any indication that he intended to modify or add to it it will not be of any evidentiary value. The person making the declaration must be a competent witness and must be speaking from personal knowledge of the facts. If reduced to writing by the Police, the declaration should, as far as possible, be in the form of questions and answers and in the very words of the declarant. If practicable, the declarant should be asked to sign it, and the panch and the Police Officer should attest it.

(d) If a seriously injured person, not in imminent danger of death is sent to hospital, the investigating officer shall warn the medical officer about having the person's statement recorded by a magistrate should the necessity for such a course arise. In case of doubt, the investigating officer shall have the dying declaration recorded in proper time. While recording dying declaration the presence of the accused person shall be secured if it can be done so without much delay and he should be allowed to cross-examine the person giving the statement, the question and answers being recorded in full.

13-27. Recording of statements of witnesses and confessions of accused persons before a Magistrate.

(a) In important cases witnesses may be produced before a First Class or specially empowered Second Class Magistrate and their statements got recorded by Magistrate on oath (Section 164 Criminal Procedure Code). Such statements cannot be used as evidence by themselves, as they have been made behind the back of the accused. The only object in recording such statements is to obtain a hold over the witnesses.

(b) If an accused person is willing to make a confession he should be taken under arrest for the purpose of his confession being recorded under Section 164 Criminal Procedure Code, before a Magistrate of the First Class, or a Magistrate of the Second Class specially empowered by the State

Government. It is advisable, though not obligatory, that the Magistrate is not the one who will eventually try the case or hold committal proceedings. As far as practicable, confessions should be recorded in the court house in preference to the residence of the Magistrate and on working days in preference to holidays.

(c) Confessional statements made to Police officers are admissible in evidence under Section 27 of the Evidence Act, but only that portion of the confessions which is absolutely necessary to lead to the discovery of property or other relevant fact is admissible. The words "fact discovered" in Section 27 are not to be treated as equivalent to the object or article produced; the fact discovered embraces the place from which the object is produced and the knowledge of the accused about its existence at that place and the information given must relate distinctly to this fact. Information supplied by a person in custody that "I will produce a knife concealed in the roof of my house" does not lead to the discovery of knife. It leads to the discovery of the fact that a knife is concealed in the house of the informant to his knowledge and if the knife is proved to have been used in the commission of the offence, the fact discovered is very relevant. But if to this statement the words be added "with which I stabbed A", these words are inadmissible, since they do not relate to the discovery of the knife in the house of the informant. So where a confession of an accused person is deposed to by a Police Officer who says that the accused said to him, "I stabbed Shivayya with a spear. I hid the spear in a yard in my village. I will show you that place", the first sentence is inadmissible, but the second and the third sentences are admissible under Section 27. There may be cases in which the object produced by an accused person may not in itself be of an incriminating nature and its production would be irrelevant in the absence of any evidence to connect the article with the offence in question, apart from the accused's confession. However, the difficulty, insuperable as it may be, of proving that a fact discovered on information supplied by the accused is a relevant fact can be no justification for reading into Section 27 something which is not there and for admitting in evidence a confession barred by Section 26.

(d) If it appears to the investigating officer that any statement made by an accused person while in custody will lead to the discovery of any fact which can be proved under Section 27 of the Evidence Act, he should record the statement clearly and carefully in the presence of two witnesses. The statement should be recorded in the first person, that is to say in the actual words of the accused. It shall be signed by the accused and attested by the investigating officer and witnesses.

(e) When an accused or suspected person makes a confession, the investigating officer shall take immediate steps for its verification. Such verification should include the tracing and examination of witnesses named or indicated in the confession and the search for, or the recovery of, stolen property or other exhibits material to the investigation. The aim of a police officer should be to obtain circumstantial and oral evidence as convincing that the accused cannot escape. If he succeeds in obtaining such evidence, the confession will often follow and will materially strengthen the case, but to seek to obtain the confession first and the corroborative evidence afterwards is to reverse the proper order of proceedings. If, however, a confession is volunteered in an investigation every effort must be made to ascertain if there is evidence corroborative of any point in the confession which can be verified. A statement purporting to be a confession will often be made in order to mislead the inquiring officer and such statements are very rarely true in all particulars, and also are frequently made in order to throw blame on other persons, or with a view to deter from further inquiry. Also they are generally retracted in court, in which case, if they stand alone and uncorroborated, they have little or no probative value. There is this every reason for testing so-called confessions very carefully and not accepting them as final and conclusive and stopping the investigation. For the purpose of verification, the investigating officer shall if a confession has been recorded by a magistrate, apply to the magistrate and obtain a copy of the confession for further investigation.

(f) Where one of several accused persons who have taken part, say, in burying stolen property at a certain place offers to point out the place and the property is found in consequence, his confessional statement is relevant against him under Section 27 of the Evidence Act. As the statement has already led to the discovery of the property, though other accused persons suspected to have taken part in burying the property at the place may subsequently point out the same place separately and in the absence of one another, their confessional statements cannot be said to have led to the discovery of the property which has already been discovered and are not, therefore, relevant under that Section. Though there is nothing objectionable in the investigating officer trying to see for his moral satisfaction whether such persons point out the same place as the one previously shown by one of them no attempt should be made to introduce their confessional statements in evidence in court through the medium of panchayats or other channels.

(g) The slightest attempt on the part of the defence to prove any circumstance vitiating a confession is usually sufficient to render the confession irrelevant and inadmissible. Even when relevant it is at best a very flimsy and, from its very nature, unreliable piece of evidence. It should therefore, not be regarded as an end and aim of investigation, but merely as a basis for working out the case by procuring evidence to verify and support it. It is only when corroborated by such independent evidence in material particulars that a confession acquires some evidentiary value as against the person making it. It goes without saying that as against persons other than the maker a confession has practically no such value.

13.28. Approver's Evidence - (a) With a view to obtain the evidence of a person supposed to have been directly or indirectly concerned in or privy to the offence, pardon can be tendered to such a person on condition of his making a full and true disclosure of the whole of the circumstances within his knowledge relative to the offence and to every other person concerned, whether as principal or as abettor, in the commission thereof. In the course of investigation of serious offences in which such pardon can lawfully be tendered under Section 337 of the Criminal Procedure Code, if an accused person is in a mood to make a full disclosure of such a nature, he should be placed before the District Magistrate or any Magistrate of the First Class with a request to offer the person a pardon on the aforesaid condition; and if he accepts the offer, he will thereafter remain in custody, but will be examined as a witness on oath in the course of an inquiry or trial that may follow. Similar steps can be taken even during the course of an inquiry or trial.

(b) The investigating officer whenever he finds it necessary to make an accused an approver, should obtain the permission of the Superintendent of Police. The person to be selected for an approver should be one who is the least guilty and whose evidence, at the same time, covers the largest possible part of the prosecution case. The criterion for deciding whether the evidence of an approver or evidence would be forthcoming to throw light on any part of the prosecution case. More than one accused person may be made approvers in a case if it is necessary and advisable to do so in that particular case. After a person has accepted a pardon, arrangements should be made to keep him in a separate cell and well protected.

13.29. Documents and Articles in the Custody of the Postal or Telegraph Authorities - (a) To obtain protection under Section 94(3) of the Criminal Procedure Code, documents and articles in the custody of the Postal or Telegraph authorities must be of the nature of a letter, post-card, telegram, parcel, or other thing. To obtain

protection under Sections 123 and 124 of the Indian Evidence Act documents must relate to affairs of State or must be communications made in official confidence, by the disclosure of which the public interests would suffer. The bulk of the records of the Post Office do not come under any of these exceptions and consequently they will be produced on the written requisition of any Police Officer making an investigation, but only to the extent of those entries which relate to the person accused in the case and which are relevant to the offence. Documents and articles covered by section 94(3) must if necessary, be obtained in accordance with the procedure laid down in Section 95, Criminal Procedure Code.

Inspection of Criminal Court Records - (b)*

If it appears to a Police Officer that the inspection of records of any criminal trial would facilitate the detection or prevention of crime or is desired for the examination of the conduct of the Police Officer connected with the case, such officer may apply to the Judge or Magistrate for permission to inspect the records. The application should be in writing and shall state why the inspection is to be made. On being permitted to do so, the records are to be allowed to be inspected by the Police Officer within the court precincts. If permission is refused for any reason, the Judge or Magistrate shall assign reasons therefor and send a copy of the same to the Police Officer making the requisition.

13.30. Panchama - (a) The only occasions on the which a document which is popularly styled as a panchama is required by law to be drawn up are when (i) some articles are seized in the course of a search of a place under Section 103(2), Criminal Procedure Code, or (ii) an investigation into the cause of death is made under Section 174, Criminal Procedure Code. The holding of panchamas on other occasions is not duty imposed upon a Police Officer by law though in practice a Police Officer resorts to it as a mode of procuring independent evidence to corroborate the results of his own inquiry and observation. In such cases a panchama by itself has no evidentiary value. It is merely a memorandum of what has been observed by the panch and the investigating officer, who are apt to forget many of the details observed by them, in the interval between the events themselves and the day on which they are called on to testify to them in Court. Hence a panchama is useful only as a piece of corroboration of the oral evidence of the panch and the investigating officer (Section 157, Evidence Act), or as a memorandum of facts observed by them, which they may use to refresh their memory while giving evidence of those facts (Section 159 Evidence Act). For the latter purpose it is essential that the person using the panchama must either have written it himself immediately after having observed certain facts or must have personally read it soon after it was written up by some one else and found it to be correct.

(b) In view of the above legal position of panchamas, the panch to be selected should be of mature age intelligent, literate as far as possible, respectable, impartial, free from objectionable antecedents, not likely to be influenced by pecuniary or other consideration, free from bodily infirmities or loathsome disease and should be selected by the Police Officer and not by the complainant or any other interested person. When females are concerned female panch should be called in.

(c) The panch should be present from the beginning to the end of the transaction, should be informed beforehand of the nature of the proceedings at which they have to serve as panch and should also be instructed to observe carefully what they are called on to see as they would afterwards be required to give evidence about the facts observed by them.

(d) The panchama should begin with a mention of the full names, age, occupation and address of the panch, followed by a preamble explaining the purpose e.g. search of a house, etc. for which the panchama is being held. It should contain full and accurate statements of the articles or other relevant circumstances found and the exact spots at which they were found. It should state clearly what articles, if any were attached and from where they were attached. After it has been written up it should be read over by or to the panch and they should be asked to sign it after they have read it and admitted it to be a true account of what they observed. The name of the writer should be mentioned and his signature taken. The time when it was commenced and completed, the date and the place should also be mentioned in it.

(e) The following general hints should be borne in mind in holding panchamas :-

i) The panchama should be written up at the place where and immediately after, the proceeding concerned, e.g., a search, is held.

ii) It should be held ordinarily during day, but if the circumstances demand it, even during night time.

iii) As no fair copies are supposed to be made, it should be written up very carefully, so as to avoid the need for insertions or erasures. All erasures or insertions, if inevitable, should be initialled by at least two of the panch.

iv) In case of the attachment of currency notes or documents the identification of which is material point, the initials of the panch should be taken on them.

v) Where the complainant or informant is present, the identification of property attached should be done in the presence of the panch and the fact noted in the panchama.

vi) When ornaments are concerned, they should be got properly weighed by a goldsmith who may be included among the panchna.

vii) Where any property is produced by the accused, the exact place where it was found and the fact that the panchna accompanied the accused producing it should be mentioned.

viii) Care should be taken to avoid the inclusion in the panchnama of -

(a) any statement of an accused person except to the extent admissible under Section 27 of the Evidence Act or of other persons except when the statement is coupled with some relevant conduct, e.g. the owner of property in identifying it makes a statement that it is his own;

(b) the opinions of the panchna or the investigating officer except to the extent permitted by section 174, Criminal Procedure Code.

13.31. Map or Plan of a Scene - A map or plan shall always be prepared by the investigating officer in cases of murder, dacoity, serious riot or other disturbance, robbery, house-breaking, road accidents and in any other case where he considers that it will be useful for a superior officer or a court to visualise the circumstances in which the offence was committed. The map shall be prepared by himself on his first visit to the spot. The investigating officer may subsequently requisition the assistance of the draftsman (Police Radio) or any other draftsman for preparing a pucca site plan if considered necessary. The plan must be drawn to scale as far as possible, though this is not essential. If not drawn to scale the fact shall be noted clearly on the plan. If necessary, two plans may be prepared one to give general picture of the place and surroundings where the offence was committed or the body (in case of murder) was found, and the other to give a detailed picture of the actual plan of the place where the offence was committed or the body was found. Whether one or two plans should be prepared will depend upon the circumstances of the case. Where necessary the doors, windows and entrances to houses should be delineated distinctly to distinguish them from those of compounds or fences. Such facts as to whether the ground on which the offence was committed was hard or soft, wet or dry etc., should also be noted. It is necessary to maintain a suitable distinction in the map between these two sets of fact. The distinction shall be effected as follows:-

(a) The objects actually seen by the person preparing the map including such permanent features as buildings, trees, paths and tangible points connected with the case, such as blood stains, footprints, cloth and corpse, etc., actually seen by him shall be indicated by letters of the alphabet A, B, C, D, etc. explanations of these letters being given preferably in the margin of the map.

(b) Particulars derived from witnesses e.g., the place where witness A is said to have stood, where the accused is said to have been standing when seen by X, where the blow was struck, etc., shall be indicated on the map by the numbers 1,2,3,4 etc. The explanations of these numbers, however, shall on no account be given on the face of the map sheet of paper distinct from the map.

The number of case, the date of the offence and the section of law shall be given at the top of the map, and the signature of the person who prepared it should be given at the foot. The person who prepared the map shall be produced as a witness at the trial.

13.32. Case Diary - (a) Section 172 Criminal Procedure Code prescribes the case diary which an investigating officer is bound by law to keep of his proceedings in connection with the investigation of each case. The law requires the diary to show :-

- i) the time at which the information reached him;
- ii) the time at which he began and closed his investigation;
- iii) the place or places visited by him;
- iv) a statement of the circumstances ascertained through his investigation.

Under Heads (iii) and (iv) shall be noted the particulars of the house searches made with the names of witnesses in whose presence search was made; by whom, at what hour, and in what place arrests were made; in what place property was found and of what description; the facts ascertained on what points further evidence is necessary, and what further steps are being taken with a view to complete the investigation. The diary shall mention every clue obtained even though at the time it seems unprofitable, and every step taken by the investigating officer, but it shall be as concise as possible. The statements of witnesses shall not be recorded in the diary but the names of all witnesses examined with the place and time of such examination shall be given. Site plans, statements, injury or post-mortem reports, panch namas, search lists or other documents connected with the case will not be written or copied on the case diary but a separate copy of every such document shall be made and attached with every copy of a case diary for ready reference. The diary shall be a record of acts done by him and of the facts ascertained by him. i.e. the result of his investigation. A diary so composed i.e., a diary which does not contain the statement of witnesses is privileged. The Court may send for

it and may use it, not as evidence, but as an aid in enquiry or trial, but the accused has no right to call for it or to see it even if referred to by the court; the only exception being that when it is used by the police officer who made it to refresh his memory or when the court uses it for contradicting such officer, then the provisions of Section 145 or section 161 of the Evidence Act shall apply.

(b) Case diary shall be written in form 13 32 (b) and shall be written or typewritten by the investigating officer himself. If for any reason to be recorded in writing, he is unable to do so, he may get it written or typewritten by a writer to his dictation; and it shall be signed by the writer and himself. Case diaries shall be written in Hindi but if the investigating officer does not know Hindi he may write it in English but in no other language. It shall be prepared in duplicate by the carbon copying process. Case diary may be written by an investigating officer either in the course of his proceedings during investigation of a case or may be compiled from his note book at the end of each day of investigation; or if the investigation continues upto midnight, early next morning. A case diary shall be submitted in every case investigated. The diary relating to two or more days shall never be written on one sheet or despatched together. Two or more cases should never be reported in one diary; a separate diary shall be submitted in each case daily until the investigation is completed. But it is not necessary to send case diary on any day on which the investigation, though pending, is not actually proceed with. In cases which are charge-sheeted case diaries shall be written reporting all hearings and adjournments until the case is finally disposed of on appeal or revision. Each case diary relating to a case shall bear a consecutive number.

(c) The original of each case diary shall be despatched to the Circle Inspector on the day following the date to which it relates; provided that in stations where there are no means of communication with the headquarters of the Circle Inspector, it shall be despatched to him by the first available transport. The Circle Inspector shall forward it to the Superintendent of Police after making any necessary remarks thereon. If he has any instructions to communicate to the investigating officer, he shall do so by memo, a note being made in the case diary to that effect. The Superintendent of Police or the Assistant Superintendent of Police will peruse the case diaries and note thereon any remarks or instructions for the investigating officer. The Reader to the Superintendent of Police shall copy such remarks or instructions in the memo and transmit it to the concerned officer, retaining the original case diary for his record. The office copies of case diaries relating to each case shall be kept in the station concerned in a docket-sheet in Form 13 32(c).

13.33- Charge Sheet - (a) When an Officer-in-charge of a Police Station on completion of an investigation finds the charge proved and proposes to proceed against any person, he shall, notwithstanding that he has not arrested all or any of the persons against whom the charge is provided, submit a charge sheet in Form 13.33(a) which is the report prescribed under Section 173 Criminal Procedure Code. Thus a charge sheet shall be submitted when the accused is absconding or is sent up for trial in custody or on bond (Section 170 CrPC). In cases where the accused is absconding, the investigating officer shall submit with the charge sheet a list of the absconder's property so that the court may issue attachment orders

(b) The charge sheet shall be sent by the quickest means to the magistrate empowered to take cognizance; provided that for courts where a Police Prosecutor or an Assistant Police Prosecutor is posted the charge sheet shall be submitted to the court through that officer. When a prima facie case is made out in a case in which articles have been sent for chemical analysis or other expert examination, the charge sheet shall not be delayed till receipt of the expert's report. A note shall however be made in the charge-sheet on the following points :-

- i) whether additional witness will be produced;
- ii) whether and if so, which articles have been sent to the Director, Central Forensic Science Laboratory or other Expert, for examination;
- iii) Whether or not the date for the appearance of the accused or of the witnesses has been fixed in the bonds taken from them.

(c) When submitting charge-sheet, the Officer-in-Charge of a Police Station shall also communicate in Form No. 13.33(c) the action taken by him to the person, if any by whom information relating to the commission of the offence was first given.

d) Reports on previous convictions, the bail and recognisance bonds executed under Section 170 Cr.P.C., and a map or plan of the scene if any and any other document on which the prosecution proposes to rely shall be attached to the charge-sheet. Sufficient number of copies of each of the documents required to be furnished to each of the accused persons under the provisions of Section 173 Cr.P.C. shall also be attached to the charge sheet, if they have not already been furnished to the accused and a receipt obtained therefor.

(e) Only the precise particulars as required by the column headings shall be noted in the

charge sheet. The charge sheet shall be given an annual serial number and a counter foil shall be kept at the Police Station.

(f) A Police Officer sending up an accused person for trial shall certify on the back of the charge sheet that he has carefully examined the records and that he has in all other respects made full enquiry whether such accused person has been previously convicted. A similar certificate shall be given regarding absconders against whom a charge sheet is submitted. Should previous convictions be ascertained, a short report of all particulars concerning them, including the names of any person who can prove each previous conviction shall be sent with the charge sheet to enable the Police Prosecutor to prove them under Section 511 CrPC. When an investigating officer submits a charge sheet, he shall also forward separately the concerned case diary file to the Police Prosecutor for his scrutiny and return.

13.34. Final Reports - (a) A final report in Form 13.34 (a) shall be drawn up by an investigating officer in every investigated case which does not result in charge sheet under the preceding rule. A clear statement of the case and of the evidence shall be given together with the reasons for not sending up any person for trial. He shall also suggest with reasons how the case may be classified by the Magistrate for statistical purposes whether as "undetected", "mistake of fact", "noncognizable", "mistake of law" or "intentionally false". A final report shall be prepared in duplicate, the original being submitted to the magistrate through the Circle Inspector and the duplicate being filed with the diaries of the case to which it relates. If the Circle Inspector considers that further investigation is necessary he may give suitable directions to the investigating officer in memo-form, sending a copy of the same to the Superintendent of Police for his information.

(b) If the accused has been released on bail, the magistrate should be requested to cancel the bail bond. He should also be requested to pass orders regarding the disposal of property attached, unless any of the articles such as bloodstained clothes, etc. are required for further use in undetected cases.

✓ (c) When a final report is submitted, the investigating officer shall communicate the action taken by him to the person, if any by whom the information relating to the commission of the Offence was first given. Such communication will be made in Form 13.32(c).

(d) It is not competent to a magistrate to return an investigating officer's report made to him under Section 173 CrPC with an order to make a case against the accused and to send it up for trial. If the magistrate considers that there is prima facie case against the accused, he may take suitable action.

(e) If the investigating officer reports a case as wilfully or maliciously false, he shall state in the final report whether he intends proceeding against the complainant or not, and if not, his reasons for not doing so.

13.35. Revival of Investigation - (a) If, in any case in which a final report has already been made any information or clue is obtained, the investigation shall be reopened and shall be conducted by such officer as may be detailed by the Officer in charge of a Police Station or by himself

b) When the investigation of any case is revived, the foregoing regulations shall apply to such further investigation in like manner as to the original investigation.

(c) If a revised investigation leads to the collection of evidence sufficiently to justify a trial, a charge sheet shall be drawn up in accordance with the foregoing rules. Otherwise a supplementary final report shall be prepared and dealt with in the same manner as an original final report.

13.36. Expenses of Witnesses and Investigating Officers incurred in the Investigation of Cases -

(a) Bills for expenses of witnesses who are not Government servants for diet money and the cost of travelling by railway or long distances by boat or road in the interests of police investigations shall be sent to the Superintendent for sanction and payment. Such expenses should only be incurred in cases of considerable importance.

(b) The bills after being passed by the Superintendent shall be paid from his contingent grant and the amount made over to the witness concerned, if he is present, or sent to the Officer in charge of the Police Station, in which the witness resides, to be paid to the person entitled to the sum. A receipt for the amount paid shall in all cases be taken from the actual payee.

(c) The Superintendent, when passing these bills, shall see that police officers have not neglected their duty of themselves going to the scene of the crime and interrogating the witnesses there. The true object of the rule is to provide for those important cases in connection with which

the witnesses have to be brought from other districts to identify accused persons or to describe on the spot the progress of events connected with the crime. The bills should be passed and cashed with all possible promptitude

(d) All charges incurred by police escorts on account of travelling and diet expenses of witnesses arrested under warrants issued by criminal courts under section 92 of the Code of Criminal Procedure shall be recovered from the courts.

(e) All legitimate expenditure of investigating officers, as well as all necessary expenditure incurred in the investigation of cases which cannot under the existing rules be paid from other sources or recovered from the courts, shall be paid by the Superintendent from the contact contingent grant, and shall be recorded under a detailed head "Police Investigation Charges".

Note - Clause (e) of the rule covers expenses such as -

- i) travelling and diet expenses of witnesses attending police enquiries, who are not required to appear before the court;
 - ii) subsistence allowance or travelling expenses of informers and approvers;
 - iii) diet expenses of chaukidars and dafadars called in from distant beats to help in the investigation of cases; and
 - iv) hire of conveyance for bringing important personages to the scene of occurrence to help in investigation.
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CHAPTER 14

P R O S E C U T I O N

14.1. Police Prosecutor - For prosecuting all cases charged by the police there is a Police Prosecutor of the rank of Inspector at the district headquarter. For prosecuting cases in courts outside the district headquarter Assistant Police Prosecutors of the rank of Sub-Inspector may be appointed whenever necessary. The main duty of a Police Prosecutor (or an Assistant Police Prosecutor) is to prepare and prosecute police cases in courts. They shall also assist investigating officers with advice on matters affecting law.

14.2. General Duties of the Police Prosecutor - The Police Prosecutor or Assistant Police Prosecutor shall

(a) not only present the prosecution case but contest the claims of the defence and ensure the observance of conditions and restrictions imposed by the law on the discretion of courts to pass orders in certain circumstances and the observance of all High Court's rules and orders issued with the object of expediting decisions and preventing abuses;

(b) take charge of and deal with articles and property received in connection with cases as well as unclaimed and suspicious property received from police stations for orders of magistrates;

(c) supervise the transmission of warrants and summons to the executive police under the orders of the criminal courts, and to see that returns of such processes are made without delay;

(d) keep the Superintendent of Police informed of all important matters connected with criminal cases under trial, bring to notice cases requiring to be specially reported to him, and submit a daily diary in Form 14.2 showing cases sent for trial, convicted, discharged and pending in court on that particular day. The daily diary shall be prepared in duplicate, the original being submitted to the Superintendent of Police day by day and the duplicate to be filed in his office for record;

(e) see that diet money and travelling expenses of witnesses are duly and promptly paid to them;

(f) see that the results of cases in court are promptly communicated to police stations concerned in the manner prescribed by rule 14.9;

(g) communicate to every Police Station on case diary form the progress of case relating to that station taken up by a court on each date of hearing or adjournment; a copy of such case diary shall be submitted to the Superintendent of Police.

14.3. Scrutiny of Charge-sheets - All charge-sheets submitted by investigating officers to courts through the Police Prosecutor (or the Assistant Police Prosecutor) shall be thoroughly scrutinised by him. He will see that all relevant and necessary papers are attached to a charge-sheet; that the identity and previous convictions of the accused persons have been established; that in cases when an accused person is on security and such security will be liable to confiscation in the event of conviction, the fact is duly noted in the file so that the attention of the court may be drawn to it; that witnesses are according to the list entered in the charge-sheet that no omissions or defects in the investigation remain unrectified or unexplained; that all documents which are required to be furnished to the accused persons according to Section 173 Cr.PC have been duly furnished and a receipt therefor is attached to the charge-sheet or if it has not been done already, the required number of copies of all such documents are duly attached to the charge-sheet. After completing his scrutiny, if he notices any defects in the charge-sheet or any discrepancies in the papers attached thereto he shall at once call the investigating officer concerned for any correction or clarification that may be necessary before the charge-sheet is filed in court. If he notices omissions or defects in the investigation which are likely to affect the case he shall prepare a memorandum in Form 14.3 and submit it to the Superintendent of Police immediately for perusal and orders. Thereupon the Superintendent of Police may give such instruction as he may deem fit to the investigating officer or direct further investigation. In case where the accused is in custody pending further investigation the Police Prosecutor will file the charge-sheet in court with a note that further list of witnesses or prosecution documents will be filed subsequently. Evidence obtained subsequently shall be produced before the court.

14.4. Trials to be Expeditious - (a) Priority should, as a rule, be given to criminal work over other work and every effort made to reduce as far as possible, the hardship to parties and witnesses, which the proceedings entail. The hearing of a case should usually go on from day to day excepting authorised holidays. Adjournments when necessary should be as short as the circumstances will permit.

(b) To avoid needless harassment of witnesses by detention for cross examination after the charge has been framed, magistrates will usually find it convenient not to wait for the completion of the evidence for the prosecution, but to frame the charge as permitted by Section 251 (A) Criminal Procedure Code at an earlier stage, as soon as, from the examination of the prosecutor or complainant or otherwise, it is apparent that there is a prima facie case.

(c) Police officers should give due priority to court attendance. The fact that they were called away by superior officers, should not be made an excuse by them for late attendance or non-attendance in court.

14.5. Prosecutors to Press for Appropriate Sentences or orders in the Certain Cases - (1) The Police Prosecutor should press for deterrent sentences in the following cases:-

(a) Robbery or house breaking cases.

(b) Cases of gambling.

(c) Cases of illicit distillation or transport of liquor (e.g. substantial fine and in default substantial imprisonment will be preferable to a combination of a small fine and a short term of imprisonment. In aggravated cases, in which imprisonment is desirable in any case, there should also be a substantial fine with substantial term of imprisonment in default).

(d) offences regarding hoarding and profiteering.

(e) Cases under the Opium Act 1878.

(ii) As a more extensive use of Section 565 of the Code of Criminal Procedure will assist the police in preventing offenders from returning to the place of their former activities, and in curtailing crime, all Police Prosecutors should bring prominently to the notice of the courts the necessity of passing orders under Section 565 in suitable cases.

(iii) In a trial of any person for an offence against public tranquility (excepting offences under section 143, 149, 153Aa and 154 of the Indian Penal Code) or for assault or other offence involving a breach of the peace, the prosecuting officer should remind the court of the advisability of demanding security for keeping the peace under Section 106 Cr.PC in the event of the person being convicted of any such offence.

14.6. Attendance to Watch the Trial of Important Cases.

(1) The Assistant Superintendent of Police and the Circle Inspector will watch all heinous cases till they have been finally disposed of either by magistrates or judges, there being no doubt that in many cases the guilty escape punishment merely through the negligence with which the cases are prepared for trial and because no person acquainted with them from their beginning watches them in their latter stages. The Superintendent should require a brief report from the officer watching each case. He should confer, in particular cases with the Police Prosecutor and should give such instructions as may prevent a recurrence of errors and defects injurious to the success of prosecutions.

14.7. How to Give Evidence in Court - The following may serve as some of the useful hints for the guidance of police officers in the matter of giving evidence in courts.

(a) Always appear in uniform for giving evidence in court.

(b) Always salute the court both when entering and leaving the court.

(c) Be attentive never fidget.

(d) Be calm and dignified in giving evidence so as to impress favourably by manner and appearance the court, and counsel.

(e) In giving evidence look neither to your right nor to your left but look towards the court.

- (f) When questioned by the adverse party, never turn towards the prosecution counsel.
- (g) Do not answer a question by means of a question.
- (h) Answer no question at random without understanding it. If the question is not clear enough to be understood, say so and politely ask counsel to repeat it in a simple form.
- (i) If you do not remember any fact, say so at once, rather than attempt a random answer.
- (j) Never show irritation and do not be offended if the cross-examiner questions you in a way you do not like.
- (k) If the questions are unnecessarily vexatious, or obnoxious, represent the matter to the court and seek its protection. Above all do not quarrel with counsel.
- (l) Carefully distinguish between what you know personally from what you may have heard from others.
- (m) In answering a question volunteer no unnecessary information, i.e. if asked whether the colour of a certain article is white, do not say "no", it is black" say simply 'No' or 'yes'.
- (n) If you consider that some of your answers requires an explanation which counsel failed to elicit, you may, when both sides have finished, represent the matter to the court.
- (o) Remember that all that the court wants to ascertain is the guilt or innocence of the accused, and not any intelligence displayed by you.
- (p) Give no more details regarding the source of your information than "from information received, I did this or that".
- (q) Avoid lengthy answers, as they furnish more material for cross examination. Your replies should be commendably short.
- (r) Do not leave the Court without the permission of the Court unless all evidence adduced by the party summoning you have been finished.

14.8. Procedure to be Followed When a Government Servant is summoned by a Court to Produce Official Documents for the purpose of Evidence - Government servants when summoned by a Court to produce official documents for the purpose of evidence should be guided by the following instructions:-

(a) The law relating to the production of unpublished official records as evidence in Courts is contained in Section 123, 124 and 162 of the Indian Evidence Act, 1872 which are reproduced below:-

123. No one shall be permitted to give any evidence derived from unpublished official records relating to any affairs of State except with the permission of the officer at the head of the department concerned who shall give or withhold such permission as he thinks fit.
124. No public officer shall be compelled to disclose communication made to him in official confidence when he considers that the public interests would suffer by the disclosure.
162. A witness summoned to produce a document shall, if it is in his possession or power bring it to Court, notwithstanding any objection which there may be to its production or to its production or to its admissibility. The validity of any such objection shall be decided on by the Court.

The court if it sees fit, may inspect the document, unless it refers to matters of State, or take other evidence to enable it to determine on its admissibility.

If for such a purpose it is necessary to cause any document to be translated, the court may if it thinks fit direct the translator to keep the contents secret, unless, the document is to be given in evidence and, if the interpreter disobeys such direction, he shall be held to have committed an offence under Section 166 of Indian Penal Code.

(b) For the purposes of Section 123 above the expression "officer at the head of the department" may be held to mean the head of the office in whose custody the document required by the Court is, and vis-a-vis the Court which demands its production, that officer should be treated as the authority to withhold or give the necessary permission.

(c) In respect of documents emanating (i) from a higher authority, viz., the Government of India or the State Government, or which have formed the subject or correspondence with such higher authority, or (ii) from other Governments, whether foreign or not, the head of the department should obtain the consent of Government through the usual official channels before agreeing to produce the documents in Court or allowing evidence based on them, unless the papers are intended for publication or are of a purely formal or routine nature, when a reference to higher authority may be dispensed with.

(d) In the case of papers other than those specified in Sub-Rule (c) above the head of the department should not allow production of the correspondence, if it relates to matters which are generally regarded as confidential or the disclosure of which would in his opinion be detrimental to public interests, or to matters which are in dispute in some other connection or have given rise to controversy between Government and some other party.

(e) In case of doubt, the head of the department should invariably refer to higher authority for orders.

(f) These instructions apply as well to cases in which Government is a party to the proceeding. In such cases, much will depend on the legal advice as to the value of the documents but before they are produced in Court, the consideration stated above must be borne in mind, and reference to higher authority made, when necessary.

(g) The Government servant who is to attend a Court as a witness with official documents should, where permission under Section 123 has been withheld, be given an order duly signed by the head of the department in Form No. 14.8(g). He should produce it when he is called upon to give his evidence and should explain that he is not a liberty to produce the documents before the Court or to give any evidence derived from them. He should, however, take with him the papers which he has been summoned to produce.

(h) The head of the department should abstain from entering into correspondence with the presiding officer of the court concerned in regard to the grounds on which the documents have been called for. He should obey the Court's orders and should appear personally or arrange for the appearance of another officer in the Court concerned with the documents and act as indicated in Sub-rule (f) above and produce the necessary certificate, if he claims privilege.

14.9. Summarise of Final Orders - (a) Each Magistrate shall immediately after disposing of a cognisable case, forward through the Police Prosecutor (or the Assistant Police Prosecutor) to the Police Station concerned a summary of final order in the form appended to the charge-sheet. It should be sent in all cases whether disposed of by trial or otherwise, brought to an end by the death, lunacy or escape of the accused or in any other way whatever.

14.10. Appeal and Revision - (1) Whenever a case ends in discharge or acquittal by a Magistrate, the Police Prosecutor should get a copy of the judgement immediately and submit it with a detailed report to the Superintendent of Police through Assistant Superintendent of Police with reasons for such discharge or acquittal, within ten days from the date of discharge or acquittal, in order to see:-

- i) whether the case was properly investigated by the investigating officer;
- ii) whether the case was properly put in court

- iii) why the Magistrate did not appreciate the evidence produced by the Prosecutor.

If the disposal of the case by the Magistrate is found to be wrong in any way, the fact should be brought to the notice of the District Magistrate and revision or appeal suggested, if it is a fit case for such a course.

14.11. Procedure for the Expunction of Strictures made in Judgements - Requests are sometimes made to Government for moving the High Court to expunge remarks made in judgements of lower Courts against Police Officers, which are considered unjust. The proper time to move the High Court in such cases is when the judgements in which the remarks objected to are made, are before the High Court either in appeal or in revision. The officers concerned should bring such remarks to the notice of Government through their superiors and the respective District Magistrates in good time, so that the Government Pleader, High Court can in proper cases be instructed to move the High Court to expunge the remarks when the judgement comes before it either on appeal or in revision. Such action is possible only when the judgements of the lower Courts come before the High Court either in appeal or in revision and not otherwise.

14.12. Base Insinuations or False Allegations Against Police - Whenever any question containing base insinuation of false allegations is put by defence pleader to a Police Officer in the witness box, the latter shall at once appeal to the court for the source of the insinuation or allegation to be disclosed, so that he may be in a position to run a defamation case against the person making it. Police Prosecutors should also file petitions to this effect and have them placed on the record of the case in order that appellate court may be made aware that the insinuation or allegation has been challenged.

14.13. False Cases - (a) When an investigating officer is satisfied that a case is intentionally or maliciously false, he shall make a special endeavour to collect evidence to secure the conviction of the informant under section 182 or 211 IPC. As soon as the final report reporting the case as intentionally or maliciously false is accepted by the Magistrate, the investigating officer shall, with the concurrence of the Superintendent of Police submit a complaint to the court praying that the complainant be prosecuted under Section 182 or 211 IPC as the case may be. Such formal complaint shall be accompanied by a list showing the names, father's name and residence of the witnesses to be summoned to prove the falsity of the case and a precis of the points each witness will prove. The complaint shall be submitted to the Magistrate through the Police Prosecutor.

(b) Sanction of the Magistrate under Section 195 Cr.PC to a prosecution under Section 211 of the IPC is required on the following occasion:-

- 1) When the original complaint was made to the Magistrate and referred to the Police under Section 156(3) or 202 Cr.PC.

ii) When the Magistrate has taken any judicial proceedings in a case in which the original complaint was made to the Police and the case was reported by them as false.

The dismissal of a case under Section 159 Cr.PC without investigation or after having heard the complaint alone without allowing him to call his witness does not constitute a judicial proceeding.

No sanction under Section 195 Cr. PC is required in the case of complaints made directly to the Police.

14.14. Withdrawal of cases - The Police Prosecutor shall not withdraw any case under Section 494 Cr.PC unless he has obtained the permission of the Superintendent of Police. The District Magistrate may be consulted by the Superintendent of Police or if so directed, by the Police Prosecutor, before any important case is withdrawn.

14.15. Registers to be maintained - The Police Prosecutor (or the Assistant Police Prosecutor) shall with the help of his assistants, maintain the following registers:-

a) Malkhana Register in Form 14.15(a) - This shall be a permanent record. In this register all property other than excise goods (liquor, ganja, etc.) and opium received in the court malkhana shall be entered. This shall be personally maintained by the "Malkhana Moharrir" (Head Constable) attached to the office.

b) Excise Property Register in Form 14.15 (b) - This shall be a permanent record. In this register all illicit or unlicensed liquor and ganja received in the court malkhana shall be entered. This shall also be personally maintained by the "Malkhana Moharrir".

c) Opium Register - This shall be maintained in Form 14.15(c) and it shall be permanent record. In this register all opium received in the court Malkhana shall be entered. This shall also be personally maintained by the "Malkhana Moharrir".

d) Case Index Register - This shall be maintained in Form 14.15 (d). It shall be retained for five years after being completed. This register will serve as an index to all cognizable cases chargesheeted by police.

e) Petty Case Index Register - This shall be maintained in Form 14.15(e) and shall be retained for three years after being completed. This register will serve as an index to all petty cases charged by Police.

f) Register of Correspondence - This shall be maintained in Form 12.51 and shall be retained for two years after being completed. All correspondence received or despatched from the Prosecutor's Office, other than processes, shall be registered therein.

g) Register of Summons and Warrants - This shall be maintained in Form 14.15(g) and shall be retained for two years after being completed. All summons and warrants received from courts for execution and service by the Police are entered therein.

h) Government Property Register - This will be maintained in the same Form and manner as detailed in Rule 12.55. It is a permanent record.

i) Hawalat Register - This will be maintained in Form 14.15(i). It shall be retained for two years after being completed. All particulars regarding every person brought to a Magistrate shall be entered therein under the various column.

j) Prisoner's Requisition Book - Whenever an under-trial prisoner has to be brought before a court in connection with inquiry or trial of a case or for obtaining remand, the Prosecutor shall prepare a requisition in Form 14.15(j) in triplicate containing the name of the prisoner, nature of offence committed, name of the court in which he has to be produced, the date and time etc. The original requisition shall be sent to the officer-in-charge of the Jail, the duplicate to the Police Station Officer concerned or in the District Headquarter to the Reserve Inspector, and the triplicate shall be the office copy. The Police Station Officer or the Reserve Inspector shall depute a guard at the time specified for escorting the prisoner from the Jail to the court and back. The Officer-in-charge of the Guard is responsible to see that the prisoner is produced in court at the appointed time which shall be specified in the requisition.

14.16. Duties in Connection with Property - (a) The Police Prosecutor (and the Assistant Police Prosecutor) shall take charge of the weapons, articles and property connected with cases sent for trial and shall be responsible for their safe custody until the case is decided. When final orders are passed in the case such weapons, articles and property shall be made over to the owner, if any, or disposed of in accordance with the orders of the court concerned.

b) The Prosecutor shall similarly take charge of and be responsible for the safe custody of suspicious property seized under Section 51 or 550 Cr.PC until the issue of the proclamation under Section 523 Cr.PC when such property shall be made over to the bailiff.

c) Property connected with a case in which the accused is at large and has been proclaimed shall, if likely to be of material advantage to the prosecution, be kept by the Prosecutor in a strong box in Malkhana or if such property, excepting valuables, is too large to be kept in the strong box, it may be kept on separate racks. When there are claimants to the property who would suffer hardship through its retention the orders of the Magistrate shall be taken.

d) Unclaimed property sent by the Police shall be made over to the bailiff as soon after arrival as possible and a receipt thereof taken in Malkhana register.

e) Within the first ten days of each quarter the Prosecutor shall verify all property of which he is incharge and shall submit a certificate to the Superintendent of police that he has duly carried out the verification.

14.17. Safe Custody of Property - (a) Weapons, articles and property sent in connection with cases shall on receipt in the Prosecutor's Malkhana be entered in the Malkhana register in Form 14.16(a) and shall be properly stored in the Store-Room or Malkhana. When required for production in court such articles shall be taken out by the Malkhana Moharrir and handed over to court orderly (a Head Constable or a Constable authorised by the Prosecutor) for being produced in court in connection with the case under trial or otherwise. Whenever it is so taken out an entry shall be made in the register of issue to be maintained in Form 14.17(a); when the property is received back necessary entries shall be made in the register by the Malkhana Moharrir who shall keep them back in the Malkhana for safe custody. Property taken out of Malkhana for production in court shall be signed for by the court orderly concerned in this register. Animals sent in connection with cases shall be kept in the pound attached to the Police Station and the cost of their keep shall be recovered from the District Magistrate.

b) In all cases in which the property consists of bullion, cash, negotiable securities, currency notes or jewellery exceeding in value Rs.500/- the Prosecutor may deposit them for safe custody in the Treasury with the permission of the District Magistrate.

c) All cash jewellery and other valuable property and opium be kept in a locked strong box in the Malkhana.

d) Everyday, when the courts close, the Prosecutor shall see that the articles produced in court are returned to the Malkhana and properly stored in accordance with these instructions.

14.18. Property of Prisoners - Money or other property found on the person of an undertrial or remand prisoner, other than necessary wearing apparel shall be taken charge of by the Prosecutor and an entry made in Malkhana register. A list of such articles shall be recorded on the back of the prisoner's warrant and the prosecutor shall see that they are made over or forwarded to the prisoner if he is discharged or acquitted or punished otherwise than with imprisonment. An acknowledgement of the receipt of such property shall be obtained in Malkhana register. If the prisoner is sentenced to imprisonment the articles shall be sent to the Officer-in-charge of the Jail, the receipt obtained from him being pasted on the Malkhana register.

14.19. Prosecutor's staff to attend office when courts are closed - On days on which the courts are closed, an Officer of the Prosecuting Branch not less in rank than a Head Constable shall attend the Prosecutor's Office to receive accused persons, weapons, articles and property and to transact urgent business.

CHAPTER - 15
UNNATURAL DEATH

15.1 First Information - The Officer-in-charge of a Police Station or some other police officer especially empowered by the Local Administration in this behalf, on receiving information that :-

- a) a person has committed suicide; or
- b) a person has been killed by another; or
- c) a person has been killed by an animal; or
- d) a person has been killed by machinery; or
- e) a person has been killed by an accident; or
- (f) a person has died under circumstances raising a reasonable suspicion that some other person has committed an offence shall record such information in Form 15.1. The information shall be recorded in the same manner as a first information in a cognizable case. Provided that when the information discloses a cognizable offence such information shall be recorded in cognizable case FIR Form 13.4 (a) and the provisions of chapter 13 shall also apply to such cases.

Note - This applies even where a person who was examined and treated in hospital dies in hospital or elsewhere

15.2 Information to be sent to Magistrate and Superior Officers - Immediately after recording such information a copy of the report prepared under the preceding rule shall at once be forwarded to the nearest Magistrate empowered to hold inquests. Another copy of the said report shall be despatched at once to the Superintendent of Police through the Circle Inspector. A Police Station who cannot at once send a copy of such report to a magistrate or to the Superintendent of Police for want of postal communication shall convey the information by telephone or wireless if available sending a copy of such report by post by the first available opportunity.

15.3 Inquiry on the Spot - (a) Immediately after sending the information in accordance with the preceding rule, the Officer-in-Charge of the Police Station or some other officer specially empowered shall proceed to the place where the body of such deceased person is and summon two or more respectable witnesses of the neighbourhood in body and the obliteration of footprints or destruction of any evidence on the scene. He shall prevent unnecessary access to the body until the investigation is concluded. He shall cover up footprints with suitable vessels as long as may be necessary.

(b) The investigation to be made under Section 174 Cr.P.C. consists of a close and minute examination of the dead body, an examination of persons acquainted with the facts and circumstances of the case and an inspection of the spot where the body is lying and of its surroundings. The most important thing in such an investigation is the identification of the body which should be done by assembling relations and other persons among the villagers who are likely to have known the deceased. In case the body is not identified, a photograph, finger impressions, a descriptive roll and marks of identification should be taken.

15.4. Inquest - (a) In the presence of the panch a minute inspection should be made of every part of the body. All wounds, fractures, bruises, contusions, scalds, burns and any other marks on it should be noted with following details :-

- i) The position and the condition of the corpse should be fully noted and described;
- ii) The details of wearing apparel, colour of hair or other peculiar or characteristic marks ornaments documents or any other articles found on it should be mentioned.
- iii) The seats of wounds, their number, nature, shape and dimensions, whether bleeding or not, the direction from which, the manner in which and the probable weapons with which they were caused and the absence or presence of ants or maggots on the body should be specified.
- iv) The spot where the body might be lying and all its surrounding should carefully be inspected to find an indication as to the cause of death.
- v) The situation of the place where the body has been found should be examined to ascertain whether death occurred there or somewhere else. In the case of a house or room, mention should be made as to whether it was closed from within or without.
- vi) The circumstance in which the body was found, whether suspended from a tree or roof of a house floating in water, etc. should be mentioned.
- vii) The details and description of the weapons, bullets and their marks, poisons, clothes, shoes and any other articles and their identify, the apparent means employed to cause death and any marks or engraving on it which could establish the ownership should be carefully noted.
- viii) The existence (or non-existence in certain cases) of any marks of struggle, blood foot-prints or finger impression should be observed and noted.

A detailed report containing all information on the points indicated above should be drawn up in Form 15 (a) (to be prepared in triplicate by the carbon copying process). In it the panch can express their opinion as to the apparent cause of death. The inquest report shall then be signed by the officer making it and by the panch. A copy of the report shall at once be forwarded to the District Magistrate or the Sub Divisional Magistrate if authorised by the District Magistrate in this behalf.

(b) Where several persons meet their death at the same time or place or in the same occurrence, there shall be a separate inquest report on each body, even though the first information may be the same. Notes on medicolegal aspects in the examination of dead bodies are given in Appendix 15-4(b).

15.5. Disinterment - (a) If it becomes necessary to disinter a body which has been formally buried, the sooner it is done the better. No such order is, however, required, if the body has been merely hidden or concealed underground or buried without any ceremony. When there is a Magistrate authorised to hold inquests, it shall be the duty of the police officer to guard the grave and ascertain whether such Magistrate will attend for disinterment. The disinterment of the body shall be postponed pending such Magistrate's reply; if such Magistrate is unable to attend the disinterment such police officer shall proceed to disinter the body with the permission of the Magistrate under Section 179 Cr.Pc.

(b) In every case in which a body has lain in the grave for a period exceeding three weeks, no disinterment shall be caused or effected until the opinion of the Civil Surgeon has been obtained, and then only with the concurrence of the District Magistrate.

(c) On receipt of the Magistrate's permission, such police officer shall, in the presence of two or more respectable inhabitants of the neighbourhood, cause the body to be disinterred. Such police officer shall then comply with the provisions of Section 174 Cr.Pc.

(d) The dates of burial and disinterment should be noted and the identity of the body should be established.

15.6 Site Plan - A map of the scene of occurrence should always be prepared and all the necessary points and circumstances relating to the incidents of the case should be accurately noted in it. In this connection vide Rule 13 31.

15.7. General Hints for Investigation in Cases of suspicious and Unnatural deaths - (a) Suspected poisoning - (i) Bring away under seal any food (specially atta or sweetmeats), drink, tobacco or drugs which may be in the house or near the body.

(ii) If vomiting has occurred, swab up with a clean rag any vomited matter which may be found on the person or bed, and seal up the rag in a packet.

Note: Vomited matter should not be allowed to be mixed with wood-ashes, which have the power of destroying aconite. In cases of suspected poisoning by aconite, it is important when sending the body for postmortem examination, to request that some urine be extracted from the bladder and sent to the Chemical Examiner along with the other articles usually sent.

(iii) Bring away under seal any clothing, matting, wood or mud flooring into which any vomitted matter has soaked.

(iv) Carefully bottle and seal the contents of any vessel containing, vomitted matter.

v) Ascertain the exact time between the receipt of food, drink or medicine, the appearance of symptoms and occurrence of death. Also what were the first symptoms? Did vomiting or purging occur? Did the person become drowsy or fall asleep? Was there cramp or twitching of the limbs or any tingling in the throat or skin?

vi) The forwarding report to be submitted under (iii) should also contain the following information :-

- a) Nature of food last taken.
- b) Did the patient walk from the place where first taken ill? If so how far?
- c) Did the patient become unconscious? If so how soon after the onset of symptoms?
- d) Did the patient talk sensibly or incoherently?
- e) What was the poison supposed to have been used?
- f) Other relevant history of the case including age, occupation etc. which is likely to throw light on the chemico legal investigation.
- g) A copy of the police report (in English and not in vernacular) sent with the case to the forwarding Medical Officer.

(b) Hanging or Strangulation - (i) If possible, before cutting down the body or removing the strangulating medium note any lividity or face, especially of lips and eyelids, any projection of the eyes, the state of the tongue, whether enlarged or protruded or compressed between the lips the escape of any fluid from mouth and nostrils and direction of its flow.

(ii) On cutting down the body or removing the strangulating medium, note particularly the state of the neck, whether bruised along the line of strangulation.

(iii) Note the direction of the mark, whether circular or oblique.

(iv) Note the state of the thumbs, whether crossed over the palm.

(v) If possible, bring away the materials by which hanging or strangulation has been effected.

(c) Body found in a Tank or well - Note any marks of blood around the mouth or on the sides of well or tank.

(ii) On removing the body, carefully search for and note any external marks of injury especially on the head and neck.

(iii) Note state of skin, whether smooth or rough.

(iv) Examine the hands and carefully remove anything they may hold.

(d) Body found murdered in an open place - (i) Note number, character and appearance of any injuries.

(ii) Should a weapon be found, cover with paper and seal any marks of blood, and especially note and preserve any adherent hairs.

(iii) In the case of an exposed infant, note the state of the cord especially if tied, and any marks of violence.

(e) Presumed Murder and Burial of Remains - (i) The odour should be marked and the stage of putrefaction noted. The skull and the bones should be carefully examined for marks of injury. Note carefully any indication of sex especially bring away a law and the bones of the pelvis.

(ii) If any suspicion of poisoning exists, bring away the earth above and below the body (sealed separately). The ashes and charred bones from the scene of cremation of a person who is suspected to have died from arsenic poisoning should be collected and forwarded for examination. In such cases it is possible to detect arsenic in the remains of the funeral pyre.

(iii) If a body presumed to have been murdered has been burnt, collect and bring in any fragments of bones which may be found among the ashes.

(f) Rape or unnatural offences - The lower garments worn by the victim of the assault should be collected and forwarded for examination.

(g) Murder of woman for gain - In all cases of murder for gain, investigating officers shall examine the deceased's tongue in order to see whether it bears marks of injury. If marks are found, the medical officer holding post-mortem examination shall be specially asked if they appear to be self inflicted, and if not, how they might have been inflicted.

15.8. Post-mortem examination - (a) After the inquest is over if there is no suspicion as to the cause of death and if no offence is suspected, the body should be handed over to the relatives of the deceased for disposal, or be disposed of by the Police at Government expense unless the Municipal or other private body or institution for the disposal of such bodies arranges to do so.

(b) In every case where death appears to have been due to suicidal, homicidal or accidental or suspicious causes, and where any doubt exists as to the cause of death, or for any other reason the police officer considers it expedient so to do he shall forward the body to the nearest medical officer empowered to hold post-mortem examination with a requisition in Form 15.8 (b) It must be remembered that the existence of an apparently fatal wound does not necessarily establish the cause of death. In cases where investigation establishes the accidental or suicidal nature of the event which led to the death and the history of the deceased and of the case suggests no reason to suspect that expert examination of the body will reveal any cause of death other than the apparent one, such examination may be dispensed with. In all cases where suspicions exists that the death was due to an act rendering the perpetrator thereof liable to a criminal charge the body must be examined by a medical officer.

(c) The body must be sent in charge of Head Constable or Lance Head Constable or, if neither of them is available, a senior constable. He should remain in charge of it until examination is complete. If necessary, additional guard shall be supplied to place a sentry on the mortuary, but the officer who accompanies the body shall hand it over personally to the medical officer. He should be present in court when the medical officer's testimony is given in order that the identity of the body examined with the body to which the case relates may be established. When possible the investigating officer will attend the post-mortem examination.

(d) Where, owing to advanced putrefaction or the circumstances in which the corpse was found, movement of the corpse may make it impossible for the medical officer to form a correct opinion as to the nature of the injuries or the exact cause of death, the investigating officer shall require the medical officer empowered to conduct post-mortem examination to conduct such examination of the body at the scene of occurrence.

(e) On completing the post-mortem examination the medical officer shall fill up the whole of the post-mortem report in Form 15.8(e) in triplicate by the pen-carbon process. One of the carbon copies shall be sent to the investigating officer through the police officer who brought the corpse. The original report with the requisition form shall be forwarded to the Superintendent of Police through the Senior Medical Officer for his remarks, if any. The Superintendent shall then forward the report to the Police Prosecutor for laying before the Magistrate concerned.

(f) If the investigating officer wants the viscera or any part of the body to be preserved for further examination or chemical analysis he should specifically mention so in the form of requisition for post-mortem. If he has any doubt in regard to any part of the post-mortem report he shall refer to the medical officer concerned or to the Civil surgeon.

(g) After post-mortem examination has been held, the body should be taken charge of by the police officer who escorted it to the mortuary and disposed of in the manner prescribed in clause (a) above. A receipt from the person to whom the body is handed over shall be obtained.

15.9. Examination of Witnesses - After the inquest is held, the investigating officer shall record the statements of any person who appears to be acquainted with the facts of the case and of any relatives of the deceased person who may give evidence touching the cause of death. A separate record of each such statement shall be made on plain paper. He may, for the purpose of the said investigation, summon persons in Form 15.3(a).

15.10. Case Diaries - Case diaries shall be written in the manner prescribed under rule 13.32. They shall be prepared in duplicate by the carbon process; the original being submitted to the Superintendent of Police through the Circle Inspector and the duplicate being retained as office copy. Copies of statements recorded under the preceding rule together with copies of inquest report, post-mortem examination report and other relevant documents should be attached with the case diaries submitted to the Superintendent of Police.

15.11 Final Report - After completion of investigation, a final report in Form 15.11 shall be submitted to the District Magistrate or Sub-divisional Magistrate. The substance of the final report shall be embodied in the last case diary and submitted to the Superintendent of Police through the Circle Inspector.

15.12. Death of a Person in Police custody - When a person dies in the custody of the police, the officer empowered to investigate who receives notice of such death shall, after recording the information as empowered in rule 15.1 send information at once to the nearest Magistrate empowered to hold inquest.

15.13. Post-mortem and Clinical Examinations on animals - When an animal has died or has been injured and the commission of a cognizable offence is suspected, the investigating officer shall require a Veterinary Assistant to perform a post-mortem or clinical examination as the case may be. The requisition will be made in Form 15.13. When the circumstances of the case require it, the Veterinary Assistant will be requested to remove and keep the viscera of the animal for chemical examination.

CHAPTER 16

ARREST & CUSTODY

16.1. Arrest with Warrant - (a) Warrants directed to a Police Officer for execution under Section 77 Cr.PC shall be addressed to him by name and title of his office. Section 79 Cr.PC prescribes that all subsequent endorsements shall be by name. If therefore, the officer to whom the warrant is addressed desires to entrust the execution of the warrant to some other Police Officer, the endorsement shall be by name.

(b) The officer entrusted with the service of a warrant shall be informed of the date on which he is required to return; and on his return the warrant if it has been executed shall be returned to the court with a report endorsed on its back by the officer to whom the warrant was first directed stating how and by whom it has been served.

(c) Warrants endorsed for bail (see Section 76 Cr.PC) shall, whenever possible be executed by a Police Officer who can read and write. A person arrested under a bailable warrant should not be compelled to come to the Police Station or Out Post to give bail. The officer executing the warrant should take the necessary bail bond Form No.16.22(g) with him and take bail where offered and release the warrantee. Bail bonds taken shall be returned with the warrants.

(d) A warrant of arrest of an accused person remains in force, and shall be retained at Police Station, till the arrest is made or individual surrenders or till the warrant is formally cancelled or withdrawn by the court which issued it.

(e) When a police officer to whom a warrant has been entrusted for execution fails to find the accused person, and has reason to believe that he has absconded or is concealing himself, the warrant cannot be executed, he shall submit a report in writing stating clearly the reason for such belief.

(f) He shall also, in all except petty cases, make a list of the property movable or immovable belonging to the absconder, and after obtaining the signature of the Panchayat or of some other respectable witness on the list shall send it with a report to the Magistrate. In the case of persons who are absconding at the time of submission of a charge sheet this list shall be submitted together with the charge sheet so that an order of attachment may issue immediately.

(g) A Magistrate issuing a warrant is required to fix a date by which the warrant is to be executed, or failure to execute reported. If it is not possible to return the warrant duly executed to the issuing court by the date fixed in the warrant the Officer-in-charge of the Police Station to whom the

warrant has been addressed or endorsed, shall submit so as to reach the issuing court not later than the morning of the date fixed, a report stating the reason why the warrant has not been executed. If the accused is absconding, he shall also send with his report the original report referred to in clause (e) above of the officer to whom the warrant was made over for service together with the list of property belonging to the absconder. It will then rest with the Police Prosecutor to apply for proclamation and attachment if necessary.

(h) The officer to whom the execution of the warrant was entrusted shall if necessary, be sent with the report referred to in clause (g) above so that his statement can be recorded with a view to taking proceedings under Section 87, Code of Criminal Procedure.

(i) An unexecuted warrant for the arrest of a witness in Form VII Schedule V Code of Criminal Procedure, shall be returned to the Magistrate on the date fixed therein so that he may take any further steps he may think advisable.

(j) Unexecuted warrants for the arrest of accused person shall be kept in a file until they are arrested or the warrants are cancelled or withdrawn.

16.2. Arrest without warrant - (a) The powers of arrest without warrant possessed by Police Officers are laid down in Sections 54, 55, 57(1), 128, 151 and 401(3) Cr.PC. A telegram may be considered to furnish credible information of a person having been concerned in a cognizable offence. "Cognizable offence" is defined in Section 4(f) Cr.PC.

(b) According to Section 161 Cr.PC an investigating officer may examine orally any person supposed to be acquainted with the facts and circumstances of a case. The words "any person" include any person who may subsequently be accused of the crime. There can be no doubt that investigating officers are entitled to summon the suspect no less than others supposed to be acquainted with the facts of the case. But detention of persons suspected of crime by police in specified place for the purpose of investigation would amount to wrongful confinement. When the suspects examination is over, he must either be arrested or allowed to depart. Informal arrest of an accused person and compelling him to remain in attendance are forbidden. This does not preclude the quiet watching of a suspected person who is allowed his full liberty.

16.3. Discretion to arrest - A Police Officer has discretion whether or not to arrest a person of his own motion in a cognizable case and shall be careful to abstain from unnecessary arrests. In petty cases it is hardly ever necessary to arrest on suspicion during the course of an enquiry, and never necessary to arrest after the enquiry is over when the case is not to be sent up. In heinous cases it is different

and Police Officers should not hesitate to arrest on suspicion. In other cases, arrest should not be made on the mere statement of complainant unless the investigating officer is satisfied of the truth and reliability of the complaint.

16.4. Arrest of Persons Employed in Public Utility Services - (a) When the immediate arrest of persons employed in a public utility service (such as the Telegraph, Postal, Railway, Ferry Service) would cause risk or inconvenience to the public, the investigating officer shall make immediate arrangements to prevent escape and apply to the proper authority to have the accused relieved. In cases where immediate arrest can be made, without risk or inconvenience to the public notice of the arrest shall at once be sent to the official superior of the accused to enable him to arrange for his duties.

(b) In every case in which a Government servant is arrested, a notice of his arrest shall be sent forthwith in Form 16.4(b) to his immediate superior or to the head of his office or department. Such officer shall also be informed of the result of the case in which the Government servant was arrested.

16.5. Arrest of Deserter - A deserter shall on arrest or surrender be taken to the Officer-in-charge of the nearest Police Station who shall communicate to his commanding officer as soon as possible. The deserter shall then be taken to the nearest Magistrate for orders.

16.6. Requisition to Arrest by any other Police Officer Any police officer may cause any person whom he is empowered to arrest under Section 54(I) Clause 9, Cr.PC to be arrested by giving to any other police officer the information which will justify that officer in making the arrest in the exercise of his own powers under that section. The requisition shall specify the person to be arrested and the offence or other cause for which the arrest is to be made. The requisition may also be made by means of telegrams or a wireless message.

16.7. Order to a Subordinate Police Officer to Arrest - The Officer-in-charge of a Police Station or any investigating officer may also cause any person whom he is empowered to arrest without a warrant by issuing an order in writing. (See Section 56 Cr.PC).

16.8. Hints for the Guidance of Police Officers Making an Arrest - When a Police Officer proceeds to arrest a person and cannot identify him personally, he should secure the services of a person who knows the person to be arrested or provide himself with a photograph or a descriptive roll or the marks of identification of that person, as far as possible. The police officer should be in uniform; if not, he should carry with him a revolver or other means of defence, if the circumstances demand such a precaution. If necessary they should carry handcuffs and ropes with which to secure prisoners. The person arrested should be informed of the grounds for making the arrest. The arrest should be effected without unnecessary violence or publicity and strictly in accordance with the provisions of sections 46 to 53 Cr.PC. The officer making the arrest should not be lulled into a false sense of security by the manner of the prisoner and should always remain alert.

16.9. Use of Fire-arms in making arrest - (a) Where a person forcibly resists the endeavour to arrest him or attempts to evade arrest, the police officer making the arrest may, under Section 46 Cr.PC. use all means necessary to effect the arrest. If, therefore, an arrest cannot otherwise be effected, the use of fire-arms to effect the arrest is justifiable and the police officer is protected from the consequences and even from liability for the death of a person fired on under such circumstances, in case the person to be arrested is accused of an offence punishable with death or life imprisonment.

(b) Even in cases of offence punishable in a lesser degree than by death or life imprisonment, though Section 46 of Cr.PC does not authorise the killing of a suspected person merely for the sake of effecting his arrest, it does not deprive the police officer of his right of self-defence, if the resistance to arrest is such as would justify him in causing death in defence of his own person under Section 100 IPC. This right of self defence includes the use of fire-arms to overcome the resistance, if necessary even with fatal effect. Police officers who are entrusted with a warrant or who have reason to suppose that crimes of particular gravity have been committed by a specified person are bound to arrest the person and are punishable if they fail to do so. They cannot desist upon a mere show of resistance; they are bound to redouble their efforts, even at the risk of their lives, if opposed; and the law protects them from any consequence which the resistance entails.

(c) The above statement of the law as to the right of self-defence given to a police officer attempting to effect an arrest does not of course apply when the person to be arrested merely "attempts to evade arrest", i.e. without resistance tries to avoid arrest. In such a case the amount of violence, which may be used by the officer effecting the arrest, depends upon the cause or the arrest. When the offence in question is one punishable with death or life imprisonment such as murder or dacoity, and there is no other means of effecting the arrest of the suspected person the resort to fire arms is justifiable in spite of any danger there may be of thereby wounding him and causing his death. If, however, the offence is one punishable in a lesser degree than by death or life imprisonment, and the suspected person merely tries to evade arrest by flight without resistance, the police officer would ordinarily not be justified in causing the death of such person, and it would be very hazardous for the officer to fire in such a case and thereby to run the risk of inflicting what might prove to be fatal injuries.

(d) These instructions apply also to the case of police officers endeavouring to arrest persons who have escaped from or are attempting to escape from lawful custody and who are thereby guilty of an offence punishable with two years' rigorous imprisonment and fine under section 224 IPC; but they must not be taken as in any way modifying these instructions laid down regarding the use of firearms by police guard and escort.

16.10. Enquiry as to Ill-treatment of a Person Arrested - Directly an accused person is placed under arrest, the investigating officer shall as the first step in the police investigation ask him whether he has any complaint to make of ill-treatment by the police, and shall enter in the case diary the question and answer. If an allegation of ill-treatment is made, the investigating officer shall there and then examine the prisoner's body, if the prisoner consents to see if there are any marks of ill-treatment, and shall record the result of his examination. If the prisoner refuses to allow his body to be examined the refusal and the reason therefor shall be recorded. If the investigating officer finds that there is reason therefor shall be recorded. If the investigating officer finds that there is reason to believe the allegation of ill-treatment, he shall at once, so far suspend the investigation on which the prisoner has been arrested, so as to forward him with his complaint, the record of corporal examination any other evidence available and if possible, the police officers implicated by the complaint, to the nearest magistrate having jurisdiction to enquire into the case. Whenever such action is taken the Superintendent of Police must be informed forthwith.

(b) The same procedure shall be followed by the Officer-in-charge of a Station in the case of persons arrested otherwise than in the course of police investigation. In such cases the question and answer and the result of corporal examination shall be recorded in the general diary of the Police Station.

16.11. Search of An Arrested Person - (a) As soon as a person is arrested, his body should be thoroughly searched, preferably in the presence of the panch in order to ascertain if there are any marks of violence or injuries on his person, and also to see if he has any incriminating articles, dangerous weapons, poisonous drugs, etc., on him. If the arrested person is not released on bail all property found on his person except necessary wearing apparel shall be seized under a Panchnama and kept in safe custody. A record of the seizure shall also be made in prisoner's search register in Form 16.11(a). The original seizure list together with all articles so seized shall be forwarded to the Magistrate having jurisdiction in the case.

(b) If the search of the person discloses any injuries etc., he should be forwarded to the medical officer concerned for treatment a record of such injuries being made in the case diary in the case of an investigation, or in the general diary in any other case. The manner in which such injuries were caused shall also be recorded therein.

16.12. Illness of Person Arrested - (a) When a person arrested has to be kept in custody and is in such a state of health that he cannot be removed without serious risk to himself or others, the officer making the arrest shall make suitable arrangements for procuring medical aid for him. He must be kept in custody where he is pending the orders of a Magistrate.

(b) When it is necessary to provide medical aid for a prisoner the nearest medical officer should be called if he is within reasonable distance.

16.13. Prisoner's Lock-up - (a) The accommodation of each lock-up shall be based on the scale of 36 square feet per prisoner. A notice in English and Hindi shall be hung up outside the lock-up at every Police Station and Outpost showing the maximum number of male or female prisoners which the lock-up is authorised to accommodate. The authorised number shall never be exceeded; and any excess shall be accommodated in a convenient building under an adequate guard. There shall be a separate lock-up for female prisoners. The maximum number of prisoners that may be confined in a lock-up should in each case be fixed by the Superintendent of Police in consultation with Executive Engineer, having regard to the accommodation available therein. Suitable conservancy utensils should be kept in each lock-up for night use only.

(b) The Officer-in-charge of the Police Station or Outpost, before a prisoner is confined in the lock-up, shall enter and examine the lock-up and see that no weapons or articles that can facilitate escape or suicide, are in or within easy reach of the lock-up.

16.14. Guard for Lock-up - (a) On the arrival of a prisoner, the Officer-in-charge of a Police Station shall tell off a guard and place a Head Constable or a Lance Head Constable in charge. He shall enter their names and their hours of duty in the Sentry Relief Book.

(b). At the time of relieving sentries, the officer-in-charge of the guard and the relieving sentry shall count the prisoners and see that all is well.

(c) The key of the Lock-up shall remain with the sentry and except in urgent cases, such as an outbreak of fire, he shall not unlock the door without first calling the Officer-in-charge of the police post. No prisoner shall be permitted to leave the lock-up after nightfall except in special or emergent circumstances which shall be recorded in the sentry relief book.

(d) There shall be a lamp or lantern burning brightly at a safe distance from the door, but in such a position as to illuminate the interior of the lock-up.

(e) If it becomes necessary to take out a prisoner, the Officer-in-charge of the guard shall be called and the assistance of other Constables taken, if necessary. When relieving nature, a prisoner shall be secured with handcuffs to be attached by means of a rope to a Constable.

16.15. Treatment of Prisoners - Prisoners are not to be subjected to more restraint than is necessary to prevent their escape. They shall not be subjected to needless indignity or harsh treatment. According to Article 22(1) of the Constitution of India, no prisoner shall be denied the right to consult a legal practitioner of his choice.

16.16. Use of Handcuffs - (a) The use of handcuffs or ropes on prisoners for transmission to a Magistrate or to the scene of an enquiry is often an unnecessary indignity. In no case shall women be handcuffed, nor shall restraint be used to those who either by age or infirmity are easily and securely kept in custody. Witnesses arrested under Section 171 Cr.PC shall in no circumstances be handcuffed.

(b) In non-bailable cases the amount of restraint necessary must be left to the discretion of the officers concerned. In certain circumstances the use of handcuffs may not be necessary to prevent escape but, if for instance, the prisoner is a powerful man in custody for a crime of violence, or is of notorious antecedents, or disposed to give trouble, or if the journey is long, or the number of prisoners is large, handcuffs may properly be used. Escorts, should in any case be supplied with handcuffs and rope for use, should necessity arise.

(c) In bailable cases, prisoners should not be handcuffed unless violent, and then only by the order of the Officer-in-charge of the Police Station or Outpost or the Police Prosecutor as the case may be; provided that if the direction is not to handcuff the prisoner and at any time thereafter the escort commander has reason to consider it necessary to handcuff the prisoner he should do so.

(d) In every case when a prisoner is handcuffed, the reason for the necessity of using handcuffs shall be recorded in the general diary of the Police Station or Outpost or in the requisition (Form 14.15(j)) of the Police Prosecutor for production of prisoner.

(e) In every case in which the use of handcuffs is allowed and considered necessary, and when no proper handcuffs are available, the prisoners may be secured by ropes or pieces of clothing. These shall be so tied as not interfere unduly with proper circulation and shall be replaced by handcuffs as soon as possible.

(f) Prisoner under treatment in a hospital or dispensary shall not be handcuffed or fettered unless absolutely necessary for their safe custody or where the prisoner is known to be refractory, violent or dangerous. In such cases, the handcuffs shall be frequently removed to give relief to the arms.

16.17. Method of using Handcuffs and Ropes for Securing Prisoners - (a) If it be necessary to use handcuffs, the keyholes of the handcuffs should be kept uppermost, as in this position it is not easy to open them by striking on some hard substance. Care should also be taken that the handcuffs are not too large; otherwise, the prisoner can slip his hand through them.

(b) When there is only one prisoner, there is the simple device of attaching the handcuff to the prisoner's right hand and to a constable's left. Both the prisoner and the Constable can walk in comfort but the prisoner cannot escape.

(c) It is sometimes advisable to handcuff a prisoner with his arms behind his back. The prisoner can walk quite comfortably but cannot run fast; at the same time he cannot strike the handcuffs on some hard substance to break them open. While travelling by a vehicle, a prisoner who is handcuffed behind cannot easily escape, as he finds it difficult to fall out and pick himself again.

(d) When there are two or more prisoners, it is advisable to handcuff them by couples. While thus secured, they can walk in comfort, but if they attempt to escape, they are handicapped and cannot run fast.

(e) If the above precautions be taken regarding handcuffs, the use of a rope can often, but not always, be avoided. If, however it is necessary to rope a prisoner, the ends of the rope should be tied securely (but not too tightly) to each upper arm. In the middle of the rope there should be a loop through which the constable can pass his hand and hold the rope. In the case of two prisoners one end of the rope should be tied to the left upper arm of one prisoner and the other end to the right upper arm of the second prisoner. If the rope is used in addition to handcuffs, it should be tied to the outer or free arm of each prisoner; in this way, with one hand handcuffed, it would be difficult for a prisoner to untie the rope.

(f) If the prisoner be particularly dangerous or troublesome, it will rest with the officer arranging for the prisoner's escort to give specific orders to the escort commander as to the additional precaution necessary.

16.18. Conveyance of Prisoners - (a) If a prisoner is willing to supply or pay for a conveyance for himself and his escort, this should ordinarily be permitted provided it does not endanger safe custody.

(b) A Government conveyance or conveyance at Government cost should be provided if the prisoner is a woman, juvenile or sick or infirm person, or if the distance is great or for other reasons such as inclement weather, undesirable demonstration, etc. The cheapest form of conveyance available should be provided.

16.19. Feeding of Prisoners - (a) The Officer-in-charge of a Police Station or Outpost shall see that prisoners in police custody are properly fed. Whenever prisoner is fed, an entry shall be made in the General Diary of the station or outpost as the case may be. The bill for expenditure incurred in connection with such feeding shall be submitted to the Superintendent of Police through the Circle Inspector.

(b) All food brought for a prisoner by relatives or friends shall be made over to the Guard Commander and shall be examined for prohibited or injurious articles. After such examination the food shall be given to the prisoner by a police officer. The person bringing the food shall have no access to the prisoner.

16.20. Arrest Report - It is the duty of every officer-in-charge of a Police Station to report to the District Magistrate or to the Sub-Divisional Magistrate if authorised by the District Magistrate, in Form No.16.20, the case of all persons arrested without warrant.

16.21. Remand - (a) When an investigation cannot be completed within 24 hours after the arrest of an accused and the Police Station Officer, or the investigating officer not below the rank of a Sub-Inspector finds that in the interest of further investigation, further detention of the arrested person in custody is essential, he must forward the person in custody to a Magistrate of the First Class, or of the Second Class if specially empowered by the State Government, whether or not he has jurisdiction to try case, with a report in Form 16.21 giving reasons for further remand. The report should be supported by copies of case diaries. The Magistrate will grant remand to Police custody, if he feels satisfied that there are reasonable grounds for doing so; otherwise he may grant remand to Magisterial custody. The maximum period of remand in either case will be 15 days on the whole. If remand first granted for a shorter period is found insufficient to complete the investigation, further remand may be applied for and granted, the procedure mentioned above being repeated, on each occasion. It must however, be noted that all such periods put together must not exceed 15 days (Section 167 Cr.PC read with Section 61 Cr.PC). Sundays or other holidays are not excluded from the time limit allowed under Section 61 Cr.PC for production of prisoners before a Magistrate for remand.

(b) If during the period of remand to Police custody, the police complete the investigation and find that there is no ground for sending up the accused to a Magistrate for inquiry or trial, it is not open to the Police to release him on bail under Section 169 Cr.PC. The proper course for them is to send the accused back to the Magistrate concerned to request him to release the accused on bail.

(c) If the investigation is too heavy or complicated to be finished within the period of fifteen days, a detailed report indicating evidence collected so far should be sent to the Magistrate having jurisdiction to inquire into or try the case and he should be requested to postpone the hearing in order to afford time for further investigation, the accused being remanded to magisterial custody during the time so granted, which may be for not more than 15 days at a time and may be granted oftener than once, if necessary (Section 344 Cr.PC).

16.22. Bail by Police - (a) When a person is arrested without a warrant by a police officer lower in rank than the officer-in charge of a Police Station, it is his duty to produce the person arrested without delay before the Police Station Officer and act upon his instruction.

(b) When the person arrested is accused of a bailable offence, the Officer-in-charge of a Police Station must release him on bail, if he is prepared at any time, while in the custody of such officer, to furnish satisfactory bail.

(c) If the person has been arrested for a non-bailable offence and applies for being released on bail at a stage when no investigation has yet been made to enable the question to be decided on consideration of his guilt, the Police Station Officer has discretion in all cases, excepting those punishable with death or imprisonment for life, to release him on his furnishing satisfactory bail, provided the Police Officer thinks that in view of the person's responsibility, landed or other interest of a substantial nature, or any conduct, such as voluntary surrender, he is not likely to avoid being present before the Court to take his trial. These powers are not obligatory and should be exercised with caution. The Police Station Officer must satisfy himself that the release on bail is not likely to prejudice the prosecution or to be followed by the absconding of a person prima facie guilty. (See Section 497 (1) Cr.PC).

(d) If at any stage after the investigation has been entered upon but before it is completed, the person applies to be released on bail, the Police Station Officer has to consider the evidence that has become available against him up to that time, and if that evidence does not afford reasonable grounds for believing that the person has committed a non-bailable offence though further investigation is still necessary, the Police Station Officer shall release him on bail (See Section 497(2) Cr.PC). The Police Station Officer has, however, no power to do so if the arrested person has been remanded to police custody. The proper course for him would be to send the accused to the Magistrate who remanded him with a request to release him on bail as aforesaid.

(e) The question of releasing an accused on bail after completing of investigation, when evidence is deficient, is governed by Section 169 Cr.PC. Provided that, when the accused has been remanded to police custody he shall not be so released (See 16.11(b) above).

(f) In every case of release on bail whether under Section 169 or 497 Cr.PC full reasons shall be recorded in a case diary.

(g) Before a person is released on bail, a bond in Form 16.22(g) for such sum of money as the Police Station Officer thinks sufficient shall be executed by such person and by one or more sureties, conditioned that such person shall attend at the time and place mentioned in the bond and shall continue so to attend until otherwise directed by the Police Station Officer or Court as the case may be. The amount of every bond thus executed shall be fixed with due regard to the nature of the offence, social status of the accused, etc. and shall not be excessive. The Police Station Officer shall attach the bail bond with the charge-sheet or final report, as the case may be, submitted to the Magistrate (See section 499 Cr.PC).

16.23 Bail by Court - (a) The powers of a court in the matter of releasing a person on bail are governed by sections 496-498 Cr.PC. It is open to a court, when releasing an accused person on bail to impose upon him a specific condition that the person should not do a particular thing or act while on bail.

(b) Under the provisions of Section 499 Cr.PC the Court may, for the purpose of determining whether the sureties are sufficient, make such further inquiry as it deems necessary. It is the duty of the Magistrates to satisfy themselves that the sureties are, in point of substance, persons of whom it may reasonably be presumed that they can, if necessary, satisfy the terms of the bail bond. Therefore, whenever it is considered necessary to oppose an application for bail in a non-bailable case, the concerned Officer-in-charge of a Police Station or investigating officer shall promptly furnish the Police Prosecutor sufficient information in writing about the accused and the case in order to enable him to oppose bail.

16.24. Re-arrest of Person Released on Bail - No police officer has power to re-arrest an accused person who has been released on bail. When re-arrest is deemed necessary, the police shall apply to a competent court for the cancellation of the bail bond and issue of a warrant in accordance with the provisions of Section 497(5) Cr.PC.

16.25. Identification of Persons - (a) When a witness alleges that he can identify a person who took part in the occurrence, but cannot give name or address, the investigating officer will make a record of this fact, and request a competent Magistrate to conduct identification parade under Section 164 Cr.PC.

(b) It is necessary that the accused persons to be put for identification, should be warned at the time of their arrest that it may be necessary to put them up for identification and that they should keep their faces covered and to take them in that state to the Police Station or court or jail. In the Police Station the lock-up in which they are kept should be covered with a muddah so that no one is able to see their faces. That these precautions were taken should be recorded in case diary and the general diary of the Police Station. Such accused persons should not be enlarged on bail before the identification proceedings are held. It is open to the magistrate to accelerate the proceedings of identification. It is further open to him to postpone the grant of bail until the identification is held. If bail is granted, the risk of the accused person being seen by witnesses before the identification proceedings are held cannot be eliminated.

(c) When prisoners for identification are admitted to the jail, the investigating officer will inform the Jailor at the time of admission or as soon thereafter as possible, that identification proceedings will be held. On receipt of such information the Jailor will issue necessary instructions to prevent the prisoners being disguised or their

appearance changed in such a way as to make recognition difficult; such prisoners should be required to keep their hair in the same state until identification proceedings are held; they must not grow a beard if clean shaved or vice versa. During identification proceedings the prisoners should ordinarily wear the same clothes as they were wearing at the time of admission unless the Magistrate who conducts the proceedings otherwise directs.

(d) The Magistrate who attends the identification will of course take the charge of the proceedings and the jail officials will obey his orders. The prisoners to be identified should be placed among a number of other prisoners and should not be allowed to conceal their faces or stature so as to impede recognition. In case the number of suspects is one or two, the number of other prisoners in the parade may generally be in the proportion of nine or ten per suspect. Care should, however, be taken to avoid unnecessarily long parades and this may be done by dividing up the suspects into two or three batches for identification. Care will, however, be taken that the same prisoners are not made to stand in more than one parade. As far as possible there should be in the parade for each suspect a fair number of prisoners who have the same general appearance and belong to the same age group and having similar distinctive marks or physical peculiarities as the suspect. The mixing up of the suspects with other persons should not be done in view of the witnesses or police officers. Each identifying witness should then be brought up singly in charge of the Magistrate's orderly or some other person not being a police officer, to pick out the accused if he is able to do so. The identification by such witness should be conducted out of sight and hearing of other witnesses. If there is any fear that the identifying witnesses may be subjected to threats or injury, should they become known to the suspects or to their friends the witness should be allowed to view the persons parading from such place or in such manner by which they themselves cannot be seen. The witness who has identified the suspect shall be kept separately so that he cannot communicate with the other witnesses. The Magistrate shall record the proceedings of an identification parade in Form 16.25(d). Therein he shall give a certificate that all precautions in accordance with these instructions have been taken.

(e) These instructions apply only to instances in which suspects have been arrested and have to be confronted with witnesses who express themselves able to recognise them by appearance, although not previously acquainted with them. When as frequently happens, the complainant or other witness states that amongst his assailants he recognised certain persons of his acquaintance, either by their appearance or by their voice, his credibility is a matter for the courts and no departmental rules can become applicable.

(f) It should be borne in mind that the primary object of identification proceedings is to test the ability of the witness to identify a suspected person

and to ascertain whether there is sufficient evidence to place him on trial. A Magistrate is chosen merely as a person whose impartiality and honesty is less likely to be called in question by the defence when the case is under trial and when conducting the proceedings he is not acting in a judicial capacity (unless the case is under trial before him). It is not his duty therefore to record statements or put questions to suspects or witnesses except such as are necessary for the purpose of identification. While on the one hand the identification should be conducted with complete fairness and impartiality on the other hand no attempt should be made to confuse or puzzle a witness or to create conditions which would render a witness who is honestly capable of identifying incapable of doing so.

(g) Test identification shall, whenever circumstances permit, be held inside the jail. The above rules are applicable in the case of an under-trial prisoner or a suspect in jail. Men on bail shall not be mixed up with under-trial prisoners except with the permission of the Magistrate. In the case of confessing accused, separate test identification parade shall be held unless the Magistrate insists that it is essential to mix confessing with non-confessing accused and hold the test identification parade simultaneously. The accused shall, if necessary, be mixed up with outsiders for holding the parade, as on certain occasion very few prisoners of similar nature and appearance or social status are available there for the purpose.

(h) In rioting or other cases the police shall keep the person arrested during the occurrence distinct from those arrested afterwards on suspicion of having taken part in it. Police Officers shall use the utmost care to prevent the identity of rioters and other offenders caught in the act from being impugned at the trial. The names of the offenders and of the person arresting or identifying them shall be recorded as soon as possible in all cases before the prisoners are removed in custody from the spot; and the place and hour of arrest shall be most accurately noted. Offenders caught red-handed shall be kept quite distinct from those arrested on suspicion.

(i) When a suspect refuses to attend a test identification parade no action can be taken in the absence of any evidence other than evidence of identification. When, however, there is other evidence against a suspect and he refuses to appear at a test identification parade he shall be sent for trial on the strength of such other evidence. During the trial, evidence of such refusal shall be led in favour of the prosecution. At the time of trial, the suspect will be in the dock and available for identification by the witnesses. Whenever a suspect refuses to attend test identification parade, the Magistrate holding the parade shall be requested to make an appropriate note of the fact in Form 16.25 (d) and, if the suspect is later sent for trial the Magistrate shall be examined as a witness to prove the refusal.

(j) If no Magistrate is available, the identification proceedings may be conducted by two or more respectable persons not interested in the case. Where the proceedings are conducted in the presence of the police, no distinction can be made between the statement made by the identifying witness to the police and that made to panch witnesses conducting the parade; the process of identification by the identifying witness involves a statement which may be expressed or implied and such statement is inadmissible in evidence. However, the evidence of the identifying witness himself in regard to his mental act of identification during such parade is admissible in evidence by way of corroboration of his identification of the accused at the trial.

CHAPTER - 12

SEARCH AND CUSTODY OF PROPERTY.

17-1 Collection of Documentary Evidence and Property - Whenever any document or article or any animal is required for the purpose of an investigation, any officer not lower in rank than an Officer-in-charge of a Police Station can call for the production before him of the same under Section 94 Cr.PC and it is the duty of the person in possession or control of the article etc. to produce the same, unless in the case of a document he has a privilege to refuse to produce it under Section 123 or 124 of the Indian Evidence Act. See Rule 13.29 regarding production of documents in the custody of the Posts and Telegraphs Department.

17.2. Searches - The law in regard to searches is contained in Sections 102 and 103, 165 and 166 CrPC. These sections must be scrupulously followed. Under Section 165 CrPC, search for any specific thing or things necessary for the purpose of an investigation in any particular place can be made without a warrant by a Station House Officer or an investigating officer. General searches without warrants are illegal. The police officer making a search under Section 165 Cr.P.C must record in Form 17.2 (a) the grounds of his belief and specify so far as possible the thing for which search is to be made.

(b) Under Section 165 (2) Cr.P.C the Station House Officer or the investigating officer must, if practicable, perform the actual search in person. If he is unable to do so, he may require any subordinate officer in writing to do so. Such order is made in the endorsement prescribed in Form 17.2(a). A verbal order will not suffice.

(c) The law does not require a search under the Code of Criminal Procedure to be made by daylight as in the case of a search under Section 14 of the Opium Act, 1878, but there are advantages in searching by daylight and the officer should consider the circumstances of each case and decide whether search should be conducted by night or whether daylight should be awaited.

17-3. Procedure before Commencing Search - (a) Before conducting a search the officer shall issue an order under section 103 (1) Cr.P.C (In Form 17-3(a)) requiring the attendance of two or more respectable inhabitants of the locality and the search shall be made in their presence. The occupant of the place searched or some person in his behalf shall in every case be permitted to attend during the search. They shall be required to watch search and must be able to see clearly where each article is found.

(b) Before the commencement of the search, the person of the police officer who is to conduct it shall be examined before the witnesses.

(c) The officer conducting the search should take precautions to prevent the possibility, on the one hand, of any articles being introduced into the house and, on the other, of any articles being taken out of the house while the search is in progress.

17.4 Hints for the conduct of search - (a) There is no place where important objects cannot be concealed. Stuffing of a sofa, space between the back of a picture and protecting board or wall, the hole of an old key, a pot in which something is boiled, boots, inside grain-stores, hole of an old key, a pot in which something is boiled, boots, inside grain-stores, hole of bamboo poles, wells etc., are some of the places where stolen articles are commonly concealed. Linings of hats worn by a suspect should be searched thoroughly at the outset by the police officer. This is usually not done well either out of regard or from timidity or neglect. To a keen observer, the face and glances of the accused or suspect would show whether the search is in a likely place or not.

(b) When Objects are concealed - It may be concealed behind mirrors or photos or boxes. It can be detected from the freshness or inequality of the plastering. To confirm the suspicion, the place is knocked or tapped by means of stick and listened for the hollowness of sound. If such sound is heard, it indicates a cavity where something might be concealed. If objects are concealed in earthen or mud floor, pour water in fairly large quantities on the suspected surface; the place where water filters through more rapidly and where air bubbles make their appearance is the place where the soil is broken and digging has been recently done.

(c) Where a particular object is found, there is a natural tendency to stop further search and be satisfied or exalted at the discovery. Other stolen property may be in store and this fact should never be lost sight of. The search should therefore, be thorough. The search should be made either clock-wise so that no part of the house is missed.

(d) Any person in or about such place who is reasonably suspected of concealing anything about his person any article may also be searched (See Sections 102(3) and 52 CrPC)

17.5 Procedure when anything is found - (a) The officer conducting the search should prepare a list in triplicate by the carbon-process in Form 17.5 of all things seized in the course of search. The list shall be signed by the witnesses attending the search. The occupant or other person attending

the search in his behalf should also be asked to sign the list. If he refuses, a note will be made to this effect. In case where nothing is seized, a note to this effect shall be made in the list and signed by the witnesses. A copy of the list shall be delivered under acknowledgement to the occupant or other person attending the search in his behalf.

(b) Copies of any record made under this rule (Form 17.5 (a)) and under Rule 17.1 /Form 17.2 (a) shall forthwith be sent to the nearest Magistrate empowered to take cognizance of the offence.

17.6. Identification of Property - (a) Unless there is special reason to do so, it is ordinarily unnecessary to hold identification proceedings of property in cases where there is no possibility that the property recovered will be claimed by the accused or where the property recovered is clearly described in a report or statement previously made or where the property recovered is of such nature that it will not be possible to obtain similar articles to be mixed for identification within a reasonable period of time.

(b) As far as possible identification proceeding of property shall be conducted by a magistrate or by two or more independent and respectable witnesses. In submitting his report for identification of property the investigating officer should give a description of property which is to be identified. The property to be identified should be sealed by the investigating officer in the presence of witnesses who witnessed its recovery and who should sign on the wrapper containing the property in taken that it was duly sealed in their presence. The seal should only be broken and the articles mixed before the Magistrate or witness conducting the proceedings. Witnesses should be kept in such a place that they cannot see what is going on. Identifying witness should not be able to communicate with or make signs to others. The result of identification proceedings should be recorded.

(c) If no Magistrate is available the identification proceedings may be conducted by two or more respectable persons not interested in the case. Where the proceedings are conducted in the presence of the police no distinction can be made between the statement made by the identifying witness to the police and that made to panel witnesses conducting the parade; the process of identification by the identifying witness involves a statement which may be expressed or implied and such statement is inadmissible in evidence. However the evidence of the identifying witness himself in regard to his mental act of identification during such parade is admissible in evidence by way of corroboration of his identification of the property at the trial.

17.7. Property seized otherwise than upon House Search - (a) The police may seize property otherwise than upon house-search under Section 165 and 166 CrPC in the following cases :-

- i) Under the implied authority of Section 170 CrPC in connection with investigation of cases.
- ii) Under Section 153 CrPC, as regards weights measures or instruments for weighing;
- iii) Under Section 350 CrPC as regards property alleged or suspected to have been stolen or which may be found under circumstances which create suspicion of the commission of any offence.
- iv) Under Section 96 and 98 CrPC upon search under a warrant.
- v) Under Section 25 of the Police Act, as regards unclaimed property.
- vi) Under the provisions of Local and Special Law or Regulations.

Whenever any property under any of the above provisions is seized, a list shall be prepared in Form No. 17.7(a) in duplicate. Such list shall be prepared, whenever possible in the presence of one or more witnesses who shall be required to sign it. Articles such as ornaments or other valuable or opium or similar substances shall be weighed and the weight thereof noted in the seizure list. They may be sealed, if necessary.

b) A copy of the seizure list prepared under the preceding para shall be forwarded to the Magistrate through the Police Prosecutor who shall be responsible for obtaining the Magistrate's order thereon as to the custody or disposal of such property and for the prompt communication of such order to the concerned Police Officer.

17.8 Procedure on Seizure of Animals and Perishable Property - (a) If the property consists of animal or animals they shall be kept in a cattle-pound attached to the Police Station or outpost. Where no such cattle-pound exists, they may be made over to the charge of the village head-man or the owner or other respectable person of the locality on his signing agreement to produce the same before the court as and when required to do so. Bills for expenses for feeding and watering such animals shall be submitted to the Superintendent of Police together with particulars of the case in which they were seized.

(b) In order to avoid loss to the parties, property which deteriorates very rapidly such as fruits, etc., may be disposed of after obtaining the orders of a Magistrate.

17.9. Motor Vehicles Detained or Seized - A motor detained or seized by the police in connection with a case or accident shall be produced before a Magistrate after rapid investigation and the evidence relating to the identity or condition of the vehicle should be led and disposed of at an early date. The Magistrate may then exercise the discretion vested in him by Section 516-A Cr PC to order it to be sold or otherwise disposed of. Pending order of the Magistrate, the vehicle shall be kept in safe custody either in the station or in a police transport garage.

17.10. Seizure of Intestate Property - When a person dies intestate leaving movable property to which there is no known claimant, the police will take charge of the property under Section 25 of the Police Act, and will send a report in Form 17.7(a) to the District Magistrate, who will transmit it to the District Judge for orders regarding the disposal of the property. The police will not interfere in cases in which there is a claimant who is prima facie a legal heir, or in cases in which claim is disputed by two or more persons. In case in which the claim of the heir is doubtful and there is a risk of a fraudulent claim, or of misappropriation of the intestate property, the matter will be reported to the District Magistrate with particulars of the property. No further action will be taken by the police pending the orders of the District Magistrate Judge in such cases.

17.11. Property liable to distress - The joint property of an undivided Hindu family cannot be seized or sold upon distress warrants issued against individual members of the family. The police should, however, ascertain whether the warrantee has any self-acquired property.

17.12. Custody of Property - (a) When any property is seized by Police it shall be brought to the Police Station concerned and kept in the malkhanna pending the orders of Magistrate or court regarding its disposal.

(b) Every item that is so received shall be entered in the Malkhanna Register to be maintained in Form No. 14.15(a). The Station Writer is directly in charge of the 'malkhanna' and is responsible for the care and safety of property received and for the correctness of accounts thereof. Each article in the malkhanna shall be labelled. The label shall contain a reference to the entry in the malkhanna register and a description of the article itself and a reference to the case number and serial number of the seizure list.

(c) When any property is seized by police and brought to an outpost it shall be kept in the malkhana of the outpost. The Head Constable in charge of the outpost shall maintain a malkhana Register in accordance with these rules and shall forward the property with the least possible delay to the Officer in charge of the Police Station to whom he is subordinate.

(d) The officer in charge of the Police Station shall examine all property in the malkhana within the first ten days of each month and shall make an entry in the general diary and his weekly diary that he has done so.

17.13. Forwarding of property to Court Malkhana -

(a) All property connected with criminal cases shall be forwarded from the police station to the court malkhana at the time of submitting charge-sheets unless otherwise directed by the Magistrate. The property relating to a criminal case which is not sent up for trial and any other property not connected with a case shall be retained in the police station malkhana and disposed of in accordance with the orders of the Magistrate.

(b) Whenever any property is forwarded to the court malkhana of which the Police Prosecutor (or the Assistant Police Prosecutor) is in charge, the officer forwarding the property shall prepare a list of such property in duplicate by the carbon process in Form 17 13 (b) and the list will accompany the property sent. The Police Prosecutor or the court malkhana Head Constable shall check the property received with the list and acknowledge receipt on the duplicate thereof. The original list shall be retained in the Police Prosecutor's office and the duplicate containing the acknowledgement shall be returned to the officer forwarding the property through the person who brought it. If any article is sent in a sealed cover, a sample of the seal used shall be fixed to the list in Form 17 13(b).

17.14. Conveyance of Property - When the articles connected with criminal cases are easily portable, the practice of making the police or the parties interested or willing to convey them to the Police Station or Outpost or to the court malkhana may be continued. In no circumstance shall the accused or persons interested in him be used to convey them. When they are bulky and it is found necessary to engage a conveyance, the cheapest available conveyance shall be used. A bill for such conveyance supported by vouchers and a certificate showing the necessity for incurring the charge, shall be submitted to the Superintendent of Police for payment out of his office contingencies.

CHAPTER - 18

PREVENTIVE ACTION.

18.1 Collection of Information - One of the most important duties of the Police is the collection of information about every movement, state of feeling, dispute or incident which may lead to a breach of the peace and the prompt communication of such information to superior officers.

18.2. Prevention of Breaches of the Peace - (a) The majority of riots and other disturbances of the peace take place in connection with disputes regarding processions, festivals, fairs, right of way and other easements and similar matters. In order to prevent such breaches, the following steps should be taken according to the circumstances of each case :-

(i) A Police Station Officer must always keep in touch with the information recorded in his records relating to crime in villages and acquaint himself with the occasions on which a breach of the peace is likely to take place

(ii) When a probable disturbance is within sight, he should visit the place in question and try to ascertain the condition of public feeling by getting into touch with influential party and non-party men.

(iii) The Outpost Police and village headmen should be instructed to keep a vigilant watch on meetings held, handbills disturbed and rumours set afloat, very often by outside agitators.

(iv) Action may also be suitably taken under Section 108 Criminal Procedure Code against persons who may be delivering inflammatory speeches or indulging in similar activities.

(v) Higher officers, especially in the gazetted ranks, should interpose by contacting the influential leaders of parties and even by distributing leaflets containing advice and warning, and should try to avert trouble with their assistance (vide Section 149 Criminal Procedure Code).

(vi) If the prospects of averting trouble are not encouraging steps should be taken to concentrate sufficiently large Police strength in the vicinity of the scene where a breach of the peace is anticipated, as a mere show of strength is sometimes likely to be sufficient to avoid untoward developments. For this purpose all available strength of the Police Force, especially armed men of the district, should be concentrated at the place. The Magistrate having jurisdiction, may, if necessary, be requested to appoint Special Police under Section 17 of the Police Act, 1861.

(vii) If the breach of the peace is likely to arise out of a dispute in connection with any procession etc steps should be taken under Section 30 of the Police Act.

(viii) If time permits, proceedings may be started against the ring leaders under Section 107, Criminal Procedure Code and in case the cause of the trouble is a dispute in connection with any land, temple or other immovable property, under Section 145 of the Criminal Procedure Code.

(ix) If none of the steps proves or is likely to prove effective, the Magistrate concerned may, as a last resort, be requested to issue orders under Section 144 of the Criminal Procedure Code, temporarily prohibiting persons from doing certain acts, even if they are perfectly lawful.

(x) Higher Supervisory officers, such as the Assistant Superintendent of Police and the Superintendent of Police, should invariably be present on the scene of the apprehended trouble and should not leave the matter to be dealt with by subordinates.

18.3. Action under Section 106 CrPC - Security for keeping the peace can be demanded by a trying Magistrate from an accused person convicted of an offence involving a breach of the peace in addition to the sentence passed for it. All that the Police have to do so is to suggest to the Magistrate the necessity of taking action under that section.

18.4. Action under Section 107 CrPC - (1) Proceedings under Section 107 are an effective means for preventing a breach of the peace or a disturbance of public tranquility which is reasonably apprehended in connection with religious processions, festivals, fairs elections or any political movement. It is not always essential in every case that there need be two parties fighting against each other. It must, however, be clear that a breach of the peace is imminent unless averted by proceedings under the section.

(ii) Before starting proceedings under this section, the Police should collect evidence oral or documentary of persons (including Police Officers) acquainted with the circumstances of the case, regarding :-

- (a) the specific occasion on which the breach of the peace is anticipated;
- (b) the existence of cause, quarrel or other circumstances which is likely to lead to the breach and the period of its duration.

(c) the declarations of the parties indicating their determination to carry out or to prevent certain things in connection with the subject matter of the quarrel;

(d) the strength and the following of the party or parties; and

(e) attempts made for conciliation, with their results, etc

(iii) It is not necessary to record elaborate statements of witnesses, short notes being sufficient. The provisions of Section 162, Criminal Procedure Code, do not apply to any statements or notes made in connection with such an inquiry. In fact the inquiry is not governed by any of the provisions of Chapter XIV of the Criminal Procedure Code.

(iv) The proceedings should be initiated by a Police Officer lodging personally or sending by post to the Magistrate having jurisdiction information in writing, specifying the name with full address of the person from whom security is sought to be demanded; the occasions on which the breach of the peace is apprehended, and the circumstances calculated to lead to the same, and praying for security being demanded. The period and the nature of the security may also be suggested. The names with addresses of witnesses to be examined in the case should be mentioned in the information.

(v) The Magistrate will then issue process for the attendance before him of the person to be proceeded against. If it is necessary to prevent an imminent breach of the peace, action may be taken according to Section 151 Criminal Procedure Code; otherwise the Magistrate may be requested to issue a warrant of arrest. The Magistrate dealing with the case will issue a preliminary order under Section 112, Cr.P.C. calling on the person to show cause why he should not be ordered to furnish security specified in the order. The Magistrate will then record evidence tendered by the Police and also by the person proceeded against and make such final order as he deems fit in the light of the evidence recorded. If, pending the completion of an inquiry, it appears necessary to take immediate steps to prevent a breach of the peace or the commission of an offence, the Magistrate should be requested to take interim security from the person.

(vi) Care should be taken to see that action under this Section is taken against the party who is about to play an aggressive part calculated to lead to a breach of the peace and not against a person who is acting within his rights, though a breach of peace may be apprehended as a result of the activities of a person or persons who may feel aggrieved by the lawful exercise of such rights.

(vii) Orders under Section 107 may be passed upon the plea and consent of the person proceeded against without recording evidence, as the procedure to be adopted is that of a summons cases

(viii) Against two contending parties two separate proceedings should be instituted, as persons proceeded against in both cannot be said to be associated with one another.

(ix) In proceedings against opposite parties (factions), perhaps proceeded against in the one may be cited as witnesses against the other and vice versa.

18 5. Action under Section 108 CrPC - (i) Proceedings for security for good behaviour under this Section are generally taken against (a) political agitators disseminating seditious matter by making speeches or distributing pamphlets, handbills etc., or matter which is calculated to promote racial hatred between different communities; (b) editors, printers, publishers etc., of newspaper or other books, disseminating such matter.

In (b) the sanction of Government is necessary.

(ii) The Police should collect evidence of speeches delivered or pamphlets distributed, etc. and note in their reports persons present at the meetings at which the speeches were delivered or those to whom the pamphlets were distributed. It is immaterial whether the objectionable activities of the person proceeded against took place within or without the jurisdiction of the Magistrate before whom the information is lodged. All that is necessary is that the person must be within the Magistrate's jurisdiction at the time when the information is lodged.

The procedure for initiating the proceeding and the stages of the inquiry in Court will be substantially the same as outlined in Rule above in the case of proceedings under Section 107, Criminal Procedure Code.

18.6. Action under Sections 109 and 110 CrPC. Proceedings under section 109 and 110, Criminal Procedure Code, are among the most useful means at the disposal of the Police for checking and controlling crime and should be resorted to in suitable cases. The evidence on the following points will be useful in a proceeding under Section 109 :-

Clause (a): (1) The person proceeded against was found by a Policeman or any other person at an unusual time and in suspicious circumstances at a place where he had no business

(ii) His movements, costume or disguise indicated an attempt to conceal his presence or identity at the time and place.

(iii) When questioned, he gave a false name and residence.

(iv) His conduct e.g., an attempt to run away, highly suspicious.

(v) He was making an attempt or exhibited conduct suggesting that his object was to commit an offence.

(vi) Letters or documents had passed between him and any other person suggesting that the concealment was for the commission of an offence.

(vii) He was in possession of implements of house-breaking, bunches of keys or master keys etc.

Clause (b): (i) The person proceeded against does not follow any profession or occupation or any other kind of employment being his apparent means of livelihood.

(ii) He lives in a style entirely inconsistent with his apparent means of livelihood.

(iii) He lives in a licentious life, e.g., indulging in liquor, gambling, etc.

(iv) His income is totally inadequate to meet the requirements of himself and his family.

(v) He gave an unsatisfactory explanation of his presence at the place at which he was found.

(vi) He evaded replying to questions or gave inconsistent false replies.

(vii) He was found in company of persons of reputedly bad character, when he had no valid reason for being in their company.

(c) Section 110 Cr.P.C. - For a proceeding under Section 110, evidence should be collected as follows :-

(d) A Police Station Officer should prepare the ground well before starting proceedings under this section. It is desirable to prepare a History Sheet of a bad character to be proceeded against, taking care to note, therein from time to time the reports against his character. Patrol policemen should also inquire and note in their patrol books everything they learn against the individual so that the entries may later be useful in a proceeding under the Section.

(e) In addition to the material collected as above, the following types of evidence will be highly useful :-

(i) Evidence of previous convictions in respect of offences of a similar nature.

(ii) Evidence of person who testify to their having seen the person committing an offence or to their suspecting him to have committed it, in view of his presence at or near the scene or movement from or to it, etc., though the statements of such persons may be uncorroborated and insufficient to sustain a prosecution in respect of that offence.

(iii) Evidence regarding the bad repute of the person proceeded against of respectable witness who, owing to their residence in the locality or otherwise, have means for knowing it.

(iv) Evidence of the unaccountable absence of the person proceeded against, especially at night time.

(v) Evidence of his association with other bad characters, receivers or disposers of stolen property.

(f) If the person to be proceeded against under Section 109 or 110 is covered by Section 55, Cr.P.C. he may be arrested by a Police Station Officer and produced before a Magistrate. In other cases the Magistrate will issue process for his attendance after information has been lodged against him. The procedure regarding the collection of evidence by the police and the lodging information and the inquiry to be made by the Magistrate will be substantially the same as outlined in Sub-Rule (2) above.

(g) The following hints should be carefully observed in taking proceedings under Sections 109 and 110 Cr.P.C. :-

(i) It is inappropriate to proceed against a person simply because a prosecution against him has failed.

(ii) A person who is already undergoing imprisonment ought not to be proceeded against as, while in jail, he is incapable of committing any offence.

(iii) Proceedings under both the Sections cannot be taken against one and the same individual at one and the same time.

(iv) Two or more persons may be jointly proceeded against under Section 100, if there is evidence to prove their association in their criminal activities.

(v) The statement of a witness examined in proceedings under Section 110, Criminal Procedure Code, deposing to the commission

by the person proceeded against of a certain offence does not amount to a first information of a cognizable offence and it is not necessary to register the offence.

(vi) Proceedings under Section 110 should be initiated by lodging information as soon as possible after the inquiry into character of the person has been finished, as the absence of evidence of any offence committed by him in the meanwhile indicates that there is no necessity to demand security from him.

(vii) Mere evidence of previous conviction unassisted by evidence of reversion to crime on the part of the person proceeded against, after undergoing his last sentence, will not be sufficient to support a demand for security.

18.7. Breach of Bond - According to Section 121 Cr.P.C., the bond to be executed by any person shall bind him to keep up peace or to be of good behaviour, as the case may be, and in the latter case the commission or attempt to commit, or the abetment of, any offence punishable with imprisonment, wherever it may be committed, is a breach of the bond. The commission of any act which is likely to provoke a breach of the bond in the case of person bound down under Section 106 or 107 Cr.P.C.

18.8. Assemblies and Processions -(a) The duties and powers of the Police in respect of the control of assemblies and processions are set forth in Sections 30, 30A, 31 and 32 of Police Act, 1861. The Circle Inspector and Police Station Officers shall cause timely information to be sent to the Superintendent of Police of any projected gathering, procession or festival or other event that is likely to make the exercise of his power under Section 30 of the Act advisable.

(b) If the Superintendent of Police considers it necessary to call upon any person or class of persons under Section 30(2) of the Act to apply for a licence in respect of an assembly or procession he shall obtain from the District Magistrate a statement in writing that in his judgement the assembly or procession is likely, if held during a certain period and uncontrolled to cause a breach of the peace. He shall thereafter cause a general or special notice in Form No. 18-8(b) to be issued directing the persons concerned to apply for a licence.

(c) The licence to be issued under Section 30(3) of the Act shall be in Form No. 18.8(c). The officer issuing the licence may alter or omit any of the conditions printed in the form and may impose any other conditions to suit the needs of any particular occasion or locality.

(d) Under Section 30(1) of the Act, the Superintendent may issue directions regarding the conduct of an assembly or procession whether it is licensed or not and whether there has been a notice requiring, or an application requesting a licence or not. Unless he proposes to take action under Section 144 Cr.P.C. he should issue such directions whenever any person gives notice of his intention to convene or collect an assembly or to direct or promote a procession regarding which no notice has issued requiring an application for a licence. Directions under Section 30(1) of the Act, should be given in writing in Form No. 18.8(d), whenever possible; but disobedience of verbal directions also, by any person who is aware of them, is punishable under Section 32 of the Act. The Superintendent of Police may alter or omit any of the directions printed in the form and may issue any other directions to suit the needs of any particular occasion or locality.

(e) When a licence is issued in Form No. 18.8(c) or directions are issued in Form No. 18.8(d), the Superintendent shall satisfy himself that they include, in addition to the particulars indicated in the form any special conditions or directions necessary for the preservation of the peace. He shall not allow persons taking part in an assembly or procession to carry that those which, in his opinion are required for purposes of display or are a necessary feature of the assembly or procession. In order to check the indiscriminate use of fire-works, the Superintendent should specify the number and type of fire-works, if any, that may be let off in any assembly or procession. Such licences or directions shall be issued in triplicate; one copy shall be given to the licensee or the person to whom the directions are addressed, one retained in the Superintendent's office and one sent to the Police Station concerned.

(f) If, notwithstanding the issue of a notice under Section 30(2) of the Act, an assembly or procession is held without a licence, a prosecution under Section 32 of the Act will lie against any conveners or collectors of the assembly or any directors or promoters of the procession who have disobeyed the notice to apply for a licence, but not against any other person merely because he is a member of the assembly or takes part in the procession.

(g) It is the duty of the police officers who are present at an assembly or procession to give reasonable orders under Section 31 of the Act, and to note the name and address and the actions of any person who disobeys any such orders or any orders issued under Section 30(1) of the Act, whether the orders are verbal or in writing. Since an offence under section 32 of the Act is non-cognizable a police officer has

no power forthwith to arrest a person who commits such offence unless an arrest is justified under Section 57(1) Cr.P.C. or a Magistrate is present and issues orders of arrest under Section 64 Cr.P.C. or the person who disobeys such orders also commits a cognizable offence.

(h) An order to disperse may be given under Section 30(1) of the Act only if an assembly or procession has violated the conditions of a licence issued in Form No. 18.8(c). It is not a substitute for an order under Section 127(1) Cr.P.C. and, before force can be used to disperse an assembly or procession which has disobeyed it, a second order to disperse must normally be given under Section 127(1) Cr.P.C. When, therefore, there is no time for more than one order to disperse, such order should be given under Section 127(1) Cr.P.C. The advantage of giving an order under Section 30A(1) of the Police Act are (i) that an assembly or procession which disobeys it becomes at once an unlawful assembly and Sections 127 and 128 Cr.P.C. then become applicable even though the circumstances would otherwise not permit their use, and (ii) that the members of such an assembly or procession may be arrested without warrant as being guilty of an offence under Section 143 IPC.

(i) An assembly or procession, whether licensed under Section 30(3) of the Act or not, may be dispersed by force only under Section 128 Cr.P.C. that is to say only - if it has duly been ordered to disperse under Section 127(1) Cr.P.C. and has not dispersed or if it has conducted itself in such a manner as to show a determination not to disperse.

(j) A prosecution will lie under Section 32 of the Police Act against any person who violates the conditions of a licence issued under this rule and any member of an assembly or procession whether licensed or otherwise who knowingly disobeys directions issued by a Superintendent of Police under Section 30(1) of the Act or disobeys the reasonable orders of a police officer under Section 31 of the Act.

(k) A prosecution will lie under Section 143 IPC against any person who is a member of a licensed assembly or procession which neglects or refuses to obey an order under Section 30A(1) of the Police Act and thereby becomes an unlawful assembly.

(l) A prosecution will lie under Section 145 IPC against any person who joins or continues in an unlawful assembly after it has been duly ordered to disperse under Section 127 Cr.P.C.

18.9. Dispersal of unlawful assemblies - (a)
The Police Officer who learns that a riot or other disturbance has broken out or is about to break out or that he has to disperse an unlawful assembly, he shall inform the nearest Magistrate and give him an opportunity of accompanying the police party. The departure of the police party must, however, on no account be delayed with a view to obtaining the presence of a Magistrate. Under Sections 127 and 128 of the Code of Criminal Procedure, an officer in-charge of a Police Station may command any unlawful assembly to disperse, and if any such assembly does not disperse or conducts itself in such a manner as to show a determination not to disperse, may proceed to disperse such assembly by force. Police Officers superior in rank to Station House Officers can exercise these powers, under Section 551 of the said Code, and all police officers acting in good faith under Criminal Procedure are protected from penal consequences by Section 132 of the said Code.

(b) It is impossible to lay down detailed orders for the dispersal of unlawful assemblies as the circumstances of different cases may vary within the widest limits. One assembly may be merely technically unlawful and with tact and patience may be dispersed without the use of force, while another may be armed with dangerous weapons or so violent as to demand the use of instant force. The police officer-in-charge must decide what steps are appropriate in each particular case, giving due allowance to the principles :-

- i) Force must not be used unless it is absolutely necessary.
- ii) No more than the minimum amount of force may be used.
- iii) The use of force must cease the moment the assembly shows signs of dispersing.

If the use of force is inevitable, the officer-in-charge must decide how the assembly may be dispersed. If he can achieve his object by resorting to the use of tear-smoke, he should do so with the help of the Tearsnake Squad. If he finds that the use of tear-smoke is ineffective, he should disperse it by means of batons or lathies in which case he should act as laid down in para (c) below. If he is compelled to have resort to the use of firearms, he should follow the instructions given in para (d) and (e) below.

(c) If an unlawful assembly is to be dispersed by means of batons or lathies the police force will be disposed in extended order in accordance with the size and demeanour of the assembly, so as to cover effectively the necessary space and allow

the free use of its weapons. As many ranks as possible will be formed to provide sufficient support in depth. In streets the flank men should be close to the buildings on each side, so that members of the crowd may not be left in the rear of the police after an advance has been made. Jabbing with the lathi (bayonet fashion) is preferable to hitting with it, being effective and less likely to cause fatal injuries. The closer a crowd is pressed the less are its members able to offer resistance. In open spaces a flank attack may be found expedient.

(d) If the use of firearms is necessary, the armed squad will be supplied with 20 rounds of ball per man. Arrangements must be made to have a reserve supply of ammunition available on the spot. When armed police are used the party should ordinarily be accompanied by the District Magistrate or a Magistrate specially selected by him.

(i) Before firing is actually commenced a Magistrate, supported by a file with fixed bayonets, shall proceed to within speaking distance of the mob and order it to disperse; should the order be disobeyed, the Magistrate shall distinctly warn the assembly or the mob that firing will be resorted to and will be effective. Should the mob still refuse to disperse, the Magistrate will fall back on the main police party.

(ii) The responsibility for ordering the opening of fire will rest on the Magistrate and no order for firing should be given until some overt act of violence has been committed by the mob.

(iii) Firing must cease the instant it is no longer necessary. The Magistrate will direct the police Officer-in-Charge to cease fire as soon as the mob shows the slightest indication of retiring or dispersing.

Note -1. should a Magistrate for any unavoidable reason not be present the duties of the Magistrate will devolve on the senior Police Officer present.

Note-2. Before the Magistrate advances to warn the mob, the whole squad will be ordered to load and keep their muskets at safe.

Note-3. No Police officer is empowered to disperse an unlawful assembly unless he ranks as an Officer-in-charge of a Police Station.

(e) The duties and responsibilities of the police Officer-in-charge of the police party are given below :-

(i) Disposition of Force - The police officer in command is responsible for the disposition of the force. Every precaution shall be taken that an armed force is not brought so close to a large and dangerous mob as to risk its being either overwhelmed by numbers or being forced to inflict heavy casualties. Firing shall not be commenced unless ordered by the Magistrate and shall be carried out from a distance sufficient to obviate the risk of being rushed and to enable effective fire control to be maintained. Bayonets shall be fixed if the officer in command considers that his force is likely to be rushed. If men have to be posted to face different directions, they should be so faced in different ranks with sufficient space between the ranks to allow the officer in command to move between the lines to exercise fire control.

(ii) Fire control - For purpose of fire control the police force shall be told off into sections of not more than 10 men each section being under a responsible officer. The actual order to fire will be given by the officer in command. Firing may be either by special individuals or by sections. Firing must not commence until it is absolutely necessary, but when used must be effective. As far as possible fire shall be directed against the ring leaders or more violent members, or portions of the assembly, and care must be taken to see that spectators or other persons separate from the mob are not injured. At the first indications that the mob is retiring or dispersing the officer in command after consulting the Magistrate, if present, shall give the order to cease fire.

(iii) The use of blank ammunition is absolutely prohibited. Firing over the heads of the mob merely results in innocent people behind the mob being injured and must never be resorted to.

(f) Use of Firearms in the Exercise of the Right of Private Defence - It is essential that all ranks should appreciate and fully understand the right of private defence both of person and property. They are entitled by law to protect themselves and Government property. They are entitled by law to protect themselves and Government property, e.g., their weapons, ammunition, motor transport etc., against attack. Such attack may be met by force. This force should not inflict more harm than is necessary for protection but may extend to the causing of death. If then these circumstances are fulfilled a police officer of any rank even that of a constable is entitled to open fire. Not only has every member of the police force the right to defend himself and Government property he has also the right and in

fact it is his duty to protect other persons and the property of other persons against unlawful acts. Here again, he is entitled to use force to the extent of voluntarily causing death if he sees a private person being attacked in such a way that death or grievous hurt is likely to be caused to that person or there is grave apprehension that he may be kidnapped or wrongfully confined. Similarly, with regard to property he may intervene to the same extent to prevent robbery, house breaking by night, mischief by fire, that is arson, theft mischief or house trespass in circumstances likely to cause apprehension of death or grievous hurt to any person if the right of private defence is not exercised.

In these circumstances a single constable acting alone may fire in accordance with what has been laid down above. If, however, he is one of the party of police fire shall not be opened except under the orders of the senior officer present. By 'present' it should be clearly understood that this relates to the senior officer in the immediate proximity of the incident. In the event of widespread attacks taking place in one area it may not be possible for the seniormost police officer in that area to witness all that is going on and in such circumstances it must be the discretion of the senior police officer in a limited area who may witness an attack on person or property of the nature described above to give the order to open fire. So long as the police force is in close formation, only the Officer-in-charge of the unit may give the order to fire, but if either under orders or as a result of the action of the opponents the police force is divided into smaller bodies then the senior officer of each small contingent even down to an isolated constable may assume the responsibility of opening fire. Independent firing by individuals on their own initiative is forbidden except when it is justified as being in the exercise of the right of private defence. The responsibility of proving that circumstances invoked the right of private defence will rest upon the individual who fires or gives the order to fire, but provided the action is taken in good faith, the individual has no need to be apprehensive of the outcome of any enquiry.

18.10. Action on Conclusion of Riot - (a) When an unlawful assembly has been dispersed, first aid should be rendered by the Police, and arrangements made to remove the dead and wounded to the hospital. A supply of field dressings and few stretchers should be kept in headquarters to be sent out whenever necessary. If an unlawful assembly has been fired upon, the senior Police Officer shall draw up a report indicating the following details -

- (i) Serial number - Each incident of firing should be shown as a separate serial.
 - (ii) Date and time of firing.
 - (iii) Place - Only the area of concerned may be indicated.
 - (iv) Ordered by - This should indicate whether firing was done on the orders of a magistrate or a Police Officer. The name and rank or designation of the person who ordered fire will also be given.
 - (vi) Public casualties - This is only meant for casualties which occurred because of police firing. It would not take into account casualties inflicted on any member of the public by other person or members of the riotous assemblies.
 - (vii) Casualties in Police - This should only include casualties which were inflicted on the Police during the incident.
 - (viii) The type of Fire-arms and weapons used - This should show whether rifles or muskets or revolvers or any other weapons were used.
 - (ix) Whether warning was given or not - The arming should refer to firing.
 - (x) Whether Tear smoke and lathi charge were ineffective and if so, for what reason - This is meant to indicate why tear smoke and lathi charge were unable to deal with the trouble.
 - (xi) Brief details of the incident - Circumstances in which the firing was ordered with a brief account of the agitation preceding it.
 - (xii) Effect on the crowd - The effect of firing on the crowd may be mentioned with special reference to its reaction on the agitation.
 - (b) A copy of the report shall at once be sent to the District Magistrate and the Chief Commissioner. If the officer drawing up the report is an officer other than the Superintendent of Police, the report shall be submitted to the Superintendent of Police for being transmitted to the District Magistrate and the Chief Commissioner.
- 18.11 Police Action during strike or similar Disturbance - (a) It is the primary duty of the police to preserve law and order and not to interfere in or arbitrate on the economic issues which may be involved.
- (b) In particular the police shall prevent breaches of the peace, secure the safety of property secure the safety of non-strikers, deal with any cognizable case of which they may obtain information.

(c) It should be remembered that peaceful picketing to prevent by persuasion (as distinct from force or intimidation) non-strikers from resuming work is not an offence.

NOTE: 'Picketing' means organised endeavours by men on strike or by agitators to induce workers to cease work, by means of parties of men posted at important working centres such as workshop's gates.

18.12. Reports to be sent regarding strikes and other Disturbances - (a) Special reports will be sent, as expeditiously as possible, by every Police Station Officer to the Superintendent of Police in the following cases :-

(i) Outrages which have a political aspect, including any act of violence or attempted violence directed against persons in authority or connected in any way with factious association or class agitation.

(ii) Every serious encounter with criminals in which the Police or other persons in authority are wounded or killed;

(iii) Calamities, such as floods or earthquakes which cause serious damage to life or property;

(iv) All other events which have political, communal or administrative importance such as strikes or lock-outs. In the cases of strikes or lock-outs, details to be furnished are the name and address of the undertaking; total number of workers employed; date of occurrence of strike or lock-out; number of workers involved; name of union, if any, and its strength; names of ringleaders, if any; the general and immediate cause of the strike or lock out with brief description; if a notice of strike was given, the date of such notice and the date on which it expires; action, official and non-official, taken hitherto and its results; specific demands of strikers; any evidence of outside interference or influence behind such activities; acts of sabotage; etc. general attitude of strikers, non-strikers and employers; number of loyal workers or non-strikers attending work whether loyal workers are being prevented from working and any steps taken for their protection; public reactions; press reactions; voluntary participation; in meeting the situation if any; forecast of developments and any other item of importance or interest.

(b) Similar reports should be sent on apprehended or a threatened strike or riot or other disturbances.

(c) The reports should be sent confidentially and should be followed by subsequent daily reports showing the trend of events until the strike or other disturbance is ended.

(d) The Superintendent of Police will send similar reports to the District Magistrate and to the Chief Commissioner.

18.13. Action to Prevent Offences - (a) Under Section 149 Cr.P.C. every Police Officer may interpose for the purpose of preventing, and shall, to the best of his ability, prevent the commission of any cognizable offence. Under Section 150 Cr.P.C. every Police Officer receiving information of a design to commit any cognizable offence shall communicate such information to the Officer knowing of a design to commit any cognizable offence may arrest, without a warrant, the person so designing, if it appears to such Officer that the commission of the offence cannot be otherwise prevented. Procedure after such arrest is just the same as for arrests generally in accordance with instructions contained in Chapter-16.

(b) According to Section 23 of the Police Act, 1861, it shall be the duty of every Police Officer to prevent the commission of offences and public nuisances.

18.14. Prevention of injury to Public Property - Committing injury to public property is punishable under Sections 431 to 434 I.P.C. The Police Officer has a duty cast upon him under Section 152 Cr.P.C. to interpose and prevent any injury attempted to be committed in his view to any public property, movable or immovable, or the removal or injury of any public landmark or buoy or other mark used for navigation.

CHAPTER - 12

BEATS AND PATROLS

19.1. Purposes of Village Patrolling - Policemen shall be sent on beat for the following purposes :-

- (a) To collect information about arrivals of strangers and movements of habitual criminals, suspicious persons and bad characters including history-sheeters.
- (b) To collect information about the existence of factions or ill feelings in respect of lands, temples, processions, festivals, women, religious or communal disputes or the occurrence of stone-throwing etc. likely to give rise to riots or other crime or false complaints.
- (c) To collect information about the delivering of lectures, holding of meetings and other similar occurrences of a political or otherwise, including village gossips and rumours.
- (d) To collect information about the general health and economic condition and sanitation of the village such as state of crops, outbreak of epidemics etc.
- (e) To collect information about the occurrence of any recent offences, suspicious deaths or serious accidents which might have remained unreported or about reported offences which have remained undetected with a view to obtaining a clue to their detection and generally any matter of interest from the police point of view;
- (f) To ascertain any definite piece of information and serve processes.

19.2. Policemen should not, as a rule, visit villages, except under definite orders, for a definite purpose or unless the village lies on their way to or from any duty. Whenever a policeman is sent on village beat, he should check the presence of bad characters in the day time and make enquiries about their doings and conduct since they were last checked.

19.3. Selection of Villages to be visited - (a) The Police Station Officer shall determine what villages should be visited for the purposes enumerated in the preceding rule and how frequently their visits should be. Villages to be regularly visited should be conveniently grouped into one or more 'beats' and a beat book in Form No. 19.3 (a) shall be kept for each 'beat'.

(b) ~~Whenever a policeman is sent out for patrolling~~ a beat or beats, he shall be given definite instructions in the beat book in which he will be required to bring the signature of a village officer or of a respectable inhabitant of the village in proof of his visit to a village. For the purpose of checking beat books, a book in Form No. 19.3(b) shall be kept in the station in which shall be entered the usual signatures of the village officers and of any respectable villagers selected to sign in beat books.

19.4. The above instructions will also apply to patrolling by men in outposts. It will be the duty of the Sub-Inspectors to see that patrols are intelligently carried out according to the foregoing instructions and that Outpost Head Constables both understand and perform their duties accordingly. When the Sub-Inspector visits the outposts and on all other occasions, he should check beat books and give proper instructions to patrolmen.

19.5. Road Patrols - It is incumbent upon the police to ensure the safety of the roads and strict attention must, therefore be paid to road patrolling. Policemen on road patrol should observe all passengers and vehicles, take special note of persons of suspicious appearance and keep the roads clear of stray cattle, stray dogs, etc. They should check motor vehicles for the observance of Motor Vehicles Act and Rules and prevent any breach of traffic regulations, public nuisance and mischief or other crime. They should be sent out with definite instructions which may be varied, as circumstances permit, with respect to the time to be passed at particular spots. If possible two constables should patrol together. To secure the due performance of road patrolling, constant checking is absolutely essential. The Assistant Superintendent of Police must see that all subordinates perform their fair share of this duty.

19.6. Pickets - One or more batches of policemen shall be sent to important junctions or strategic points where smugglers or criminals are likely to pass. Such policemen should post themselves in unobservable parts of the locality, alert and ready to pounce upon a criminal. It might be advantageous to have such men in plain clothes depending upon the time, nature of the locality and the circumstances in each case. But whenever they are sent in plain clothes they should carry with them their appointment certificates and preferably one or two men of the party may be required to be in uniform and in hiding. The places at which they post themselves should be shifted from one corner to another for specified periods. They shall be able to spot their checking officer while they pass. Specific directions as to the locality and time at each spot should be noted in their 'duty certificates'.

19.7. Night Patrol in towns - Two constables in uniform shall be given a specific area to go round every night, noting the exact streets or lanes or routes to be patrolled. Such blocks to be traversed by patrolmen should be changed from night to night. Care must be taken to limit the extent of these patrols, the number of such patrols depending on the area to be patrolled. Night patrols should ordinarily be for a period of five or six hours; patrolling should normally be between the hours of 2200 and 0600. Night patrolmen should always carry lathies and an electric torch may be provided to each patrol. Bad characters should not be checked by night as a routine, unless they are actually under suspicion of being engaged in night crime. The Police Station Officer shall give suitable instructions to the patrolmen before they are sent out. The Superintendent of Police may draw up detailed schemes of patrolling towns according to local conditions and other facilities available.

19.8. Night Patrol in Rural Areas - It is not necessary to patrol villages by night as a routine unless there is any special reason to do so such as outbreak of crime or other disturbance. Men should, however, be sent as and when information is received, to hide themselves in unobservable parts of a specified place to prevent smuggling of contraband articles and to apprehend smugglers. It is for the Police Station Officer to issue suitable instructions in this regard to the men of his station and outposts under his charge.

19.9. Checking of Night Patrols - The Sub-Inspector, Assistant Sub Inspector and all Head Constables or Lance Head Constables in a Station shall go on night rounds on successive nights to check night patrols by means of surprise visits as frequently as possible. Whenever men are sent out from out posts for night patrol or picket the Officer-in-charge of the Outposts shall similarly check them by surprise. The Superintendent of Police shall himself go the rounds at night occasionally and depute his Assistant Superintendent to do so. This is part also of the regular duties of the Reserve Inspector and his Assistants and the Superintendent of Police shall lay down the number of times that each officer is to go the rounds monthly or weekly.

CHAPTER - 20

SURVEILLANCE

20.1 Surveillance - Surveillance is the process of keeping suspected persons and their premises under observation for learning as much as possible about their activities, operations and contacts. The purpose of surveillance is to prevent the commission of an offence or to apprehend persons in the commission of an offence or to learn the identity of all persons involved in a certain criminal enterprise and to make their apprehension.

20.2 Method of surveillance - Surveillance may, for practical purposes, be defined as consisting of the following measures :-

- (a) Thorough periodical enquiries by the Station House Officer as to the suspect's repute, habits, association, income, expenses and occupation;
- (b) Domiciliary visits both by day and night at frequent but irregular intervals;
- (c) Secret picketing of the house and approaches on any occasion when the suspect is found absent;
- (d) The reporting by village headmen, village watchmen and other sources about the movements and activities of the suspect;
- (e) The verification of the suspect's movements and absences by means of Bad Character Rolls;
- (f) Shadowing of a suspect, whenever necessary, in order to ascertain his movements and contacts;
- (g) The collection in a history-sheet of all information bearing on the conduct of a suspect.

It must be remembered that the surest way of driving a man to a life of crime is to prevent him from earning an honest living. Surveillance should, therefore, never be an impediment to steady employment and should not be made unnecessarily irksome or humiliating. The persons under surveillance should, if possible, be assisted in finding steady employment and the practice of warning persons against employing him must be discouraged.

20.3 Records - In order to deal effectively with crime it is necessary to have a continuous record of the criminal history of individuals and localities. To secure this, each police station shall maintain the following records.

20.4. Notes on villages - Every Station House Officer shall maintain confidential notes on villages in Form No. 20.4. Information relating to different villages shall be recorded on separate sheets, headed by the names of the villages. One or more sheets, as may be necessary, should be kept for station information of a general nature. These will contain particulars of the population, outlying hamlets, principal castes and communities, names of village headmen and watchmen, chief landowners and leading men of the village, notes on religious or other festivals, disputes over property, factions, prevalence of organized crime, important facts about the history of the village, persons bound down to keep the peace, police handobust necessary for any occasion and in short, any information which may be useful to a new Station House Officer having no previous experience of the station. All entries in this record shall be compiled by the sub-Inspector himself and checked and initialled by the Circle Inspector who shall ensure by frequent checks that it is kept up-to-date.

20.5. Village Crime Sheets - Village Crime Sheets in Form No. 20.5 shall be maintained at every station in which will be entered all cognizable cases registered in the station. The cases occurring in different villages shall be recorded on separate sheets, headed by the names of the villages. Only important particulars need be entered therein such as the F.I.R. Number, date of registration, place and date of occurrence, section of law, name and residence of the accused and the result of the case. The village Crime Sheets shall be kept together in a single file for five years after which they may be removed and filed with the Confidential Note Sheets (Form No. 20.4) of the respective villages.

20.6. Professional Crime Register - This will be maintained in Form No. 20.6. In this shall be entered in the order of their occurrence all true cases of crime coming under the following classes as well as attempts to commit these offences which are known or believed to be the work of habitual criminals.

Classes of Crime - Major Classification

Class	I	..	Murder for gain, dacoity, robbery.
Class	II	..	House-breaking.
Class	III	..	House threat
Class	IV	..	Ordinary theft
Class	V	..	Cattle theft
Class	VI	..	Receiving stolen property.
Class	VII	..	Cheating.
Class	VIII	..	Making and passing false coins and notes.
Class	IX	..	Persuading a public servant.
Class	X	..	Professional kidnapping.
Class	XI	..	Professional mischief.

Minor Classifications - For the sake of brevity the following minor classification of crime by 'modus operandi' shall be adopted and entered in the appropriate column of the register :-

- Class II .. (A) Auger
(B) Hole in wall near bolt.
(E) Through eaves (over wall and under roof)
(H) Manhole in wall
(L) Key used to open lock, or fastening broken or opened.
(R) Making hole in roof
(T) Making hole under threshold.
(W) Window bars removed or bent, or window frame removed or otherwise through window.
(P) Removal of planks in wall or floor (machan)
(S) Scaling wall
(M) Miscellaneous

- Class-V .. (OS) Oxen stolen for sale or ransom
(OK) Oxen killed for sale of skin
(G) Goats or sheep
(M) Miscellaneous.

The nature of the property stolen shall be detailed in the appropriate column. In the remarks column, any useful information shall be noted respecting the offence or any discovery made during investigation, including the names of the known or suspected accused, any peculiarity in the commission of the offence and also the result of the case. A red line shall divide the entries relating to each lunar month taken from the full moon day. Some space shall be reserved at the end of each year for a review of the crime of the year which shall be drawn up by the Circle Inspector.

20.7. General Conviction Register - (a) A General Conviction Register in Form No. 20.7(a) shall be maintained in every police station in which the names of the following persons shall be entered provided, except in case of persons coming under clause (iv) below, their finger prints have been ordered to be retained by the Superintendent of Police :-

- i) Persons convicted under Chapters XII and XVII of the Indian Penal Code, for which a punishment of three years or upwards is described.
- ii) Persons convicted of offences under Sections 489-A to 489-D Indian Penal Code (forgery of currency notes and bank notes).

iii) Persons bound over under Sections 109 and 110 Cr.P.C.

iv) Unconvicted persons reasonably suspected to have committed offences with particulars of the offences selected for inclusion with the approval of the Superintendent of Police or the Assistant Superintendent of Police. These shall be retained only so long as reasonable suspicion exists against them.

(b) The conviction of a person whose place of residence is in the limits of another station, shall be communicated to that station by means of a Bad Character Roll (Form No. 20.10(a) for entry in the General Conviction Register of that station. The Roll will be returned with the page of the General Conviction Register in which the entry is made in the other station and this will be noted in the last column of the GCR of the first station. The same procedure shall be followed when a person changes his place of residence after release.

(c) This Register will contain convictions in cases registered at the stations and of persons living in the station limits, convicted elsewhere. If a conviction is reversed on appeal, the entry should be crossed out unless the person is brought under clause (iv) of para (a) above. In the remarks column of the register shall be entered a broad classification of crime committed by the criminal. The names of persons registered in the General Conviction Register shall be struck off after a period of ten years from the expiry of their last sentence, provided in the case of persons for whom history-sheets have been opened the history sheets have been discontinued. The Superintendent of Police or the Assistant Superintendent of Police may, however, sanction the removal of names at any time within the period mentioned above, if the retention of such names is considered unnecessary. Convicted and unconvicted persons not removed from the General Conviction Register shall be enquired at least once a year.

(d) An alphabetical index of persons entered in the General Conviction Register shall be maintained.

(e) A check Register of persons entered in the General Conviction Register shall be maintained in Form No. 20.6(c), village-wise, villages being arranged alphabetically.

20.8. History Sheets - (a) History sheets in Form No. 20-8(a) are maintained for ex-convict, person bound over for good behaviour and for suspects who should be kept under regular surveillance. History sheets shall not be opened for person of no fixed residence. A person for whom a history sheet is maintained should be closely but quietly and discreetly watched. Information may be collected about him from village officials and others

A history sheet should not be subjected to any annoyance of obtrusive inquiries nor must the fact that an account is being kept of his doings be divulged. History sheets shall be maintained in English and written up personally by the Station House Officer. The first part of the history sheet will consist of a brief account of the criminal's life, his habits, means of livelihood, relations in the village etc. In the second part will be entered a detailed account of each of the offences for which the criminal was convicted or which he was suspected of having committed. The method of commission in each case should be carefully described and the names of proved or suspected associates mentioned. The third part will be the current history of the criminal which will be entered up by the Station House Officer from the notes in the index to history sheets. This record must be an absolutely fair one and any information favourable to the history sheet must also be duly recorded.

(b) History sheets shall be opened automatically by a Station House Officer at the time of conviction for the following :-

- (i) Persons released from life-imprisonment under Chapters XII and XVII of the Indian Penal Code.
 - (ii) Professional prisoners.
 - (iii) Persons convicted of offences under Sections 392 to 402 IPC (if committed in a professional manner).... Once.
 - (iv) Persons convicted for house breaking.. Twice.
 - (v) Persons convicted for theft -- Thrice
 - (vi) Persons bound over under Section 110 Cr.P.C .. Once.
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Note - A person falling under any of the above category will be styled "Known Depredator" (KD). The history sheet of a K D. shall be retained for two years from the date of his release from jail or the date of expiry of the bond as the case may be. The history sheet will be retained for the period indicated above although he may be acquitted of the offence on appeal. The history sheet of a KD against whom an order has been passed under Section 565 Cr.P.C shall not be closed until the period during which he is required to report the changes of residence, has elapsed. A history sheet shall never be opened for a person dealt with as a first offender under Section 562 CrPC.

(c) History sheets shall be opened for the following persons under the orders of the Superintendent of Police or the Assistant Superintendent of Police :-

- (i) Person- once convicted under any section of the Indian Penal Code who is considered likely to commit further crime;
- (ii) Person not convicted but believed to be addicted to crime or suspected to be receiver of stolen property;
- (iii) Persons convicted under the Arms, Opium and local Excise Laws who are suspected to be smugglers in arms, opium, liquor or other dangerous drugs as defined in the Dangerous Drugs Act (Act II of 1930) or entailing enhanced punishment on reconviction.

Note - History sheets of this category shall be maintained for a period of one year from the date of opening.

(d) In any case, as soon as the period of retention of a history sheet expire, the Station House Officer shall submit a report through the Circle Inspector to the Assistant Superintendent of Police stating whether the history-sheet should be closed or retained in accordance with the orders of the Superintendent of Police or the Assistant Superintendent of Police. The history sheet of a person who has died shall be closed automatically. When a history sheet changes his residence, his history sheet will be sent to the Officer in charge of the station in whose jurisdiction he is residing and an acknowledgement obtained. When the transfer of a history sheet is to another State or Territory, it shall be done through the Superintendent of Police.

(e) A register for checking the movements of all history sheeters will be maintained in each station in Form No. 20-8(e). The time of checking the history sheet with any remarks and the Rank/Number of name of Checking Officer shall be entered against each date.

(f) Personal Files - The starting of a personal file should always be the first in compiling the record of a history sheet. As soon as suspicions have come into record regarding an individual to an extent which indicates that he is addicted to crime or the associate of criminals, such record should be tabulated to form the foundation of a personal file. Subsequently all information obtained about such person, whether in his favour or against him, shall be added to his file. The personal file shall form the main material by which officers will be guided as to whether to open a history sheet or not. It follows that a personal file must be maintained for every person for whom a history sheet exists. On such file, bad character rolls, papers relating to information sheets etc. shall be recorded. All personal files shall be paged and indexed. The

personal files for whom history sheets have been opened shall be given the same serial number as the history sheets and kept separately in bundle. The personal files of persons for whom no history sheet exists shall be kept in a separate bundle.

(g) Index to history sheets and personal files- A register in Form 20.8(g) shall be maintained at every station. It will contain a general index to history sheets and personal files. When a history sheet is opened it shall be given a permanent serial number and entered in the general index register. Such number of a history sheet shall not be changed unless the history sheet is destroyed or transferred to another Police Station. A history sheet received on transfer from another Police Station shall be allotted a fresh serial number of the receiving station.

20.9. Rowdy sheets - The following persons may be classified as rowdies and Rowdy sheets in Form No.20.9 may be opened for them under the orders of the Superintendent of Police or the Assistant Superintendent of Police :-

- a) Persons who habitually commit, attempt or abet the commission of offences involving a breach of the peace.
- b) Persons bound over under Sections 106 and 107 Cr.P.C.
- c) Persons who have been convicted under Section 34 (Clause vi) of the Police Act, 1861, or under Section 510 IPC twice in two consecutive years.

Persons for whom Rowdy Sheets have been opened shall be kept under surveillance in the same manner as history sheeters.

20.10. Bad Character Roll-A (a) The Officer-in-charge of a Police Station shall at once, on receipt of information that a person under surveillance is absent, fill in a Bad Character Roll 'A' (Form No.20.10(a)) and shall add a brief precis of the habits and manners of such bad character and forward it by the quickest possible means, to the Officer-in-charge of the Police Station within which is situated the place to which the bad character is alleged or believed to have gone.

(b) If the destination of the bad character is not known, a copy of the roll shall be sent to every Police Station within or outside the district to which there is any likelihood of his having gone.

(c) If the surveille is a member of a known gang of criminals the Officer-in-charge shall besides taking action as above at once arrange

a special watch be maintained on other members of the same gang, whether residing in his own or other Police Stations until the surveille returns.

(d) A Police officer who receives the roll shall immediately take steps to ascertain whether the bad character has arrived within the limit of his jurisdiction. If the bad character is found, the police officer shall note the date and hour of his arrival, the name of the person with whom he is staying, and the names of any persons with whom he associates and he shall arrange to have his proceedings watched in the same way as if he were a registered bad character of his own station. If he has not been traced on the expiry of one week from the receipt of the roll, the officer receiving the roll shall return it with a statement to that effect on the back of it to the Police Station of issue.

(e) When the bad character leaves the limits of the station for his home or elsewhere, within or outside the district, the Officer-in-charge shall forward the roll to the Officer in charge of the Police Station to which the bad character has gone, noting on the back of it all the information regarding the individual's movements which was collected while he was residing within the limits of the station and sending intimation to any intermediate Police Station or stations falling on his route. If the bad character goes to a Police Station other than that in which he is registered, the Officer-in-charge of the latter shall be informed of the fact.

20.11 Bad character Roll-B (a) On receipt of information that a suspicious stranger has arrived within the station jurisdiction it shall be the duty of the Officer-in-charge of the Police Station to send Bad Character Roll-B (Form No.20.11) with the utmost possible despatch to the Police Station within the limits of which the stranger alleges that he resides. If before the receipt of the reply to the roll, the stranger leaves the place for another jurisdiction, a copy of the roll shall be sent to that Police Station.

(b) On receiving such a roll the Officer-in-charge of a Police Station shall at once return it with complete information regarding the individual in question, if he is a resident of that station; while, if he is not a resident, the roll shall be returned with a statement to that effect. In such case the officer who issued the roll must take all possible steps to discover the identity of the stranger.

(c) The nature of the information received regarding the stranger will guide the police officer as to the steps that should be taken, whether to institute proceedings under Section 109 or 110, Code of Criminal Procedure or to watch the movements of the stranger.

(d) Bad character rolls 'A' and 'B' for reporting the arrival or departure of bad characters of their return to the issuing officer shall be pasted on the foil of the roll book. They shall be destroyed after three years.

20.12. Jail Release List - (a) The jailor of the District Jail is required to send to the Superintendent of Police before the 15th of each month, a list of prisoners to be released during the next ensuing month.

(b) In addition to the list to be sent before the 15th, the Jailor shall, if necessary, send a supplemental list containing the names of prisoners admitted after the 15th of each month who will be released during the next ensuing month.

(c) Whenever there is a delay in the receipt of release list from jails, the matter should be reported to the Inspector General of Police who will bring it to the notice of the Superintendent of the jail.

(d) Extracts from release list shall be communicated by Superintendent through Inspectors to the stations within the limits of which the prisoners' homes are situated and Station House Officers shall, after reasonable time return these extracts through their Inspectors, noting therein whether the prisoners referred to have returned to their homes or not.

20.13. Ex-convicts ordered to notify residence - See appendix-20.13 for rules framed by Government with regard to ex-convicts ordered to notify residence under Section 565 Clause (3), Criminal Procedure Code:-

(a) Each Station House Officer is responsible for maintaining a correct list of ex-convicts ordered to notify residence in Form No.20.13(a). The village notified and date of release will be entered from jail release list.

(b) When an ex-convict does not appear at the place notified within a reasonable time, the Station House Officer shall report the fact to the Superintendent of Police for enquiry to be made.

(c) Ex-convicts ordered to notify shall be watched in the same way as other dangerous criminals and their intended movements, of which they give notice communicated by bad character rolls.

(d) When any breach of the rules comes to the notice of an officer-in-charge of a station and is reasonably explained, particulars shall be entered in the general diary. If any such breach

is not at once reasonably explained, the station officer shall make any summary enquiry which may be required to ascertain the facts, and, if necessary, take action for prosecution under Section 176, Indian Penal Code. Any breach of the rules shall be recorded in the General Diary at the Police Station. Prosecution of ex-convicts for breach of the rules shall not be undertaken without the sanction of the Superintendent.

20.14. Surveillance of person conditionally released. (a) Convicts conditionally released under Section 401 and 124 of the Criminal Procedure Code shall be kept under surveillance in the same manner as those ordered to notify residence under Section 565 of the Criminal Procedure Code. A list of all such persons shall be maintained in Form No.20.14(a).

(b) When a convict is conditionally released under Section 401 Cr.PC the Superintendent of Police will be supplied by the Administration with a certified copy of the order of conditional release with date of release endorsed on it, and a descriptive roll of the convict. If the release is subject to conditions which the police are required to take measures to secure the observance of, the Superintendent of Police shall issue suitable orders to subordinate officers concerned.

20.15. Hue and cry notice - (a) When the immediate dissemination of intelligence and the cooperation of the staff of neighbouring Police Stations is desirable, hue and cry notices in Form No.20.15(a) shall be issued in the following classes of cases when the person concerned has not been immediately arrested or the property stolen has not been recovered :-

- i) Professional drugging cases;
- ii) dacoity and all organized crime in which wandering gangs, foreigners or residents of other jurisdictions are known or suspected to have been concerned;
- iii) escapes of prisoners from lawful custody;
- iv) cases of cheating by professional criminals;
- v) cases of shaking off police supervision by wandering gangs; and
- vi) other cases in which the accused have absconded after committing the offence, or in which identifiable property of considerable value has been stolen;
- vii) cases of straying of cattle which create reasonable suspicion of the commission of theft or when there is a likelihood of the commission of a cognizable offence.

(b) Hue and cry notices should ordinarily be despatched by post, unless there is reason to believe that the immediate communication of information to some particular officer or officers may result in the apprehension of culprits or the recovery of stolen property, in which case the contents of the hue and cry notices should be communicated to such officer or officers by radio-grams, telegrams or by special messengers, whichever is quicker. Full details should be immediately despatched by post.

(c) On receipt of a hue-and cry notice the Officer in charge of a Police Station shall at once enter it in red ink in the register of correspondence and shall take all necessary action. He shall cause enquiries to be made about the movements of local bad characters and shall check surveillance reports. He shall also enquire into points mentioned in the hue and cry notice which require particular investigation and shall communicate the result. He shall in all cases communicate, the contents of the notice to his subordinates and to all Chowdries and Chaukidars of his jurisdiction and shall warn them to be on the look out for the offender or stolen property, as the case may be. All actions taken shall be clearly noted on each notice, which shall be consecutively numbered and filed. Successful detection of culprits or tracing of stolen property should be always rewarded.

CHAPTER 21

FINGER PRINTS

21.1. Finger Print Bureau - There shall be a Finger Print Bureau attached to the office of the Superintendent of Police at Port Blair. It shall be in charge of an officer appointed by the Superintendent of Police. There shall be a Tester in the Bureau.

21.2. Finger Prints - Finger Prints include prints of the thumb and are either rolled or plain.

22.3. Rolled Print - A rolled print is obtained by placing the inked thumb or finger on the paper so that the plane of the nail is at right angles to the plane of the paper. The thumb or finger should then be pressed lightly on the paper and turned over so that the bulb surface which originally faced, say to the left, faces to the right, the plane of the nail being again at right angles to the paper.

21.4. Plain Print - A 'Plain' print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.

21.5. Unidentified - 'Unidentified' means a person whose residence and antecedents are not known.

21.6. Untraced - 'Untraced' means a person against whom no previous convictions have been traced.

21.7. Proficient - Proficient means an officer who has been declared by the Superintendent of Police to be qualified to take clear and well-rolled impressions.

21.8. Expert - Expert means an officer who has been declared by the Inspector General of Police to be competent to examine classify and give an expert opinion on finger impressions.

21.9. Method of Taking Finger Prints Appliances - The appliances required for taking finger prints comprise a slab an India rubber roller and printer's ink. These must be kept scrupulously clean and free from dust, grit and hairs. They should be freshly cleaned before use each day, all particles of old ink being rubbed off. The roller, when not in use, should be kept wrapped up in a piece of clean oiled paper. Both slab and roller should periodically be cleaned with soap, benzine or kerosene. The pot of Ink should be kept tightly closed when not in use.

21.10. Preparation of Appliances - The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of the ink should then be put on the slab with the point of a knife and the roller used to bring it down to the finest possible film. Experience has shown that it is easier to start with a very small quantity of ink and to increase it as necessary. If too much ink has been put on the slab a sheet of paper laid on it and rolled over with the roller will generally reduce it sufficiently. If the ink is dry and thick it will be found that with a little perseverance it can be worked up smooth on

21.11. Inking the Fingers - The fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. Only the inner portion of the upper phalanges of the fingers should be inked. To take a 'rolled' impression, place the finger on the inked slab, the plane of the nail being at right angles to the slab and turn over till the bulb surface which originally faced to the left now faces to the right. For a 'plain' impression, place the right surface of the finger flat upon the inked slab. Another and perhaps less complex method of inking the fingers is to apply lightly and gently the inked roller to the tips of the fingers.

21.12. Taking impressions - (a) Prints should invariably be taken on the authorised Finger Print Slip (Form 21.12). In the slip, space has been provided for the 'rolled' prints of all the ten digits, as well as for the 'plain' prints of the four fingers of each hand. The headings of the slip are self-explanatory.

(b) Slips to be Folded for Taking Rolled Prints - For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with the edge of the table.

21.13. Order of Taking Prints - The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of the right hand have been taken, the operator should take the 'plain' prints of the four fingers of that hand simultaneously in the space provided for them on the slip. When the right hand has been finished, the operator should proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner. The plain impressions of the right and the left thumbs should be taken simultaneously in the spaces provided.

21.14. Entry of Details on Slips - The particulars both at the top and the bottom of the form such as the subject's name, native village and taluk, slip prepared on, etc. should be filled in. Against the column 'prisoner's signature', the subject should sign or his left thumb mark should be taken, if he is an illiterate. The particulars of conviction should be entered on the reverse of the form, when the finger print slip is to be sent for record.

21.15. Points to be Noted in Preparing Slips - The following points should be specially noted in preparing Finger Print Slips:-

- i) Impressions must invariably be taken with the tip of the finger pointing to the top of the form.
- ii) The 'rolled' prints should show the complete contour of the bulbs of the fingers. One delta in the case of the 'loos' and two in the case of 'whorls' should be visible.
- iii) The 'rolled' print of each finger must be taken in the space allotted for that finger

and the impression should not project beyond that space. The impression of only the upper phalanx of the finger should appear.

- iv) All names, whether of persons or places, should be written legibly, all entries should be as concise as possible and convictions should be entered in chronological order.

21.16. Deformities - If a finger is missing or is so deformed that it is impossible to obtain an impression, the fact should be noted in ink in the space allotted for that finger by the words 'missing' or 'deformed'. In the case of double fingers, the prints of both fingers should be taken if possible, and the more prominent of the two invariably. Deformities, cuts, scars and disease marks interfering with the clearness of the impressions should be fully described, and it should be stated if they are temporary or permanent. Subjects suffering from open cuts or scars in any of the upper phalanges of the fingers should not (if this can be arranged) have the prints of such fingers taken until the cuts or scars have healed.

21.17. Persons whose Finger Prints should not be taken - Finger prints of lepers are not to be taken on any account. Persons suffering from contagious and infectious diseases should not have their finger prints taken until completely recovered.

21.18. Finger Prints - by whom to be taken - Finger impressions shall be taken only by proficient.

21.19 - The finger prints of the following persons, juvenile or adult, male or female, will be taken for permanent record:-

- (1) All persons convicted of offences under Chapter XII and XVII IPC which are punishable with rigorous imprisonment for a term of one year or more.
- (2) All persons convicted of any offence under Chapter VI, IPC or of sabotage and subversive activities against State.
- (3) All persons convicted of offences under Sections 170, 302 and 304 (murder for gain), 328, 338, 465 to 477 A, 489 A to 489 D IPC.
- (4) All person convicted under the Arms, Opium and Excise Laws who are suspected to be smugglers in arms opium liquor or dangerous drugs as defined in the Dangerous Drugs Act (Act II of 1930), or entailing enhanced punishment or reconviction.
- (5) All persons convicted of smuggling gold, currency and valuable articles under Foreign Exchange Regulation Act VII of 1947.
- (6) All persons ordered to execute bonds under Sections 109 and 110 Cr.PC (for offences against property only).

- (7) All traffickers in women and children who are convicted under Sections 363 to 373 IPC.
- (8) All persons convicted under Section 5 of Act LXXIV of 1950 for unlawful possession of Telegraph wires.
- (9) All persons convicted under the Railway Stores (Unlawful Possession) Act 1955 for unlawful possession of Railway Stores.
- (10) All professional criminals and persons of dangerous character externed from any area under any State Act.
- (11) All foreigners externed under Foreigners Act XXXI of 1946.
- (12) All approvers in gang, dacoity and criminal conspiracy cases.
- (13) All persons suspected of being professional itinerant criminals and persons of notoriously criminal reputation who habitually absent themselves from their homes and are believed to travel to other States for the purpose of committing crime and who have been arrested by Police and whose finger prints have been taken, even if they are acquitted provided that in case of acquittal permission for record for finger prints is obtained from the court under Section 7 of Act XXXIII of 1920.
- (14) All persons convicted for attempt or abetment (Section 511 or 109/114 IPC) and criminal conspiracy (Section 120-B IPC) for offences mentioned in this Schedule.
- (15) All Indian nationals convicted outside India of any offence for which finger prints have been received at the State Bureau from those countries.
- (16) All international criminals and absconders whose finger prints are sent to the State Bureau from countries outside India.
- (17) All persons convicted under Explosive Substances Act (Act VI of 1908).
- (18) All persons convicted under the Official Secret Act (Act XIX of 1923).
- (19) All persons convicted under Sections, 101, 126 and 128 of the Indian Railways Act (Act IX of 1890).
- (20) Any other person whose finger prints are ordered to be maintained by the Government of India from time to time, subject to the provisions of the Identification of Prisoners Act (Act XXXIII of 1920).

NOTE - (a) As many slips must be prepared as are required for record in (a) the local Finger Print Bureau, (b) the Finger Print Bureau of the State which the person is alleged to be a resident, (c) the Finger Print Bureau of the State or States where his operations are known to have extended and (d) the Central Finger Print Bureau, Calcutta.

(b) Whenever a foreigner is convicted of an offence of the type for which Finger Prints would ordinarily be taken for record under the rules the finger prints and photographs should be taken in duplicate, one copy being retained in the local Bureau and the other for transmission to the Intelligence Bureau.

21.20. (a) Station House Officers are responsible for taking the Finger Prints of persons who, on conviction have to be finger-printed under the preceding rule. The finger prints should as a rule, be taken on the arrest of the accused person or if this has not been possible, at any time during the progress of the case with the permission of the Magistrate. The Station House Officer will, at the time of the arrest enter the description of the accused person in Finger Print Slip in Form No.21.21 take his signature and left thumb impression in the spaces provided and sign on the first page.

(b) As finger print slips once sent for search will not be accepted for record. Station House Officers should prepare the additional number of slips required by note to Rule 21.19 in the first instance. If the person charged is convicted, particulars of the conviction will be entered along with the previous convictions, if any, in chronological order in slips to be sent for record and forwarded to the Police Officer together with the Conviction Memo in Form No.21.20(b) and the last part of the case diary reporting the conviction, care being taken to fold the slip in accordance with the directions printed on the form. If he is not convicted, the slip will be filed by the Station House Officer with the Station copy of the case diary. In the case of a person convicted for offences registered in more than one Police Station each Station House Officer concerned should submit a finger print slip for record separately.

21.21. A Register of all search references shall be kept in the Station in Form No.21.21.

21.22. If the Superintendent of Police decides on receipt of Conviction Memo in Form No.21.20(b) that the finger prints of a convict should be recorded in the Bureau, he will after entering the serial number of the Finger Print Register to be maintained by the Reader in Form No.21.22 forward the Conviction Memo with the finger print slips to the Finger Print Bureau, Port Blair, for test in accordance with the instructions noted below.

(a) The finger print slips of persons sentenced to whipping fine or imprisonment for a period not exceeding one month of persons released under Section 562 Cr.PC and of persons who have furnished security immediately after being bound over under Section 109 or 110 Cr.PC will not be tested. All such slips should be

be sent to the Bureau for record immediately after the expiry of the period allowed for appeal or after the appeal has been disposed of as the case may be.

(b) In all other cases not covered by the preceding clause, the finger print slips will be forwarded by the Reader to the Superintendent of Police as soon as they are received from the Station House Officer to the Finger Print Bureau, Port Blair, where their receipt will be entered by the Tester in Form No. 21.22(b).

(c) The Tester will then arrange to test all finger print slips in the jail in which the convict is confined. He will prepare for each convict a slip in Form No. 21.22(c) and will satisfy himself that the finger prints in the original slip are actually those of the convict named therein that all the particulars are correct and that the number of copies required for record have been taken. Any mistakes observed should be reported to the Superintendent of Police. Finger Print Slips containing blurred or indistinct impression should be rejected and fresh slips prepared by the Tester on the spot. These (with the rejected slips) will be sent through the Superintendent of Police to the Station House Officer for completion and return to the Bureau in due course for record.

(d) After testing each slip the Tester will sign his name in the column provided in the slip and will write the word 'tested' supported by his initials and the date against the convicts name in the Jail Admission Register, on the back of the Conviction Memo and in the Finger Print Register maintained in the Bureau.

(e) Finger Print slips which have been tested will be returned with the conviction memo to the Superintendent of Police. The Reader will note their receipt in the Finger Print Register maintained in the Police office and forward them once more to the Bureau for record, along with acknowledgement Form No. 21.22 (e), after the expiry of the period allowed for appeal or the disposal of the appeal, as the case may be. The result of appeal or the fact that no appeal was preferred, should be recorded on each slip.

(f) Whenever the Tester visits the jail, he will check the admissions since his last visit and report all cases in which the finger print slips of convicted persons have not been sent to him for test. He will prepare the slips of all such persons and send them to the Station House Officer concerned for completion and return to the Bureau, in due course for record.

(g) In order to facilitate subsequent searches in the Finger Print Bureau, all Finger Print Slips sent for record in the Bureau shall be accompanied by a slip in Form No. 21.22(e) (Acknowledgement). All entries in this slip except the Finger Print Bureau Serial Number shall be made by the Reader. The Bureau will return the slip duly signed with the Finger Print Bureau serial number noted on it. The conviction memo (Form No. 21.20(b)) will be retained by the Reader until the return of the above slip from the Finger Print Bureau, and the Bureau serial number will then be entered in the conviction memo, which will be returned for file to the Station House Officer, who will enter the Finger Print Bureau serial number in the

concerned station records. In subsequent references to the Bureau, this serial number shall invariably be quoted.

21.23. Search References - (a) Whenever an unidentified person (whose residence or antecedents are not known) is arrested on a criminal charge and it is desirable to trace his identity, the Station House Officer shall have his finger prints taken on Form 21.12 and sent with a search slip in Form No. 21.23 direct to the Finger Print Bureau who will return the slip duly filled in for file with foil in the station. In such cases the search slip should contain full details of the circumstances under which the suspect has come into the hands of the Police.

(b) If the person is convicted, the counterfoil should be returned to the Bureau with his finger print slip sent for record.

NOTE - Persons who though known, have been out of view for sometime should be treated as unidentified.

(c) Where the identity of a corpse of a person killed by accident or who has met with death under suspicious circumstances or in the commission of crime has not been fully ascertained by ordinary enquiries, the finger prints should be taken on Form No. 21.12 and sent to the Bureau for search. Ordinarily, there is not much difficulty in taking impressions from the fingers of a corpse, but it some times happens that the skin of the fingers is so contracted and wrinkled that decipherable prints cannot be obtained. In such cases, the Medical Officer holding the postmortem, should be asked to remove the skin from the fingers. He should place each piece in a separate envelope marking on the outside the finger to which it belongs. These envelopes should then be sent to the Finger Print Bureau for opinion.

21.24. Absconding Offenders - If a previous convict whose finger prints are on record in the Bureau absconds and is wanted by the police for a subsequent offence, the fact should be intimated to the Bureau in Form No. 21.24. If the finger prints of the man are available, the same should be sent as also the particulars of his known previous conviction. The Bureau will mark on the finger print slip of the man that he is wanted and the information will be made available by radiogram or telegram if the man is re-arrested in another locality subsequently.

21.25. Finger Prints on Articles at the Scene of Crime When finger prints are found on articles such as glass bottles, window panes, brass vessels, tin boxes, etc. connected with or surrounding the scene of a crime, they should, if possible, be sent to the Bureau for examination due care being taken to protect them. When this course is impossible, a Bureau expert should be summoned to examine them on the spot. When an article bearing an impression has a flat surface, the finger print can easily be protected by covering it with an inverted lidless cardboard box. Finger impressions on articles sent to the Bureau for examination should be accompanied by the finger prints of the suspected persons, if any.

21.26. Death of Finger-Printed Person - When a person whose finger-print slip is on record in any Bureau dies, the Station House officer shall send in a statement in Form No. 21.26 to the Superintendent of Police for communication to the Bureau.

21.27. Method of Proving Previous Conviction in Traced Cases - (a) If on the return of a search slip from the Bureau, it is found that previous convictions have been traced against the accused, steps should be taken to prove such previous convictions, when necessary, under Section 511 Criminal Procedure Code, which require (i) that a certified copy of the previous conviction should be filed, and (ii) that the identity of the accused should be proved.

(b) In the case of a person who has been previously convicted more than once, it will generally suffice to prove the last conviction only, provided that the former convictions were proved in that case and are mentioned in the judgement.

(c) The identity of the accused should ordinarily be proved by the evidence of the Police Officer who is cognizant of the previous conviction or by a Jail Officer who can recognize the accused as the prisoner who underwent the previous sentence of imprisonment, but if such witnesses to identify cannot be obtained, identity may be proved under Sections 45 and 23 of the Indian Evidence Act, by means of expert evidence, for which purpose the record slip must be obtained from the Bureau by which the accused was traced and the services of an 'expert' requisitioned from the Bureau.

21.27. Finger-Prints to be sent to Central Finger-Print Bureau - All Finger-Print slips taken in accordance with Rule 21.19 shall be sent to the Director, Central Finger-Print Bureau, Calcutta after they are tested in accordance with Rule 21.21. Provided, however, that the sending of finger-prints of persons who are local men and convicted of offences of trivial nature will be subject to the discretion of the Superintendent of Police.

21.28. A list of Finger-Print Bureaux in India is given in Appendix 21.28.

21.29. Search References to other Bureau - The Finger-Print Slips of the following persons will be sent to the Finger-Print Bureau of the State or Territory to which the individual appears to belong for search:-

- (a) All persons whose operations are known to extent beyond the limits of the place of arrest. These will include wanderers.
- (b) All persons who are residents of this territory, or who, though themselves residents are not natives of this territory and are thus likely to have relations with criminals in other States or territories.
- (c) All persons charged with (i) theft of arms or ammunition (ii) serious offences against coinage under circumstances which render is

likely that they are professional coiners (iii) counterfeiting currency notes, bank notes or Government promissory notes or offences connected therewith (iv) poisoning of a professional type (v) whatever offence, when they are known or believed to be connected with organised gangs in other States or territories.

21.30. Escape to be Immediately Reported to the Bureau - When a prisoner escape from police or jail custody and his finger-prints have been taken previous to his escape, the finger-print slip whether it would otherwise be forwarded to the Bureau or not under the rules, should be forwarded to the Bureau at once, with particulars of the circumstances of the escape, so that it may be placed on the record. When the slip has already been forwarded it will be necessary to inform the Bureau of the escape in order that the slip may be suitably marked.

21.31. Removal of Slips on Receipt of Death Reports - The slips of persons reported to have died in jail will be removed from the record and destroyed at once in cases of death of persons reported by the Station House Officer, the date of the death report will be marked in red ink across the slip which will remain in the record for another two years when it will be removed and destroyed.

21.32. The Bureau Classifications - All classification and arrangement of slips will be done in accordance with the instructions contained in Henry's Finger-Print Manual.

21.33. Punctual Disposal of Search Slips - All slips received for search will be returned within 24 hours of receipt, if possible.

21.34. Distribution of Slips by Bureau of State of Conviction - All copies of slips taken for record are submitted to the Bureau of the State in which the conviction is obtained, and that Bureau will forward the copies intended for other Bureaux, noting on each copy the names of the other Bureaux in which the slip is on record.

21.35. Slips Received for Record to be carefully Scrutinized - Every slip received for record will be carefully scrutinised before being classified, checked and recorded and, if found deficient in any respect, will be returned with an objection slip (Form No. 21.35) attached for the submission of amended or fresh slip.

21.36. Periodical Elimination of Finger-Print Slips - All slips will be examined annually and in the absence of any special reasons to the contrary, those enumerated below will be withdrawn from record:-

(a) In the case of a person who is a professional poisoner, note-forgery, coner, arms smuggler, or a habitual offender notified under the Habitual Offenders Act, on his attaining the age of 80 years or on his death whichever is earlier, or on his becoming physically unfit by reason of blindness, etc. to commit crime.

(b) In the case of a person who was a registered member of a notified tribe at the time of the repeal of the Criminal Tribes Act, 1916, if he had been convicted for any property offence or for any offence under Section 24 of the Criminal Tribes Act, 1916, or had been Bound over under Section 109 or 110 of the Criminal Procedure Code and has not subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of 15 years from the date of his release or last release from jail, as the case may; and

(c) In the case of any other person -

(i) If he has not more than two convictions in his native district (not having been convicted outside his native district) and has not subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted on the expiry of ten years from the date of his release or last release from Jail as the case may be; or

(ii) If he has been convicted outside his native district or has more than two convictions in his native district and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted on the expiry of 15 years from the date of his release or last release from jail as the case may be; or

(iii) On his attaining the age of 80 years; or
(iv) On his death; whichever is earliest.

(d) To prevent the possibility of the wrongful destruction of any finger-print slip in the Bureau, slips withdrawn from record will be sent to the Superintendent concerned for information and destruction. The Superintendent of Police will pass them on to the Circle Inspector for necessary action. If the Circle Inspector has any objection to the destruction of any particular slip, he should return it to the Bureau through the Police Office explaining fully why he wants it to be retained.

(e) The destruction of slips of finger-prints which are on record in other Bureaux will be intimated to those Bureaux by the Port Blair Bureau.

CHAPTER - 22

INSPECTION AND SUPERVISION

Section 1- Circle
Inspector.

22.1. General duties of Circle Inspector - (a)
The Circle Inspector shall be in charge of a circle and shall be responsible for the control and discipline of his subordinates efficiency of all Police work for the preservation of peace and prevention and detection of crime therein. Under Section 551 of the Code of Criminal Procedure he may exercise the same powers throughout his circle as an Officer in charge of a Police Station within the limits of his Station. He shall reside in his circle and keep himself informed of what is going on his charge. He shall be responsible for the peace of the circle and for the proper performance of their duties by his subordinates.

(b) He shall, from a study of the crime records of the Police Stations within his circle, and from an intelligent use of his Crime Register ascertain the criminal areas in his circle and pay particular attention to them. He shall carefully study the diaries of all cases occurring in those areas, and satisfy himself that the Sub Inspectors are concentrating their attention on them. Where necessary, he shall arrange for the proper patrolling of such areas and shall satisfy himself by frequent surprise visits, that his Sub Inspectors and their subordinates are patrolling effectively. He shall also make visits to such areas whenever necessary, ascertain the criminals who are responsible, and then frame a definite line of policy to be adopted for the preservation of peace and prevention of crime.

(c) He shall not ordinarily conduct investigations, save in accordance with Rule 13.22 but shall supervise, taking up cases only for special reasons, such as mismanagement by the ordinary investigating officer or the unusual importance or intricacy of the facts. He shall take special note of the progress of important cases and be ready to assist in any investigation where his assistance is required. He shall see that each case is fully and properly investigated and that all possible steps are taken to ensure detection. In respect of the control he shall exercise over investigations, he shall act in direct subordination to the Assistant Superintendent of Police and the Superintendent of Police.

(d) He should avoid being captious as regards petty faults which can be corrected by advice and guidance; and he should endeavour by all legitimate means to gain the confidence and respect of his

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subordinates. He should in particular keep a watch on the work of junior and inexperienced officers and try to train them in the right path; he shall instruct them in the modus operandi of different classes of criminals, in the avoidance of errors to which in his experience young officers are prone in preventive and detective work, and in the importance of local knowledge.

(c) He must realize that he is responsible for the investigation of cases and that he must therefore, not only take notice of but also himself correct all faults which he observes either from reading the diaries or when supervising enquiries on the spot. It is not enough for him merely to note an error for the information of the Superintendent; it is for him also to take action to correct it. He should also render all assistance possible to investigating officers by suggestions and advice, culled from the storehouse of his greater experience.

Except in cases in which it may appear necessary to take immediate action or inflict punishment, he shall avoid calling for written explanations, but shall point out to investigating officers the mistakes and omissions they have made.

(f) He shall be entirely without reserve towards the Superintendent and shall keep informed of all matters connected with the police work of his circle.

(g) He shall maintain close contact with Police Prosecutor. Whenever necessary, he shall discuss with him the evidence in any case, and shall be responsible for seeing that he is properly instructed on all relevant points.

(h) In selecting cases for testing on the spot, he should particularly direct his attention to cases of riot and house-breaking, which have been reported as false or non-cognizable.

(i) He shall test by local enquiries the realization of fines and the enquiries as to absconders and surveilles.

(j) He shall pay particular attention to the matter of surveillance over bad characters, in order to ascertain whether the right men are being looked after and shall satisfy himself, by local enquiry whenever necessary, that all active criminals whether convicted or suspected, or under surveillance, and that the surveillance is effective and not merely nominal.

(k) He shall look into the working of the Arms and Opium Acts and Excise Laws.

(l) He shall inspect the premises of all licensed dealers in arms and ammunition within his circle and examine their stocks and accounts once a quarter.

(m) When visiting the villages he shall make notes of all items of intelligence which he considers should be entered in the Confidential Notes (Form No.20.4) and shall satisfy himself that they are entered therein.

(n) He may depute a Station House Officer to undertake the duties of, or an investigation in the jurisdiction of, another station officer, but he shall use his power only in an emergency, reporting all cases to the Superintendent of Police at once.

(o) He may move, Head Constables or Lance Head Constables or Constables from one Police Station to another for emergent purposes.

22.2. Circle Inspector's Clerk :- Circle Inspector will have a Constable (Clerk) to assist him in the routine duties of his office. He shall be employed on office duties, such as copying and despatching orders, forwarding covers to the Inspector while on tour etc., and shall not ordinarily accompany the Inspector when he leaves his headquarters on duty.

22.3. Circle Inspector and diaries - (a) The Circle Inspector shall read in full general diaries, case diaries and weekly diaries and shall himself comment or pass orders on each subject.

(b) His orders and comments shall be communicated to the officer concerned in Form No.12.46. The diaries shall thereafter be forwarded to the Assistant Superintendent of Police.

22.4. Circle Inspector's Crime Register - All cases under security sections of the Criminal Procedure Code and all cognizable cases registered by police shall be entered in the Circle Inspector's Crime Register (Form No.22.4) as a means of enabling him to maintain a check over the course of their disposal by the investigating officers. Ordinarily no entry shall be made in column (6) but the Inspector may enter therein any point which he wishes to keep in mind concerning the case.

22.5. Circle Inspector to scrutinise final Reports - The Circle Inspector shall scrutinise every final report before submitting it to the Magistrate for orders.

22.6. Circle Inspector's Personal Diary - A Circle Inspector shall keep a diary in Form No. 22.6., a copy of which shall be sent weekly to the Superintendent of Police. This diary shall contain information not only regarding

police matter, but also information regarding all events of public interest occurring in the area. Results of local enquiries to test investigations of subordinates shall be entered in the diary, but not details of the investigation of current cases.

22.7. Registers and Records - A list of registers and files to be maintained in the office of the Circle Inspector is given in Appendix-22.7.

22.8. Inspection - Instructions regarding inspection by Circle Inspector will be found in Section IV of this Chapter.

22.9. Weekly Crime Reports - The Circle Inspector shall, immediately on receipt of Weekly Station Crime Reports in accordance with Rule 12.56, submit them with his own remarks or notes on cases to the Superintendent of Police.

22.10. Monthly Crime Statement - The Circle Inspector will prepare a Monthly Crime Statement in Form No. 22.10 together with a review of Crime position compared to the previous month. While reviewing crime, he should state the reasons for fluctuations in crime, increase or decrease in detection and the reasons therefor, a note on cases pending investigation or trial with reasons and any other observation or instructions which may be useful for the guidance of investigating officers. A paragraph on preventive action and surveillance should also be included. He shall submit the Monthly Crime Statement with review through the Assistant Superintendent of Police to the Superintendent of Police before the 5th day of each month.

22.11. Itinerary Report - At the end of each month the Circle Inspector shall send an Itinerary Report in Form No. 22.11 to the Superintendent of Police.

SECTION - II ASSISTANT SUPERINTENDENT.

22.12. As stated in Rule 1.5 the Assistant Superintendent of Police is in charge of a sub division for the purpose of supervising investigation of crime and the maintenance of law and order. To this end he exercises a general control over work of the Circle Inspector and Station House Officers. Instructions regarding inspection, by the Assistant Superintendent are laid down in Section IV of this Chapter. Apart from any specific duty that he may be required to perform by the orders of the Superintendent from time to time, the following rules will govern his supervision of the work of his subordinates.

22.13. The Assistant Superintendent shall maintain a Crime Register in Form 22.4. in accordance with the instructions contained in Appendix 22.4. It is the duty of the Reader to put up all General Diaries, Weekly Diaries and Case Diaries received in the Office of the Superintendent before the Assistant Superintendent for scrutiny. Any comments or orders made by him on any diary shall be communicated to the officer concerned by the Reader by means of a memorandum in Form No. 13.32(c). If the Assistant Superintendent considers it necessary to bring any matter to the notice of the Superintendent, the Reader shall put up such papers before him.

22.14. It is the duty of the Assistant Superintendent to supervise the investigation of cases in accordance with instructions contained in Chapter 13. He shall render all assistance to investigating officers by suggestions and advice and must correct all faults that he observes. He shall also give necessary instructions to the Circle Inspector and Station House Officers regarding police bandobust which may be necessary for any occasion. He is also responsible for the proper observance of all rules contained in Chapter 18 (Preventive Action) Chapter 19 (Beats and Patrols) and Chapter 20 (Surveillance) and may give suitable instructions to his subordinates for this purpose.

22.15. The Assistant Superintendent shall maintain a personal diary in Form No. 22.6. a copy of which shall be sent to the Superintendent of Police every Monday. This will contain all his movements the duties performed by him during the week and any information concerning crime, law and order.

SECTION-III

SUPERINTENDENT.

22.16. Notwithstanding anything contained in Rule 22.13 it shall be the duty of the Reader to put up the following papers before the Superintendent of Police as soon as they are received in his office :-

- (a) First Information Reports in all cases.
- (b) Case Diaries of all grave crimes specified in Rule 13.22.
- (c) First Reports of all cases under Section 174 Cr.P.C., Inquest Reports and Case Diaries.
- (d) Weekly Diaries of officers.
- (e) Monthly Itinerary Report of Circle Inspector.
- (f) Quarterly Crime Abstract from Police Station.

(g) Any other report or Form which is required under any Rule or order to be put up to the Superintendent for scrutiny or orders.

22.17 If any of the papers specified in the preceeding rule is not in English, the Reader shall attach thereto an English translation or summary of the report, unless the Superintendent directs otherwise.

22.18. Any comments or orders made by the Superintendent on any diary or report shall be communicated to the officer concerned by the Reader by means - of memorandum in Form No. 13.32(c).

22.19. The Reader shall maintain a Check Register of case diaries in Form No. 22.19(a) and a Check Register of Weekly Diaries in Form No. 22.19(b) which he shall put up to the Superintendent frequently to enable him to check the progress of all investigations and other duties of officers

22.20. The Reader shall maintain a Check List of Inspections in Form 22.20 to be put up to the Superintendent for scrutiny during the first week of every month, together with the tour programmes of the Assistant Superintendent and the Circle Inspector.

SECTION -IV

INSPECTION

22.21. Inspection by Superintendent - The Superintendent of Police should call for and carefully read over the Inspector General's inspection notes immediately on receiving charge of the office and see that the instructions therein given are being duly attended to. The Superintendent of Police should inspect the offices of his subordinate police officers once in a year. No officer can administer his charge properly until he knows his men and the conditions under which they live and work. The sooner he inspects both, therefore, the better. It is not possible to lay down any rule as to the number of times any police station or outpost should be inspected in a year, or how long should be taken over each inspection. The Superintendent of Police may not be able to inspect in detail every police station and outpost in his charge once a year, but it is advisable that in his first year he should inspect, though not necessarily in detail, his whole district as soon as possible to get a general idea of local conditions. After that he can go more slowly and concentrate on the weak spots. The maintenance of law and order and the prevention and detection of crime depend largely on the efficiency of the subordinate ranks, and consequently it is necessary to see that as far as possible every man is in the right place. An officer is dependant for his success upon his subordinates and he cannot run all over the district, attending to every individual

case-himself. He should spend the touring season in inspection viz. correction, instruction and stimulation. The more personal the inspection is, the greater the benefit to all concerned, and much of the inspection can be personal. The object of inspection is not merely criticism or the correction of faults, but rather an opportunity of ascertaining what is wrong and giving instruction as to better methods. In the first place, the inspecting officer is responsible for the administration of his charge and he can obtain good results, only by organisation and by making the best possible use of the material at his disposal. Inspection is a means to this end and should not be looked upon as a routine or the satisfying of a statistical test for the purpose of his annual report. The Superintendent of Police will chalk out systematic tour programme for the whole year so that inspections may be evenly spread over the whole of the year, owing to inaccessibility or climatically unfavourable conditions of a police station or in consequence of the heaviness of, or abnormal conditions, in his charge, it becomes impossible for him to inspect all police stations once a year, he should make it a point to inspect every police station at least once in two years.

22.22 Inspection by the Assistant Superintendent- The Assistant Superintendent of Police should call for and carefully read over the Superintendent's inspection notes immediately on receiving charge of his office and see that the instructions therein given are being duly attended to. He should conduct detailed inspection of all Police Station and outposts in the sub division at least once a year. He shall chalk out systematic tour programmes for the whole year so that inspections may be evenly spread over the whole of the year and should adhere to the programmes as far as possible. He shall also inspect the Prosecutor's Office and Circle Inspector's Office once a year.

22.23. Inspection by the Circle Inspector - A Circle Inspector shall inspect all Police Stations and Outposts in his circle at least twice a year. He shall submit during the first week of January every year tour programme for the whole year to the Superintendent of Police through the Assistant Superintendent of Police and shall adhere to it as far as practicable.

22.24. Inspection not to Follow Closely - The inspections by the Assistant Superintendent and Circle Inspector should be so arranged that they do not follow each other at unduly short intervals.

22.25. Statistics as an Index of Efficiency - Statistics are of great value to inspecting officers indicating as they do the officers whose work needs special scrutiny and the areas and kinds of crime on which they should concentrate their energies; but to go further

than this and to use them as the chief means of apprising work is deceptive, and teaches subordinate officers to believe that credit can only be gained by the maintenance of a high ratio of convictions to cases and a low return of crime. Statistics should therefore be used with judgement and discrimination, not as a standard to be worked upto but as a test for indicating where defect in work is to be looked for their chief purpose being to direct attention to particular points of working and to indicate where further enquiry is necessary. Police work should be judged not by statistical results but upon facts elicited by these enquiries. A relatively high rate of criminality or a low rate of detection does indicate that something is wrong; but it does not in itself justify the conclusion that there is undoubted administrative failure on the part of the police.

22.26 Instructions as to the method of inspecting Police Station and outposts :-

The following are ordinarily the items for inspection at a Police Station :-

A- CRIME

1. General Statistics - The statistics generally useful for inspection and reference purposes could be decided by the Superintendent of Police. The figures will always be useful not only for the testing of a subordinate's work, but as a basis on which general reorganisation requirements can be determined. An intelligent scrutiny of cases should reveal who did good work who is responsible for failures or wrong registration, and whether activity or slackness was displayed and what methods of investigation were employed by the investigating officers. Particular attention should be paid to delay in visiting scenes of offences and to ascertaining whether the Sub-Inspector went himself or sent a subordinate and whether he was justified in so doing. A perusal of case papers should show how far detection depended upon confessions in how many cases property was recovered by searches, how house-breakings were committed and how the different methods can be classified and consequently who was responsible for them. The general effect on cases by delay in investigation or on the part of Magistrates require looking into. When examining cases sent for trial particular attention must be paid to the reasons for cases ending in acquittal or discharge. Epidemics of special forms of crime such as dacoits, robberies, house-breakings, riots etc., require the organised efforts directed by the Superintendent of Police or the Assistant Superintendent of Police. House breaking is a common and objectionable form of crime which specially requires collective treatment.

2. Preventive Action - Preventive action is most important and in this connection, special attention and efforts must be directed towards resident criminals, wandering criminals and professional criminals and receivers of stolen property. The attention paid to preventive action will be revealed by the thoroughness with which the Sub-Inspector has written up his crime records, the uses he has made of the provisions of Chapter VIII Cr.P.C., his knowledge of the movements of notorious criminals after their release from jail and the efforts he has made to arrest absconding offenders, all of which should be tested.

B- PERSONNEL

1. Distribution and Organization - The distribution of the Police and the number of villages under the police station and outpost should be considered in the light of the current crime statistics and other local conditions.

2. Drill, Musketry and Kit Inspection - Inspecting Officers should pay attention to testing the knowledge of the Sub-Inspectors and Head Constables of the drill including the use of lathi. Particular attention should be paid to the condition of all fire-arms. The men should be required to show all kit for inspection including those they are wearing at the time of inspection. In addition to replacing immediate requirements the inspecting officer should make a note of the general condition of the clothing and accoutrements.

3. Patrolling - The system of patrols in existence in each station should be examined and modified where necessary.

4. Catechism - Catechism by means of question and answer from the book is particularly valuable, especially if the men are examined as a class. Each man should be examined in conjunction with his patrol book, with a view to estimating his efficiency and fitness for promotion.

5. Orderly Room - Orderly Room should be held at all police stations and outposts and all applications, reports and complaints dealt with on the spot. The service records of all men present should be carefully checked and written up after the men have been personally examined in general work, law and efficiency.

6. Welfare - Matters relating to health, comfort, accommodation etc., should be gone into at each Police Station and Outpost. Enquiries should also be made to ascertain if there are cases or instances where men should be rewarded, and also whether the right persons have been rewarded in cases recommended by Sub-Inspectors.

C - RECORDS

In addition to the usual inspection of registers maintained at a Police Station, inspecting officers can best pay particular attention to the following :-

1. First Information Book - Whether the senior officer takes up important and difficult cases himself and whether the provisions of Section 157 (b) Cr.P.C. are being used reasonably and beneficially.
2. Charge-sheets - Whether all convicted persons have been correctly entered in the crime records, whether the orders of the Superintendent of Police as to surveillance have been complied with, whether necessary action has been taken with regard to absconders shown in the charge-sheet. In cases which have ended in acquittal the reasons therefor should be examined and where the investigation is at fault, advice, and instruction should be given.
3. Final Reports - Whether cases are promptly disposed of, whether the investigating officer is at fault in failing to detect the case or worked on wrong lines, and whether undetected cases of a serious nature are still kept in view.
4. Malkhanna Register - Whether entries are properly made and receipts duly given.
5. Cash Register - Whether sums received have been promptly and properly disposed of and whether the accounts are in order or not.
6. Government Property Register - Whether the Government property is in good order. An inspecting officer shall carefully inspect the arms, etc. to see how they are kept and note their condition.
7. General - The inspecting officer should also inspect the Village Crime Register, General Conviction Register and other confidential records. He should also note whether old records have been destroyed according to rules.

No records destroyed
10/11/1911

D - BUILDINGS

Besides inspecting quarters, it is necessary to ascertain who are actually living in the Police Station Lines, to prevent over crowding and for the eviction of undesirable visitors. Lock-ups should be examined with respect to faulty construction facilitating escape or suicide. The inspecting officer should see if the buildings and land are clean and in good repair.

E - GENERAL

Not overline | The Inspecting officer should see that all orders given on previous inspections have been duly carried out and that the inspections of subordinate officers have been regular and to the point. Errors detected in the current inspection should, as far as possible, be rectified during the inspection.

22.27 (a) Inspection Notes to be Brief and to the Point - Inspection note should be brief and to the point, without elaborate reviews of crime long complimentary or condemnatory remarks or lengthy dissertations or any kind. They should be mainly a record, for the future guidance of subordinates of errors and omissions detected and of orders issued.

(b) Defects should be noted one by one under serial numbers and brief remarks made about each.

(c) The inspecting officer must not merely record in writing the defects which he has noticed; he must also explain them carefully to the officers whose work is being inspected and make them understand how an improvement can be secured.

(d) At the end of his inspection notes, the inspecting officer shall record the fact that he has taken action under clause (c) and shall summarise, for the benefit of the officer who next inspects, the remarks which he has made under clause (b).

22.28. Record of Inspection - (a) A superior officer's Inspection Book in Form 22.28(a) shall be maintained at every Police Station, Outpost, Circle Inspector's Office and Prosecutor's Office, in which shall be recorded inspection notes of the Superintendent of Police and the Assistant Superintendent of Police. The Inspector General of Police may also record his notes whenever he inspects or visits a station or outpost or office.

(b) An inspection Book in Form 22.28(b) of the Circle Inspector shall be maintained at every Police Station and Outpost in which shall be recorded inspection notes of the Circle Inspector.

(c) All Inspection Notes shall be written in English.

(d) A copy of the Inspection Notes of the Superintendent of Police shall be forwarded to the Inspector General of Police. A copy of the Inspection Notes of the Assistant Superintendent of Police shall be sent to the Superintendent of Police, immediately after every inspection.

A copy of the Inspection Notes of the Circle Inspector shall be submitted to the Superintendent of Police through the Assistant Superintendent of Police immediately after every inspection.

22.29 Information inspections of or casual visits to Police Stations and Outposts shall be made as frequently as possible by the Assistant Superintendent of Police and Circle Inspector, having regard to the circumstances of each particular station and outpost. At such inspections, officers shall try to make themselves acquainted with the personnel of the station or outpost as the case may be and shall enquire into and discuss matters concerning current crime, cases and procedure with the Officer-in-Charge. They shall assist such officer with advice, direction encouragement or warning as may be required and shall listen to and deal with any requests he or his subordinates may have to make.

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CHAPTER 23

ARMED POLICE

ORGANISATION

23.1. The Armed Police will be treated as a company which will consist of one Headquarter Platoon and four active Platoons.

23.2. The Reserve Inspector will be the Company Commander. He will be assisted by a Sub-Inspector called 'Lines Officer' who will also be in-charge of Headquarter Platoon. Each of the four Active Platoons will be under the command of a 'Platoon Commander' of the rank of Assisvant Sub-Inspector.

D U T I E S.

23.3. The duties to be performed by the Armed Police will be classified as 'Fixed' and 'Fluctuating' duties. Men required for 'Fixed' duties, i.e., duties the nature of which is such that the men performing them cannot be changed from those duties in times of emergency, e.g. Armoury Staff, Store Staff and Orderlies, will be provided for from outside the formation strength of Platoons. That is to say, such duties will be provided for from the 'Headquarter Platoon'. Men required for 'Fluctuating' duties i.e. duties the nature of which is such that the men who perform them can and must be changed frequently, e.g. Guards, Escorts and other miscellaneous duties, will be found from the formation strength of 'Duty Platoons'. The Duty Platoons will be employed as such for three weeks at a time in rotation, the other platoon (which may be called 'Emergency Platoon' or Training Platoon) being exclusively engaged in training when not called out for bandobust or the maintenance of peace or other definite duties of the kind.

23.4. Thus, out of the four platoons earmarked for fluctuating duties, three 'Duty Platoons' will furnish guards and escorts at Headquarter including the 'Watch and Ward' at Chatham from the formation strength. The fourth Platoon will be called the 'Emergency Platoon' and will be under training in the Police Lines. Programme of their training is shown in Appendix 23.4.

23.5. Reserve Inspector - The Reserve Inspector in his capacity as the Company Commander, will have the overall responsibility of the internal economy, training, management and the maintenance of discipline and the efficient performance of all duties of the Armed Police. He will attend all parades, hold regular inspections of arms and ammunition, stores and buildings in Headquarters. He will hold quarterly kit inspections of all men of the Armed Police. He will attend all practices on the range. He will check the stock of clothing, etc. in the Quartermaster's Store half-yearly. He shall pay visits to the hospital occasionally to see that the orderlies are present and are looking after the patients properly. He shall visit all armed guards in the Headquarter by night at least once in a fortnight. He will take stock of all Government property in possession of the Police throughout the district and report deficiencies to the

Superintendent of Police. He shall also be in-charge of the buildings and lands in the occupation of the Police in Police Lines, Port Blair and be responsible for their good order and general condition. He shall exercise a general supervision over the working of the Lines Mess and Canteen. He is responsible for keeping the Superintendent of Police fully and correctly informed of all matters connected with the Police Lines. He will submit a Daily Diary in Form 23.5 to the Superintendent of Police to which he will attach the daily reports of Orderly Officer.

23.6. Lines Officer - The Lines Officer is of the rank of Sub-Inspector and is the immediate assistant to the Company Commander. In the absence of the Reserve Inspector, he will assume the duties and responsibilities of the Company Commander and should, therefore, be fully conversant with the duties of the Reserve Inspector. He is the Commander of the Headquarter Platoon which comprises of the following:-

- i) Lines Office.
- ii) Orderlies.
- iii) Stores
- iv) Band
- v) Tear Gas Squad
- vi) Contingency Reserve
- vii) Musketry Officer & Staff
- viii) Training Officer and staff.

He will attend all parades as second in command. He will take charge of the parade from the Orderly Officer and after satisfying himself of the correctness or otherwise of the parade, will report to the Reserve Inspector with the Parade Statement. He will ensure that the clerical staff posted to the Lines Office carry out their allotted duties regularly and efficiently. He will ensure that all Orderlies are properly posted. He will receive reports, if any from officers concerned relating to the misconduct of any of the Orderlies and take suitable action. He will ensure that all men of the contingent reserve are ready all times to be posted to fill deficiencies in any other Platoon. He will also keep a general supervision over the Quarter Master's Store and Police Band. He will supervise the work of the Orderly Officer and ensure that the Orderly Officer does not absent himself from Lines without the permission of the Reserve Inspector. The Lines Officer will also assist the Reserve Inspector in the disbursement of pay and allowances to officers and men of the Armed Police. He will submit a Daily Diary of his duties to the Reserve Inspector.

23.7. Musketry Officer -(a) The Musketry Officer is of the rank of Sub-Inspector. He will be in overall charge of the Armoury and Magazine and will be personally responsible for the cleanliness and up-keep of ammunition. He will keep in serviceable order all equipment of musketry and all arms. He will be responsible for the safe custody of all arms and ammunition in the Armoury. He will inspect and supervise the issue of all arms and ammunition to guards and other men proceeding on duty and see that they are deposited in Armoury promptly on their return and check if they are in good condition and

order. He will instruct the automatic weapon classes. He shall keep the keys of the Armoury and hand over the keys to the Reserve Inspector of Lines Officer whenever he leaves the Lines. He will attend all range practices and will be responsible for the proper conduct thereof. He will maintain a Register of Target Practice. He will be responsible for the correct maintenance of all registers of the Armoury and Magazine. He will maintain Attendance Register for the men under his command.

(b) He will also be responsible for the proper running of the Lines Mess. He will be assisted by 2 Head Constables and 2 Constables for this purpose. He will maintain the Attendance Register, Stock Register, Cash Book and Voucher File. He will take personal interest in the running of the Mess both to encourage its development and to prevent irregularities and keep down prices and shall maintain the highest standard of cleanliness in Mess building and utensils and of cooks. He will ensure that food is despatched to the men in various guards in the Headquarter regularly and punctually. He will visit the Mess atleast once at meal-time every day and find out if there are any complaints. Complaints, if any, will be recorded in a 'Complaint Book' to be maintained by him. He will enquire into any complaint and take suitable action. He will ensure that all accounts and records are presented to the Superintendent of Police at the monthly Mess Meetings. He will ensure that all decisions taken at such meetings are promptly carried out. He will submit a Daily Diary of his duties to the Reserve Inspector.

23.8. Training Officer - The Training Officer will be of the rank of Sub-Inspector and will be responsible for the training of recruits men of the 'Emergency or Training Platoon' and men of the Refresher Course. The required number of Head Constables (Instructors) to be drawn from the Headquarter Platoon, will be under his command and direct supervision. Separate instructions are issued for the training of recruits in Headquarters and for the training of men for the Refresher Course. The Training Officer will be responsible for implementing those instructions. He will maintain the 'Recruits' Drill Progress Register and Attendance Register. He will be incharge of all equipments for sports and games and will be responsible for the maintenance of prescribed registers in this connection. He will be assisted by a Head Constable in this work. He will be responsible for fixing and conducting all outdoor activities or sports and games. Besides he will also be incharge of all recreational activities for men in the Headquarters. The Recreation Room and all facilities provided to the men for recreation shall be under his control and supervision. He will submit a Daily Diary of his duties to the Reserve Inspector.

23.9. Platoon Commander - (a) Each of the Four Active Platoons will be under the charge of an Assistant Sub-Inspector who will be called the 'Platoon Commander'.

(b) Each Platoon Commander shall maintain the Duty Roster of his Platoon. The Orderly Officer will communicate general orders for the deputation of men for duty to the Platoon Commander who will carry them out. The Platoon Commander shall receive all sick reports of his Platoon and produce men before the Orderly Officer for

sick parade. He shall form up his men on parade and have ready for presentation to the Lines Officer a Parade Statement showing details of men present, accounting for absentees. He shall nominate men of his Platoon for duties as may be required and shall, if he is not himself the Orderly Officer, inspect them before sending them to the Orderly Officer to be passported for duty. He shall report men who misbehave. He shall attend all Roll Calls held in Lines, unless he has been permitted to go out either on duty or otherwise and shall give Roll Call report of his Platoon showing the men present and accounting for absentees, to the orderly Officer in Form 23.9(b).

(c) He shall hold Kit Inspection of all men of his Platoon, atleast once every month and submit his Kit Inspection report to the Reserve Inspector. When the men of his Platoon are on guard duty, he shall turn out the guard or guards in which his Platoon men are posted atleast once by day and once by night especially between the hours of 2300 and 0300. He will make an entry of such visits to guards in the respective Sentry Relief Books. He will incorporate the substance of these entries in his daily report to be submitted to the Reserve Inspector. He will ensure that men of his Platoon on guard duty carry themselves at all times in a smart and disciplined manner and that they are conversant with the orders issued for the guard. If his Platoon is the Emergency or Training Platoon, he will ensure that all men of his Platoon attend all parades and roll calls held in Lines and none of them is absent from the Lines without permission. He shall keep two sections of his Platoon ready to move to meet an emergency within ten minutes of the alarm. He shall be present at the Armoury when the men of his Platoon draw arms and ammunition or when they return them into the Armoury.

23.10. Orderly Officer (a) - The Platoon Commander of the Training or Emergency Platoon will act as the 'Orderly Officer' for the week when his Platoon is under training in the Lines. He will be assisted by one of his Head Constables who will be called the 'Orderly Head Constable'.

(b) The Orderly Officer will be responsible for the men employed on Fixed Duties and for the maintenance of the Company Duty Roster. He shall not leave the Poline Lines without the permission of the Reserve Inspector. He shall sleep in the orderly Officer's room during night. He may be permitted to leave the Lines for taking meals, etc. by the Reserve Inspector in which case the Orderly Head Constable will take over his duties for the period of his absence. In no case shall both the Orderly Officer and the Orderly Head Constable remain absent from the Lines together. He shall be responsible for the cleanliness of all buildings in Lines and the Lines area in general. He will supervise the despatch and return of all men on duty including Guards, Band Party Fatigue Parties, men proceeding on or returning from leave and will be responsible for the proper carrying out of all daily orders. He will be also responsible for the safe custody of all Boat Warrant and Bus Warrant Books. He will see that the Armoury Clock is put right daily. He will be responsible for the maintenance of General Diary in the Lines office in which everything that happens in the Lines shall be recorded. He will submit a Daily Diary of his duties to the Reserve Inspector in Form 23.5.

23.11. Tear Gas Squad - (a) 'A Tear Gas Squad' consisting of 1 Head Constable, 1 Lance Head Constable and 8 Constables will be formed at the Police Lines and will be given training in Tear-gas in accordance with the timetable shown in Appendix 23.11. The men for this squad will be drafted from the four Platoons (2 Constables from each Platoon, 1 Lance Head Constable and 1 Head Constable from any two Platoons). The training will last for one month. The Training Officer will be responsible for carrying out the programme of training with the aid of an Instructor to be detailed by the Reserve Inspector. After completion of the training one half of the squad (4 Constables and 1 Head Constable or Lance Head Constable) will be returned to their respective Platoons and an equal number of men being drafted from different Platoons for training. When fresh batch of men complete their training they will be retained for another month while the other half-section which had already remained in the Tear Gas Squad for two months would be returned to their respective Platoons and a fresh half-section being drafted again for training in rotation. Thus, all men in the Armed Police would be trained in the Tear Gas Squad in due course of time. The object of training a half-section after completion of one month's training is to keep a Tear Gas training Section of men always in the Lines to meet any emergency, when the other freshly drafted half-section is under training.

(b) The Training Officer shall maintain a 'Register of Armed Police Personnel under training in the Tear Gas Squad' in which the number and names of persons under training in each batch shall be written showing their attendance for the full month of training and giving remarks in the last column against each name. Each Platoon Commander will also maintain a record showing the total number of men in each rank under his command and the number of men trained in Tear Gas from time to time, he will ensure that all men in his Platoon complete his training in rotation as early as possible".

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CHAPTER 24

BUSH POLICE

24.1. Duties of the Bush Police - The duties of the Bush Police are (a) to man the 'Bush Police Outposts' established at various places along the 'inner line' demarcating the 'Reserve Areas' under the Andaman and Nicobar Protection of Aboriginal Tribes Regulation, 1956 (b) to conduct regular patrolling along the inner line in order to keep the hostile aboriginal tribes within the 'Reserved areas' and to collect and communicate information regarding the presence or movement of the aboriginal tribes (c) to afford protection from the attack of hostile aboriginal tribes to the people generally and to the Government employees working in or near forests (d) to prevent non-aboriginal and unauthorised persons from entering 'reserved areas' declared in local Government's Notification No. ANPATR/3(1)/1 dated 2.4.1957 and to apprehend those who are found to have contravened the provisions of the Andaman and Nicobar Protection of Aboriginal Tribes Regulation.

24.2. Control and Supervision - The Bush Police is under the direct control and supervision of an Inspector who is responsible for its internal economy, training and management subject to the provisions contained in this Manual. The Inspector Bush Police is directly subordinate to the Superintendent of Police. He shall keep the Superintendent promptly informed of the state of discipline and work of the Bush Police personnel under his charge.

24.3. Inspector's Diary - The Bush Police Inspector shall submit a weekly diary to the Superintendent showing details of his work including tours and inspections and the presence or movements of the aboriginal tribes and all other matters relating to the work and discipline of his subordinates.

24.4. Duties of the Inspector - The Inspector Bush Police shall be responsible for keeping up-to-date the kit and accoutrement of the man under his charge; for maintaining the discipline and turn-out of his men; for the drill and training of his men; for the proper upkeep and maintenance of arms, ammunition, etc. of the Bush Police; for the drawing and disbursement of pay and allowances of his men; for arranging the procurement and distribution of rations and other essential commodities to the men serving in Bush Police Outposts and for the collection of ration dues from them and for their proper payment to the suppliers.

24.5. Records - The Inspector Bush Police shall maintain the following records in his office:-

- (a) Recruits' Register in Form 24.5(a).
- (b) Postings Register in Form 24.5(b)
- (c) Government Property Register in Form 12.55
- (d) Correspondence Register in Form 12.51(a).
- (e) Cash Register in Form 12.52.
- (f) Defaulter's Register in Form 8.66.

24.6. General Diary - He shall also maintain a General Diary in Form No. 12.38 in his office in which shall be recorded day by day the departures and arrivals of the

Inspector and the men under his charge either on duty, transfer, leave or otherwise, the details of kit, accoutrement, arms, ammunition or other Government property issued to the men or to the Bush Police Outposts and those received from either for repair, renewal or deposit, the holding of roll-calls parades, etc. for the Bush Policemen or Bush Police recruits in the headquarter (Police Lines). A copy of the diary shall be sent to the Superintendent of Police daily.

(b) A General Diary shall be maintained in similar manner in every Bush Police Outpost in which shall be entered, in addition to the details stated in the preceding para, the departure and arrival of men on patrol or other duty, any information brought by them regarding the presence of or signs of aboriginal tribes, details of ammunition expended on every occasion with reasons therefor, details of arms ammunition or other Government property lost or damaged under any circumstances, orders and instructions received in the Outpost from the Inspector or other superior officers either by signal or otherwise, visits or inspections of officers to the Outposts, etc. The General diary of a Bush Police Outpost need not be closed and despatched daily or at any fixed regular intervals, but shall be closed and despatched through the nearest Police Outpost or Police Station or by the hand of a Bush Policeman or other policeman proceeding to the headquarters so as to reach the Inspector at least once every month. The Inspector Bush Police shall scrutinise these diaries in order to acquaint himself with the day to day working of the various Bush Police Outposts under his charge and give necessary instructions to his subordinates and take suitable action for any default or neglect of duty on their part. He shall bring important matters from the diaries to the notice of the Superintendent of Police.

24.7. Patrolling - The Inspector Bush Police shall issue suitable orders to every outpost under his charge, according to the circumstances and actual requirements of the area in which it is situated for proper patrolling of 'inner line' or bordering area for the purpose mentioned in Rule 24.1.

(b) For the purpose of travelling from one outpost to another or for 'patrolling' or for visiting a dispensary or other place, a batch of not less than three fully armed Bush Policemen shall leave an outpost. No Bush Policeman shall leave his Outpost at any time between sunset and sunrise for any reason whatsoever except in case of emergency.

24.8. Security Measures in an Outpost - In every Bush Police Outpost manned by more than six men including the Jamadar, there shall not be less than three men at any time present within the outpost itself. In posts manned by less than six men, which shall as far as possible be avoided there shall be not less than two men at any time so present. While in their huts all Bush Policemen will have their muskets and ammunition within easy reach. One man shall always be on the watch in every outpost. While leaving the hut for the purpose of nature or for drawing water or cutting fire wood, etc. at least one man will accompany the other fully armed. They shall not, however, get beyond

the sight and hearing distance of the outpost or hut.

24.9. Tribal Laws - It shall be the duty of the Inspector Bush Police to acquaint himself with the provisions of the Andaman and Nicobar Islands Protection of Aboriginal Tribes Regulation, 1956 and the Rules and Notifications issued thereunder from time to time. He shall instruct his subordinates in the practical use of the provisions of this Regulation. According to Section 8(1) and (2) of the Regulation, no person shall acquire any interest in or in any product or crop raised on any land, or carry on any business or trade in a reserved area or enter a reserved area without a permit. Any one contravening this section is liable to be arrested by a Bush Policeman under Section 9(1) of the Regulation. When any one is so arrested the Bush Policeman making the arrest shall take him to the Officer-in-charge of the nearest Police Station with his report.

24.10. Inspection - (a) The Inspector Bush Police, shall inspect all Bush Police Outposts in the South Andamans atleast once every quarter and those in the Middle Andamans and elsewhere atleast twice every year and submit his notes of Inspection to the Superintendent of Police immediately after every such inspection. During his inspections he shall take the Bush Policemen on drill, inspect their kit and accoutrements, arms and ammunition and Government property; he shall see that the Bush Police Outpost and its surrounding area is maintained in neat and proper condition. He shall deal with defaulters and ascertain the health and other living conditions of the men.

(b) The Assistant Superintendent of Police and the Superintendent of Police shall inspect as many Bush Police Outposts as practicable every year and record their notes in an Inspection Book to be maintained at every outpost.

CHAPTER - 25

COASTGUARD SERVICE

25.1. Duties of - The "Coastguard Service", shall consist of one or more Police launches each of which is under the command of a Master of the rank of an Inspector of Police. A Police launch shall be stationed at such port as may be ordered by the Superintendent of Police in accordance with actual requirements of work and availability of launches from time to time. The duties of a Police launch in general are to carry out periodical patrolling within the territorial waters of the Andaman and Nicobar Islands for the (a) prevention and apprehension of foreign craft or unauthorised vessels in the territorial waters and (b) prevention and apprehension of any vessel engaged in smuggling goods in contravention of Customs or other laws or in any activity detrimental to the peace and security of these islands. While so engaged in patrolling the police launches may be made use for the conveyance of police officers or any other Government servant authorised by the local Administration to travel on duty and for the transport of Government stores or rations for the police personnel, provided that no such person or stores shall be conveyed in a police launch without the authority of the Superintendent of Police.

25.2. Responsibility of Master - The Master shall be responsible for the cleanliness and the proper maintenance of his launch and the following rules are laid down for his guidance.

25.3 The launch shall be kept scrupulously clean. All brasswork shall be polished daily, the deck shall be washed down every day and well scrubbed with sand and coconut husk when required, and the machinery shall be oiled. In the case of iron and steel boat, all rust and corrosion shall be removed, from the angles and places inside and out, where accessible, and the surface shall be kept carefully painted. All bilges except those of the engine room shall be kept dry. All the lamps shall be cleaned and fitted ready for use. Once a week the Master shall inspect all bilges, bilge pumps, fresh water tanks, sanitary tanks and mooring chain and have them cleaned if necessary.

25.4 Daily Diary - The Master shall maintain a Daily Diary which will be written up when out on duty, patrol or otherwise or while in port. It shall contain entries relating to the departure and return on launch of the Master and every other crew of the launch, the duties performed by the crew and all other matters concerning the boat. A copy of the diary shall be sent to the Superintendent of Police daily.

25.5 Harbour Routine - When the launch is in harbour, the following routine shall be observed. The three Sencunnies, three Greasers and three Laskars (excluding the cook) will be divided into three watches, to be called Orange, White and Green watches. Programme and rotation of watches will be as under, including Sundays and holidays. The officers on Night watch will not remain on board, but will be readily available at all times during their turn of duty, and should visit the launch once during the night. In the case of bad weather in the port, they will remain on board during their turn of duty.

IN ROTATION

<u>Time</u>	<u>First day</u>	<u>Second day</u>	<u>Third day</u>	<u>Work</u>
0600 to 1100	All officers Orange white	All officers Green Orange	All officers White Green	Clean launch
1100 to 1500	Master Asst. to Engine Driver Orange	Chief Engine Driver Serang Green	Master Asst. Engine Driver White	Watch launch
1500 to 0600	Chief Engine to Driver Serang White	Master Asst. Engine Driver Orange	Chief Engine Driver Serang Green	Watch launch
Off duty	Green	White	Orange.	

25.6. Distressed Vessels, Help to - It shall be the duty of the police whenever they see a boat or other vessel in distress to render all possible assistance consistent with the safety of their own boat or vessel.

25.7. Wrecks - In the event of a wreck it is duty of the Master to ascertain details of ownership and cargo and report the facts to the Superintendent of Police.

25.8. Signals - The following signals shall be used by police officers when they desire to call the assistance of a patrol launch :-

In day time:- The hoisting of a red flag on a long bamboo.

At night:- Two men each waving two torches up and down.

25.9. Master's Responsibilities - The Master is to order everything that relates to the navigation of the launch. He is strictly responsible for every article on his launch, and should anyone remove anything in contravention of

these orders, he shall report it at once to the Superintendent. When any article is issued for a boat, it must not under any circumstances be taken away without the orders of the Superintendent. The Master shall keep a list of all Government property e.g., instruments, tools, etc., on the launch and see that it is kept correct and up to date.

25.10. Launch's Log Book - (a) A Log Book in Form No. 25.10 shall be maintained for the launch. The Master should initial all entries in the Log and affix his full signature at the end of each Night Watch. The book should form a diary of the launch, and every important detail concerning the launch should find entry in it. It will also be a means of checking the consumption of oil and stores. Inspecting Officers should check from time to time the actual balance of oil on board and the entries in the launch's Log and the Engine Log shall be compared.

(b) He shall maintain a Log Book in Form No. 25.10 (b) for the launch's motor boats.

25.11. Chief Engine Driver - The Chief Engine Driver is responsible for the efficient running of all machinery in the launch, cleanliness of the engine room and steering gear compartment and for the maintenance of all engines, pumps, etc. He shall be responsible for re-fueling the engine as and when necessary. The engine room crew are directly subordinate to him and he is therefore responsible for their control and discipline. In the matter of movements of the launch and for the purpose of discipline the Chief Engine Driver including his assistants are subject to the overall control of the Master of the launch. The Chief Engine Driver shall maintain an Engine Log Book in Form No. 25.11.

25.12. Routine - Under weigh - From the time the launch puts out to sea, the three watches will be on duty at regular intervals, each doing two hours on and four hours off, except that cleaning ship will be carried out daily, weather permitting, from 0500 to 0700 hours by all except the watch relieved just prior to this time.

While under weigh, officers will be on duty for three hours and off for three hours, the Master and Assistant Engine Driver on duty together and the Chief Engine Driver and Serang together. Where navigation is difficult, the Master will remain on duty until he is satisfied that he can be relieved.

25.13. Making and Taking over charge - Masters and Chief Engine Drivers when making and taking over charge of a launch shall check the stores under their charge and submit a written report signed by the relieving and relieved officer to

the Superintendent of Police. An entry shall also be made in the Diary and the Log Book.

25.14. Leave of Crew - In the case of men going on or returning from leave the Master shall send a report to the Superintendent of Police.

25.15. Sickness - The Master shall promptly report to the Superintendent the number and details of men reporting sick or launch crews laid up and not working owing to sickness.

25.16 Fire on the Boat - In the case of a fire on a launch and attempt should be made to extinguish it with the fire extinguishers or wetted blankets, and then all hatches will be battened down and the Master will steer for the nearest shallow water and anchor away from houses or other vessels. The Serang will take charge of the pumping operation. Should the fire occur in the engine room, the Driver will take charge. In the event of a fire breaking out in the day time the Laskar on the watch will give the alarm by ringing the ship's bell immediately. The crew upon hearing the alarm will take up their stations. At night the crew on watch will raise the alarm and first call the Master, Chief Engine Driver and then the remainder of the crew who will take up their Stations. For the purpose of extinguishing fire, each launch should always have on board at least one fire extinguisher and fire buckets in the proportion of one for each of the crew.

25.17 Collision - In the course of collision, when a launch has been badly damaged, the Master will steer for the nearest shallow water and take all possible precautions to stop up the holes with gunny bags, jute etc. The crew on the watch will raise the alarm and awaken any of the crew who may be sleeping. The whole crew will proceed to their Stations, immediately upon the alarm being given. When a fire or collision occurs at night, the electric light should be started as soon possible to minimise the confusion that might arise and for the better carrying on of the work in hand.

25.18 Agrounding - (a) When a launch runs aground, whatever the state of the tide, she at once endeavour to get off again if she can (i) run her engines without choking up inlets or (ii) lay out a kedge anchor or (iii) by both (i) and (ii) together. The master is responsible for seeing that after dark the usual riding lights are burning brightly.

(b) Where there is little or no fall of tide, the anchors may be laid as a wedge to assist engine in refloating the launch. In this case the position of the anchor should be marked by a dinghi or jolly boat, which at night should carry a bright white light. The Master is responsible for seeing that these precautions are taken and for seeing that anchors are not laid or near the fairway where they are liable to be fouled.

25.19 Overhaul at Dockyard - Every launch is to

be dry-docked once in six months for bottom cleaning, painting and for checking all under-water fittings. Once in a year, a launch should be dry-docked for annual refit such as overhauling of machines, bottom cleaning, painting and for checking hull and all under-water fittings after which the Harbour Master shall issue a certificate of seaworthiness. When a launch is set to the dockyard for overhaul it will remain under the charge of a Master.

(b) The Inspector (Electrician) shall forward a list of defects to be attended to in each launch sufficiently in advance to the Harbour Master in the forms prescribed.

(c) As soon as the launch is taken charge of after overhaul or repairs the Master shall send the following certificate to the Superintendent of Police through the Inspector (Electrician):-

"Certified that I have received charge of Police launch. There are no/the following defects that require to be made good".

25.20 Inspector (Electrician) - The Inspector (Electrician) shall be responsible for the efficient performance of all electrical machinery and equipments of every police launch and for carrying out repairs to them as and when necessary. He is also responsible for the receipt, maintenance and issue of all stores including oil for all police launches. For this purpose he shall maintain the following records :-

- a) Defect Book in Form 25.20(a).
- b) Register for Oil and Petrol in Form 25.20
- c) Register for Miscellaneous Stores in Form 25.20(c).
- d) Register for Spare Gears in Form 25.20(d)
- e) Register for Planned Maintenance of Electrical Machines.

(f) Master Book. - This should be maintained for each launch, containing a full history of the launch such as when commissioned, repairs carried out, expenditure incurred, dates and details of drydocking etc.

(g) Spare gear stock Book in Form 25.20(g)

25.21 The Assistant Superintendent of Police and the Superintendent of Police shall inspect each police launch at least once every year and record their notes in an Inspection Book to be maintained in each launch for this purpose.

CHAPTER 26

ARMS AND AMMUNITION.

26.1. Scales - The following is the scale of ammunition prescribed by the Government of India vide their No.10/2/53-Police-I dated 16th November 1955:-

Service:-

.303 rifle/.410 musket	...	100 rounds per weapon
.455/.38 revolver	...	-do-
Carbine Machine Thompson 192	...	-do-
Pistol Signal (Very light):-		
Illuminating	...	12 rounds.
Red	...	4 rounds
Green	...	3 rounds

		19 rounds per weapon

Practice:-

.303 rifle/.410 musket	...	50 rounds per capita per annum.
.38/.455 revolver	...	60 -do-
Carbine Machine 9 mm	...	15 -do-

Signal Pistol:-

Illuminating	1 round per 14 men per annum
Red	1 round per 20 men per annum
Green	1 round per 20 men per annum
Green	1 round per 20 men per annum

.303 rifle/.410 musket (Blank) 10 rounds per capita per annum.

.22 rifle ball - 10 rounds per capita per annum.

Training:-

.303/.410 musket	..	100 rounds per trainee per annum.
.38/.455 revolver	..	70 -do-
Carbine Machine 9 m.m.	..	50 -do-
.22 rifle ball	..	10 -do-

Ammunition for .12 bore D.B.B.L. Guns is procurable locally by the Superintendent of Police according to requirements with the sanction of the Inspector General. The scales of ammunition for .410 muskets for the Bush Police will be calculated on the special scale fixed by the Government of India for the Andaman and Nicobar Police, i.e. Practice at 50 rounds of ball and buckshot per capita per annum and Service at 100 rounds ball and 200 rounds buckshot per weapon per annum.

26.3. Indents - Indents for ammunition shall be drawn up in accordance with the interim and current scales fixed by the Government of India except case of uncontrolled stores, e.g. spare parts of fire-arms lubricants, cleaning materials, etc. for which no current scale has been fixed and which will be indented for in

in accordance with requirements. Annual indents for arms and ammunition should reach the Government of India by the 30th June of every year.

26.4. Register for Arms, Ammunition and Accessories -
A stock book of arms and accessories will be maintained by Reserve Inspector in Form 26.4. All receipt of fire-arms and accessories of each class from and on return to Arsenals shall be recorded in the stock book which should show at any time for exact number of arms and accessories of each class on charge in the district.

26.5.(a) - An Arms Distribution Register will be maintained in Form 27.11(i) for all arms other than revolvers. On the inner side of the front cover of the register will be noted the total number of each type of weapon on charge and details of their distribution i.e. the number present in the armoury, the number at each Police Station, Outpost and Standing Guards. Weapons issued to men proceeding on duty for short periods should be included in the number shown as present in the armoury. The register will be maintained in separate parts for each type of weapon and each weapon with its number and other details must be separately entered. If a weapon is issued to a Police Station or Outpost or to a standing guard, the fact should be noted in the prescribed column giving the name of the Police Station or Outpost to which issued and date of issue. When such weapons are received back in the armoury the entry will be deleted in red ink. No entries need be made in this register of casual issues to men proceeding on duty; such issues from and their return to the armoury will be noted in a manuscript register to be maintained by the Magazine Clerk, under the supervision of the Musketry Officer. All issues of arms and accessories shall be entered in the Police Lines General Diary with details of the type and number of the weapons issued, the name of the Police officer to whom issued and the nature of the duty for which issued. The signature of the officer-in-charge of the party should be obtained against the General Diary entry.

(b) The register of revolvers will be maintained in Form No.26.4 and will have a separate page for each weapon in which the name of the officer to whom it is issued, the date of each issue and deposit, and the signature of the officer concerned is entered. All issues and receipts of revolvers must find entry in the Police Lines General Diary and must bear the signature of the officer to whom it is made over at the time of deposit. In their own interests, officers depositing revolvers in the armoury are responsible for seeing that the entry in the general diary is made and signed by the officer to whom it is made over. An annual certificate on each page should be made by a gazetted officer to the effect that the weapon has been inspected.

(c) An ammunition register for all types of ammunition will be maintained in Form No.26.4 in which provision is made for the following details to be entered in respect of all categories of ammunition:-

- i) The prescribed amount of ammunition which it is permitted to hold on charge at one time in respect of each category.
- ii) Receipts from all sources including fresh receipts from arsenals.
- iii) Issues to all sources, i.e. Police Stations, Outposts, Standing guards, Miscellaneous duties Musketry, etc.

26.6. Distribution of Ammunition - (a) The primary division of ammunition on charge is into 'Service' and 'Practice' stocks, according to the prescribed scales.

(b) Ammunition shall be supplied from the 'Service' stock to Police Station, Outposts and standing Guards where rifles are kept at the scale of 100 rounds ball per rifle. At Police Stations and Outposts, the whole of this stock shall ordinarily be kept in a locked box in the store room, issues being made as required for use. At standing guards 30 rounds ball shall be issued to each under officer and sentry of the guard and shall be carried in a bandolier. The balance shall be kept in a locked box in-charge of the Guard Commander to be issued only when required for use.

(c) The remainder of the 'Service' stock and the whole of the 'Practice' stock, shall be kept in the magazine under the personal charge of the Reserve Inspector who shall be responsible for transfer from one stock to another.

(d) The Superintendent of Police may authorise the keeping of a part of the practice stock in boxes or in bandoliers in the armoury for use in emergencies. This issue from the magazine should not ordinarily exceed 30 rounds per under officer and Constable of the Armed Reserve and shall be in the custody and care of the Magazine Clerk under the supervision of the Musketry Officer.

26.7. Custody and Care of Arms - All arms when not in use, shall be kept in racks in the armoury or other place appointed for the purpose. In the lines the Magazine Clerk under the direct supervision of the Musketry Officer, at Police Stations, the Station Clerk under the supervision of the Officer-in-charge of the Police Station; and at all other places, the under officer in command of the detachment shall be directly responsible for the custody and care of all arms borne on charge and for the correctness of all issues and receipts.

26.8. Arms Cleaning - Arms shall be cleaned once a week or oftener if considered necessary by the Superintendent. All muskets shall be stripped and overhauled once every half year and the Reserve Inspector shall see that this is done by preparing a roster giving against each weapon the approximate date on which its next overhaul should be taken up. He shall also scrutinise as frequently as possible the work of the armourers while they are stripping or taking down actions or reassembling them. To maintain a proper record of the dates of overhaul the Reserve Inspector shall enter these dates in the remarks

column of the Arms Registers. The Superintendent and the Assistant Superintendent, at their inspections, shall see that the overhauls are duly made and that the arms have been recalled from Police Stations, Outposts, etc. where necessary.

26.9. Care, Loss, Damage, etc., for Arms, etc.- Every Police Officer issued with arms, accessories thereof and ammunition shall be personally responsible for their cleaning safe custody and care until he returns them on the completion of his duties, or proceeds on leave, or ceases to be a Police Officer, to the officer responsible for their issue.

(b) Every Police Officer, who loses or damages the weapon issued to him or any part thereof, shall report such loss or damage without delay to his immediate senior officer who shall submit a report immediately in writing to the Superintendent of Police through the proper channel. An enquiry, shall be made immediately in accordance with Rule 26.18.

(c) Any Police Officer who fails to report forthwith the loss of arms, etc. detailed in sub-para (a) above, by his subordinate shall be suspended and charged with neglect of duty.

(d) An Officer, to whom the report of such loss is made shall immediately take all possible steps for the recovery of the arms, etc. lost.

(e) The Magazine Clerk and Armourer who receive back the arms into the armoury shall be responsible for seeing that the arms are not damaged on any component part lost.

26.10. Revolver Ammunition - (a) Each Officer equipped with a service revolver shall be issued 30 rounds with the weapon, from the service stock. These shall be expended at the annual revolver course.

(b) In addition all officers are allowed to purchase 100 rounds annually at cost price which will be obtained on special indent by the Superintendent of Police once a year. Such purchases except the initial purchases, must be supported by the deposit of an equivalent number of empty cases or loss statement in the prescribed Army Form (I.A.F.A. 498) duly authenticated in lieu thereof.

(c) Officers are personally responsible for their own ammunition, both that issued to them free and any which they may purchase. The total stock of revolver ammunition and its distribution to gazetted and non-gazetted officers will be shown in Form 26.4.

(d) Revolver ammunition expended (whether on service or practice) shall be replaced with the least possible delay from the practice stock in the magazine. Empty cases shall be deposited with the Reserve Inspector after each expenditure of ammunition. When cartridges or empty cases are lost, the officer from whose stock they have been lost shall be responsible for reporting the matter and for having the necessary loss statement prepared.

26.11. Ammunition Accounts - (a) Ammunition of any class expended in action against criminals, or in any other manner, including annual musketry practice shall be debited to practice stock.

(b) The service stock must always be kept complete and all expenditure must be from practice stock.

(c) In order that the oldest ammunition on charge may be expended in practice, all ammunition received from the arsenal shall be placed in the service stock a corresponding transfer of the oldest of that stock being made to the practice stock. This transfer shall normally be carried out when supply of ammunition is received from the arsenal. It shall be combined with the renewal of all service ammunition on issue in Police Stations, Guards, etc. all such ammunition being withdrawn and transferred to the practice stock in the magazine and being replaced from the next oldest portion of the service stock.

26.12. Control and Inspection of Magazine and Storage of Ammunition therein - (a) The magazine shall be at all times kept scrupulously clean.

(b) A brush or broom shall be kept in the magazine for cleaning on each occasion it is opened for the receipt, delivery or inspection of ammunition.

(c) No lights (other than an electric torch) nor smoking shall on any account be allowed inside or in the immediate vicinity of the magazine.

(d) Oiled cotton rags and waste and articles liable to spontaneous ignition shall not be taken into the magazine.

(e) Empty boxes shall not be kept in the Magazine nor any loose packing material.

(f) Boxes of ammunition shall not be thrown down or dragged along the floor, and shall be stocked on wooden trestles. Where there are white-ants, the legs or trestles should rest in shallow copper lead or brass bowls contain a little water.

(g) The lightning conductor shall be tested atleast once a year.

(h) The person-in-charge of the magazine shall be responsible that the magazine is well and securely locked.

(i) No unauthorised person shall at any time be admitted into the magazine.

(j) The following shall be hung up in the magazine.

- (i) A copy of these Rules.
- (ii) A certificate showing the last date of testing of the lightning conductor.

(k) The Superintendent of Police shall make atleast one unannounced inspection of the magazine under his charge every half year to see that the above rules are being complied with.

26.13. (a) Each class of ammunition shall be kept together and separate from other classes. In each class, surplus of one class shall be kept from the stock and within each such stock, space shall be left between groups of boxes received at different times from the arsenal. Each such group shall be marked with a label showing the date of receipt, date of entry in service or the date of manufacture, as may be, the order and the date of manufacture. A gazetted officer shall verify the stock atleast once every six months.

(b) The magazine in the Police Lines shall be provided with locks with duplicate keys, one set remaining with the Reserve Inspector and the other set with the Assistant Superintendent of Police. When the Reserve Inspector is absent from headquarters the Superintendent of Police.

and closing of the magazine. In his absence, the Assistant Officer will be entrusted with the keys and he will be present at the opening and closing of the magazine. When the keys are made over by the Reserve Inspector to Lines Officer, an entry will be made in the General Diary and signed by both officers.

26.14. Deposit of Private Arms in the Armoury - Arms belonging to persons other than members of the force may be kept in the armoury for safe custody under orders of the Superintendent of Police. A charge of Rs. 1/- per month.

cleaning and oiling. This amount shall be credited to the Treasury under head XXIII Police collections or payments for service rendered. If the owner be not willing to pay, the weapon shall not be cleaned or oiled. Arms taken into custody in criminal cases shall be looked after and oiled free of charge.

26.15. Disposal of Empties and Defectives - Empty cases and defective rounds shall be returned to the arsenal once a year with a voucher in approved army Form in duplicate under armed escort. Pending return to the arsenal empty cases of each class of ammunition and defective rounds shall be kept separately in the magazine. Before being packed for despatch they shall be counted and checked with the balances shown in Form 26.4. Each class shall be packed separately for despatch and defective rounds shall not be packed with empty cases. Defective rounds or condemned ammunition shall on no account be broken up locally.

26.16. Component Parts, Armourers Tools and Cleaning Materials - (a) Records of stock of component parts, armourers tools and cleaning materials shall be maintained in a stock register in Form No. 26.4 in parts a, b, and c respectively.

(b) Component parts shall be kept in a locked cabinet under the personal charge of the Musketry Officer and the armourer's tools and stores for cleaning and lubricating by the armourer. Issues from the stock of

components shall be made to the armourer only on the authority of the Superintendent of Police which shall be noted in the remarks column of the stock register.

(c) A gazetted officer shall check the stock of component parts, armourer's tools and cleaning and lubrication material with the equipment tables once a year and have indents prepared under his personal supervision.

26.17. Care and Repair of Arms - (a) The Superintendent of Police shall be responsible that the efficiency of the armourers is maintained. All such armourers shall be trained at centres decided by Government and shall be sent for refresher courses under arrangements made by Government from time to time. Armourers are required to know the names and uses of all components, tools and stores referred to in Rule 26.16 above and to be able to carry out all replacements of components, tools and stores referred to in Rule 26.16 above and to be able to carry out all replacements of components and minor repairs, special cleaning and periodical lubrication of arms and accessories held on charge. He shall test the "pull off" of all rifles and muskets once a year.

(b) Ordinary replacements of components lost or damaged in the course of duty, and of ammunition not exceeding 5 rounds lost in any one case, may be authorised by the Superintendent of Police who shall in each case prepare a loss statement in approved Army Form (I.A.F.A. 498) and pass orders whether the cost is to be borne by Government or by the individual responsible. In the latter case, an order for the recovery of the sum involved shall be issued in the order book and recovery shall be made in the acquittance roll of the pay next due to the officer concerned after the priced vouchers have been received and replacement made.

(c) Whenever a weapon is seriously damaged, i.e. when its repair involves more than the replacement of a loss or breakage such as might occur in normal use, an enquiry under the following rule shall be held.

26.18. Loss or Serious Damage to Arms Enquiry into - When any weapon forming part of Police armament is lost or seriously damaged, or when ammunition or fired cases exceeding five in any one case, are lost, a committee of three officers, of whom at least one shall be a gazetted officer shall be appointed by the Superintendent of Police to enquire into the circumstances under which the loss or damage occurred.

(b) The report of the committee, which shall be in the prescribed Army Form (A.F.A.2) shall be submitted to the Inspector General of Police for approval and orders. To the report shall be attached a loss statement in approved Army Form (I.A.F.A.498) on the reverse of which the Inspector General will pass his orders. This statement shall be attached to the indent sent for replacement of arms lost or damaged.

(c) When loss, destruction or damage of any weapon is found by the Committee assembled in accordance with sub-rule (a) above to be due to the neglect or malice of any Police Officer, such Committee shall record its opinion whether the cost of repair or replacement should be borne wholly or in part by the officer at fault. Unless there are special reasons to the contrary, the whole cost shall be charged to the officer at fault.✓

26.19. Arms and Ammunition Issue of - (a) The Musketry Officer shall equip and arm all guards, escorts or other parties proceeding on duty with such arms and equipment as the nature of duty may require. Ammunition for the range practices shall be issued and empties, etc. received back by the Reserve Inspector personally from the practice stock in the Magazine.

(b) Pistols signal and ammunition shall ordinarily be kept in the armoury and magazine at Headquarters and shall only be issued under special circumstances or as specially sanctioned under the orders of Superintendent of Police.

(c) All issues and receipts of ammunition and empties etc. shall be shown in the ammunition register in Form 26.4.

26.20. Returns of Arms and Ammunition - (a) There are four returns to be prepared by the Officer-in-charge of every section in a year commencing from April first and ending with March 31st. The returns are to be sent in the first week following the each quarter from July, October, January and April in Form No.27.16.

In the first, second and third returns, only those items are to be shown for which transactions have been made during the quarter. The fourth return is the annual stock return in which all the items held on charge by every officer of concerned section for the year ending 31st March is to be prepared and sent. If no transaction took place in any of the quarter, a nil statement may be sent.

(b) Stock taking - All arms, ammunition and ordnance stores are required to be checked twice a year, together with other government property on charge. As soon as the returns have been received from the Police Stations or sections, the Reserve Inspector shall personally check the whole stock of arms, ammunition, accessories, appliances, stores, tools and components kept in the Lines and at standing guards, etc. Having noted or reconciled any discrepancies in those stocks immediately in his charge, he shall compare his accounts and the returns from outside detachments with the distribution statements of arms and ammunition for the whole district and with the Equipment Tables, and shall report the result noting any discrepancies to the Superintendent. On receipt of this report by the Superintendent, a Gazetted Officer shall be required personally to verify it. Such gazetted officer shall enquire into and pass orders on any discrepancies disclosed, taking the orders of the Superintendent of Police if necessary and shall personally satisfy himself of the correctness of all the articles reported on. The report, when duly verified by a gazetted officer,

shall be attached with the reports of the general stock taking of Government property in the district.

(c) All arms, ammunition and ordnance stores on charge shall be thoroughly checked on transfer of charge of the Reserve Inspector, and when the Musketry Officer or magazine clerk or armourer is transferred, the stock for which they are directly responsible shall be checked.

26.21. Inspection by the Directorate of Armament Supply, Naval Headquarters - (a) The Inspector General shall arrange to have all the arms (including signal pistols, bayonet scabbards) armourer's tools inspected by the Directorate of Armament Supply, Naval Headquarters once every three years. Arrangements shall be made to have all arms, etc. inspected during the visit. He will not inspect ammunition or any stores or equipment obtained otherwise than from the Ordnance Department. Prior to the arrival of the Naval Inspecting Officer, numerical rolls shall be prepared in duplicate in Form IAF 0-1455 showing the district and manufacturers' numbers and marks of arms to be inspected. An officer not below the rank of Inspector shall be present throughout the inspection.

(b) When the inspection falls due, the Superintendent of Police shall address the Inspector General who shall arrange for the inspection.

(c) The report of the Naval Inspecting Officer when received shall be forwarded by the Superintendent of Police, with any necessary explanations, or report as to the responsibility for deficiencies, or damages brought to light, to the Inspector General with whose sanction replacements authorised and other action recommended by the Inspecting Officer may be undertaken.

26.22. Receipts of Arms from Arsenal - (a) The seals and weight as shown in the invoice of all packages received from an arsenal shall be carefully checked before the packages are taken over from the Shipping or the Postal authorities; if any discrepancy in weight or signs of tampering are found, the packages shall be opened in the presence of the Shipping Officer or Postmaster.

(b) Every package received from an arsenal shall be opened in the presence of a gazetted officer or the Reserve Inspector, who shall personally check the contents and sign the invoice in token of having done so.

(c) Full boxes of ammunition shall not be opened on receipt, if the weight is correct and the seals intact. If the seal has been damaged in transit, the pin with which the lid is attached shall be withdrawn and the lid removed to permit inspection of the inner tin casing; provided the latter is hermetically sealed, the contents shall be assumed to be correct.

26.23. Return of Arms, Etc. to Arsenal - (a) Unserviceable tools and components, empty cartridge cases, empty oil drums and packing cases shall not be returned to the arsenal without previous intimation. Defective ammunition and unserviceable or repairable arms shall not be returned till the authorisation of

the Ordnance Officer concerned has been obtained on a committee report on approved Army Form.

(b) In all cases when articles are returned to the arsenal, intimation should be sent by post in the form of voucher (I.A.F.Z. 2096) and work order (Army Form I.A.F.O.1370) in duplicate.

(c) Arms, ammunition and other ordnance stores returned to the arsenal shall be sent under armed escort (if within authorised weight by parcel post registered) in strong boxes - the cases in which consignment have been received from the arsenal being used if possible and suitably sealed with the official seal of the Superintendent. Packages sent by post shall further be enclosed in gunny or waxed cloth. A 'packing note' in the form obtainable from the Ordnance Depot shall be enclosed with each package, after being signed by an officer not lower in rank than the Reserve Inspector in whose presence the articles have been packed.

(d) Every precaution shall be taken to prevent the inclusion of live or mis-fire rounds with empty cartridge cases returned to the arsenal. Should the arsenal report the inclusion of live or mis-fired cartridges in a box of empty cases, disciplinary action will be taken against the officer responsible for the Packing of the box.

(e) Refund should be obtained from the ordnance stores for all empty cases returned.

26.24. Precautions Against Issue of Dummy or Blank Cartridges with Live - Every officer who issues ammunition to armed men or parties proceeding on duty and the commander of each such party shall exercise special care to prevent dummy (drill) or blank rounds getting mixed up with live rounds, either at the time of issue or return of ammunition, and to prevent the substitution of rounds of local or other non-government manufacture.

26.25. Paper for Targets - Paper (blue, black and brown) for targets is procurable as required on payment and shall be met from the contingent grant.

26.26. Requisition for or Return of Arms, Ammunition, etc. Requisition for the supply of arms, ammunition, and accoutrements must be prepared in Form 27.13(b) and when stores are returned Form 26.26 should be used. The items which are sent to store for repair need not be removed from the charge of concerned Register but a note on the last page of the register with the remarks that the items are sent to store for repairs may be given. When submitting requisitions and returning stores the Officer-in-charge of the section must give his serial number in the forms. The requisition and the list of articles returned to store by the Officer-in-charge of every section will bear serial number of the Headquarter Store in order of supplies made and stores received in store. The Officer-in-charge when preparing returns must always note down the Headquarters Store number in the columns where receipt and issue numbers are required to be given.

The requisition for arms and ammunition must always come through the concerned Inspector or the Officer-in-charge of the section and similar procedure should be adopted when arms, ammunition, etc. are returned to store.

26.27. Supply of Forms - Indian Army Forms required for transactions with Ordnance Department are obtainable on indent to be submitted annually to the Controller of Government Printing Calcutta.

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CHAPTER - 27

CLOTHING AND EQUIPMENT

27.1 Uniform to whom supplied - Every enrolled member of the Police Force is provided with free uniform in accordance with the scale fixed by the Government of India as detailed in Appendix 27.1.

27.2 Requirements, how calculated - The Quartermaster shall examine and ledger accounts by July each year, and prepare a consolidated statement of all articles of uniform and accoutrements which will have completed their period of serviceability by the 31st March of the following year. This consolidated statement will be used as basis on which to make demands in the budget estimates for the next financial year. In January each year, the Quartermaster shall compare the balance of uniform on charge in stores and deduct these balances from the statement prepared in the previous month of July. The figures thus arrived at, plus such additions as the Superintendent of Police shall himself decide to meet replacements which may become necessary due to losses and other reasons shall be the final requirements for the year for which indents are to be placed. The Reserve Inspector should satisfy himself of the accuracy of the statements prepared by the Quartermaster before submitting it to the Superintendent of Police.

27.3. Indents and Procurements - (a) Articles of uniform which are to be obtained from Army sources should be reported to the Ministry of Defence after obtaining purchase sanction from the Chief Commissioner. No particular form is required to be used for such indents.

(b) Articles of uniform which are obtained from commercial sources will, when the total cost of the number of articles of a particular kind exceeds Rs.2,000/- be obtained by indent, in Form No.WSB.67 through the Director of Supplies and Disposals, Calcutta. Indents for cloth should be placed with the Textile Commissioner, Bombay.

(c) Whenever certain articles of uniform etc. are required urgently, the Superintendent of Police may arrange purchase locally or from the open market on the mainland, after obtaining the sanction of the Chief Commissioner.

27.4. Local Manufacture - (a) When material is procured by indent or direct purchase for the preparation of uniform, the manufacture of such uniform will be either by local contract or

departmentally by the tailors. For manufacture by local contract the cost of manufacture shall not exceed the rate fixed per article by the Inspector General of Police from time to time. The amount of material issued per article shall be in accordance with the following scale:-

Upper Subordinate & Radio Section

Name of Articles quantity of cloth required

1. Tunic 5 yds. 18" Khaki drill.
2. Bush shirt 4 yds. 9" Khaki collar.
3. Shorts 2 yds. 9" Khaki drill.
4. Slacks 3 yds. Khaki drill.
5. Cloth belt Nil. Included in Sl.2 for the sake of deductions in case of losses, etc. it is 5" 1 1/4 yds.
6. Shoulder Strap Nil. Included in the quantity shown against Sl.2 No scale is fixed but for the sake of deduction in case of losses, etc. it is 1 yd. 13" x 3".
7. Shirt 2 yds. 22 1/2".
8. Side cap - 36" x 14 1/2" Khaki drill 36" x 2" Red cloth (Salu).
9. Khaki Safa- 5 yds.
10. Pagri, Sikhan 5 ft x 8" red (in lieu of Khaki kullah)
11. Overall 6 yds. Khaki drill.

Lower Subordinates, Followers and Fire Brigade Personnel.

1. Kurta in lieu of blouse (a) 3 yds. Khaki drill
(b) Hooks 2 for each
2. Shirts 2 yds. 22 1/2" Khaki drill
3. Shorts 2 yds. 9" Khaki drill
4. Slacks (trousers) 3 yds.
5. Side Cap 36" x 14 1/2" Khaki drill
36" x 2" Red cloth (Salu)
6. Overall 6 yds. Khaki drill
7. Red Band 36" x 14" Red cloth (Salu)
8. Khaki Safa 5 yds. safa cloth.
9. Pagri Sikhau Red 5 ft. x 8" (in lieu of Kullah)

(b) Material such as buttons, thread etc., required for the manufacture of uniform departmentally shall be purchased by the Superintendent of Police and issued by the Quartermaster to the tailors in accordance with requirements a careful record being maintained of the number of quantity issued per article to be manufactured.

27.5. Sizes of Uniform - All articles of uniform shall be stitched to measurements for every member of the force. Individual measurements for each article of uniform shall be taken by the tailor and entered in the 'kit card' of every member of the force by the Quartermaster who shall also maintain a register of measurements for the entire force.

27.6. Approved Pattern:- Uniform supplied to the Force must be of approved and the Superintendent of Police must ensure that articles procured or manufactured locally are in accordance with the Dress Regulations contained in Appendix 27.6.

27.7. Procedure of Receipt of Uniform from Commercial or Army Sources - (a) When a consignment of uniform is received by the chartered steamer the Superintendent of Police shall arrange to have the packages weighed, counted and carefully examined at the shipping godown. The number of packages and their weights should be compared with the details given in any documents received from the shipping agents or the despatching firm or ordnance depot. In the absence of such documents the number of packages and their weight shall be noted in the register of the shipping godown. If it appears that any package has been tampered with in any way, such package shall be opened in the presence of the Shipping Officer (or his representative) and a detailed list should be drawn up of the articles found in the package. This list should be prepared by the Reserve Inspector taking delivery in the presence of the Shipping Officer (or his representative) to whom a copy should be made over together with a list of articles which the consignment should have contained. Any shortage should be at once reported to the consigning firm or ordnance depot and a claim forwarded to the Shipping Office with a copy endorsed to the Inspector General.

(b) If packages are received intact they should be opened in the presence of a gazetted officer or of the Reserve Inspector. The contents should be checked with the invoice or packing notes and lengths of cloth (not made up) should be measured. An acknowledgement certifying that this has been done, specifying the number of articles received and notifying any deficiency discovered should be sent to the supplier by the first mail.

(c) Within three days of the receipt of a consignment a committee consisting of a gazetted officer, Reserve Inspector and the Quartermaster

should inspect the articles received. In the absence of a gazetted officer the committee may consist of the Reserve Inspector, the Quartermaster and a Sub Inspector. If material defects are detected in any article included in the consignment, such defects shall be specified in a committee report which should be signed by each member of the committee, copies of which should be forwarded to the Inspector General and the supplier and, when necessary steps taken to replace the articles in question. As far as possible consignments of uniform should be opened in the presence of a committee.

27.8. Unserviceable Uniform - (a) The period of serviceability of articles of uniform is given in Appendix 27.1.

As soon as an article is replaced the entry in the ledger Accounts must be cancelled in red ink.

(b) In special cases, particularly when a man is being sent to a Training Centre, and it is necessary that he should be in possession of new or additional articles of uniform, the Superintendent of Police may issue additional articles of uniform that may be necessary with the sanction of the Inspector General of Police.

(c) Articles of uniform may be issued on payment to officers and upper subordinates at a cost to be fixed by the Superintendent of Police in the manner indicated in the note to Rule 27.9.

The Superintendent of Police may, when circumstances require, direct that articles of uniform in the possession of men who contract infectious diseases should be destroyed and he is empowered in such cases to direct that entries in the Stock Book or Ledger relating to such articles be written off the stock book or ledger.

(d) When men are sent to Training Centres on the mainland, special articles of uniform, such as for physical training etc., or great coats and jerseys for cold climates not included in the sanctioned scale of uniform for the Andaman and Nicobar Police Force, may be issued at the Training Centres and paid for by the Superintendent of Police with the sanction of the Inspector General of Police from his grant for clothing. Such articles will be withdrawn when the men return from training and if suitable for re-issue, issued to the next batch of men sent for training. If unfit for re-issue, they will be treated in the same manner as unserviceable uniforms.

(e) All unserviceable articles shall be destroyed on condemnation.

27.9. Replacement of Uniforms lost or destroyed- If through negligence on the part of a member of the police force any article of uniform is lost or destroyed or damaged in such manner as to render it prematurely unserviceable the Superintendent of Police may replace such article and at the same time direct that the member of the force at fault shall pay the cost of such replacement either wholly or in part. The amount so directed to be recovered shall be deducted from the pay of the man concerned. The Superintendent of Police will decide the amount of the deduction to be made in each case having regard to the period for which the article in question has been in use and the circumstances in which it was lost or damaged. For example, if an article with a period of serviceability of seven years is lost destroyed or damaged after it has been in use for one year, six seventh of the cost of the new article in addition to any incidental charges, should be deducted from the pay of the man at fault. If the article was lost or damaged due to culpable negligence of the man, the full cost thereof may be recovered.

Note - For the purpose of deciding the cost to be recovered for articles lost, damaged or destroyed, the Superintendent of Police will at the time of receipt of fresh consignments of uniform, fix the price per article in accordance with the price fixed by the supplier, to which should be added a proportionate charge of 10 per cent of the supplier's price to cover any incidental expenses, such as postage or freight etc.

27.10; Register of Deductions - (a) The Quartermaster shall maintain a register in Form No. 27.10(a) for deductions to be made under the previous paragraph. He should, when necessary, obtain the orders of the Superintendent of Police in the column meant for the purpose and send the Register to the Home Inspector for drafting orders of recoveries for entry in the Order Book. The Register of deductions will be sent once a month to the Accountant who will note in the appropriate column particulars of the bill in which recoveries have been made.

(b) All amounts thus deducted should be paid into the treasury under the Head XXIII Police Miscellaneous.

Note - Deduction on other accounts such as broken furniture, damaged firearms and lost ammunition, sales of unserviceable articles, will also be entered in this register.

27.11. Uniform Registers - The Quartermaster shall maintain the following registers and forms in connection with uniform.

(a) Stock Book of Uniform - For all articles of uniform, a register will be maintained in Form 27.11(a).

Details of the receipt of all articles of uniform from supplying firms or from local contractors or after departmental manufacture and of issues of such articles to members of the Force, must find entry in this register. The name of the supplier or other source of supply or of the man to whom the issue is made, as the case may be, shall be written in the column for the purpose.

(b) Ledger accounts shall be maintained in Form 27.11(b). A separate page of the ledger account is assigned to each man and every transaction relating to him, whether of issue or withdrawal of articles of uniform, shall find entry on the appropriate page of the ledger account. When new article is issued and entered in the uniform ledger, the old entry of the article replaced should be struck out and initialled.

(c) Kit card - Each man to whom uniform is issued is provided with a kit card in Form 27.11(c) on which should be entered in black ink details of each article of uniform issued to him. When an article so issued is withdrawn from him by reason of its having become unserviceable or for any other reason, the entry relating to such articles should be crossed out in red ink by the Quartermaster who should initial the deletion.

(d) Register of Uniform Deposited in Form 27.11(d) The uniform of men who died or leave the force or who proceeded on leave shall be deposited in store by the Quartermaster and entries made in the Register. One register may be maintained for all branches and ranks but should be in separate parts for each category i.e. leave hospital, vacancies (the latter being caused by death, dismissal etc.). When a set of uniform is taken into store a label should be affixed to it showing the name and number of the man by whom deposited, date of deposit, reason for deposit and the serial number of the relevant entry in the Register of Uniform deposited. The Reserve Inspector or the Quartermaster should check the articles deposited with the entries in the owner's kit card and ledger account and should note in the column of remarks of the Register of Uniforms deposited any shortage or defects which may

be found. On enlistment each recruit should be issued with a complete sets of uniforms which have been deposited in store owing to death, dismissal, retirement, resignation or discharge of members of the force.

(e) A register of material for the preparation of uniform articles shall be maintained in Form 27.11(e). In this register the receipt of lengths of cloth (not made up), reels or bundles of thread, buttons, etc. should be entered together with issues. When issues are entered the number of each type of uniform for which issue is made should be shown and the entry of receipt in the stock book of uniform (Form 27.11(a)) should tally with the entry in this register. On the other hand issues of thread for repair of uniform already on issue to the men, buttons for replacement of broken or lost buttons, nails etc., for repair of boots will clearly specify the number of articles to be repaired etc., but in such cases corresponding entries in any register is not necessary, but the Reserve Inspector will certify monthly in the register that the articles issued were actually used for the repair of uniform as noted in the column of issues during the month.

(f) Stock Book of tools, furniture and other property in Form No.27.11(f).

(g) Stock Book of Consumable stores in Form No.27.11(e).

(h) Distribution Register in Form No.27.11(h).

This will be maintained for all Government property.

27.12. Inspection of Register and Verification of Stock by a Gazetted Officer - (a) During inspection of the Reserve Lines and the Quartermaster's stores, a gazetted officer must carefully check all registers maintained.

(b) All stocks of unmade up pieces of cloth, made up uniform and old clothing shall be verified before the 31st March of each year by a committee consisting of a gazetted officer and an Inspector other than the Reserve Inspector and the results recorded in the Stock Register concerned. A certificate of such physical verification shall be sent to the Superintendent of Police immediately after verification.

27.13. Mode of Issue of Clothing, etc.- (a) Officers in charge of Police Stations and other sections of the police force shall forward an Acquittance Roll in Form 27.13(a) to the concerned Inspector in charge before the 5th day of January and July each year, indicating the requirements of clothing and equipment of officers and men working under them.

(b) The Inspector (or the Assistant Superintendent of Police (Radio) in the case of Police Radio personnel) shall prepare a consolidated indent in Form 27.3(b) and forward it to the Quartermaster. On receipt of indents, the Quartermaster shall check up the requirements with the ledger and issue necessary cloth to the tailor for stitching the required article for uniform. The tailor is responsible for stitching it according to individual measurements on record.

(c) The tailor shall deliver the stitched clothes marked with the rank number and name of the individual to the Quartermaster. The Quartermaster will take them into stock and despatch them to the concerned indenting officer, together with the Acquittance Roll (prepared for each station or outpost or section separately) and the Issue Voucher in Form 27.13(b). The indenting officer will retain one foil of the Issue Voucher (to be pasted to the office copy of the corresponding indent) and return the counter-foil duly acknowledged to the Quartermaster. He will despatch the articles of clothing, etc., to the different stations or outposts under his charge together with the Acquittance Roll. The concerned officers will deliver the articles to the persons concerned and obtain their signatures on the Acquittance Roll. They will also make entries of issues on the kit cards of men concerned. After all articles are delivered, the officer concerned will attest the Acquittance Roll with the date of issue of article to each and return it to the Quartermaster with a certificate to the effect that the articles have been duly delivered to persons concerned.

27.14. Issue of Miscellaneous Stores - (a) The officers in charge of stations or outposts or sections shall communicate their requirements of consumable articles for the following month to the concerned Inspector or the Assistant Superintendent of Police (Radio) as the case may be before the 20th day of each month. Thereupon, the Assistant Superintendent of Police (Radio) or the concerned Inspector shall prepare an indent in Form No. 27.13(b) and forward it direct to the Quartermaster before the 25th of the same month. The Quartermaster will send the requirements to the Assistant Superintendent of Police (Radio) or the concerned Inspector before the 1st day of the following month. The Assistant Superintendent of Police (Radio) or the concerned Inspector will then be responsible for the onward transmission of the articles to the respective stations or outposts under their charge.

(b) Indents for non-sussumable articles shall be sent to the Quartermaster in similar manner during the last week of February every year.

27.15. Furniture - Scale of furniture sanctioned for each section is given in Appendix 27.15.

27.16. Preparation of Quarterly Return - Every Officer-in-charge of a station or section shall prepare quarterly return in Form No. 27.16 in which the articles for which transactions took place during each quarter shall be shown with details of relevant number of receipt and issue vouchers of Headquarter Stores. The quarterly returns should be sent to the Reserve Inspector in the first week of July, October, January and April each year. In the return for the quarter ending 31st March all items of furniture and other property under the charge of the Officer-in-charge of each station or section shall be shown.

CHAPTER 28

GUARDS, ESCORTS AND ORDERLIES.

28.1. Standing Guards - (a) All standing guards in the headquarter area of Port Blair shall be furnished from the Police Lines and shall be relieved at periods fixed by the Superintendent of Police. Men shall not ordinarily be kept continuously on standing guard duty for a period exceeding one week without being rotated. The magazine and quarter guard shall be relieved daily. All standing guards at headquarter area shall be under the immediate supervision of the Reserve Inspector.

•(b) Standing guards outside Port Blair shall be furnished from the Police Station within whose jurisdiction it is located. The Officer-in-charge of the Police Station concerned shall be responsible for the control and supervision of guards in his jurisdiction.

28.2. Guard Rules - For all standing guards printed or typewritten orders in English and Hindi shall be framed by the Superintendent of Police and hung up in the guard-room. These orders shall contain instructions on the following points:-

- (a) The strength of the guard.
- (b) The number of rifle and the quantity of ammunition.
- (c) The number of sentries required to be posted during the day and during the night specifying their exact position the extent of their beats and their duties and responsibilities.
- (d) The arms to be carried by sentries by day and by night.
- (e) The periods of sentry-go.
- (f) The posting and relief of sentries.
- (g) The maintenance of a Sentry Relief Book in Form 12.43.
- (h) Instructions to report immediately to the Station House Officer and to the Reserve Inspector any important occurrence.
- (i) The premises and articles for which the sentry is responsible.
- (j) The maintenance of a Guard Duty Roster in Form 28.2(j)
- (k) The duties of the officer-in-charge of the guard.
- (l) The inspection of the guard by the Reserve Inspector or other officers.
- (m) A warning that neglect of guard duty will be severely punished.

28.3. General Instructions as to Guards - (a) Day duty runs from 6 a.m. to 6 p.m. and night duty from 6 p.m. to 6 a.m.

(b) The period of sentry-go is generally two hours in all guards.

(c) Sentries shall be posted by the guard officer. When the Guard officer is assisted by another of or above the rank of Lance Head Constable each of them shall be on duty during half the day and half the night and all sentries shall be relieved by one or the other. At each relief the guard officer shall go round the premises with the sentry on duty and the relieving sentry and examine them thoroughly, noting whether seals are correct and prisoners present. A note of anything wrong shall be made at once in the Sentry Relief Book.

(d) The Officer-in-charge of a Treasury Guard shall be present every evening when the treasury is closed and every morning when it is opened and examine the seals. The private seal of the Treasury officer should be affixed to the outside of the treasury door in addition to the official seal and this seal should not be broken except by that officer's orders.

(e) During spells of sentry-go thirty rounds of 303 Ball shall be in charge of the sentry and kept in his pouch. The remainder of the ammunition shall be kept under lock and key by the guard officer.

(f) The men of the guard shall be told off for duty for the next twenty four hours by the guard officer at 6 a.m. when the Guard Duty Roster will be filled up. If a constable is sick or absent, at the time of his turn of duty, another constable shall be appointed, a note being made in the Sentry Relief Book on the reverse of the form.

(g) The absence without leave of any member of the guard or neglect of duty by the sentry shall be immediately entered in the Sentry Relief Book by the Guard Officer.

(h) The guard officer shall send every morning to the Reserve Inspector or to the Station House Officer concerned the Guard Duty Roster. On the reverse of this form should be noted the number of prisoners in the case of sub-jail guards the number of seals in the case of treasury guards and other particulars or remarks if any as well as the times of checking remarks of the checking officers. This report will be forwarded to the Superintendent of Police with the General Diary of the Police Lines or the Police Station concerned.

(i) The guard shall sleep in uniform near their arms at night and be ready to turn out at a moment's notice. They shall turn out at night for the inspection of any police officer going on rounds.

(j) The men of the guard shall be changed every Sunday morning.

(k) At night, the guard shall use lantern and not an uncovered and unprotected lamp.

(l) Smoking is prohibited on guard duty.

(m) None other than a police officer will be permitted to enter guard room.

28.4. Use of Firearms by Guards - Should an escape be attempted and Prisoners resist the efforts of the guard to prevent the escape, the guard would be fully justified in using firearms for their own protection and to overcome the prisoner's resistance and, if necessary for either purpose, to shoot or cut down the prisoner. This extreme course should never be resorted to unless in cases of absolute necessity.

28.5. Duties and Responsibilities of the Officer Detailing a Guard or Escort - (a) All guards and escort parties shall be carefully inspected before they go on duty by the officer who sends them on duty. He will be held responsible that they are efficiently and properly equipped.

(b) No officer shall be employed on guard duty over any prisoner in the lock-up between whom and the prisoner relationship or friendship exists. The Officer detailing the guard shall acquaint himself on this point and shall arrange, so far as possible not to depute any such officer on guard duty so long as such prisoner are in the lockup.

28.6. Responsibilities of the Guard Commander or Officer in charge of escort - (a) The Officer-in-charge of a Guard shall, upon assuming charge, ascertain that all Government property recorded in a separate list including arms, ammunition and accoutrements, have been received and is in good order and enter a report in the Sentry Relief Book accordingly.

(b) He shall post his sentries in the positions prescribed in guard rules and make no change in this respect.

(c) He shall be responsible for the safe custody of all prisoners or property committed to his charge. He shall be conversant with Rules 16.9, 16-11, 16.13, 16.14, 16.15, 16.16, 16.17, 16.18 and 16.19 relating to the custody of prisoners. He shall search every prisoner before confining him and satisfy himself that nothing likely to facilitate escape or suicide or any unauthorised article is concealed on his person. He shall see that no prisoner leaves the lock-up without an adequate escort and report to the Officer-in-charge of the Police Station in case a prisoner falls ill.

(d) He is responsible for the regularity and good conduct of the guard or the escort party, for the correct performance of their duties and for seeing that the men are at all times properly dressed and sober. He is also required to acquaint himself thoroughly with orders for the guard or the escort party.

(e) He shall see that all standing orders regarding the duties of the guard are duly observed and shall

satisfy himself, as soon as the guard is mounted that all such orders are known to the men and understood by them.

(f) In the event of the guard officer or any constable on guard duty becoming incapacitated by sickness or otherwise for remaining at his post, the fact shall immediately be reported to the Reserve Inspector or the Station House Officer concerned who shall forthwith take measures to relieve the incapacitated person.

(g) The guard or escort officer shall be careful to see that the constables on duty have not in their possession any opium, liquor, ganja or other stupefying or intoxicating substances. Should any such substance be found with any of them the officer shall seize the same and report the matter to his superior officers without delay.

28.7. Guard Commander or Sentry, etc. not to leave the Guard - The guard officer shall on no account quit his guard except to obey a call of nature and before quitting the guard he shall place the next senior officer in charge to be recorded in the Sentry Relief Book. He shall also prevent any constable from quitting the guard without leave which shall be granted sparingly, only for special purpose and for the shortest possible period.

28.8. Relief of Guards - The relieved and relieving guard commander shall both carefully examine the charge of the guard and satisfy themselves that all property or prisoners in charge of the guards are correct and that all locks and seals are in tact.

28.9. Guard not to take off clothing or Accoutrements - No officer on guard duty shall on any account take off his clothing or accoutrements. This rule does not apply to occasions when an officer is taking his meals or answering call of nature, nor does it prohibit him from taking off his head-dress or belt when lying down to rest while not on actual duty.

28.10. Daily Routine for Guard - (a) The entire guard shall fall in with arms at sunrise and be thoroughly inspected by the Officer-in-charge of the guard. When the latter has found all present, and arms, ammunition and accoutrements complete, the guard shall be dismissed to clean arms and accoutrements and to dress themselves smartly. Three quarters of an hour later the guard shall be fallen in again, thoroughly inspected, orders read out, duties told off and the guard exercised in arms drill. The whole of the latter procedure shall last half an hour. At quarter of an hour before sunset, the entire guard will be fallen in, inspected by the officer and orders, if any, communicated to the men and then dismissed to the guardroom.

(b) At places where it is the duty of the guard to hoist the National Flag at sunrise and lower it at sunset, the hoisting will be carried out with proper ceremony, when the entire guard falls in at sunrise. The flag shall be lowered before the guard is dismissed to the guardroom at sunset in accordance with instructions in the preceding sub-rule.

(c) Arms shall be issued at 'Retreat' and from that hour till the hour of the morning inspection of the guard they shall remain with men of the guard, men off-duty sleeping with their arms beside them.

28.11. Compliments to be paid by Guards - (a) All guards shall turn out and present arms to the Chief Commissioner, a High Court Judge, a Minister or a higher dignitary of the State at any time and the bugler, if any, will send a flourish. Provided that the Government House Guard and Secretariat Guard shall turn out and present arms to the Chief Commissioner only once between Reveille and Retreat, the time at which such turn out is to be made being fixed by the Superintendent of Police in the Guard Rules.

(b) Guards shall turn out and present arms to:-

- i) The District Magistrate - once between Reveille and Retreat.
- ii) Superintendent of Police - once between Reveille and Retreat.
- iii) Grand Rounds - at any time.
- iv) A funeral party, either civil or military - any time.

(c) Guards shall be called to attention and sentries will present arms to the following officers at any time between Reveille and Retreat:-

- i) The District Magistrate.
- ii) The Magistrate in charge of the Sub-Division.
- iii) The Superintendent of Police.
- iv) Senior Commissioned Officers of the Navy, Army or Air Force.
- v) The Assistant Superintendent of Police.
- vi) The Assistant Superintendent of Police (Radio)

(d) Sentries will salute all Police Officers of the subordinate ranks of and above that of an Assistant Sub-Inspector.

(e) Guards shall turn out and stand with slope arms at any time in the case of:-

- i) An alarm.
- ii) Visiting or grand rounds.

28.12. Duties of a Sentry - The sentry will take charge his post and all Government property in the vicinity. He will walk about in a brisk and soldier-like way and converse with no person except on matters of duty as a sentry. He will carry out the orders issued for guards. He will enforce strictly the orders given to him without distinction of persons. He will leave his post only when property committed to his charge is correct and the locks secure. He will allow none to converse with prisoners unless ordered by competent authority. He will report

at once to the guard commander any defect in security, no matter how trivial, in the lock-up or treasury or other place which he guards. He will see that no liquor tobacco, drugs or any articles of similar nature is smuggled into the lock-up. He will not allow anyone to open the treasury or other building or property that may be locked without the presence of the Guard Commander and of the concerned authority.

28.13. Challenges - (a) On the approach of a person or persons, the sentry should call out in a sharp tone, "Halt who comes there" and at the same time, come to the "on guard" position. The words of challenge should also be repeated in Hindi. When the approaching person is a stranger and when there is reasonable apprehension of an attack from him or when two or more persons approach the sentry should call out the guard. If the approaching person or persons at once halt and reply satisfactorily the sentry will say, "Advance" (or "advance one at a time" in the case of two or more persons) to be recognised". After the person or persons have been recognised by means of passes or otherwise the sentry or the guard commander will say "Pass, all is well". After the person or persons have passed, sentry will slope arms and the guard if turned out, will be dismissed to the guard room. If a person fails to halt and reply when challenged, the sentry should turn out the guard and the Guard Commander will institute enquiries and take such action as is required to deal with the situation. Fire should be opened, if considered necessary. If a person cannot satisfactorily explain his presence there, he should be detailed in the guard-room and a report sent at once to the officer-in-charge of the nearest police Station. If the approaching person is a visiting officer and replies "Visiting rounds" the sentry after satisfying himself regarding his identity, should call out the guard. The guard and sentry will present arms during day, and by night will stand at the slope after which the guard will be dismissed to the guard-room. This procedure should be followed both during night and day.

(b) Sentries are entitled and are required to use their fire-arms when such course is necessary to protect the property committed to their charge.

(c) Sentries must not fire save in the last resort. Ordinarily when a challenge is disregarded, they should, in the first instance, call out the guard and should not fire without the orders of the guard commander. A Sentry should however, open fire after giving due warning, if he has good reason to apprehend an immediate attack and cannot otherwise be confident of driving off the intruders. If there are special reasons for apprehending attacks on treasuries, armouries or magazines, the Superintendent of Police should on such occasions issue such special instructions to the Guard Commanders as the circumstances seem to require.

28.14. Period of Sentry Duty and off - The following is the order of performance of sentry duties in a guard unless specific instructions to the contrary are issued by the Superintendent of Police. A Constable shall perform sentry duty for two hours. He will be off duty for the following two hours; will be in waiting for the next two hours and "stand by" for two hours preceding his next

tour of sentry-duty. For example, a constable who is on sentry-duty from 6 a.m. to 8 a.m. will be off duty from 8 a.m. to 10 a.m. during which period he may be permitted to leave the guard for the purposes of nature or to take food, etc. to be recorded in the Sentry Relief Book. Provided that permission to leave the guard shall not be granted for any reason between "Retreat" and "Reveille". He will be in "waiting" from 10 a.m. to 12 noon during which period he may be dressed in shorts and banian and may be utilised for fatigue or similar duties. He will stand by from 12 noon to 2 pm during which period he may rest in the guard room in full uniform but alert for immediate turn-out if necessary. His next tour of sentry duty will be from 2 p.m. to 4 p.m. Thus, in a guard with four sentry posts, at any time between "Reveille" and "Retreat" four constables will be on sentry duty four men "off duty", four men in waiting and four men will stand by for immediate turn out.

28.15. Checking of Standing Guards - (a) The Reserve Inspector shall depute one officer daily for checking all guards in the headquarters. The following officers will take turn in performing the duty of guard checking:-

The Lines Officer.
The Musketry Officer
The Training Officer
The Law Instructor and
The Quartermaster.

They shall visit each guard in the headquarter at varying hours of the night, particularly between the hours of 2200 and 0400 hours. The checking of guards by these officers will not relieve the Platoon Officers of their responsibility to check the particular guards in which their men are posted for duty. The officer who checks a guard shall note in the Sentry Relief Book the time at which he checked the guard and if the turn-out was prompt and satisfactory and whether there are any complaints or defaulters in the guard. They shall also make a record of this in the General Diary maintained at Police Lines and should submit a report to the Superintendent of Police through the Reserve Inspector mentioning the date and time of checking with remarks if any.

(b) The Reserve Inspector, the Circle Inspector and Station House Officers shall check the guards in their jurisdictions in similar manner.

28.16. Guard of Honour - (I) (a) If a police guard is required for the President of India or any other entitled dignitary, it should be furnished and should consist ordinarily of a hundred rank-and file armed Police (including a suitable proportion of Head Constables) or as many as are available upto that number under command, as a rule, by the Reserve Inspector. If for any reason the Reserve Inspector is not available, another competent Inspector should be chosen instead.

(b) A band should, if possible, be supplied with the guard.

(2) (a) Complimentary guards should be provided at the arrival and departure of a Minister of the Government of India, the Chief Justice of the High Court of Calcutta and the Inspector General of Police when

visiting the headquarters of district on tour, provided the arrival and departure take place between 8 am and sunset, irrespective of whether it is a Sunday or any other day of the week.

(b) The guard will ordinarily consist of 20 rank and file armed Police under the command of the Reserve Inspector or a Sub-Inspector.

(c) Timely intimation should invariably be given to the Superintendent of Police concerned regarding time and the place at which the guard is required.

(3) Except as provided in sub-rules (1) and (2), no guard of honour shall be given for any one, nor shall the band be sent with the guard of honour, unless authorised by Government or permitted by the Inspector General of Police.

28.17. Escort of Treasuries - (a) With regard to the duties of police deputed on escort of treasure, so much of the rules for the guard as are applicable shall be followed.

(b) The strength of escort is calculated on the scales laid down in Appendix 28.17(b).

(c) The police shall decline to receive charge of money or notes whether enclosed in a locked box or not. They shall however accept a locked box or bag which has been properly sealed and it shall be the duty of the guard to see that the seal is in tact both at the time of taking over and at the time of handing over. They shall be responsible for the seal alone and not the contents of the bag or box.

(d) It is the duty of the police to guard and not to carry such sums of money.

(e) Transport and labour for the conveyance of treasure and the guard and the baggage of the guard shall be arranged by the department or person concerned and the police shall not assume the duty of escort unless and until such arrangements have been satisfactorily made.

(f) The treasure shall be made over to the officer or person to whom it is consigned, or to some one to whom written authority has been given to receive it.

(g) Escorts shall be armed with rifles and bayonets, except where otherwise laid down, and shall carry out less than 10 rounds of ammunition per rifle.

28.18. Escort of Treasure from and to the mainland - Escorts when travelling by motor launch shall post sentries over the treasure by day or night. In the event of an escort having to be provided by the Andaman and Nicobar Police Force to escort treasure being conveyed from and to mainland ports by steamer, the following rules will apply:-

(a) When the treasure is to be escorted from a mainland port, the Agent State Bank will be responsible for informing the Superintendent of Police sufficiently in advance to allow the escort being despatched by the outward sailing of the steamer, for arranging with the despatching authorities that the treasure is delivered under escort on board the steamer, and that the Master

of the steamer arranges for a grill room to be specially provided on the steamer for the storage of the treasure or for the treasure to be stored in the mail bag room. The number of boxes or chests made over and their condition will be jointly inspected by the Andaman and Nicobar Police escort and the escort to be relieved in the presence of a ship's officer who will then lock the grill room or mail bag room and retain the key or make it over to the Master. Receipt for the boxes or chests will be provided by the ship's officer responsible, as in the case of other cargo, or by the shroff accompanying the treasure. The responsibility of the police escort will be only to guard the room in which the treasure is stored in transit. The taking over the treasure on arrival at Port Blair and its transport to the Treasury will be arranged by the Agent State Bank, a police guard being provided for its escort from ship to the Treasury by the Superintendent of Police on requisition by the Agent State Bank..

(b) When the treasure is to be escorted from Port-Blair to mainland ports, the same procedure as in (a) will apply, the Superintendent of Police provided an escort from the Treasury to the ship and for the journey by sea. The Agent State Bank will arrange with the receiving authority for the Andaman and Nicobar Police guard to be relieved on board.

(c) In view of the special rules contained in sub-rule (a) and (b) the strength of the escort for treasure conveyed by the chartered steamer will not be as laid down in Appendix 28.17 but will be one Head Constable and four Constables, as four standing guards, one sentry being provided by day and night on the room in which the treasure is stored. Such of the rules for the treasury guard as are applicable shall be followed. The escort shall be armed.

28.19. Escorts Beyond Mainland Ports - The Andaman and Nicobar Police shall not be required to escort treasure, prisoners, beyond mainland ports, and as far as possible, arrangements must be made in advance by the Superintendent of Police for the relief of escorts on board the steamer on arrival at its destination.

28.20. Escort of Arms and ammunition from and to the mainland - (a) Full details of fire cartridge Cases/bullets along with quantities proposed to be returned to the Factory should be sent to the DGOF, 6, Esplanade East, Calcutta-1. On receipt of the above details he will estimate the name of the factory to the despatching department units where those fired cartridges cases/bullets should be sent. Only on getting this information from the DGOF, the Superintendent of Police should return the fired cases and bullets to the Factory concerned.

(b) Vouchers for the arms and ammunition despatched should be sent direct to the factory concerned, and the packages containing the arms and ammunition shall be booked for transport by the steamer in the usual way but escorted direct to the steamer and stored in a grill room to be specially provided for the purpose under arrangement with the Master. The key to the grill room lock will be retained by the Master or a ship's Officer who shall satisfy himself that the number of packages stored are in accordance with the ship's manifest. On arrival

at the mainland port the arms or ammunition shall be escorted by the police direct to the arsenal concerned.

(c) On arrival of a consignment of arms or ammunition by a steamer at Port Blair, the Reserve Inspector of Quarter Master will take delivery of the packages on board and transport these to the Reserve Lines under escort.

(d) For the purpose of this rule, an armed escort of one Head Constable and four constables will be provided.

28.21. Prisoner Definition of the Expression - The expression "prisoner" or "prisoners" as used in these rules means any person or persons under Police escort in custody.

28.22. Escort of Prisoners by Sea from and to the mainland -

(a) When prisoners are to be conveyed by sea to the mainland it shall be the duty of the officer ordering the transfer to arrange for the booking of passages for the prisoners, collection of tickets, arranging of accommodation on the steamer through the Harbour Master and to inform the Superintendent of Police of the number of prisoners to be escorted.

(b) In the case of convicts the Superintendent of the Jail shall be responsible for arranging for their feeding on the journey by sea.

(c) In the case of under-trial prisoners, the District Magistrate shall arrange, through the Harbour Master for the diet of the prisoners by the steamer staff. If this is not possible, the District Magistrate shall direct the Superintendent of the Jail to make arrangement as for convicts.

(d) On no account shall a police escort be required to arrange for feeding of prisoners or convicts on journey by steamer.

(e) Arrangements for transporting of prisoners from the Jail to the steamer will be made by the Superintendent of Police, but for the carriage of prisoners baggage, etc. the Superintendent of the Jail will arrange. On no account will police escorts be required to carry prisoners baggage or jail property.

(f) The police escort shall be armed, its strength being in accordance with the scale laid down in Appendix 28.17(b) for the journey from the Jail to the steamers. For the journey by sea its strength will be one Head Constable and four Constables per cell to be guarded a sentry being posted on each cell by day and night. But in the event of the number of prisoners being less than 4, the Superintendent of Police may use his discretion in fixing the strength of the escort and decide whether or not it shall be armed.

(g) When the prisoners are embarked, an officer not below the rank of Sub-Inspector shall be present who will count the prisoners in the presence of a ship's officer and their number reported to the Master of the steamer.

(h) On arrival at Calcutta or Madras, as the case may be, the prisoners will be made over, together with their property, warrants, etc. to the Police or Jail authority, on board the steamer. Arrangements for the prisoners to be taken over on board on arrival will be made telegraphically, and well in advance, by the Superintendent of Police with the police of the port of call.

(i) Leg irons, when provided, and hand cuffs will be removed from all prisoners as soon as possible after they have been confined in the cells on the steamer.

(j) Keys to the cells will be retained by the guard commander who will be responsible for opening and closing the cells when necessary.

(k) Food shall be served in the cells. Prisoners being taken to the latrine shall be escorted with hand-cuff and a leading chain.

28.23. When prisoners are to be conveyed from mainland port to Port Blair, Rule 28.22 will apply. A Police guard will be provided from Port Blair if notice is given sufficiently in advance to allow the guard being despatched on the outward journey of the steamer from Port Blair; otherwise the police of the port concerned will be required to provide the escort.

28.24. Orderlies - The allotment of orderlies for personal attendance on officers of the Police Force shall be as follows:-

	<u>No. of orderlies.</u>
Superintendent of Police, Assistant Supdt. of Police and Asst. Supdt. of Police (Radio)	- 2 each
An Inspector of Police	- 1

The sanctioned scale of orderlies for office, etc. is as follows:-

Office of the Supdt. of Police.	- 6
Telephone orderlies at Police Head-quarter.	- 2
Radio Section Orderlies	- 14
Hospital Orderlies.	- 4

The duty of hospital orderlies will be to attend to all police personnel admitted in Civil Hospital, Port Blair. It is the duty of the Reserve Inspector and his assistants to supervise and check the work of hospital orderlies frequently.

29.7. Permission to let the Band out for public or private functions shall be granted by the Superintendent of Police during his absence by the Assistant Superintendent of Police subject to the following conditions -

- a) The function must be unobjectionable morally, legally and politically.
- b) The Bandsmen must wear "mufti" or, if ordered by the Superintendent of Police they may wear uniform unless when accompanying processions; but care must be taken to see that they turn out smart and clean.
- c) Any damage done to Government property shall be made good by the person responsible.
- d) No instruments other than those provided for the Band shall be played.
- e) The Band will under no circumstances, march with a procession. They may, however, play music, while properly seated in a suitable transport in a procession for which they have been hired.

29.8. Hire charges will be as follows :-

1st hour	- Rs.150/-
2nd hour	- Rs.100/-
3rd hour and subsequent hrs.	- Rs.80/-
For 1st full day.	- Rs.500/-
For next and subsequent days	- Rs.300/-

(Transport charges will be extra if police transports is provided).

Hire charges will be payable in advance to the Reserve Inspector and will be calculated for the total period the Band is away from Lines.

29.9. Concession Rates to Members of the Force- Concession at half or ordinary rates will be granted to the private functions of a serving or retired member of the force.

29.10. All private engagements are liable to cancellation if the band is required for Government duty in which case the entire advance of hire charges shall be refunded to the party concerned. Any private engagement will be cancelled at the request of the party if atleast 24 hours' notice is given of such cancellation. In that case the advance will be refunded after deduction of 5%.

22.11. Playing Fee - The Bandsmen will be paid playing fee as follows when they attend a

Bandmaster	Rs. 5/-	If the engagement fee is Rs. 150/-
Band Constable	Rs. 3/-	
THQ/constable	Rs. 2/-	
Bandmaster	Rs. 6/-	If the engagement fee is over Rs. 150/-
Band Constable	Rs. 4/-	
THQ/constable	Rs. 2.50	

The members of the Band are prohibited from playing in numbers at any public place without the sanction of the Superintendent of Police. The Superintendent of Police may permit any member of the Band to play at a private function subject to the following conditions:-

- (a) The Band is permitted to play while the Bandmaster does not receive any fee for the purpose of playing;
- (b) That no instrument belonging to the Police Band is used for the purpose;
- (c) That the function at which member of the Band is requested to play is unobjectionable morally, legally and politically.

23. All correspondence on matters relating to the Band will be addressed to the Superintendent of Police.

BRASS BAND29.1. Composition of the Band -

(a) Personnel - The Andaman and Nicobar Police Brass Band will consist normally of one Bandmaster (Sub-Inspector), 4 Head Constables, 4 Lance Head Constables and 15 Constables. Though the 'Brass Band' will be a separate entity for the purposes of training, routine duties, promotions etc., the personnel of the Brass Band will be included in the Armed Police and will receive the basic training as for other recruits of the force so as to be available for duty in an emergency. The Brass Band will also be under the overall supervision and control of the Reserve Inspector for the purposes of discipline.

(b) Instruments - The Brass Band will have the following instruments.

1. Clarinet Bb	- 6 Nos.
2. Piccolo flute	- 1 No.
3. Alto Saxophone Eb	- 1 No.
4. Tenor Saxophone Bb	- 1 No.
5. Euphonium	- 1 No.
6. Bass Eb	- 2 Nos.
7. Horn Eb	- 2 Nos.
8. Trom Bone	- 2 Nos.
9. Cornet	- 5 Nos.
10. Side Drum	- 1 No.
11. Bass Drum	- 1 No.

29.2. Uniform - The Bandsmen will ordinarily appear in khaki uniform which is supplied to them as for other members of the force. The ceremonial dress for the Bandsmen will be-

- i) white sash with green flash worn over silver kullah and blue and white striped band.
- ii) Buttoned-up white tunic with blue stripes across chest, gold braided epaulettes with white web-belt.
- iii) Navy blue serge trousers with red stripes outer legs.
- iv) White web anklets and black boots.

The ceremonial dress shall be worn by them on such occasions as shall be ordered by Superintendent of Police. The 'mufti' for Bandsmen will be white trousers, white tunic and side cap for being worn on all informal and private functions.

29.3. Recruitment - Ordinarily a member of the force who has an ear for music will be considered for selection to the Brass Band by the Superintendent of Police. The Superintendent of Police may, however, recruit directly any ex or retired member of a Band Unit or an ex-military bandsman to any vacancy in the ranks of lower subordinates of the Brass Band. The post of Bandmaster (Sub Inspector) will be filled by promotion of a qualified and experienced bandsman, if any, or by securing the services of a suitable bandmaster from any other Police Force or Military Unit.

29.4. Training - The Bandmaster (Sub Inspector) will be responsible for the training of bandsmen in accordance with syllabus given in Appendix 29.4. If the Superintendent of Police considers it necessary he may depute any bandsman for training at any Band Training Centre (Military Police) on the mainland, with the approval of the Inspector General of Police.

29.5. Duties of the Bandmaster - The Bandmaster will be responsible for the discipline and efficiency of the men under him. He shall be responsible for the proper care and maintenance of all band instruments and accessories and shall report to the Reserve Inspector without delay any damage sustained to instruments etc., He will be responsible for the maintenance of the following records :-

- a) Duty Roster for the Band;
- b) Register of Government Property under his charge;
- c) Register of men posted to the Band;
- d) Musicians Progress Register;
- e) Casual Leave Register for the Band.

Musicians Progress Register will be maintained by allotting separate pages for each Band recruit recording the weekly progress made by him in musical training. This register will be produced to the Reserve Inspector every Monday for scrutiny and to the Superintendent of Police in the Orderly Room on the first Saturday of every month.

29.6. Band Fund - (a) The management of the Band Fund shall be entirely in the hands of the Superintendent of Police subject to general control of the Inspector General of Police. The Reserve Inspector under the supervision of Deputy Superintendent of Police (AP) shall maintain the accounts of Band Fund.

(b) The Superintendent of Police shall have power to incur an expenditure not exceeding Rs.200/- on any one item of purchase or replacement. Expenditure of greater sums shall be referred to the Inspector General of Police for sanction.

SYLLABUS FOR RECRUITS IN LAW AND POLICE RULES.**I. Indian Penal Code**

1. Definitions
2. Punishments.
3. General exceptions.
4. Right of private defence
5. Sections Cognizable Offences :-

143	269	317	337	379	414
147	270	318	338	380	419
152	279	324	341	381	420
170	294	325	342	392	429
224	295	326	353	393	435
231	302	327	354	394	436
232	304	330	363	395	447
239	304A	331	363A	396	448
240	307	332	366	397	453
242	308	333	369	406	454
243	309	336	376	411	457

6. Sections Non-cognizable Offences :-

160	186	193	312	355	417
174	187	223	323	384	426
176	188	290	352	403	506
					510

II. CRIMINAL PROCEDURE CODE.

42 to 45, 47 to 59, 78 to 103, 128 and 175.
 46 to 55, 57, 124C1, 6, 128, 151.

75 to 88.

51, 52 and 550.

103, 153, 165, 166, 149 to 153, 127 to 132,
 133 to 143, 144, 145, 154 to 176, 157, 496 to
 503, 173, 195, 562, 565.

III. INDIAN EVIDENCE ACT.

1. General rules relating to confession.
2. Oral and documentary evidence.
3. Direct evidence and its value.
4. Examination of a witness in court.
5. Behaviour in and method of giving evidence before court.

IV. Special and Local Laws.

(A) Special Laws. (Only such portions which concerns a Policeman in his practical day-to-day work).

1. Indian Arms Act
2. Indian Explosives Act.
3. Foreigners' Act
4. Police Act
5. Opium Act
6. Motor Vehicle Act & Rules framed by local Administration.
7. Indian Lunacy Act.

(B) Local Laws and Rules.

1. A&N Regulation No. III of 1876 & Rules framed thereunder.
2. A&N Islands Gambling Regulation No. 11 of 1951.
3. A&N Islands Fishery Regulation No. 1 of 1938 and Rules framed thereunder.
4. A&N Islands (Protection of Aboriginal Tribes) Regulation No. III of 1956 and Rules framed thereunder.
5. A&N Islands (Places of Entertainment) Prohibition of Smoking Regulation No. 1 of 1955.
6. A&N Islands (Prohibition of Opium Smoking) Regulation of 1955.
7. A&N Islands Excise Rules, 1934.
8. A&N Islands Fishing Rules, 1938.
9. A&N Islands Shell Fishing Rules, 1951.
10. A&N Islands (Protection of Aboriginal Tribes) Rules, 1957.
11. A&N Islands Motor Vehicles Rules, 1939.
12. A&N Islands Road Tax Regulation.
13. A&N Islands (Suppression of Immoral Traffic in Women and Girls) Rules, 1959.

V. Police Regulation.

1. Duties.
2. Classifications, strength and distribution of force.
3. Leave
4. Appointment Certificates.
5. Resignation.
6. Command and precedence and saluting.
7. Conduct in relation to public.
8. General conduct.
9. Pecuniary transactions.

11. Rules regarding hand cuffs.
12. Maintenance of Arms and hand cuffs at the Police Stations. viz. escort (Treasury & prisoners) standing Guard (Treasury, Police Lock-up and Lighter Guards).
14. Kit inspection.
15. Note Books.
16. Beats.

VI. General Knowledge.

1. Republic of India - How and when formed. President, Vice President, Prime Minister, Home Minister and other important Ministers.
2. Constitution of India - The constitution in a nutshell. Salient points of the Constitution. The two houses of Parliament and their work in brief. Who is the Chairman of the Council of States and who is the Speaker of the House of the People. How are laws enacted?
3. States and Territories - What are the different States? How are they administered? The position of the Governor. What are the two legislative bodies in a State? Chief Minister, as distinct from the Prime Minister - Home Minister of a State. Territory - definition - various territories controlled by the Centre - their Administration.
4. Ministry of Home Affairs - Home Ministry - Secretary and Joint Secretary for Union Territories - their control over the Administration of Andaman and Nicobar Islands and other territories. Other Organizations controlled by the Home Ministry.
5. Local Knowledge - Andaman and Nicobar Islands - Geographical description area, population, etc. Main islands of human habitation, Police Stations and Outposts and their jurisdictions. Reserve area and its definition and purpose. The set up of the local Administration. Names of important heads of departments and their functions in brief. What are the departments which are not under the control of the Local Administration? What is their work? Port Blair Municipality, its purpose constitution and members.
6. Short notes on (a) National Flag.
(b) State Emblem.
(c) National Anthem

SYLLABUS IN DRILL AND MUSKETRY

Lesson No.

Squad drill without arms.
Squad drill with intervals.

- 1&2. General Rules - Lecture - Discipline - Words of Command.
3. Formation of squad with intervals.
4. Attention.
5. Standing at ease.
6. Standing easy.
7. Dressing a squad with intervals.
8. Saluting.
9. Saluting without arms.
10. Turnings.
11. Marching
12. The drum and pace stick
13. Position in marching.
14. Marching in quick and slow time.
15. The halt
16. Marking time.
17. Stepping back.
18. Changing step.
19. Double march.
20. The side step.
21. Turning when on the march.

Squad drill in Single Rank.

22. Formation of squads to single rank.
23. Dressing in single rank.
24. Numbering a squad.
25. Opening and closing a squad.
26. Marching in single rank.
27. Changing the pace from quick to double time and vice versa.
28. Changing direction.
29. Marching as in file
30. Changing direction.
31. Forming squad.
32. Diagonal March.
33. Formation of a squad in two ranks.
34. Dressing.
35. Numbering a squad.
36. Opening and closing a squad.
37. Marching in file.
38. Formation of a squad in threes.
39. Marching line.
40. Marching in threes
41. Opening ranks for inspection.
42. Opening and closing ranks for inspection.
43. Dismissing with and without arms.
44. Drill in Police Station.

SQUAD DRILL WITH ARMS.

45. Maintenance and care of arms.
46. General rules.
47. The order.
48. To stand at ease and stand easy from the order.
49. The attention from stand at ease.
50. The slope from the order.
51. The order from the slope.
52. The present from the slope.
53. The slope from the present.
54. The short trial.
55. Fixing bayonets from the order.
56. Unfixing bayonets from the order.
57. The trial from the order.
58. The order from the trial..
59. The trial from the slope.
60. The slope from the trial.
61. Grounding and taking up arms.
62. Examine arms.
63. Port arms.

AIMING AND FIRING INSTRUCTIONS

64. Adjustment of sights.
65. Loading and firing in the standing position.
66. Firing in the kneeling position.
67. Firing in the lying position.
68. Fire orders.
69. Firing in two ranks.

EXTENDED ORDER DRILL AND MOVEMENTS IN THE FIELD

70. General remarks.
71. Drill.
72. Signals - Extend - Advance - Halt - Return - Change direction right or left - Close - Quick time - Double march - Follow me - Lie down - As you were.
73. Signals with musket.
74. Control by whistle blasts and bugle calls.
75. Duties of Section Commanders.
76. General rules - Mob operations.
77. Mob firing by small parties of police.
78. Street lining.

BAYONET TRAINING.

79. General.
 - (i) Walk up position on guard and controlled charge.
 - (ii) The point.
 - (iii) All points.
 - (iv) Training stick work.
 - (v) Self defence.
 - (vi) The assault.

GUARDS

80. General rules.
81. Relieving, posting and dismissing a guard.
82. Relieving and posting sentries and marching reliefs.
83. Duties of a sentry from sunrise to sunset.
84. Duties of a sentry from sunset to sunrise.
85. Guards - on honour.

SHORT LATHIES

86. Description and close arrangement.
87. Squad drill with lathies - saluting and dismissing with lathies & general.
88. Lathi exercise - cuts and jabs.
89. Mob operation.

FOR RECRUITS' COURSE.

1st month.

Lessons 1 to 32.

2nd month

Squad drill	Lessons 3 to 44
Lathis:	Lessons 86 to 87.

3rd month

Squad drill:	Lessons 45 to 63.
Musketry:	Lessons 64 to 69.
Bayonet:	Lessons 79-1-
Lathis:	Lessons 86 to 89.

4th month.

Squad drill:	Lessons 45 to 63.
Musketry	Lessons 64 to 69.
Bayonet:	Lessons 79-1- to vi.
Lathis:	Lessons 86 to 89.
Guard:	Lessons 80 to 82.

5th month:

Squad drill	
with arms:	Lessons 45 to 63.
Musketry:	Lessons 64 to 69.
Mob fire	Lessons 77 and 78.
Lathis:	Lessons 86 to 89.
Guard:	Lessons 80 to 85.

6th month.

Extended order	
Drill:	Lessons 70 to 78.
Squad drill:	Lessons 45 to 63.
Musketry:	Lessons 64 to 69.
Lathis:	Lessons 86 to 89.
Bayonet:	Lessons 79-1 to vi.

TIME TABLE & SYLLABUS FOR 3rd AND 4th MONTHS TRAINING OF RECRUITS IN POLICE LINES.

Day	0500 to 0530 hrs.	0540 to 0625 hrs.	0630 to 0715 hrs.	0900 to 1000 hrs.	1030 to 1200 hrs.	1300 to 1400 hrs.	1400 to 1500 hrs.	1600 to 1715 hrs.
<u>THIRD MONTH</u>								
Monday	B.T.	Squad drill	Musketry	Hindi	I.P.C.	Cr.P.C.	Special Hindi	Games
Tuesday	PT & Games	Lathis	-do-	IPC	PR	-do-	-do-	Squad & Saluting.
Wednesday	-do-	B.T.	Squad drill	Hindi	-do-	-do-	-do-	Games
Thursday	Arms and equipment cleaning			P.R.	IPC	-do-	-do-	Lathis
Friday	Squad drill BT		Lathis	Hindi	PR	-do-	-do-	Games
Saturday	PT & Games	Musketry	Squad drill	PR	IPC	-do-	-do-	Squad & Saluting.
<u>FOURTH MONTH</u>								
Monday	PT&Games	B.T.	Squad drill	Hindi	IPC	Evidence	-do-	Games.
Tuesday	B.T.	Musketry	Lathis	SLL	-do-	Cr.P.C.	-do-	Guard & Sentry duties
Wednesday	PT&Games	Squad drill	Musketry	Hindi	IPC	-do-	-do-	Games
Thursday	Arms and equipment cleaning			S.B.L.	-do-	-do-	-do-	Lathis
Friday	B.T.	Lathis	Squad drill	-do-	SLL	-do-	-do-	Games
Saturday	Ceremonial	- -	Parade - -	G.K	G.K.	Evidence	-do-	Squad drill

ANDAMAN AND NICOBAR POLICE

APPENDIX 3-1(e)

TIME TABLE & SYLLABUS FOR 1st AND 2nd MONTHS TRAINING OF RECRUITS IN POLICE LINES.

Day	0500 hrs to 0530 hrs.	0540 to 0625 hrs.	0630 to 0715 hrs.	0900 to 1000 hrs.	1030 to 1200 hrs.	1300 to 1400 hrs.	1400 to 1500 hrs.	1600 to 1715 hrs.
<u>FIRST MONTH</u>								
Monday	PT Games obstacles & road walk, run	Squad drill.	Squad drill	Hindi	I.P.C.	Cr P.C.	Special Hindi	Games
Tuesday	-do-	-do-	-do-	I.P.C.	P.R.	-do-	-do-	Saluting drill
Wednesday	-do-	-do-	-do-	Hindi	P.R.	-do-	-do-	Games
Thursday	Fatigue duty	Fatigue duty	Fatigue duty	P.R.	I.P.C.	-do-	-do-	Games
Friday	PT Games, Obstacles & road walk, run.	Squad drill	Squad drill	Hindi	P.R.	-do-	-do-	Games
Saturday	-do-	-do-	-do-	P.R.	I.P.C.	-do-	-do-	Saluting drill
<u>SECOND MONTH</u>								
Monday	-do-	-do-	Lathis	Hindi	I.P.C.	-do-	-do-	Games
Tuesday	-do-	Lathis	Squad drill	IPC	P.R.	-do-	-do-	Saluting drill
Wednesday	-do-	Squad drill	Lathis	Hindi	G.K.	-do-	-do-	Games
Thursday	Fatigue duty	Fatigue duty	Fatigue duty	P.R.	I.P.C.	-do-	-do-	Games
Friday	PT & Games	Lathis	Squad drill	Hindi	P.R.	-do-	-do-	-do-
Saturday	-do-	Squad drill	Lathis	P.R.	I.P.C.	-do-	-do-	Lathis

FOR REFRESHER COURSE

	1st week Lessons	2nd week Lessons	3rd week Lessons	4th week. Lessons.
Squad drill	1 to 44	1 to 63	45 to 63	-
Musketry	64 to 69	64 to 69	64 to 69	64 to 69
Bayonet	79-i to iii	79-iii-vi-	79-i-vi	79-i-vi.
Lathi	86 & 87	86 to 89	86 to 89	89.
Extend order drill	-	-	70 to 78	70 to 78.

TIME TABLE & SYLLABUS FOR 5TH AND 6TH MONTHS TRAINING OF RECRUITS IN POLICE LINES.

Day	0500 to 0530 hrs.	0540 to 0625 hrs.	0630 to 0715 hrs.	0900 to 1000 hrs.	1030 to 1200 hrs.	1300 to 1400 hrs.	1400 to 1500 hrs.	1600 to 1715 hrs.
<u>FIFTH MONTH</u>								
Monday	PT&Games	Musketry	Squad drill	Hindi	IPC	Evidence	Spl Hindi	Games
Tuesday	-do-	B.T.	Lathi & Mob	S L L	-do-	Cr.P.C.	-do-	Guard & Sentry duty
Wednesday	B.T.	Lathi & Mob.	Squad drill	Hindi	-do-	-do-	-do-	Games
Thursday	Arms and equipment	cleaning	SLL	-do-	-do-	-do-	-do-	Lathis
Friday	PT&Games	B.T.	Musketry	-do-	SLL	-do-	-do-	Games
Saturday	Ceremonial Parade			-do-	-do-	Evidence	-do-	Squad Drill.
<u>SIXTH MONTH</u>								
Monday	PT&Games	Lathis & Mob.	Mob Firing	First Aid	Practical I	SLL	-do-	Games and cycling.
Tuesday	-do-	Squad drill	Squad drill	-do-	-do-	-do-	-do-	Street lining
Wednesday	-do-	Musketry	-do-	-do-	Revision	-do-	-do-	Games & cycling.
Thursday	Arms and equipment	cleaning	SLL	SLL	Revision	-do-	-do-	Queue formation
Friday	Musketry	Squad drill	Lathis and mob	-do-	Revision	-do-	Practical II	Games and cycling
Saturday	Ceremonial Parade			-do-	-do-	-do-	-do-	Street Lining

NOTES

11-

Special Hindi	...	Only for those who do not know Hindi at all.
Practical-I	...	This includes theoretical notes on the 'Rules of the Road', Traffic Signals, Signals of Drivers, etc., as well as practical training in Traffic Duties. Recruits will also be taken out in batches by the Instructors to the headquarter police station and be shown various duties of policemen including beat duty, serving of processes, court attendance, drawing up panchama and assisting in investigation of a crime
Practical-II	---	This includes clock reading, shadowing, identification, mode of searches, traffic duty, receiving and transmitting of telephone messages, queue system, identification parades, memory training, observation, etc.
P.R.		Police Regulations and departmental orders, etc
S.L.L.		Special and Local Laws
G.K.	...	General Knowledge
B.T.		Bayonet Training

MUSKETRY COURSE

Syllabus

Part-1 -22 Miniature Course for Recruits at the end of about 3 months training.

Sl. No.	Range	Practice	Firing position	Rounds	Target and scoring	Remarks
1.	25 yards	Grouping	Rifle rested, position checked by Instructor.	5	Representative 4 ft. target 100/25 yards 1"-25; 1"-20, 2"-15, 3"-10.	Meant to explain value of concentration and consistency.
2.	25 yards	Application	Lying without rest	5	Representative 4 ft. target 100/25 yards Bull 5; Inner 4; Magpie 3; Outer 2.	Meant to give confidence
Highest possible score.					1-25 2-25	
Total:					50	qualifying score - 25.

PART II (Instructional) .303 bore course for recruits after about four months training

Sl. No.	Range	Practice	Firing position	Rounds	Targets	Remarks
1.	100 yds.	Zeroing	Lying with rifle rested.	5	4 ft.	No scoring. Sights to be adjusted.
2.	100 yds.	Grouping	Lying. Rifle rest with bayonet fixed	5	4 ft.	Scoring 20, 12, 8 for 4" 8" and 12".
3.	100 yds.	Application	Lying. Rifle without rest and without bayonet.	5	4 ft.	Bull's eye 4, Inner 3 and outer 2 (Bull 16" diam, Inner 32", Outer 48").
4.	100 yds.	Timed	Kneeling without bayonet.	5	4 ft.	Scoring same as in 3 above Exposure 1 minute. Musket loaded but not in aim before exposure

Highest possible score (1) Nil
(2) 20
(3) 20
(4) 20

5 rounds for repeats
Total: 25 rounds

Total: 60 Qualifying score -30.

PART IIA - (Instructional) 410 bore course for Bush Police recruits after about 3 months training

Sl No	Range	Practice	Firing position	Rounds	Targets	Remarks
1.	50 yards	Zeroing	Lying with musket rested.	5	4 ft.	No scoring. Sights to be adjusted.
2.	50 yards	Grouping	Lying. Musket rest with bayonet fixed.	5	4 ft.	Scoring 20, 16, 12, 6, for 4", 6", 9" and 14" (with one shot wide) Group's.
3.	75 yards	Application	Lying. Musket without rest and without bayonet.	5	4 ft.	Bull's eye 4, Inner 3 and Outer 2.
4.	100 yards	Timed	Kneeling without bayonet	5	4 ft	Scoring same as in 3 above. Exposure 1 minute. Musket loaded but not in aim before exposure.
Highest possible score				(1)	Nil	
				(2)	20	
				(3)	20	
				(4)	20	
5 rounds for repeats						
Total: 25 rounds				Total:	60	Qualifying score 30

PART IIB- (Instructional).410 bore course for Police recruits after about 4 months training

Sl. No.	Range	Practice	Firing position	Rounds	Targets	Remarks.
1.	50 yards	Zeroing	Lying with musket rested.	5	4 ft.	No scoring Sights to be adjusted
2.	50 yards	Grouping	Lying. Musket rest with bayonet fixed	5	4 ft	Scoring 20, 16, 12, 6 for 4", 6", 9" and 14" (with one shot wide) Groups.
3.	75 yards	Application	Lying. Musket without rest and without bayonet.	5	4 ft.	Bull's eye 4, Inner 3 and Outer 2.
4.	100 yards	Timed	Kneeling without bayonet.	5	4 ft.	Scoring same as in 3 above Exposure 1 min. Musket loaded but not in aim before exposure

Highest possible score (1) Nil
(2) 20
(3) 20
(4) 20

5 rounds for repeats.
Total: 25 rounds.

Total: 60

Qualifying score 30

PART III - (Instructional) .303 bore course for recruits after about 5 months training.

Sl. No.	Range	Practice	Firing position	Rounds	Target	Remarks
1.	100 yards	Application	Lying without rest and without bayonets.	5	4 ft.	Score, Bull 4; Inner 3; Outer 2
2.	100 yards	Application	Standing without rest.	5	4 ft.	-do-
3.	100 yards	1 Snap shooting	1 Kneeling with musket resting on knee and without bayonet.	5	Large snap shooting with inscribed circle of 18" diam.	Exposure 4 Sec.; and interval between exposure - 5 to 10 secds. irregularly. Each hit 4 points in the circle and 3 points outside.
5 rounds for repeats				Highest possible score	(1) 20 (2) 20 (3) 20	
Total rounds - 20				Total:	60	Qualifying score - 30

PART IIIA (Classification).410 bore course for Bush Police recruits after about 3 months training.

Sl. No.	Range	Practice	Firing position	Rounds	Target	Remarks.
1.	100 yards	Application	Lying without rest and without bayonets.	5	4ft.	Score, Bull, Inner 3; Outer 2
2.	100 yards	Application	Standing without rest	5	4 ft	-do-
3.	100 yards	Snag shooting.	Kneeling with musket resting on lines and without bayonet	5	Large snag shooting with inscribed circle.	Exposure 4 Sec , and interval between exposure - 5 to 10 secs irregularly. Each hit 4 points in the circle and 3 points outside
				5 rounds for repeats		
				Highest possible score	(1) 20	
					(2) 20	
					(3) 20	
				Total:	60	Qualifying score - 30

PAIT IIIB - (Instructional) -.410 bore course for Police Recruits after about 5 months training

Sl. No.	Range	Practice	Firing position	Rounds	Target	Remarks
1.	100 yards	Application.	Lying without rest and without bayonets	5	4 ft	Score, Bull 4; Inner 3; Outer 2
2.	100 yards	-do-	Standing without rest	5	4 ft	-do-
3.	100 yards	Snap shooting	Kneeling with musket resting on lines and without bayonet	5	Large snap shooting with inscribed circle.	Exposure 4 sec; and interval between exposure- 5 to 10 secs. irregularly. Each hit 4 points in the circle and 3 points outside
			5 rounds for repeats.			
			Highest possible score	(1) 20 (2) 20 (3) 20		
Total rounds -20.				Total:	60	Qualifying score - 30.

PART IV - (Instructional) - 303 course for recruits to be fired after about 5½ months' training

Sl No	Range	Practice	Firing position	Rounds	Targets	Scoring and remarks
1.	100 yards	Zeroing	Lying with rest	5	4ft	No scoring Sights to be adjusted.
2.	100 "	Grouping	Lying with rest bayonets fixed	5	4 ft	4"-20; 8"-12; 12"-8
3.	150"	Application	Lying without rest and without bayonet.	5	4 ft,	Bull 4; Inner 3; outer 2.
4.	100 "	Snap	-do-	5	Large snap with inscri- bed circle.	Score 403. There will be six exposures of 5 secs each in a total period of 11½ minutes irregular intervals Interval never to be less than 6 secs. there will be one trial exposure.
5.	200 "	Timed	Kneeling without bayonet, rifle resting on knee.	5	4 ft.	Score as in 2 above. Exposure 30 secs., rifle loaded but not in aim.
				(5 rounds for repeats).	Highest possible score -80 Qualifying score-40	
Total rounds -30.						

PART V - (Qualifying .303 course for Recruits at the Final Test)

Sl. No.	Range	Practice	Firing Position	Rounds	Targets	Scoring & Remarks.
1.	200 yards	Application	Lying without rest and without bayonet.	5	4ft	Scoring: Bull 4; Inner 3; Outer 2.
2.	200 yards	Snap	Kneeling	5	Large snap with inner-ribbed circle.	Scoring 4 and 3, as in practice 4, Part IV. Rifle loaded but not in aim
3.	300 yards	Timed	Standing with waist high wall or sand bags in front. Rifle rested.	5	4 ft.	Score as in (1) above. Exposure 30 Secs. Rifle loaded but not in aim.

10 rounds for repeats 1 Highest possible score - 60.

Qualifying score -30.

Marksman - 45.

Total rounds - 25.

- Note :-
- (a) Present course for Police recruits - Parts I, II, III, IV and V.
 - (b) Present course for Bush Police recruits - Parts I, IIA and IIIA.
 - (c) Course for Police recruits after .410 muskets are supplied - Part I, IIB, IV and V.

PART VI - (Classification) course to be fired by the - Civil Police with .410 bore muskets and also District Armed Reserve supplied with .410 Muskets.

Sl. No.	Practice	Firing position	No. of rounds.	Range in yards.	Target	Highest possible score	Remarks
<u>1-HALF YEAR</u>							
1.	Zeroing	Lying with rest	5	50	4ft. target	-	So scoring. Adjustment of sights.
2.	Grouping	Lying with rest and bayonet fixed	5	50	4 ft. target	20	4"-20; 6"-16; 9"-12; 14"-8 with one shot wide (groups)
3.	Application.	Lying without rest and without bayonet.	5	75	4 ft. target	20	Bulls eye-4; Inner-3 and Outer-2
4.	Timed	Kneeling without bayonet.	5	100	4 ft. target	20	Scoring same as in practice No. 2 above. Except 1 minute Musket loaded but not in aim before exposure. In places where the target are fixed and exposures not possible this practice will be conducted with the use of a whistle and with the use of a stop watch the firing point.
5 rounds for repeats and Reserve pool Highest possible score -60 Qualifying score -30 Total No. of rounds -25							

PART-VII (Classification) Course to be fired by the - Civil Police with .410 bore Muskets and District Armed Reserve supplied with .410 Muskets.

Sl. No.	Practice	Firing position.	No. of rounds.	Range in yards.	Target	Highest possible score.	Remarks
1	2	3	4	5	6	7	8
1.	Application	Lying without rest and without bayonets.	5	100	4ft target	20	Bull-4; Inner-3; and Outer-2
2.	Snap shooting.	Kneeling with Muskets resting on knee and without Bayonet.	5	100	Large snap shooting target with inscribed circle.	20	Each hit 4 points in the circle and 3" points outside. Exposure 4 secs. and interval between exposures 5 to 10 secs irregularity. When there are no trenches at the Butts from which to raise and lower the target timings to be given by the whistle blasts with an interval of 10 secs. between each shot. For each shot fired after the second blast, the value of the highest hit obtained on the target will be deducted.
3.	Volley Firing.	Standing	5	75	4 ft.	20	4 points for Bull and Inner, 3 points for Outer. Each Section firing under its own Section Commander or Senior NCO present, each man firing at his own target.

1 2 3 4 5 6 7 8

For each shot fired before the order FIRE is given the value of the highest hit obtained on the target will be deducted.

4. Application Standing with 5 100 4 ft. 20
 waist high wall
 or sand bags in
 front musket rested

Bull 4; Inner-3;
 and Outer-2.

5 rounds for repeat and reserve pool.

Highest possible score - 80
 Qualifying score - 40
 Total No. of rounds - 25
 Marksmanship - 60 pts.

PART VIII (Classification) - Course to be fired by the District Armed Reserve with .303 Rifles

1. Zeroing	Lying with rest	5	100	4 ft. target	-	No scoring. Adjustment of sights
2. Grouping	Lying with rest and bayonet fixed.	5	100	-do-	20	4"-20; 8"-12; and 12"-8
3. Application	Lying without rest and without bayonet.	5	200	-do-	20	Bulls 4; Inner 3; and Outer-2

1	2	3	4	5	6	7	8
4. Snap	Kneeling	5	200	Snap shooting target with inscribed 18" diam.	20	Score 4 and 3	There will be 6 exposures of 5 seconds each in a total period of 1½ months at irregular intervals. Interval never to be less than 6 seconds. There will be one trial exposure.
5. Timed	Standing with waist high wall or sand bags in front. Rifle rested.	5	200	4 ft. target	20	As in practice 2 above.	Exposure 30 seconds Rifle loaded but not in aim

5 rounds for reports.
 Highest possible score -80
 Qualifying score -40
 Total No. of rounds -30

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PART-IX (Classification) - Course to be fixed by the District Armed Reserve with 303 Rifle

1. Snap	Kneeling	5	200	Snap shooting target with inscribed circle; i.e. 22" disc. with 18" inscribed circle.	20	Score 4 and 3	There will be 6 exposures of 5 seconds each in a total period of 1½ minutes at irregular intervals. Intervals never to be less than 6 seconds. There will be one trial exposure.
2. Application.	Lying without rest and without bayonet.	5	300	4 ft. target	20	Bulls-4; Inner-3; Outer-2.	

1	2	3	4	5	6	7	8
3.	Timed	Standing with waist high wall or sand bags in front. Rifle rested.	5	300	4ft. target	20	Bull 4; Inner 3; and Outer 2 Exposure 25 seconds. Rifle loaded but not in aim.

5 rounds for repeats and Reserve Pool.
 Highest possible score - 60
 Qualifying score - 30
 Total No. of rounds - 20
 Marksman - 45 pts.

COURSE TO BE FIRED BY .38 OR .455 BORE REVOLVERS.

PART - I

Sl. No.	Practice	Details	No. of rounds	Range in yards	Target	Score	Remarks
1	2	3	4	5	6	7	8
1.	Grouping	Single action using sights. Firer can return to ready position after each shot.	3 each hand: 6	6	4ft. with 2" aiming mark	No score	Practice is to be fired only by trainees and is for noting and removing faults
2.	-do-	-do-	4 each hand: 8	10	"	Max 20; Service 12 each hand	4 shots in 8"x4" rectangle - 20 pts 4 shots in 12"x8" rectangle - 16 pts 4 shots in 16"x12" rectangle - 12 pts. anybody who does not obtain service marks, will not proceed with the course

PART - II

3.	Application	Double action. Deliberate aim either hand.	6	10	6ft. target with full size silhouette of a man with 16" 12" rectangle and a 2"x2" aiming mark in the pit of the stomach (Fig No. 3).	Max. 30	5 pts. for each hit in rectangle. 3 pts. for each hit in the rest of the Silhouette.

1	2	3	4	5	6	7	8
4.	Application	Any action. Deliberate aim. Either hand.	6	10	Three Fig.No.2 targets 3 ft. apart.	Max.30	Scoring as in (3) above One shot on each target from left to right and then again from right to left
5.	Battle Couch.	Sense of direction, any action. Either hand.	4	8	Fig.No.2 target.	Max.20	Scoring as in (3) above.
6.	Attack	Any action and position. Either hand.	4	10-8	Two Fig.No.2 targets, 5 ft. apart.	Max 20	Same scoring as in 3,4 & 5. Firer in ready position but not aiming. On the command FIRE, he will fire 2 shots from 100 yards on the left target, advance 2 yards and fire other two shots from 8 yards on the other target. Time allowed 8 seconds. The firer is allowed to aim provided he can do so within the time limit fixed

COURSE TO BE FIRED BY .38 OR .45 BORE REVOLVERS

PART-III

	1	2	3	4	5	6	7	8
11.	Attack	Any action and position. Either hand.	6	15-10	Three Fig.No.2 targets. The left most target to be 6 ft. away from the nearest target in the right. 3rd target 3 ft. away from the Middle target.	Max 30.	Firer starts in Ready Position. On the command fire, he fires 2 shots from 15 yards at the left most target which will be advancing at him by being pulled on a trolley. He will then rush up 5 yds. and will fire two bursts of two shots each at the other two targets which remain stationary. Time 10 seconds	
12.	Defence	Any action and position. Either hand.	2	15-10 yds.	Two Fig.2 targets, both charging. Targets to be 6 ft. apart.	Max-Firer starts in Ready position. 10	On the command FIRE, he fires one shot at each of the targets which are charging at him. Time 6 seconds.	

10 rounds for repeats for trainees - Total - 70
6 rounds for repeats for trained - Total - 66

Total Marks - 240
Service Score - 120

COURSE TO BE FIRED BY .38 OR .455 BORE REVOLVERS. - PART III.

1	2	3	4	5	6	7	8	9	10
7. Grouping	As in No. (2)	3 each hand:6	10	Same as in No (2)	Same as in No. (2). Max.20	Same as in No (2).			
8. Silhouette shooting	Any action. Deliberate aim. Either hand.	4	6	Playing card with 1" Outer Rectangle on Fig No.2	Max.20.	5 pts. for hit on card 4 pts. for Outer rectangle 3 pts. on rest of target.			
9. Battle Couch.	Sense of direction. Any action. Either hand	4	3	Four Fig.2 targets each 2 ft apart	Max.20	5 pts. in the rectangle. 3 pts. rest of target. One shot to be fired at each target from left to right			
10. Deliberate Prone. Round cover.	Any action, - and deliberate aim. Free hand to be used in grasping pistol hand or wrists, Either hand.	4	30	6 ft. target with full silhouette of a man with rectangle 16"x12" and a 2" aiming mark in the pit of the stomach (Fig.NO.3)	Max.20	5 pts. in 16" x 12" rectangle. 3 pts. in rest of silhouette			

PART I - 45 T.M.C. Or 9 M.M.C. SETN COURSES FOR TRAINERS - contd.

1	2	3	4	5	6	7	8
5.	Harmonium- to pull out only one round when gun at automatic.	Automatic action but single round fired from battle crouch.	6	6	One Fig-2.	60-(as in No.1)	Penalty for each double tap 2 pts. and triple tap 4 pts from total score.
6.	Roll of Honour Control of gun which correct foot work.	"	8	8	Four Fig.2 at one yd. interval.	80-Score same as in No.1. H P. round is to be 40 Bonus 10 fired on each pts. for each target round. saved-40.	Same as 5 above except that one round is to be 40 Bonus 10 fired on each target round. saved-40.
7	16 rounds for repeats. Total rounds -50					H P S - 340. Qualifying 175	

PART II - .45 T.M.C. OR 9 M.M.C.M.S. COURSES FOR TRAINED MEN.

Sl. No.	Practice	Details	No. of yards.	Range in yards	Score	Remarks/and Targets.
1.	Single action with aim.	Standing with aim from shoulder.	4	25	40	One Fig. 2 with 12"x16 rectangle in the centre. 10 pts. for each shot in rectangle. 6 pts for rest of the target.
2.	Roll of honour control of gun with correct foot work.	Automatic action but single rounds fired from battle crouch.	6	10	60	Four Figs. 2 targets at one yd. interval. Target hits 10 pts. each - 40; and Bonus of 10 pts. for each round saved. One round to be fired on each target from left to right. No points for a second shot on same target.
3.	Round cover right and left handed shot.	Automatic deliberate aim but single shots to be fired.	4	30	40	Two Figs 2 to be fired from breast work of sand bags from right and left shoulder.
1 round for repeats				H P S. - 140.		
Total rounds- 15				Qualifying	- 70.	

BREN GUN COURSE FOR TRAINEES.

Sl. No.	Practice	Target	Range in yds.	No. of rounds.	Details	Remarks
1.	Grouping (Single round)	4 ft.	100	5	Lying. Scoring - 4" .25 3" .20 12" .15 12" (one wide) .12	HPS 25 S S 12
2.	Application (Single round)	4 ft.	200	5	Lying or standing in trench. Scoring Bull 4 Inner 3 Magpie 2 Outer 1	HPS 20 S S 12
3.	Application (Automatic)	4 ft.	200	8	To be fired in bursts of 3 & 5 rounds lying. -do-	HPS 32 S S 16
4.	Action & Distribution. (Automatic)	LMG screen of 6'x6' divided vertically	200	15	Filled in Magazine. To be fired 2 point for each hit in HPS-300 in not more than 5 bursts. Firer the rectangle concerned SS-157 lying under cover of 5 yds. behind to the maximum of 3 the firing line where the gun shots in a rectangle would be kept with closed shutters and sights unadjusted. On command when target appears the firer goes forward and loads gun and adjusts sights and fires on each rectangle 3 shots.	

PART I - BREW GUN COURSE FOR TRAINEES

Sl. No.	Practice	Target	Range in yds.	No. of rounds.	Details	Remarks.
5.	Walk up. (Single shots fired from waist with sling).	4 ft. with Fig 100 to 50 No.2 marked yds. on it.		5	Detail forms up at 100 yds line with gun loaded and change lever at 'Single'. On command the detail marches on, halts and fires 5 times. Commands for 5 halts must be given between 100 and 50 yds.	3 points for each hit on HPS 15 Fig 2 and 2 on rest of S S. .6 target

Total rounds 38 and 12 for repats. Highest possible score .. 122
Qualifying score .. 61

PART-II - BREW GUN COURSE FOR TRAINED MEN

Sl. No.	Practice	Target	No. of rounds.	Range	Details	Remarks
1.	Grouping (Automatic)	4 ft	6	100	Two bursts of 3 rounds each from different magazines/two targets one wide to be exposed one after the other.	12" Group --20) HPS .40 *6" Group --16) S S 24 .. 12)
2.	Application (Single shot)	4 ft.	5	200	Lying or standing in trench	Bull -4; Inner .3 HPS-20 Magpie -2; Outer .1 SS -12

PART II - BREW GUN COURSE FOR TRAINED MEN.

1	2	3	4	5	6	7
3.	Snap shooting (Single shot)	Fig.2	5	200	Lying or gun loaded, sights adjusted, action at single, butt on ground until target appears for the first time and can then remain at shoulder. 5 exposures of three secs. each within 30 secs. Exposures to be irregular.	3 points for each hit HPS .15 S S. .9
4.	Time distribution (Automatic)	Four Fig.2	16	200	Two magazines of 8 rounds. Firer lying or standing in trench, gun loaded, charge lever at automatic, butt on ground. Four Fig. 2 spaced 2 ft. each appear in the butt for 20 secs. 4 shots to be fired on each target.	2 points per hit to a HPS. max. of 4 on one target HPS .32 S S .16
5.	Walk up Fire waist (Automatic)	4 ft. with Fig.2 painted in the middle.	10	100 to 50 yds.	Detail forms up at 100 yds. line with gun loaded and at automatic. On command detail marches on, halts and fires in bursts. A burst of two should be attempted. Commands for 5 halts and fires must be given between 100 yds. and 30 yds.	3 points each hit on Fig. HPS .30 2 and 2 for rest of tar S S. 13

Total rounds - 42 and 8 for repeats.

HPS....137
S.S. .74

TIME TABLE FOR REFRESHER COURSE

First Week.

Days	0500 to 0530 hrs.	0540 to 0625 hrs	0630 to 0715 hrs	0900 to 1000 hrs.	1400 to 1530 hrs.	1600 to 1700 hrs
Monday	Attention Stand at ease, Stand easy, right dress, eyes front without arms.	Saluting by no front and side salute, turning by no. right about including Road March.	Revision 1st and 2nd periods and judging time. Side step.	Revision	I.P.C.	Games
Tues day.	Road March	Road March	Road March	Revision	CrPC and Sta. routine	Fatigue
Wednes day	Physical training	Same as on Monday	Marching, slow march, marking time quick march, halt.	-do-	Police Regulation.	Stepping back, changing step side stop, double march, halt.
Thurs- day	Bayonet training walkup position on guard opening sound for BT.	Turning when on march by number right left about diagonal march.	Changing the space from quick to slow-to-double	-do-	General knowledge	Changing direction, right and left form on the left and right form
Fri day	With Arms. Attention stand at ease, slope	Fix and unfix bayonet, port & examine arms.	Arms cleaning	Area & barrack cleaning	Spl. and local laws	Equipment inspection.
Satur day	SP's parade	SP's parade	SP's parade	Revision- Fridays programme.	I.P.C.	Games

TIME TABLE FOR REFRESHMENT

Second week

Days	0500 to 0530 hrs.	0540 to 0625 hrs.	0630 to 0715 hrs.	0800 to 1000 hrs.	1400 to 1530 hrs.	1600 to 1730 hrs.
Mon day	P.T.	On guard from walkup position and by number and judging time and pass through.	Maintenance and care of arms.	Revision	I.P.C.	Street lining
Tues day	Road march	Roadmarch	Road march		Cr.P.C.	Extend order drill.
Wednes day	P.T.	Controlled charge point on standing dummies by number and judging time	Musketry	Aiming, holding and trigger pressing.	Police Regulation	Fatigue
Thurs day	P.T.	All points on standing dummy and ground dummies.	Musketry	Revision	General knowledge	Street lining
Friday	P.T.	Arms drill and	Combined parade practice.	Area cleaning	Special and Equipment local laws	cleaning
Satur day	SP's parade	SP's parade	SP's parade	Fatigue	IPC	Games

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TIME TABLE FOR REFRESHER COURSE

Third Week.

Days	0500 to 0630 hrs.	0540 to 0625 hrs.	0630 to 0715 hrs.	0900 to 1000 hrs.	1400 to 1530 hrs.	1600 to 1700 hrs.
Monday	PT training stick work	Squad drill with lathi and saluting.	Extend order drill	Guard moun- ting drill	I.P.C.	22 firing
Tuesday	Road marching	Road marching	Road marching	Fatigue	Cr.P.C.	Games
Wednesday	BT training stick work	Musketry	Marching and saluting with lathi	Lathi exercise	Police Regulation	Fatigue
Thursday	Firing	Firing	Cleaning arms	Embusing & debusing	General knowledge	303 firing
Friday	P.T.	Squad drill	Lathi exercises cuts & jabs	Arms cleaning	Special and local laws	Equipment cleaning
Saturday	SP's parade	SP's parade	SP's parade	Lathi revision	I.P.C.	Games

TIME TABLE FOR REFRESHER COURSE

Fourth Week

Days	0500 to 0530 hrs.	0540 to 0625 hrs.	0630 to 0715 hrs.	0900 to 1000 hrs.	1400 to 1530 hrs.	1600 to 1700 hrs.
Monday	Test B.T.	Arms cleaning	Test lathi drill and exercises	Guard mounting drill	I.P.C	Test street lining.
Tuesday	Test P.T.	Test section drill	Test arms drill	Embussing and debusing	Cr.P.C.	Games.
Wednesday	P.T.	Test arms drill, extend order drill	Mob opera- tion with lathies	Kit inspe- ction	General knowledge	Fatigue
Thursday	Lathi and mob operation by number	Mob opera- tion	Mob opera- tion with rifle.	Kit insp- ection	General Knowledge	Games
Friday	P.T.	Extend order drill	Jungle training	Area cleaning	Special and local laws	Equipment cleaning
Saturday	SP's parade	SP's parade	SP's parade	Kit inspection	I.P.C.	Games

BUSH POLICE RECRUITS
WEEKLY TRAINING SYLLABUS

Subjects	1st month					2nd month					3rd month					4th month				Total periods
	1	2	3	4		1	2	3	4		1	2	3	4		1	2	3	4	
Physical training	5	5	5	5		5	5	5	5		5	5	5	5		5	5	5	5	20
Squad drill without arms	10	10	10	10		-	-	-	-		-	-	-	-		-	-	-	-	40
Squad drill with arms	-	-	-	-		10	10	10	10		-	-	-	-		-	-	-	-	40
Musketry and range firing	-	-	-	-		-	-	-	-		5	5	5	5		5	5	10	4	40
Field drill	-	-	5	5		5	5	5	5		5	5	-	-		-	-	-	-	40
Path finding	2	2	1	1		2	1	1	1		1	1	1	1		2	-	-	3	20
Finding direction-by day	2	2	1	1		1	2	1	1		1	1	2	-		1	1	-	3	20
Finding direction - by night	2	2	1	1		1	1	2	-		1	1	1	1		3	2	-	3	20
Movement - By day and night	2	2	1	1		1	1	1	1		1	-	2	-		-	2	2	3	20
Defence in Camp and Bivouac	2	2	2	2		2	2	2	-		3	2	3	2		5	5	1	5	40
Defence while on the move	2	2	2	2		2	2	2	1		2	3	2	2		5	5	1	5	40
Attack	2	2	1	1		1	1	1	-		2	1	1	-		-	-	4	3	20
Escorting - Work parties	2	2	1	1		1	1	1	-		2	4	5	4		4	4	5	3	40
Escorting - Motor Transport	-	-	1	-		1	1	1	-		2	2	2	1		3	3	3	-	20
Elementary map reading and sketching	2	2	2	2		2	2	2	-		3	3	3	3		5	3	3	3	40
Observation training and Reporting	2	2	2	2		2	2	2	1		3	3	4	2		3	3	2	5	40
Forced Marches across the country	-	-	-	-		-	-	-	10		-	-	-	10		-	-	-	-	20
Education(Hindi Lectures etc).	5	5	5	5		5	5	5	5		5	5	5	5		5	5	5	5	80

Subjects	1st month				2nd month				3rd month				4th month				Total periods
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
Games	13	3	3	4	3	3	3	4	3	3	3	3	3	3	3	3	50
Fatigue	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	20
Revision	5	5	5	5	5	5	5	5	5	5	5	5	-	5	5	-	70

- Note:-
- (a) The complete course of training will last over a period of four months.
 - (b) Periods of instruction will be 35 minutes duration, except in Exercises, which will run continuously. Instructors will ensure that lessons are conducted in a brisk and interesting manner, allowing no room for boredom.
 - (c) Range firing will be conducted at the beginning of the penultimate week of training. Recruits who fail will be given intensive training in extra time during the week, and allowed a repetition on the Range at the end of the week. Those who fail in the second attempt, will be discharged.
 - (d) All recruits who have passed their Range Firing, will be moved into Camp for the last week of training. The Camp will be supervised by the Inspector Bush Police and exercise and Field firing will be carried out.

DISCIPLINARY AND APPELLATE AUTHORITY :- The table below shows the authority by whom and the extent to which the punishments stated in Rule 9.1 may be awarded to Police Officers of various ranks; and the Appellate Authority in each case.

S. No	Penalties	Inspector of Executive Force, Coast-Guard service Police Radio and Fire Brigade..	Sub-Inspector and Assistant Sub-Inspector of Executive Force, Fire Brigade and Coast Guard Service, Supervisor, Head Radio Operator, Radio Operator, Radio Technicians and Draughtsman Grade II of Police Radio.	Head Constable, Lance Head constables and Follower constables, Executive Force, Fire Brigade, Coast Guard Service, Bush Police Jamedars and constable Fitter, Lineman and Driver of Police Radio

		Disciplinary authority	Appellate authority.	Disciplinary authority	Appellate authority	Disciplinary authority	Appellate authority
1.	Dismissal from service which shall ordinarily be a disqualification for future employment.	I G.	President	I G	President	S. P.	I G
2.	Removal from service which shall not be a disqualification for future employment.	I.G.	President	I.G.	President	S P.	I.G.
3.	Compulsory retirement	I G.	President	I G	President	S P	I G
4.	Reduction to a lower rank, grade or post	I.G.	President	S.P.	I.G.	S P.	I G
5.	Recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders.	S.P.	I.G.	S.P.	I G	S P.	I G

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1	2	3	4	5	6	7	8
✓ 6. Withholding of increments or promotion for a specified period.	S.P.	I G.	S P.	I G.	S.P.	I.G.	
7. Fine not exceeding one month's pay	S.P.	I G.	S P.	I G.	S P.	I G.	
8. Censure	S P.	I G.	S.P.	I G.	Does not	apply.	
9. Black Mark	Does not apply	Does not apply	Does not apply	Does not apply	S.P.	Not appealable	
10. Confinement to quarters not exceeding 15 days with or without punishment drill.	-do-	-do-	-do-	-do-	S.P.	Not appealable	
11. Extra Guard, Fatigue or other duty not exceeding 15 days	-do-	-do-	-do-	-do-	S P.	Not appealable	
12. (a) Punishment drill not exceeding 15 days.	-do-	-do-	-do-	-do-	S P.	Not appealable	
13. (b) Punishment drill not exceeding 9 days	-do-	-do-	-do-	-do-	ASP or ASP (Radio)	Not appealable	
(c) -do- 6 days	-do-	-do-	-do-	-do-	Inspector	Not appealable	
(d) -do- 3 days	-do-	-do-	-do-	-do-	Sub-Insptr.	Not appealable	

Notes:- A.S.P. = Assistant Superintendent of Police, Andaman and Nicobar Islands
S.P. = Superintendent of Police, Andaman and Nicobar Islands.
I G = Inspector General of Police, Andaman and Nicobar Islands

Andaman and Nicobar Police.Records to be maintained in a Police Station & Outpos

<u>S.No.</u>	<u>Name</u>	<u>Form No.</u>	<u>Period of retention</u>
1.	Secret reward register	7.5 (b)	Permanent. ✓
2.	Annual Confidential reports of Lower Subordinates.	11.8	"
3.	Short leave register	12.30	1 year.
4.	General Diary	12.38	2 years.
5.	Duty Roster	12.40	3 years.
6.	Village Roster	12.41	3 years.
7.	Petty Case Charge-sheet	12.42	3 years.
8.	Sentry release book.	12.43	1 year.
9.	Reward Register	12.44	2 years.
10.	Quarterly Crime Abstract	12.45	5 years.
11.	Memo form Book	12.46	3 years.
12.	Fine Warrant Register	12.47	3 years.
13.	Arms Licence Register	12.48	3 years.
14.	Register of Arms Deposited	12.49	3 years.
15.	Stray Cattle Register	12.50	3 years.
16.	Correspondence Register	12.51(a)	2 years.
17.	Cash Book	12.52	30 years.
18.	Stolen Property Register	12.53(a)	5 years.
19.	Register of Posting	12.54	Permanent. ✓
20.	Government Property Register	12.55	"
21.	Weekly Station Crime Report	12.56	1 year.
22.	Register of Summons and Warrants.	12.57(a)	3 years.
23.	Weekly Diary of Sub-Inspectors.	12.58	3 years.
24.	Register of Cases of Section 202 Cr.PC	13.1 (b)	3 years.
25. ✓	FIR of Cognizable cases	13.4(a)	3 years after disposal of case.

26.	FIR of Non-recognizable cases	13.7	2 years.
27.	Notice to Complainant under section 137 Cr.PC.	13.8 (g)	3 years.
28.	Case Diary	13.32 (c)	3 years after disposal of case.
29.	Notice to Complainant under Section 173 Cr.PC.	13.33(c)	3 years.
30.	Final Report	13.34(a)	3 years.
31.	Malkhana Register	14.15(a)	Permanent.
32.	FIR of Unnatural Death	15.1	5 years.
33.	Inquest Report	15.4(a)	5 years.
34.	Post-mortem Report	15.8(c)	5 years.
35.	Final Reports U.D.Cases	15.11	5 years.
36.	List of Property ceased from arrested person.	16.11(a)	Permanent.
37.	House Search List	17.5(a)	Permanent.
38.	List of Property ceased in other cases.	17.7 (a)	Permanent.
39.	List of Property forwarded Court Malkhana	17.13(b)	Permanent.
40.	Confidential notes on villages	20.4	Permanent.
41.	Village Crime Sheets	20.5	Permanent.
42.	Professional Crime Register	20.6	Permanent.
43.	General Conviction Register	20.7(a)	Permanent.
44.	History Sheet	20.8(a)	Permanent.
45.	Register of checking of History sheets.	20.8(e)	1 year.
46.	Index to History Sheets	20.8(g)	Permanent.
47.	Rowdy Sheet	20.9	Permanent.
48.	B.C. Roll (A)	20.10(a)	3 years.
49.	B.C. Roll (B)	20.11	3 years.
50.	List of ex-convicts ordered to notify residence.	20.13(a)	3 years.

51.	List of persons conditionally released.	20.14(a)	3 years.
52.	Hue and Cry Notice	20.15	3 years.

AT OUTPOSTS

1.	Outpost Crime Register	12.59	Permanent.
2.	Record of cases reported at Outposts.	13.3(c)	2 years.

APPENDIX 13.11 (a)

Examination of Blood & Blood Stains.

Of the many types of examination of physical evidence found at the scene of a crime the examination of blood-stains is one of the most important and is of material assistance to the investigator in crime detection. Very frequently blood-stains at the scene of a crime constitute the initial and only clue that an offence has occurred. Occasional too that actual scene of a crime might never be located but for the presence of blood-stains.

Importance of Blood Evidence - Blood-stains often occur on a vehicle, a weapon, or an instrument used in the commission of crimes as well as on the body and clothing of both the injured person and the perpetrator. Blood evidence, therefore, may be extremely important in establishing guilt, or innocence of a person held in connection with a crime, particularly in cases where it is of importance to determine the origin of the blood-stains. Thus the analysis of blood-stain can be used to eliminate suspects who are being held for investigation, for example, when the stain found on the suspect is not blood or is blood of a group different from that of the victim. On the other hand when the blood is found to be of the same group as that of the victim but different from that of the suspect, the information may be of great value as confirmatory circumstantial evidence. But if the blood groups of victim and the suspect are the same, the evidentiary value of the stain is considerably reduced, since the suspect can claim, that is his own blood.

Hence blood-grouping tests may help not only to acquit the innocent but also to convict the guilty.

Examination of Blood-Stains - The examination of blood-stains falls into two parts: (A) The Examination at the scene of a crime and its surroundings by the police officers incharge of the case or if necessary, by the medical officer who has been called there (B) Scientific examination in the Laboratory.

(A) Examination at the Scene - (a) Search for blood evidence: It is essential that the search for blood-stains should be systematic and thorough for their nature may give information about the mode of death whether it was suicidal, homicidal or accidental and whether the victim struggled or moved about after the injury.

In every case the clothing of the victim and the surroundings of the scene of a crime must be carefully searched for blood-stains. In cases of grievous bodily harm and certain other crimes in which injuries occur, it is always necessary to examine the clothes and possessions of the suspect as well. In examining garments special attention should be given to parts which may conceal minut traces of blood such as, borders of cloth, edges of cuff, the inside and linings of pockets, the eyelet holes and laces of footwear, rims of caps, etc. When searching for blood-stain attention should be directed not only to the clothing and weapons but the fingernails and other exposed parts of the body of the suspected persons. Where

considered advisable scrappings from under the nails, should, if the prisoner consents, be taken. If too much time has not elapsed since the occurrence of the crime, the possible movements of the suspected person should be considered and search made for anything that might have been used for wiping or washing stains from his clothing or person or for any means likely to have been adopted for getting rid of blood-stained objects. Thus recently washed clothing or rags found hidden away partially burnt material, fresh ash should always be looked for and submitted for examination. Room furnishing may show blood-stains on the handles or inner work of drawers and cupboards. Traces of blood should be looked for in surface cracks of floor which absorbs into the cracks in a manner that even superficial scrubblings fail to remove, and retains evidences of bloodshed long after the main staining has been removed. Knives which have been cleaned may still show traces of blood at the junction of the blade and the handle or in the raised name of the manufacturer on the blade or on the surface cracks of the wooden handles, a point usually overlooked by criminals when cleaning weapons after committing a crime. Weapons and tools even though cleaned and superficially not showing any traces of blood should not be discarded but should always be sent for examination in the laboratory.

When searching the scene of a crime for blood-stains particular note should be entered on a sketch plan drawn at the time and photograph made on the position in relation to the body (using a ruler), size and shape of any stains found, as these may give important information concerning the circumstances of the case and afford a guide to the direction in which the blood was falling or spurting or in which the blood-stained object was moving or was being carried. In many cases, the position and shape of the blood-stains from the basis of evidence for prosecution and the importance of this point of examination is only too obvious.

Three types of blood-stains may be found at the scene of crime:-

- (a) Blood drops or sprays.
- (b) Smears.
- (c) Pools.

(a) Blood Drops - Blood drops or sprays occur if the blood has dropped from a height or if an artery has been severed and the blood ejected with force, spraying from cut arteries causes small stains which possess an appearance closely resembling flea marks. Blood drops and blood sprinkles will have a different appearance according to the height from which they have fallen. If the distance is short, they appear as round drops provided the surface on which they fall is not rough. If the height of the fall is greater, the blood drops have jagged edges or splashing points round their circumference. The greater the height, the more jagged the blood drops will appear. If the drops fall from a considerable height say two or three yards, the contents of the drop will be sprinkled in many small drops.

The direction in which the blood was splashed may be determined from the shape of the stain. The splashes are oval and the densest part is always at the end towards which the blood is spouting. If the blood drops from a person who is moving it has an elongated form like a note of exclamation or tooth-like projections. The direction of the sharp end or teeth denotes the direction towards which the person is moving. The more rapid the walking the longer and narrower are the blood drops. By examining a number of stains from a moving object, an idea may be obtained of the direction taken by such object. This may be of greatest importance in deciding whether the stains have come from the victim or from a wound in the assailant.

(b) Smears - In removing a blood-stained object it may accidentally touch portions of walls or door and leave a smeared blood-stain. Smears are usually irregular and thin but in some cases it is possible to determine the direction in which a stain was smeared.

(c) Pool - The position and extent of pools of blood are important in yielding evidence of the position of the body at the time the actual assault took place and often, by a proper examination of all the stains the progress of a wounded man may be accurately traced out.

Appearance of Blood-stains - Blood stains when recent are usually red and older stains chocolate brown but the colour varies with atmospheric condition with the nature and colour of the materials on which the stain occurs and the amount of blood present and also depends upon whether attempts have been made to remove a fresh blood-stain by washing. On damp fabrics blood-stains quickly fade and assume a faint greenish or bleached appearance and give a starchy feeling to the stain. Colour changes may result from exposure to sunlight, which leads to the development of a faded grey or light brownish grey colour from exposure to chemical fumes of various kinds, the alteration being due to chemical change in the blood pigment haemoglobin.

Stains on light fabrics, on leather, wood and on metal surfaces are often easily visible in good day light. But the stains on the fabrics of dark colour are usually less visible by day light than by artificial light. Stains on cloth stiffen the fabric and give a starchy feeling to stains as they dry and on woollen and other thick fabrics, the individual fibres are matted together. On metal surfaces, on polished or painted wood they tend to crack and cause fissures in the clot particularly at the edges as they dry. On iron or steel, specially after exposure to damp the stains appear almost black and on the glass they may be mistaken for smears of paint.

Stains having a similar appearance to those of blood which under various condition may be mistaken for blood-stains may be due to vegetable juice, iron rust, many iron salts, dried faecal matter, highly coloured urine, dark paints of many kinds pitch, old tar splashes, snuff, coffee, tea sealing wax certain dyes, jam and jelly.

Age of Blood-stains - It is very difficult to give an accurate opinion as to the age of blood-stain from its colour although normally blood is red when shed and gradually changes to brown. It is practically impossible to say more than that the stains are fresh or not fresh. One should, therefore always note when visiting the scene of a crime whether spots of blood are dry or not and also any effused blood has coagulated the extent of coagulation. Blood is a viscous liquid and takes an hour or two for a drop of blood to dry in ordinary temperature. In the laboratory some idea can, however, be obtained from its solubility which gradually diminishes with age, the ease with which the cells can be freed from the stain and a comparison of two stains exposed to the same condition may be made but even then the estimation is only approximate.

Collection and submission of Blood Evidence - The evidentiary value of blood analysis may be augmented or reduced very frequently by the manner in which the specimens are collected and prepared for transportation to the crime detection laboratory. Proper handling of evidence is of course, one of the most important duties of the investigating officer. In submitting blood-stained articles to the Laboratory it must be borne in mind that unless the blood thereon is completely dry before the specimen is wrapped, putrefaction of the blood due to bacterial act will occur in transit. Putrified blood is entirely unsuitable for a complete and conclusive analysis. In drying a blood-stained garment, for example, it needs only be hastened by exposure to sunlight or artificial heat. Sunlight and heat can effect changes in blood which might seriously interfere with its analysis. Exposure of the blood-stained articles to a fan for the purpose of expediting drying is also undesirable since the dried crusts of blood adhering to the surface of the fabric may be blown away by the air stream. After the blood-stains on the exhibits have been properly dried, they will remain in a condition satisfactory for analysis for a long period of time.

Moist Stains on Clothing - On many occasions the laboratory received clothing bearing blood-stains which were completely putrified and thus unsuitable for grouping analysis. This condition was due to the garments having been packed for transmission to the laboratory while the stains were still moist. Before wrapping, a moist garment should be unfolded, hung on a support and dried thoroughly by normal exposure to the atmosphere inside a room. Each article of clothing should be wrapped separately to avoid possible contamination.

Protection of Stains on Hard Surfaces - Dried stains on hard surfaces such as axes, hammers, knives, stones, etc. should be protected by placing clear cloth, cotton or a piece of clean paper directly over the stained area or over the entire article if the staining is general. This will prevent loss of material by frictional contact and peeling.

Procedure of collection of Dried Stains According to the material on which they occur - (a) Blood-stains on Immovable objects - For example, stains on wooden doors, doorposts or furniture, are best removed by sawing out the piece bearing the dried stains if the stain is sufficiently adherent or in the form of shavings made with a clean chisel. A surrounding area of unstained material should also be removed and packed separately to make control experiments.

If the stain is of considerable thickness the main portion of the clot may first be scrapped on to a piece of clean and soft paper.

(b) Blood Stains on Smooth Surfaces - When dried stains are located on finished floor, table tops or walls, the best manner is to scrape them off by using a clean knife or a razor blade into a soft paper.

This procedure is suitable also for the collection of stains from metal surfaces of objects which cannot be transported bodily. Note should be made if the blood stain is on a clean surface or it is superimposed on any other old stain or some other material such as rust, etc. the nature of the surface whether painted varnished or distempered from which the scrapings have been taken should also be mentioned in the forwarding letter. Scrapings from the surrounding unstained area should also be sent for control testing.

(c) Blood-stains on Porous Surfaces, such as, Plaster Fire-clay or Wood - Blood serum on which the biochemical test depends soaks into the porous substances and penetrates well below the surface; it is advisable to remove first the crust, if any and then scrape off to a depth of 3/16 inch below the stain. The clot, the scrapings and control samples from the surrounding unstained area should be packed separately.

(d) Blood-stains on conveniently movable objects, such as, clothing sheets, blankets should be sent intact to the laboratory. Each article should be labelled and wrapped separately.

(e) Blood-stains on the person or on animals - The best method of removing the blood in such cases is to moisten a filter paper a piece of blotting paper or a white clean fabric with normal saline solution (0.9 per cent common salt in water) and allow this to lie on the stain until the paper or cloth is stained. This should then be air dried and packed. Blood-stained matted hair can be clipped and nails pared off. A portion of the unstained paper, cloth, hair or nails should also be sent separately for control experiment.

Special Care for Packing of Blood Evidence - It is essential that blood-stains should not be directly handled before they are examined at the laboratory and two stains should not be so packed that they touch each other. This is of particular importance when a number of articles are being forwarded to the laboratory, some of which belong to the suspect and others of which are from victim in the case. Any possibility of contamination between items should be avoided. Each article should, therefore, be packed separately interlaying white paper or cotton to protect the stain and should not be allowed to come into contact with other articles to avoid transference of traces from one article to another or from one part of an article to another part of the article. But there is no objection to a number of separate packages being made up in one packet for transmission to the laboratory.

Blood-stained weapons and similar objects, such as bottles and pieces of glass are best preserved between packing boards and should be treated as if they were

being examined for finger prints. Small particles of evidence such as finger nail scrapings or scrapings from floors walls etc. should be placed in a tightly sealed container so as to preclude any loss of particles during transit. Cellophane envelopes or pill box sealed with scotch tape are also satisfactory for the purpose.

Blood-stains on friable objects, such as dried mud or dry leaves should be embeded in a mass of Plasticine stained side uppermost and packed in a small card board box with dry cotton and then in larger box to prevent crumbling of the material during transit.

In mailing heavy metallic objects to the laboratory it is advisable to enclose them separately in a wooden box and fasten them securely therein by means of wires or wooden cleats. This will prevent the stains from being rubbed off the exhibits by contact with the sides of the box during transit.

Liquid Blood Samples - When possible it is always advisable to obtain a liquid blood sample from the victim in a crime of violence for those cases in which a grouping comparison is desired with dried blood stains appearing on suspect clothing or other exhibits. The grouping of liquid blood is a simple matter and is decidedly preferable to the establishment of a victim's blood group by the analysis of dried blood on his clothing. Very often garments received in the laboratory are too soiled for conclusive grouping determination of the victim's blood, a sample of which could have been obtained in liquid form. Further where a suspect claims to have stains of his own blood on his clothing, or where there is a likelihood of his making such a claim; it is, of course necessary to submit a liquid sample of his blood in order to check the veracity of his statement.

Liquid blood should always be taken by a physician or a competent technician. The samples should consist of atleast 5 c.c.(about 1/6 ft. oz) of blood and should be drawn from each person in a dry sterile syringe and placed in a dry sterile container (ampoule or vial). The container should be hermetically sealed clearly marked and wrapped in cotton for insulation against breakage, packed with paper and the wrapping is similarly marked and sealed. It is then placed in a cylindrical metal or in a rigid box of appropriate size suitable for the purpose and forwarded separately to the Laboratory.

About 0.5 c.c. of clear serum in a separate ampoule from each person concerned should also be sent with similar precautions and identification marks. A liquid blood sample should never be included in a package with other specimens and should be forwarded separately via air mail or Railway express special delivery or by personal delivery so as to arrive in a condition as near to normal as possible.

It should be borne in mind that blood, as stated before, is perishable and readily subject to putrefaction. The red blood corpuscles may also become disintegrated and undergo lysis. Time is, therefore, all important in the submission of liquid blood. No preservatives of any kind should be added to the blood.

Refrigerants should never be included in the package as the blood is likely to freeze and break the glass containers. Perfectly sterile containers will, however, keep the blood in a condition satisfactory for grouping purposes.

If it is necessary to delay the transportation of liquid blood to the laboratory for more than a few hours it is advisable to keep it at reduced temperature (40°F. 50°F) in an ice box or ice chest and the sample of blood the chilled is sent to the laboratory in a thermoflask or other suitable container.

If the fresh blood cannot be handled properly, or a suitable container is not available or there is a chance of delayed transportation, the blood may be absorbed on a clean dry filter paper, blotting paper or as a last resort a dry clean piece of white fabric and air dried as quickly as possible. Pack the dry article separately in envelopes and forward it to the laboratory. A sample of the unstained piece of the paper or the fabric should always be forwarded to the laboratory separately for control testing.

The above procedure should be followed in the case of pool of blood found at the scene.

Autopsy - In the initial stages of investigation of violent crimes, before suspects have been developed, there generally are not suspect exhibits in the possession of the investigating officer, which required blood analysis. Under these circumstances the body of the victim of fatal cases is very often disposed of without a sample of its blood having been obtained at the time of post-mortem examination and there are usually no means of ascertaining his or her blood group in the event blood stained suspect articles are subsequently found which require a blood grouping comparison. To avoid the possibility of such an occurrence it is advisable to obtain a blood sample of the victim at the time of autopsy. The victim's group can then be ascertained and recorded for possible future use.

In decomposed body grouping determination may be made of blood samples from the brain and abdominal cavity.

Quantity of Blood Required for Determination of Origin & Group - (A) Dried Stain - Minimum quantity required for a single test - approximately 25 milligrams of dried blood or 50 milligrams of well stained material stiff with blood (approximately a well stained area of 2 square inches). These quantities are of course additional to the amounts required to establish the origin of the blood stains by chemical, spectroscopic and precipitine tests.

(B) Liquid Blood - About 5 c.c. of liquid blood and 0.5 c.c. of clear serum in separate ampoules from each person concerned - failing 0.25 c.c. of fresh blood absorbed in a chemically pure filter paper or white clean fabric dried in normal atmosphere.

Sufficiency of Sample - Frequently the operation in repeated several times to arrive at a definite conclusion and larger quantities will thus provide necessary margin for repetition of test. It is therefore necessary that there should be a sufficiency of sample at the disposal of the expert. It cannot be too strongly emphasised here that great error made in collecting evidence is that of insufficiency of sample. It is therefore advisable to send all portable articles suspected to have been stained with blood and all blood

scrapings from immovable objects to the laboratory, since it is far better to send too much than to miss something which should have been sent.

Controls - In the collection of blood stained evidence consideration must always be given to the necessity for making control tests in the laboratory on an unstained portion of the material bearing stains to avoid any possibility of variation of the result. Accordingly, when a large article bears suspected stains and the investigating officer deems it unfeasible to submit the entire article to the laboratory, in removing the stained area portion of the unstained area immediately surrounding the stain should always be forwarded for control tests - tests which are being made simultaneously with those conducted on evidence to enable the expert to ascertain whether there are any substances present other than the blood stains which would give similar reaction of blood and cause specific absorption. This is true regardless of the nature of the material on which the stain appears. Using these control measures it is usually possible to arrive at a definite conclusion concerning the blood classification of a suspected blood-stain.

Quantity of unstained portion of materials for control
Experimental Tests - The quantity depends upon the nature of materials and also on the nature of the stains in the stained portion. In the case of stains on clothing an unstained portion of about 2 sq. inches free from blood from the immediate neighbourhood of the stained area should be available for control. When the stains are present on materials, such as soil, plaster, unfinished wood, etc. a portion of the adjacent unstained area (ordinarily 1 sq. of earth, sand etc) should be scraped to the same depth as the stained area has been scraped and sent as control. In the case of weapons, glass, china metal etc. surface of which cannot be scraped it should be ascertained whether the stain is on a clean surface or is super-imposed on a surface already stained by some other material, such as rust, etc. Scrapings of blood alone will suffice only if the blood-stain is not super-imposed on any other stain, and this fact should be mentioned in the forwarding letter otherwise the whole weapon or article should be sent so that a control may be prepared from the washings of the surface of an unstained area.

The following summarised table which is self explanatory is designed to assist the investigating officer in the collection of blood evidence.

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Stains found on	Desired quantity	Manner of submission	Required control	Remarks
A. Dried stain	All the clothing	Protect all stained areas from rest of material by interlaying white paper, fold so as not to disturb the stain. Wrap each article separately and pack securely in a box.		
1. Cloth or other intact fabrics.				
2. Plaster, dried mud.	All dried blood crusts and the plaster, or soil just underneath the stain.	(a) Remove the dried clot from the surface by a clean scalpel and place in a clean soft paper and then in a pill box or cellophane envelope. Avoid breaking crust by rough handling. (b) Remove the plaster or the soil itself underneath to a depth of a quarter of an inch, pack separately as in(a)	Remove a portion of the unstained area immediately surrounding the stain to the same depth as the stained areas with a clean scalpel and pack separately.	To scalpel used in 2(a) should not be used again before washing and drying. In removing blood soaked earth, worms and insects, if any, must be removed as far as possible since they eat blood
3. Weapon or tools.	All	Protect the stain with clean white paper or cotton. Pack rigidly in a box.		
4. Dry leaves	All	Embed them in a mass of plasticine, stained side uppermost pack in a pill box with dry cotton and then in a large	A portion of the unstained area immediately surrounding the stains or an entire unstained leaf, pack separately.	

Stains found on	Desired quantity	Manner of submission	Required control	Remarks
5. Bottle or pieces of glass.	All	Preserve by interlaying cotton and between packing boards, pack as if they were being examined for finger print.		
6(a) Person or on animal.	All the stains	Moisten a clean piece of blotting paper or white fabric 2 or 3 inches square with salt solution (two tea spoonful of common salt in a quart of water) and allow this to lie on the stain until the paper or cloth is stained, dry in normal atmosphere and pack as before	A portion of the unstained blotting paper or white clean fabric, pack separately.	
(b) Matted hair on nails.	All	Clip off the matted hair or nails and pack as in 2(a).	A portion of unstained hair from the adjacent area or nails free from blood, pack separately as in 2(a).	
B. Immovable objects, (a) Wood, e.g. doors, door-posts or furniture.	All the stains.	Saw out the stained portion, protect the stains with clean paper or cut out as much as possible in the form of thin shavings with a chisel and pack separately.	Cut out the surrounding area if unstained material in the form of shavings to the same depth as the stained area to make control experiments on unstained area, pack separately.	

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Stains found on	Desired quantity	Manner of submission	Required control	Remarks.
(b) Metal surface	All the stains	Scrape off as much as possible and pack as in 2(a).	Scrapings of the unstained portion.	
Liquid Blood (i) for grouping	(a) 5 c.c. of blood (victim, deceased or defendant).	In a dry sterile glass container hermetically sealed. Individual specimens must be placed in separate containers, submit as quickly as possible.		
	(b) 0.5 c.c. clean serum (victim, deceased or defendant).	-do-		
(ii) for alcohol.	(a) 5 c.c. of blood	-do-		
(iii) for Carbon monoxide.	(a) 2 c.c. of blood from heart	-do-		
Alternative methods of submission of Fresh Blood.				
Soaked in filter, blotting paper or a piece of clean and white cloth and thoroughly air dried.	All	Pack only when dry, protect the stained area with cotton, place in a pill box and pack separately.	Equal portion of the unstained filter paper, blotting paper or clean, white cloth.	

APPENDIX 13.11(b)

Notes on Examination of Hairs and Fibres.

Examination of hairs and fibres is of considerable importance in scientific criminal investigation. The evidential value of these trace materials mostly depends upon the thoroughness with which they are examined in the laboratory. Hair is so important a physical evidence that it is essential to collect it in every case in which its presence is noted and it should be subjected to a thorough study in the laboratory. Examination of hair mainly consists of morphological and other physical examinations. From the result of such examinations an expert is able to answer the following questions which may be raised by the investigating officer - some of which may receive fairly definite answers, some merely tentative and some cannot as yet be answered with confidence:-

- (1) Is the hair that of a human being or of an animal ?
- (2) If animal, which family does it belong to ?
- (3) If human, from what part of the body does it come ?
- (4) Was the hair cut ? If so what type of weapon was used ?
- (5) Was the hair pulled out or had it fallen naturally ?
- (6) Was the hair dyed ? If so, by what process ?
- (7) What may be the approximate age of the individual from whom the hair came ?
- (8) Is the hair from a male or a female ?
- (9) Whether the hair has come from a particular individual or not ?

Fibres from sources like clothings, furnishings, ropes, etc. are often of much evidential value; and a large group of those fibres is either of vegetable or of animal origin. Many crimes especially those against person e.g. homicide rape, etc. involve contact between criminal and the victim. In all such physical contacts, fibres from clothings are liable to be transferred from the criminal to the victim and vice versa. Therefore, identification of those fibres may furnish a valuable piece of circumstantial evidence in such cases.

Identification of a portion of plant or any material of plant origin, e.g. seeds, leaf fragments, wood bark, twigs, pollens, etc. which are very commonly found adhering to clothings, weapons or to other objects connected with crime is regarded as botanical evidence. The examination of such trace materials requires the services of a biologist with a good knowledge of taxonomic botany. From the results of such examination, an investigating officer may be able to connect a criminal with the scene of crime.

Identification of very minute vegetable forms e.g. diatoms and other micro-organisms in the lungs has been found to be useful in cases of suspected death due to

drowning. In cases of death by drowning diatoms growing in water get inside the lungs of the victim and, by detecting such materials a case of death due to drowning may be confirmed. Moreover, in such cases, it may sometimes be possible to give an opinion regarding the actual place of drowning by comparative study of such materials found inside the body and materials recovered from the suspected source.

In the examination of soil samples, the identification of algae is very important, because their species have been found to vary from place to place. Therefore, in making an analysis of soil samples, it is not only important to determine the mineral constituents, but also to determine at the same time the contents of large bacteria and small fungi. Because of the great diversity of place of origin of various wingless insects, their detection in soil samples may also prove useful for determining any particular location of spot.

The detection of such organisms like moulds, algae and fungi on the clothing or shoes of the accused often provides valuable evidence in connecting a person with the scene of the crime when such materials are found on the walls and floors of a building or in the soil. In sexual crimes when committed in jungles or some marshy places, fragments of moss or fern may be found clinging to the apparel of the victim or of the accused or both. In spite of their diminutive size, they are very typical and their detection may provide a valuable clue for connecting the accused with the victim and with the place of occurrence.

The question of identification of a piece of paper may arise in many cases. One of the important points in the examination of paper is the determination of the quantitative and qualitative composition of the paper fibres. This composition is mainly a mixture of variable proportions of fibres like linen, cotton, jute, bamboo, straw, esparto grass, wood, etc. Their identification as well as relative percentage determination are usually done by a biologist with the help of a microscope.

Toxicological analysis plays an important role in the scientific investigation of unnatural deaths. Besides chemical analysis, the use of biological test in the identification of poisons or as confirmation of results obtained by chemical tests is well known. In biological tests the test material need not in general be of a high degree of purity which is essential for successful chemical tests. The biological tests are very sensitive and detect quantities which are usually less than those biological tests for poisons like atropine, strychnine, abrin, 'bhang' and 'ganja' are very helpful in arriving at a definite conclusion; in fact, upto now there has been no satisfactory chemical test by which these poisons can be identified with any degree of certainty.

In the evaluation of skeletal evidence for forensic purpose such as determination of race, sex, age and stature, from skeletal remains, the role of such biological experts like "Physical Anthropologist" and "Antomist", is indispensable.

Evaluation of dental evidence for the solution of identification problems, especially for the identification of victims of either accident or of crime, has progressed so much in countries like U.K and U.S.A., that they have now given a separate name, eg "Forensic Dentistry" for this aspect of science. At the present time, there is no organised body of experts in this field nor are there well-standardised clinical or laboratory procedures for the same in this country. At present, only such examination as the estimation of age, based on the eruption of milk and permanent teeth, are usually carried out in our country. Dental evidence has been considered an important factor in criminal identification because of two facts; (1) that there is very little likelihood of the dental characteristics of the two persons to be alike and (2) the high degree of indestructibility of the teeth. The determination of the age of an individual may be made by studying the structural alteration of the teeth in cases where a single tooth or tooth fragments are encountered. Some times the structural defects in the teeth may help in the determination of occupation or habit of a person. For example, in the case of a heavy pipe-smoker, the crowns of the teeth at the angle of the mouth are worn down to form a lozenge shaped opening when the jaws are closed.

Like any other trace identification, the identification of biological objects cannot be done merely by the application of physical and chemical methods. For the determination of biological trace material, a special knowledge of morphology is essential. Moreover, experience in the field of vegetable and animal geography of the country is of significant help for the successful evaluation of such evidences.

It would be observed from the foregoing that the scope of application of various branches of biological science in the scientific investigation of crimes is fairly wide. But it is very unfortunate that our Police investigations get very little help from our experts so far as this biological part of forensic science is concerned. It is because most of our laboratories dealing with forensic science do not have such experts on their staff and, therefore, do not undertake such examinations except stereotyped examination of blood and semen. Frankly, this part of forensic science has been neglected and its value has been underestimated. The application of biological sciences to the detection of crime will yield a rich harvest. In recognition of this, a well equipped division of Biology has been established in the Central Forensic Science Laboratory and a number of very interesting investigations leading to definite conclusions have already been carried out. It is hoped that all the State Forensic Laboratories will give due recognition to this important branch of Forensic Science.

APPENDIX 13.16 (c)

Examination of Foot-prints.

The art of identifying foot-prints is not so highly developed as to render identification a conclusive proof in Courts of Law, except where the papillary ridges are clearly marked and can be photographed and examined in the same manner as finger-impressions. Nevertheless, as a practical aid in the tracing and identification of criminals, much use can frequently be made of properly recorded foot-prints.

2. There are four methods of recording foot-prints in common use:-

(1) in plaster; (2) in wax; (3) by tracing on glass; and (4) by photography.

Decision as to which method to employ will depend on the following conditions:-

(1) Plaster is expensive, is the hardest to use with success, but produces a permanent record.

(2) Plaster and wax can be used only if the print is on a substance soft enough to leave a sunk impression of the foot.

(3) Wax is cheap and easy to use, and the same wax can be employed again, when the need for the record is past. Wax, however, can be used only where the weather is cool enough to allow it harden, and it must be preserved in a cool atmosphere.

(4) Tracing through glass is comparatively simple, but needs much care if the tracing is made with the proper technique, it is of considerable value.

(5) Photography is of no use except to show some outstanding peculiarity of the foot or to show papillary ridges, loops and whorls. Where the impression is clear enough to exhibit these features, a photograph is invaluable.

A photograph, however gives no correct idea as to size, and should not be used except for the above purpose.

3. Plaster - In district conditions, its use is as a rule, impracticable; it is also expensive. Plaster of Paris is the material to be used and this rapidly spoils when exposed to the air, specially in damp climates. A good reproduction is obtained only when the impression is clear as in damp clay. The impression should be surrounded by a narrow metal frame (made, say, from a kerosine oil tin) about half an inch in height. The Plaster of Paris should then be mixed with water till it is of the consistency of cream and then poured very gently into the impression surrounded by the tin frame. It is best to make a small channel to one side and let the liquid dribble into the impression to avoid making depressions due to the force of the falling liquid.

This moulds rapidly and when firm, should be removed and washed in cold water.

4. Wax - The impression is first covered with a thin sprinkling of French chalk (which if it cannot be locally purchased, can be obtained from any motorist) and along the outline of the impression a thin line of red "kunku" or any other coloured powder should then be sprinkled. (This last is not essential, but it will stick to the plaster and show the exact outline of the impression, which may not be quite clear in the cast). The wax is then melted either into a tin or directly into the impression, and poured into the impression gently and with great care so as not to disturb the dust or mud on which it falls, but quickly enough to let it take the exact shape before it solidifies. The whole impression should be filled, and the cast should be at least one-fourth inch thick at its thinnest. To secure this, it may be necessary (and specially if the impression is on a slope) to build a little wall of brick or wood or other smooth substance round the impression to prevent the overflow from running off downhill. The impression can be surrounded by a tin frame as mentioned under "plaster-cases" above.

When the wax has hardened, it should be removed and washed. Great care is to be taken not to alter the shape of the cast in removing it. It should be removed with the surrounding earth which is then carefully washed away from it. The cast should not be removed till the wax is quite cold and hard. Ordinarily, tallow candles may be used, two being enough for the ordinary impression. They may either be melted first in a tin, or melted directly into the impression by holding the flames of one under the other in turn.

To enable the wax to harden, it should be shaded from the sun and if the weather is very hot, it may be necessary to cover the impression and postpone the recording of it till night. When the cast is taken, it should be kept in cold water, if the weather is hot; otherwise it will lose its shape.

When the necessity of the cast is over, the wax should be preserved for use again.

5. Tracing through glass - To make comparable impression, it is essential to fix a base line and a perpendicular to guide the untrained eye. The true axis of the foot makes the most convenient base line, and this axis is marked by a line which passes through the centers of both the "big toe" and the "heel". This base line should, therefore, whenever possible be taken; in imperfect impressions it may not always be possible. On this line a perpendicular has to be dropped. The best is the one which first touches the lowest edge of the "little toe".

It is a further help to the eye, if the impressions, when drawn is shown on sectional paper; this paper, having heavy lines to delineate the inches, and faint lines the fraction of an inch, shows up the characteristics with very marked distinctness.

The impression to be traced should be covered with a glass slab in thin frames with low legs at the four corners so arranged as to raise the under-face of the glass about half an inch above the surface of the ground. Two lines should first be painted on the underside of the glass to represent the base line and the perpendicular. In fixing the glass

over the impression and before starting to sketch the impression the base line should be placed in correct position, i.e. so as to run from the middle of the big toe to the middle of the heel and the vertical line should run so as just to touch the lower edge of the little-toe impression.

The sketching in of the profile of the foot is best done with a water colour brush (No. 5 convenient size) and some dark water colour. Great care has to be taken to have the eye directly over that portion of the impression that is being painted; otherwise, refraction comes in and an inaccurate impression is made. The only difficulty is to watch the point of the brush whilst the eye is on the impression. The following plan has been found satisfactory for a right handed man:- Let him keep his eye on the edge of the impression he is painting and place the brush in a sloping position, point inclined to the left, on the slate, and move it along so that the left edge of the line he makes runs directly over the edge of the impression he is tracing. When this method is adopted, it will not matter how broad the line is made; for only the left edge of it will have to be taken into having sketched the whole profile, the next thing is to paint in all creases cracks, etc. and this should be done with all the accuracy possible, once again taking care to have the eye directly over the crease that is being traced.

When the copy is complete, the slate should be kept in a vertical position and the painting traced off on to tracing paper, which can subsequently be pasted on to sectional paper, as lines painted on glasses with water colour can be easily washed off with water. This tracing, having been signed by two respectable witnesses, who should have been present throughout the operation, and by the drawer can be sent into the headquarters office so that no question of the bonafides of the investigating officers can be subsequently raised.

As regards comparing the impression, when two impressions are being compared with each other with the object of finding out if both have been made by the same foot, one thing must be clearly understood. If they are impressions of the same foot, they will agree in all essential points and there will be no points for disagreement. If there are points for disagreement and these have not obviously been caused by some peculiarity or irregularity of the ground or by some accident, it should at once be admitted that the impressions are those of different feet. If the soil is soft and the walk is energetic, the probabilities are that the impression will appear slightly shorter (as well as broader) than the foot which made it, because the heel, after having dug in deep, will rise while the toes dig in deep, and the sole will present, as it were, a concave surface to the soil. The impression caused by the foot of a man standing can never look just like that of a man walking and this is an important point to remember when the foot-print of a criminal walking towards or away from the scene of the crime has been found. If he is subsequently traced, and it is wished to compare his foot print with that found on the scene, he must be made to walk unconsciously in much the same manner over much the same kind of ground, which must be in the same condition. The word "unconsciously" is specially emphasised, as a man can materially change the look of his track, if he is thinking of what he is doing.

It is quite useless to try and identify a track as the impression of any particular person's foot by measuring that foot. The only practical way is to compare the impression supposed to have been made by him with one known to have been so made.

6. Photography - This is dealt with in paragraph 2(5) above. Dusty feet leave excellent impressions on any smooth surface, such as polished wood, and so photographic aid is sometimes of value in crimes in well-furnished houses.

A good photograph which shows up ridges clearly is as valuable as finger-impressions. It is more useful to prove identity than actually to indicate a clue.

7. The following general principles are to be noted:-

It is a waste of time to record impressions by any method unless the record is going to be of some practical use for purposes of identifying or definitely eliminating suspects.

Care is to be taken that all records are made in the presence of witnesses. It is no use having a perfect record, if its genuineness is going to be successfully contested in court.

In comparing the impression of a suspect with that taken at the scene of offence, it is better to take it in the same way. For instance, if the original is taken in wax, the suspect's also must be taken in wax, taking great care that it is taken on exactly the same sort of ground as was the original and with the same distribution of weight on it; for example, if the impression at the scene of offence was that of a man running on his toes, it is useless to compare the cast of it with one standing flat-footed.

Photography, however, provides an exception to this rule. An ink impression of ridges taken on paper can be properly compared with a photograph which shows up ridges clearly.

8. In making use of impressions of any type, i.e. whether finger impressions or foot-impressions, it must also be clearly understood that proof is necessary to show the impossibility of the impression being caused prior to or subsequent to the offence.

Accordingly, the utmost care should be exercised to preserve impressions, found near the scene of offence from being obliterated or tampered with, or confused with other impressions before examination.

APPENDIX 13.20

Detailed Instructions for Collecting, Packing and Transporting different types of Exhibits to the Forensic Science Laboratories

N.B - In these instructions there are no reference to foot-prints, finger-prints and handwriting examination. These subjects have been omitted because these examinations do not form part of the work of the forensic laboratory.

There are three main sources from which exhibits for examination can be obtained.

1. The scene of the crime.
2. The Victim.
3. The suspect and his environment.

It is very necessary to search the three sources thoroughly collect all the materials in sufficient quantity and send them to the laboratory. The microscope fragments, debris and other inconspicuous materials can contribute to the final solution of the crime. The collection of such materials is a specialised task and investigating officer must have very keen sense of observation.

2. Precautions to be observed - (i) Protect the scene of offence immediately after the receipt of information about the offence. Do not allow any unauthorised person to enter the area until the investigating officer has collected all the relevant material. While picking and packing the material for despatch to the laboratory, care should be taken to see that no article is inadvertently contaminated with extraneous matter or likely to interfere in its examination.

(ii) Obtain photographs of the scene from a number of angles so as to later establish the exact position of thing and their condition of lying there the body (if any), the weapons etc. and similar relevant details about which recollection may later fade and become confused.

(iii) After first conducting a preliminary examination before moving the articles and noting down any special points the investigating officer should handle the article with particular care by holding it only by such parts as are unlikely to have been touched by the hands of a person who could have used it previously.

(iv) Look for unusual foreign matter like pieces of hair, fibre paper, clothes, glass, wood, metal, etc. and collect the sweepings from the floor without disturbing other things like blood, saliva, semen stains, etc. (use forceps for picking small items).

(v) It is also advisable to make a rough sketch of position of objects and note the relationship of various pieces of evidence to the surrounding, etc. which often prove of value in the case.

(vi) In investigating cases of murder or suicide a Medical Officer should accompany the Police to the scene of crime whenever possible and inspect the body and its surroundings before they are disturbed.

3. General Directions - Each article should be separately packed and labelled indicating the serial number of item. Never pack more than one item together. The labels should be numbered consecutively and should bear the signature of the forwarding officer and the number and date of his letter of advice to the Director, Forensic Science Laboratories. All the packets belonging to one case should then be enclosed in one box or outer covering unless disparity in the size of the various articles makes this inconvenient but articles belonging to different cases should never be forwarded under the same cover. Articles sent for examination must never be used as wrappers. Labels should not be pasted over instruments suspected to contain any stains. All parcels should be carefully sealed by the despatching officers and packed in such a manner that they cannot be opened without destroying the seals. The seal should be the same throughout, either a private seal or an official seal which is kept in safe custody; impression of keys, weights, etc. must not be used. A letter of advice should be separately forwarded to the Director, Forensic Science Laboratory. A copy of the forwarding letter should be invariably enclosed in the parcel so that the exhibits can be connected with the relevant case. The case reference should be prominently mentioned on the outer cover of the parcel.

The forwarding letter should contain the following particulars:-

1. Report number, (2) Case reference, (3) Brief History of the case (4) Description of articles in each packet, (5) Nature of opinion wanted (6) Forwarding note of the Officer through whom the articles are forwarded (7) Name of the investigating officer and (8) Facsimile of the seals used on the packet.

4. Directions for Specific Types of Exhibits -

(i) Weapons and Tools - Iron metal parts stained with blood should be preserved from getting rusty as far as practicable and should be sent for examination to the laboratory as early as possible. Development of rust under the stains renders them unsuitable for laboratory test. Knives, guns, tools and other weapons should be secured to a board by means of strings. The board should then be placed in a box of suitable size and covered with a neat fitting lid. Large glass articles, stone slabs, metal pieces and other heavy objects can be safeguarded by means of small wooden craters.

(ii) Hairs and Fibres - If these are found adhering to some objects with blood, clot, the whole object with the hair or fibre remaining in situ should be sent to the laboratory. In order to preserve untouched any foreign matter adhering to them the hairs or fibres should be picked up with forceps. They should be placed in filter or blotting paper which should be carefully folded along the length of the exhibit and enclosed in a suitable container. A paper with a glazed surface or a cellophane paper can also be used for this purpose.

Hair from the persons or animals should be obtained by combing. If this does not yield sufficient quantity, a considerable number should be clipped from several points cutting them close to the skin. Pubic hair should be taken from rape victims. This should be clipped close to the skin. This is useful for comparison with the hair found on the person or clothing, or handkerchief of the suspect.

(iii) Dust of Soil - This should be placed in a filter paper and then enclosed in a suitable container. If the dust is found on any article of furniture, it can be collected directly in a filter paper with the help of a vacuum cleaner. Soils may be collected with a scapol, spatula or a spoon if the dust is found on an object which can be readily transported such as shoe or clothing, the whole object should be sent to the laboratory, keeping the dust or soil in tact on the material. Metal filings, glass fragments; finger nail scraping paint chips, wood chips plaster and similar samples should be placed in filter paper and enclosed in a suitable container. For all the above purposes, cellophane paper or any other clean preferably with a glazed surface can be used instead of filter paper.

Liquids and greases should be sent in glass containers with non-leaking ground-glass stoppers.

(iv) Blood and Blood Stains - Blood and blood stains constitute a very important aspect of the work of a forensic scientist. The discovery of blood stains depends on the acuity of the eye. The articles should be systematically searched. Blood stains are found on clothing, weapon, vehicle, as well as on the body and clothing of both victim and the suspect. The following procedure should be observed in collecting blood or blood stains articles. DON'T USE ANY PRESERVATIVE.

Fresh Moist Stains on Clothing, Sheets, Blankets, etc.
Allow the stain to DRY AT ROOM TEMPERATURE. Inset the fabric between clean white paper to protect stain from the rest of the material and send it to the laboratory. If blood is found in large quantities it may be soaked in a filter paper and dried in shade at Room Temperature. A portion of the filter paper should be sent as control. Then allow the rest to DRY AT ROOM TEMPERATURE inset the dried fabric between clean white paper and send to the laboratory.

Fresh Moist Stains on Solid Objects - such as Weapons, Wood, Plaster, Automobile, etc - Blood may be soaked on a filter paper and allowed to DRY IN SHADE AT ROOM TEMPERATURE and sent in an envelope.

Dried Stains on Clothing, Sheets, Blankets, etc. - Send the entire fabric to the laboratory, protecting the stain with clean white paper.

Dried Stains on Solid Objects - First remove any crusts place them in a test tube, stopper and send to the laboratory. The entire object must then be sent to the laboratory. If this is not possible scrape off as much as possible avoiding scraping the solid object underneath particularly if the object is wood, plants, leather or chunum plaster, and place the scrappings in a clean test tube, stopper and send to the laboratory. If this is difficult, the stain may be transferred to a moist filter paper, dried

in shade at ROOM TEMPERATURE and sent to the laboratory in an envelope.

If the blood is found on earth, or earthy material, scrapping should be made deep enough (1") to collect the soaked serum.

If the blood stains is found on dried leaves, embed then in a mass of plasticine, stained side upper-most, pack in a suitable container and send to the laboratory.

Blood and Blood Stains on the Body of a person - Stains from suspected areas should be removed with a piece of filter paper soaked in .9% solution of sodium chloride. This should be allowed to lie on the portion till the paper gets stained which should then be removed and dried in shade of TEMPERATURE. The filter paper is then enclosed in an envelope and sent to the laboratory.

If stains are suspected to be present in the nails, they should be clipped and the clippings packed in a glazed paper and sent to the laboratory. Materials sticking to the nail clippings should not be lost in packing and transit. In clipping nails, care should be taken to avoid cutting the underlying skin or flesh.

A large quantity of stain is required for determining blood group than for determining the origin of blood. A control specimen is essential for determining blood group from stains. In cases where the stains is likely to contain blood from different persons this fact of multiplicity of persons should be stated and each spot should be kept separate. These remarks also apply for determining semen group.

Control Samples - If it is not possible to send the entire object to the laboratory, a portion of the unstained area immediately surrounding the stain should always be forwarded for control tests. In the case of stains on clothing, an unstained portion of about 2 sq. inches free from the stain from the immediate neighbourhood of the stain should be sent. If the stain is on soil, plaster or furniture, etc. a portion (1 gm) of the adjacent unstained area should be scraped to the same depth as the stained area and sent as control. In taking control samples near the stain, avoid the soakings of the stain. In the case of weapons, it is very desirable that the whole object is sent to the laboratory so that the control sample may be prepared from the washings of the surface of an unstained area.

(v) Semen - The stain is allowed to DRY AT ROOM TEMPERATURE and the entire object is sent to the laboratory. The garment or fabric may be folded taking care that the stained areas are not folded. Pieces of clean white paper should be interlaid between folds.

(vi) Saliva - If saliva is suspected to be present on any article the entire object should be sent. Control samples of saliva from the victim and the suspected persons should be collected and sent immediately in a small clean phial placed in an ice box. If the persons are dead, swabs from the mouth of both the victim and suspect should be sent.

(vii) Tissue - Dry at ROOM TEMPERATURE and send. Don't use any preservative.

(viii) Arson Cases and Cases of Burning - In sending cloth and other exhibits in connection with arson cases, material suspected to contain inflammable fluid must be put in a bottle with air-tight stoppers. It is very necessary that they should be in air-tight containers as otherwise small amount of inflammable fluid which might be present will evaporate. Even if the inflammable fluid was present at the time of seizure of the article, it may not be found at the time of testing, which has to be necessarily carried out after some days.

(ix) Tool Marks - Send the whole tool. If this is impracticable, make several impressions on similar material as evidence, using the entire marking area of tool. This tool marks should be protected by covering with soft paper. It should then be placed in strong wrapping papers. The whole thing should be in a strong box and packed to prevent shifting.

(x) Exhibits for Ballistic Examinations - A. Seizure - The fire arms seized should be sent with the following particulars, if available.

(a) The type & make (b) Serial Number (c) Calibre.

The label containing the descriptions should bear the signatures of witnesses. In the case of fired bullets or cases of revolver and pistol cartridges, the signature of search witnesses should be taken on the accompanying label only. As many cartridge cases or bullets, as possible, should be recovered and sent to the laboratory for future reference or for exhibition in the court by the expert while deposing.

B. Packing - Immediately on seizure of a fire-arms the muzzle end of the barrel should be capped and not plugged. In the case of revolvers opening on both the front and rear sides of the chamber should be plugged with clean cloth. This should be done at the breech end of the fire-arm. The fire-arms should then be separately wrapped up with paper tied with thread and kept in a wooden box with packing material, such as cotton waste so that it does not move during transit.

The investigating officer should in no case try the mechanism or the working of the fire-arms. It should be brought in original condition of the seizure.

In the case of ammunition, the open end of a cartridge case should be immediately corked and the base covered with cotton and kept in envelopes.

C. Tissues Surrounding Gunshot Injuries - Instruction for Despatch of - Tissues in cases of death from shooting to be examined for the presence of traces of lead should be sent in lead free container. Country-made earthen ware jars have been frequently found to contain lead in their inner surface and should not be used as containers for packing such tissues. A specimen of unaffected tissues from the same body should also be sent in such cases whenever possible for control purposes.

D. In cases of gunshot injuries, the entire cloth of the victim without disturbing the rents, if any, made on the cloth by the gunshots should be sent to the laboratory for ascertaining the presence of traces of lead and other ammunition residues.

E. Labelling - Each article should be packed, labelled and sealed separately before sending it to the laboratory through a messenger.

5. Clue Materials Encountered In Certain Specific Offences-
(i) Automobile Accidents - The following clues should be sought:

(a) Skid marks - This will give an indication of the point at which the brakes were applied; and the speed at which the vehicle was travelling. The length of each skid mark should be measured and recorded.

(b) Type impression - This will give information on the make and brand of type, condition of the tyre, the size of the car or truck, the direction of approach and departure of the vehicle from the scene.

(c) Dirt and Debris - Dirt and debris might have dropped from the vehicles as a result of the jolt. This should be collected and sent to the laboratory for comparison with the dirt from the undersurface of the mudguard or outlines of the suspected vehicle.

(d) Flakes of Paint and Enamels - This may be found scattered at the scene of the accident. This should be collected and sent to the laboratory for comparison with similar samples obtained from the suspected vehicle.

(e) Glass pieces - From the damaged head lamp, side mirror, windows and wind screen found at the scene should be sent. Every piece should be collected so that the article may be reconstructed. These pieces can also be compared with similar pieces obtained from a suspected vehicle.

(f) Broken Equipments - Such as, pieces of metal from a broken bumper bar, door handle, radiator emblem detached from the damaged vehicle should be collected and sent. This will help to connect a suspected vehicle with the accident.

(g) Fabrics - Small fragments of cloth or fabrics which have been torn away by the heavy wheels are likely to be found on the scene of the accident. These should be collected and sent for comparison with the similar materials that might be found on the tyres of the suspected car.

(h) Blood, Hair and Tissues - If found in a car suspected to have been involved in an accident should be sent to the laboratory for comparison with the blood and hair of the victim. This establishes a link between the suspected vehicle and the accident.

(i) Engine Oil or any oil - Found at the scene of the crime should be sent in clean and dry tin or glass containers.

(ii) Theft of Telegraph and Telephone wires - In case of theft of telegraph and telephone wires and cases involving the examination of tool marks on objects the investigating officer should collect the loosely hanging wires and clearly mark the end supposed to have been cut by the culprit to

differentiate it from the cut made by the investigating officer in removing a small length of wire. The ends of recovered wires should be carefully wrapped in cotton wool and tied with strong thread so that the delicate surface is not damaged during transit. The ends cut from the hanging wires should also be wrapped similarly. The wire ends enclosed in cotton wool wrappings should be packed in a moist-free container.

Tools left at the scene of offence or recovered from the suspect should be wrapped in cotton wool and care should be taken not to use these instruments in obtaining sample ends.

(iii) Exhibits to be sent to the Chemical Examiner's or Forensic Science Laboratories in cases of suspected poisoning - Exhibits to be sent to the chemical examiner's or forensic Science Laboratories in cases of suspected poisoning.

A. In cases of death due to poisoning it is the duty of the Medical Officer to collect and preserve the viscera of the deceased for transmission to the Chemical Examiner. But the mode of collection and preservation particularly is dependant on the history of the case. It is the main duty of the Police Officer to give the full history of the case available to the Medical Officer before he conducts the post-mortem. For instance, in cases of poisoning by drinking excess of alcohol, poisoned arrack, etc. the viscera should be preserved in a saturated solution of common salt. If the Medical Officer is not informed that it is a case of death by consuming alcohol he may preserve the viscera in alcohol itself (alcohol being the common preservative) and render the specimens unfit for examination for alcohol. Similarly in a case of barbiturate poisoning (sleeping tablets) the urine and the brain are most important articles required for a satisfactory analysis. As in the case of barbiturate poisoning urine should be preserved in poisoning by other modern sleeping drugs. Dhātu including other vegetable poisons, and alcohol poisoning. Unless the Medical Officer is aware of the nature of poisoning he may not preserve and send the brain and urine. In cases of poisoning by carbon monoxide, hydrogen sulphide, alcohol, it is the blood urine and lungs that are the most important articles for analysis. If these articles are not sent by the Medical Officer nothing conclusive might be obtained by the analysis of other viscera. Hence, it is imperative on the part of every investigating officer to place before the Medical Officer the history of the case available before the postmortem is done.....if the investigation is to be effective. Vague terms like "suspicious" "death by poisoning", should not be used under the column "History of case".

B. Preservation of evidence:

(I) Evidence to be collected at the scene:-

A thorough examination of the scene of death for suicide notes, source of poison, containers from which the victim may have taken the poison, etc. should be undertaken. Look for cups, glasses, bottles, jars, powders, food material and submit them for chemical analysis. All food material found in and around the premises should be confis-

for analysis in the laboratory.

(II) Evidence to be collected in non-fatal poisoning (Living persons).

1. Food, medicine, drink and the containers from which the poison was administered.

2. Urine-24 hours specimen collected in a clean bottle (Vegetable poisons, mercury, sleeping tablets, lead).

3. Blood-10 c.c. Ask doctor to collect (Vegetable poisons, alcohol, sleeping tablets, lead).

4. Vomitus and stomach Washings (Indicates poison by mouth but not necessarily that it is absorbed and causing poisonous symptoms).

5. Faces (Arsenic lead and so on). Indicates poison by mouth but not necessarily that it is absorbed and causing poisonous symptoms.

6. Hair-clippings (Arsenic-Chronic).

7. Clippings of finger nails and toe nails (Arsenic-chronic).

8. Food (Bacterial food poisoning, other poison administered through food).

(III) Evidence to be Collected in Fatal Poisoning (Dead Bodies) - The following viscera are collected at the time of post-mortem examination for chemical analysis by the Medical Officer.

1. The stomach and its contents.
2. A loop of small intestine and its contents.
3. Liver - at least one pound.
4. Kidneys - at least one.
5. All the urine present in the bladder.

The above are collected in a routine post-mortem examination in cases of poisoning. In special cases of poisoning the following are saved for analysis.

1. Blood - 50 cc (Alcohol, mercury, carbob-monoxide)
2. Lungs (Respired poisons).
3. Brain - at least one-half (Alcohol, sleeping tablets, opium, chloroform.
4. Bone, finger nails, hair (Arsenic-chronic).

Note - In cases of poisoning in which specimens are of medico-legal importance the investigating officer and the Medical Officer must use care to establish a legal chain of custody in such a way that each person having responsibility of the material can state that it has not been contaminated or changed. They should follow the rules for collecting, packing, labelling and transporting of specimens for chemical analysis, as laid down by rules of the respective State Governments.

(iv) Vomited matter, if any, and faeces should be packed separately and sent to the laboratory after adding rectified spirit as preservative. If the vomitted or purged matters are mixed with earth in sufficient quantity to render them dry and inoffensive, they may be packed without rectified spirit in any convenient manner.

In all the above rectified spirit should not be added as preservative if the poisoning is suspected to be due to poisons such as alcohol, kerosene, phosphorous, paraaldehyde, acetic acid and carbolic acid. In such cases a saturated solution of common salt should be added as preservative with a layer of salt at the bottom.

6. Collection and Preservation of Material Objects from Victim's Body - Most of the collection and preservation of material objects from the victim's body may come within the field of the Medical Officer. However, it is the primary responsibility of the investigating police officer to place the full history of the case before the Medical Officer to enable him to collect the required specimens and preserve them in an appropriate manner. Thus in cases with history of injury or death caused by a sharp weapon, the matter should be intimated to the Medical Officer to enable him to arrive at a conclusion whether such injuries could have been caused by such weapons. Further, he will be able to mark the rents caused by such weapons on the wearing apparel corresponding to particular injuries for exhibition in the court at a late date. Further it may be necessary to take specimens of hair from the scalp and other parts of the body for comparison with the hair found on the weapon or weapons used or on the scene of offence, etc. and offering an opinion. A specimen of blood may have to be taken from the victim for a blood grouping test, if it is necessary. Particular care should be taken for the collection of these materials from the victim, if he is already dead since they cannot be obtained at a later date when the body has been already cremated, as is the usual custom in this country. Hence, the investigating police officer should clearly issue a requisition to the Medical Officer who conducts the post-mortem to preserve these specimens before the body is disposed of.

7. For collecting, packing and despatching exhibits connected with explosion for explosive substances - The investigating officers should refer to the instructions issued by the Chief Inspector of Explosives in India.

FORWARDING NOTE

In all cases where the examination of any material is required at the laboratory, a copy of this form duly filled in should accompany the exhibit.

CASE NO.....

Section of Law.....

POLICE STATION

DISTRICT

STATE

DATE

1. Nature of Crime

(This should cover nature of charge, brief history and any relevant details).

II. List of Exhibits sent for Examination

S.No.	Description of the exhibits	How, when and by whom found	Source of the exhibits**	Remarks

III. Nature of examination required (including any information which will assist the examination).

- ** (1) The exact place from where the exhibits were collected.
- (2) If these exhibits were in the possession of a person (victim/suspect/witness). The names and other details of the owners should be furnished.

IV. Particulars of person(s) in custody.

Full Name	Occupation	Age	Sex	Date & time of arrest.	Whether on bail or in custody.	Court

Rank & Signature of the Investigating Officer

Memo No.....dated the.....198

Forwarded to the Director, Central Forensic Science Laboratory, Government of India, Calcutta.

Signature & Designation of Forwarding Officer.

Speciman
seal
impression.

Note: In the "Nature of crime" and "Nature of Examination" care should be taken to ensure that all necessary information regarding individual samples submitted is included. In the packing of material for expert examination it is important that the specimen samples should be well protected against contamination, from outside sources. The specimen when received at the Laboratory must be a true undulatered samples of the material found at the scene of the crime.

The exhibit should be collected, packed and transported according to the directions issued in the instructions sheet supplied to all investigating officers. Methods described under each type of exhibit should be meticulously observed.

Each specimen must be in a separate clean, glass stoppered bottles and sealed.

Specimen seal impression should be on sealing wax.

Certificate to be signed by a competent forwarding authority and forwarded to the Director, Central Forensic Science Laboratory, Government of India, Calcutta with exhibits.

Certified that the Director, Central Forensic Science Laboratory, Calcutta has the authority to examine the exhibits sent to him in connection with the case of State versus.....under section.....and, if necessary to take them to pieces or remove portions for the purpose of the said examination.

Date:.....
Place:.....

Signature & Designation of Forwarding Authority.

A note on the defects found by the Director, Central Forensic Science Laboratory.

The following defects have been noticed in the packing and transportation of exhibits:

(i) Number of articles suspected to have contained blood or seminal stains were found to be packed together without taking any care to avoid contamination between different articles.

("It is essential that articles containing suspected blood or seminal stains should not be so packed that they touch each other. This is of particular importance when a number of articles are being forwarded to the laboratory some of which belong to the suspect, and others which are from the victim in the case. Any possibility of contamination should be avoided. Each article should, therefore, be packed separately and should not be allowed to come in contact with other articles to avoid transference of traces from one article to another. There is, however, no objection to a number of separate packages being made up in one packet for transmission to the laboratory").

(ii) Glass containers containing liquid blood samples were found to be included in same package with other specimens.

(To avoid contamination through breakage and to avoid disintegration and putrefaction of blood, a liquid blood sample should never be included in a package with other specimens and should be forwarded separately via "Air Mail" or "Railway Express special delivery" or "personal delivery" so as to arrive in a condition as near to normal as possible).

(iii) In a number of cases "control samples" required for such articles like blood stained/soaked earth, soil, sand, plaster, etc., were not sent for examination.

(When the stains are present on materials like earth, soil, sand, plaster, etc., a portion of adjacent unstained area (ordinarily 1 gm of earth's and etc) should be scraped to the same depth as the stained area has been scraped and sent as "control").

(iv) Specimen seal impressions required for comparison were not found to be sent in a number of cases.

(v) Certificate authorising the Director, Central Forensic Science Laboratory to examine the exhibits, remove, if necessary portion of the exhibits, etc. was not sent along with the forwarding letter in a few cases.

(vi) Copy of labels attached to articles contained in the parcels were not found to be sent in most of the cases.

(vii) Small clippings or cut pieces of hairs, taken as sample hairs of the victim or of accused persons were found to be sent for comparison work.

(In collecting sample hairs from the persons or animals, it should usually be obtained by combing. If this does not yield sufficient quantity (at least half a dozen), then it should be obtained by clipping close to the skin from several points).

(viii) Arson Cases and cases of Burning - In sending cloth and other exhibits in connection with arson cases, material suspected to contain inflammable fluid must be put in a bottle with air tight stoppers. It is very necessary that they should be in air tight containers as otherwise small amount of inflammable fluid which might be present will evaporate. Even if the inflammable fluid was present at the time of seizure of the article, it may not be found at the time of testing which has to be necessarily carried out after some days.

(ix) Tool Marks - Send the whole tool. If this is impracticable make several impressions on similar material as evidence, using entire marking area of tool. This tool mark should be protected by covering with soft paper. It should then be placed in strong wrapping papers. The whole thing should be in strong box and packed to prevent shifting.

APPENDIX 15.4(b)

Notes on Medico-Legal Autopsy -- In eliciting information from a dead body, the following questions are of particular importance:-

1. Are the remains of human or animal origin? - Rarely are the remains of the body found in such small fragments that it is not possible to determine immediately whether the remains are human or animal. If decomposition is not advanced the differentiation can easily be made by the precipitin test. Specific anti-sera are available with the serologist and Chemical Examiner to the Government of India, Calcutta not only for distinguishing between materials of human and animal origin, but also for identifying the kind of animal from which the material was derived.

It is also not uncommon for animal bones to be presented by the police for examination in the belief that they are human. Conversely, human bones may sometime be mistaken for those of an animal, especially if they are abnormal. The greatest difficulty arises when only portions of bones are received for examination. Even in these cases it is almost invariably possible to establish or exclude human origin by consultation with an anatomist or other specialists. By examination of so scant an evidence as a single hair, it is possible to decide the race, the sex, the approximate age of the person, the region of the body from which it has come, and so on.

2. Can the dead body be identified? - In India the identification of a dead body some times becomes very difficult owing to its rapid decomposition in the summer season, or owing to damage caused by wild animals. For legal purposes, it is very essential that a dead body should be thoroughly identified and the proof of corpus delict established. Infrequently unclaimed and decomposed bodies or portions of dead bodies or even bones are brought forward to support false charges.

In all cases where identification is doubtful it is the responsibility of the investigating police officer to see to that photographs and finger prints are made. In cases where the body is mutilated, dismembered or putrefied, rendering identification by ordinary means impossible, it is essential for the medical officers to procure all available information likely to be useful in establishing the identity of the deceased.

Clothing, jewellery, and personal effects should be carefully sorted, described, and preserved. Height, weight, colour of hair and eyes, apparent age, physical peculiarities, tattoo marks, old injuries, operation scars, and peculiar occupational stigmata must all be noted. Height and weight could be approximately estimated even when portions of dismembered bodies are available.

The recognition of acquired or congenital characteristics of the bones or soft tissues may aid in the establishment of the individual's identity. Thus the recognition of an old badly set fracture or an extra finger or toe may be of utmost importance. In the same way, the surgical removal of appendix, kidney, etc. or the presence of a disease like kidney stones or tumour, etc. may serve to identify the remains.

Reliable information concerning sex, height, and age may be obtained even when only a part of the bony skeleton is available for examination. Sex is recognised by the shape and contour of the pelvis or skull or by the size and contour of the long bones. Height may be estimated by taking the length of Humerus, Radius, Femur, or Tibia, and by employing Pearson's or other formulae. Age can be estimated from the growing ends of bones (epiphyses) the teeth, the cartilages the hyoid, the cranial sutures, or the condition of joints.

3. When did death occur? - Whenever a dead body is found especially under suspicious circumstances and in which death was not witnessed, the findings of the Medical Officer as to the time of its occurrence are of special importance.

In India unlike some other countries, the Medical Officer is not called to the scene. He has to depend mainly on his examination in the postmortem room. Frequently, during transport of the body from the scene to the post-mortem room due to careless and rough handling of the dead body, rigor mortis is broken in some parts of the body, adding to the difficulties of examination. There are many useful sources of information by which the time of death can be approximately estimated. The investigating police officer should be alert and resourceful and must note all the findings at the scene of crime and furnish the same to the Medical Officer.

1. Note the weather conditions, the condition of the bed, floor or ground on which the body of lies, the circulation of air, and other conditions which may affect the temperature of decomposition of the body.

2. Note the temperature of the body (warm or cold), the intensity and distribution of post-mortem staining, rigor mortis and signs of decomposition.

a. Temperature - Feel the exposed and clothed portions of the body. The hands and face are usually exposed and are cold while heat is still present in the arm pits and between thighs. If the body feels warm, it shows that death has taken place within the last few hours; on the other hand it is likely that death has occurred several hours earlier if it is cold.

b. Post-mortem staining - Post-mortem staining is a bluish or purplish discoloration of the body that occurs in those parts of the body which are nearest the ground. This staining is caused by the gravitational settling of the blood into those areas. The staining begins to form in an hour or two after death. The staining gets fixed in about 8 to 12 hours after death. By fixation is meant that the staining will not change when the position of the body is altered or prolonged pressure is applied to the stained part. This is helpful in indicating whether the body has been moved or disturbed after death. When a dead body is found with post-mortem staining on the upper surface of the body the police officer can be sure that some one has moved the body from its original position at least several hours after death has occurred. Secondly, the staining gives a general indication as to how long the person has been dead. Thirdly in deaths from potassium cyanide, Hydrocyanic Acid or Carbon Monoxide poisoning, the staining will be cherry red in colour, while in Phosphorous and sodium Nitrite poisoning it will be chocolate colour staining, and so on.

c. Rigor mortis - This is stiffening of the muscles of the body, which occurs 2 to 3 hours after death. Immediately after death the body is very limp, and the jaw can be opened, the head can be turned easily from side to side, the arms and legs moved without any difficulty into any position. Rigor usually commences in the head and neck and progresses to the trunk and limbs, and disappears in the same order. The rigidity extends downwards to neck, chest and arms, abdomen and finally the legs and feet. For the entire body to become stiff it usually requires from about 6 to 10 hours after death. The body will remain rigid for a variable length of time but generally about 18 to 36 hours in summer and 24 to 48 hours in winter. Rigor mortis then begins to leave the body and disappears in the same order that it made its onset.

Test the rigidity of the muscles of the eyelids, jaw, neck, trunk and limbs. It is helpful to observe the progress of rigor at definite intervals. The degree and distribution should be noted at the time of body is first discovered, at the time of post-mortem examination, and again after completion of the examination. As many factors after the onset and duration of rigor mortis, definite conclusion as to the time of death is rarely justified.

d. Decomposition - Note the appearance of decomposition such as softening, loosening and blister formation of the skin, discolouration of skin, distention of the body, protrusion of tongue and eyes, foul reddish discharge from mouth, etc. It is difficult to come to a conclusion about the time of death by these findings because they vary with temperature, moisture, nutrition, amount of blood present in the parts, etc. The Medical Officer by noting these changes can give an approximate opinion as to the time of death.

The other circumstances which may help in indicating the time of death are the following.

1. The personal effects may give a possible clue, for example, the presence of injury to a watch and the time of its stopping the date of letters, the dates on newspapers.

2. The condition of shrubs and plants adjacent to or beneath the body should be observed. Usually the grass if overlain and shaded by a body loses its green colour in about three to five days. If the body has been lying for some time and has arrested the growth of plants, or where bones only exists, if plants grow through some holes in bones, label and collect them for consulting a Botanist.

3. If the body is infested by insects, collect representative adult insects, its eggs, larvae, etc., and preserve in spirit for consulting a Zoologist.

4. Observe blood stains as to dryness, putrefaction and dilution (as from rain or washing).

5. If there was rain either before or after murder, and when the body is lying in the open, the changes indicating whether the body was lying before or after the rain, may be observed.

At the time of post-mortem examination, the Medical Officer will again note the temperature, post-mortem staining, rigor mortis and the stage of decomposition. If these conditions are observed for the first time and the body has been moved from the site of discovery, allowance must be made for changes in the temperature, the distribution of post-mortem staining and the breaking of rigor mortis by manipulation of lifting and transportation of the body.

In many cases, the conditions found in the stomach and intestines and urinary bladder at the time of post-mortem examination give a clue to the time of death. For example, if a body is found in a bed; and the postmortem examination shows an empty stomach, a rectum distended with feces and a bladder full of urine, such facts suggest that death occurred in the early morning before the hour of rising. In certain instances, the nature of food in the stomach and the state of digestion may furnish very useful information concerning the interval of time which has elapsed between the last meal and the time of death.

The condition of the beard may help to establish a relationship between the time of death and the last shave of the deceased. Hair grows about 0.5 mm a day during life but does not grow after death. The observation on the state of the beard must be made during the first 24 hours after death, because after this the skin shrinks and the hair may project out resulting in incorrect conclusions.

Ordinarily it is most difficult for anyone to establish accurately the hour and minute when life ceased. It is only in detective novels that one finds the Coroner or Police Surgeon inspecting the body and declaring "Death took place the previous day sometime between 9 a.m. and 10 a.m." All Police officers should bear in mind that such pronouncements are usually literary lapses.

4. What kind of weapons were used in causing injuries? - When the police officer first comes upon the scene where death is due to injuries, the question to be decided is the nature of the weapon or weapons used in inflicting the injuries. The nature of the wound in the majority of instances gives a clue to the type of weapon used, and in some to a specific weapon.

The character of all injuries depends on how they are produced and on this basis they can be classified as follows:-

- (a) Abrasions (scratches, grazes, impact marks pressure marks).
- (b) Contusions (bruises)
- (c) Lacerations (splits, tears)
- (d) Incised wounds (cuts)
- (e) Stab wounds (punctured or penetrating wounds)
- (f) Fire-arm wounds (Gun-shot wounds)

a. Abrasions - Abrasions are caused by injury to the superficial or surface layers of the skin. Each can be classified according to the agent which causes it. All are, however, produced by the skin contacting some object or by an object coming in contact with the skin. The following are the types of abrasions:

(i) Scratches - They result from a sharp object passing across the skin, moving the surface layers in front of it and causing heaping up, which will indicate direction. For example, the scratch made by a finger nail has a broad commencement usually curved, and a tailing off. Such marks, if found on the hands of the assailant, may be presumed to have been caused by the victim to release pressure, in cases of throttling.

(ii) Grazers - They are produced when a broader of skin comes in contact with an uneven rough surface such as a road or kutcha, etc. The direction will be indicated by a clean commencement and tags at the end.

(iii) Impact abrasions - They are caused by stamping of some object against the skin, e.g. radiator grill or tread of car tyre forward sight of firearm, etc.

(iv) Pressure abrasions - They are caused by pressure upon the skin and are usually accompanied by movement, e.g. ligature marks in cases of hanging and strangulation, lashes with whip, crescentic marks of finger nails in cases of throttling marks of teeth, etc.

b. Contusions - Contusions (bruises) are due to blood escape into the tissues beneath skin. They are usually caused by blunt instruments, e.g. lathi blows, stones, a fall from height, etc. Some times it is possible to find the exact nature of the wounding agent.

c. Lacerations - Lacerated wounds are usually caused by a blunt force. A practical classification is evolved by the manner in which they are produced.

(i) Splitting is caused by crushing of skin between two hard objects, e.g. scalp wound due to lathi blow, cuteye, brow or chin due to fall, etc.

(ii) Overstretching of skin - If the skin is fixed laceration is caused when a weight passes over a limb, as in a vehicular accident, or when a bone is bent or broken in fracture cases.

(iii) Tearing may be caused by irregular or sharp objects like a protruding hinge, door handle of a car, claws of wild animals.

(iv) Cut lacerations are produced by a heavy cutting instrument like an axe, chopper, etc., which produces a cut and also bruising of edges. Frequently, underlying bone is involved which gives an indication of the implement used.

d. Incised Wounds - An incised wound or cut is produced by sharp instrument like a knife, causing a wound that is longer than its depth or width. They are clean-cut, they bleed freely, and are usually gaping.

e. Stab wounds - Stab wounds or punctures are caused by an usually sharp object, penetrating through the skin and tissues. The characteristic feature is that the depth is greater than the length.

f. Fire-arm wounds - A very careful examination of wounds in all cases of death from firearms is of considerable medico-legal importance. It may assist in the identification of the weapon used, in the distance and direction from which it was discharged, the relative positions of the assailant and the victim and so on. For the purpose of description it is of advantage to adhere to the old distinction between wounds from "near" (or "contact") and ("far" or "distant") discharge.

Entrance wound from a "near" discharge - The actual wound is larger than the bullet, as in addition to the bullet, the gases of explosion enter the wound with considerable force. The edge of the wound may be inverted and powder, clothing, and the wad in cases of shot-guns may be found in the wound. The surrounding skin shows a scorched ring due to the flames and tattooing due to small particles of unburnt powder being driven into skin. On top of all these, there is a still greater area which is blackened by the smoke of the discharge.

All entrance wounds either from "near" or "far" discharges may show a small amount of abrasion of the skin around the wound, known as "contact ring" or "collar" due to the bullet rubbing around in its burrowing through skin. This ring is wider on one side if the bullet, has penetrated obliquely, and in such a case powder marks and scorching if present will be greater on the side from which the bullet has come.

Entrance wound from a "far" discharge - The wound is smaller than the bullet owing to the stretching of skin and the absence of gases of discharge. The edges may be inverted and slightly contused. No blackening, tattooing or scorching of the skin is caused.

Exit wound - This is larger than the entrance wound. Edges are everted. If bone is shattered, the broken pieces may do considerable destruction, when the exit wound will be very large. Bleeding is more at the exit than at the entrance wound.

Sometimes, the shape or configuration of wounds may reveal the type of instrument used in their causation, Thus in traffic accidents, the pattern of the tyre or radiator grill of a car may be imprinted on clothing or skin. Wounds produced by a given type of hammer, pipe, ruler, cane, whip, etc. may have highly individual characteristics. It is essential to photograph such injuries with a scale laid close to the area being pictured.

5. Can the probable circumstances in which the fatal injuries were received be reconstructed from an examination of the body and the site in which it was found? - The distribution and character of blood stains may, in a few cases, help to distinguish whether certain injuries are suicidal or homicidal, by indicating the position of the body at the time of and immediately after the infliction of the fatal injuries. For example in the case of a body with a cut on the throat, if the clothing over the back is soaked with blood while that over the front is little stained, the indication is that the deceased was on his back when the wound was inflicted and the body remained in that position, pointing to a case of homicide.

It may be of paramount importance to establish the direction from which the fatal injury was received. Thus a wound of one type may be consistent with accident, whereas a wound of another type may provide clear evidence of murder. A wound in one location may be compatible with the defendant's plea that he acted in self-defence, whereas a wound in another situation (e.g. back) may render such a plea untenable. A single injury may be compatible with accident whereas multiple injuries may in some circumstance be clearly indicative of murder. The character and place where the body was found may indicate in one instance that the injuries may have been the result of an accident and in another instance that they were probably the result of assault. A careful study of the nature and location of injuries is especially valuable in distinguishing between accident suicide or murder.

Defence wounds, which are the result of the immediate and instinctive reaction of the victim to save himself by raising the arm to ward off the attack or by grasping the weapon, are also indicative of murder. If the weapon is blunt like a lathi, there will be bruises on the forearm or back of the hands, while if the weapon is sharp, the victim may be either attacked by stabbing or slashing or both, when cuts will be found on the palm due to gripping and cuts on the back due to warding off the attack or slashing cuts on hand or forearm. It should be borne in mind that the absence of defence wounds does not rule out a homicidal attack for it is possible that the victim may be incapable of defence for a variety of reasons.

Lastly, the position and attitude of the body may afford some indications as to the nature of the case. An uninjured body lying in bed in the attitude of sleep is probably one of death due to natural causes, or perhaps of poisoning. An injured body in a bed, with the clothing disarranged, is more likely to be that of a murdered person. A body hanging by the neck with possibilities of self-suspension is in the majority of cases that of suicide.

6. For how long did the victim survive after the attack? - The quantity of blood present around a dead body may give an indication as to how long life existed after the assault. When a person is dead the heart stops and bleeding ceases. The only exception to this is a large wound on the dependent part when it may drain due to gravity, and even then it is a thin mixture of blood, serum and other materials. If a body is found in a large pool of blood which has been collected from comparatively small wounds, it indicates that the person lived for a considerable length of time after the attack and died due to loss of blood.

7. Was the fatal injury received at the site in which the body was found? - In a case of murder, in which there are no eye-witnesses it is of importance to determine whether or not the fatal injuries were received at the place where the body was found. When there are injuries on the body indicative of violent struggle before death and if the place in which the body is found is undisputed, it suggests that murder has taken place elsewhere. It may also be apparent that the deceased bled from his wounds, and if no blood is found at the place where the body is discovered, it can be assumed that the injuries were sustained at some other place.

8. Did the injury or injuries immediately cause death, and if not, to what extent and for how long could the victim have been capable of executing voluntary acts after the injury was received? - A question which not infrequently arises in murder cases is whether the deceased did or did not remain conscious for some time after the receipt of injuries. The defence frequently claim that he must have lost consciousness immediately, and that he could not have made a dying declaration or done something that the prosecution allege that he did say or do. If the clothing, not only of the upper part of the body but also of the lower part, is heavily blood stained, this is proof that the body did not fall immediately on being injured and it means that consciousness was not lost immediately. Another and perhaps better evidence of the point that the person did not lose consciousness immediately, may be afforded by the examination of the soles of the shoes or of the feet. If it is found that the soles of the shoes or of the feet are stained with blood, it can be inferred that the victim has stood in or walked through blood spilt on the floor or ground. If in addition, there is a trail of blood from the scene of assault to the place where the body was lying with staining of the clothing of upper and lower portions of body together with stains running down the legs and feet it is proof positive that the victim walked up to the place where his body was found.

9. If there are Multiple injuries, in what sequence were they received? - It is desirable to reconstruct as far as possible the sequence in which any given series of injuries were received. Some times in cases of multiple injuries it is found that certain wounds were received after others and some may even be inflicted after death. This is done by noting the amount of bleeding and other characteristics to differentiate between antemortem and post-mortem injuries. In such cases, it is apparent that the plea that the deceased committed suicide or that the assailant acted in self-defence is untenable.

10. Is there evidence that more than one accused participated in the attack, and if so, what injuries can be attributed to each? - This question is important in cases of deaths from rioting or dacoity. It is not always possible to determine whether one or several accused participated in any given assault. Such a determination can be made, however, if several different weapons are used, and it is easier in cases of death by shooting. If examination reveals that the wounds were inflicted by several weapons as indicated by the character of the wounds or differences in bullets, it may safely be assumed that several persons participated in the attack. It is important in such cases, that a detailed description of the extent and nature of the injuries inflicted by various weapons be recorded.

11. Did the accused leave anything in or on the body of the deceased that might assist in his identification? - Whenever any person injures another by means of violence, it is probable that the accused will leave some evidence in or on the body of the injured person that may aid in his arrest. A very good evidence of this nature is provided by the finding of a bullet in the body of the dead person. A bullet bears individual characteristic markings or "thumb print" of the fire-arm from which it was discharged. The ejected shell case from which the fatal shot was fired may provide valuable evidence as to the individual identity of the weapon that was used even though the bullet

itself is not available.

If there is evidence that the deceased and the accused engaged in a struggle, and that the latter has been wounded, blood-group tests may reveal not only that certain blood stains were not produced by the victim but also that they belonged to the blood group of the accused. Hairs, a piece of cloth or button, etc., of the accused may be found in the hand of the dead person and help in establishing the identity of the accused. In cases of sexual murders in which rape has preceded or was coincident with murder information as to the identity of the murderer may be obtained by blood grouping the seminal stains found on the person or clothing of the deceased.

12. Is it likely that the accused carried away in or on his person any recognizable traces of the deceased? - At every post-mortem examination of a dead body with a number of wounds, it should be a routine procedure to collect blood from the dead body for determination of blood group, as there is every possibility that the blood of the victim was transferred to the person of the accused or to weapon which the accused may have taken from the scene of the attack. The finding on the clothing or on a weapon in the possession of an accused, of human blood similar to that of the deceased and dissimilar to that of the accused, provides presumptive evidence either of guilt or of incriminating knowledge. Similarly, in cases of sex murders, the finding of public hair similar to that of the victim and dissimilar to that of the accused, on his person or clothing, is presumptive evidence of sexual assault and murder.

13. What evidence is there relating to the length of time that elapsed between the receipt of injury and occurrence of death? - Such information could be obtained from the fact that an injury is normally followed by an orderly sequence of reparative changes. The recognition of these signs of repair, either by naked eye or microscopic examination of injured tissue, make it possible to estimate the time that has elapsed between the receipt of injury and the occurrence of death.

14. Is there any evidence to show that the deceased's injury was caused by his proneness to accident, suicide or assault? This information relating to special susceptibility to injury could be obtained by chemical analysis of the blood or other tissues of the deceased for alcohol. A concentration of alcohol indicative of drunkenness may account for an inexplicable accident, for suicidal dementia, or behaviour changes likely to provoke assault.

The presence of cataract in both eyes, deafness, or deformity in the legs, or a number of other diseases may predispose a person to a traffic accident, or might serve to explain an otherwise obscure accident.

APPENDIX 20.13

Andaman and Nicobar Police.

Conditions which may be imposed under Section 124, Code of Criminal Procedure and rules under Section 565 of that code.

I. Conditions prescribed under Section 124, Code of Criminal Procedure.

Any or all of the following conditions have been prescribed under section 124(4), Code of Criminal Procedure -

(a) abstain from doing any act hazardous to the community or to any persons;

(b) abstain from conduct similar to that in respect of which he was ordered to give security;

(c) reside with a person to be approved by the Magistrate who orders his discharge;

(d) not enter any area which may be specified by the Magistrate who orders his discharge; and

(e) proceed forthwith to his home district and notify his residence and change of and absence from residence to the Police in accordance with the rules prescribed by State Government under Section 565 of the Code of Criminal Procedure.

II. Rules under Section 565, Code of Criminal Procedure.

The following rules have been framed under Section 565(3), Code of Criminal Procedure -

(i) Before release a convict shall, upon being required to do so by the Superintendent of the Jail in which he is confined or by any person authorised in this behalf by the Superintendent, notify to the Superintendent or person authorised by him, as the case may be, the village and the homestead in that village in which he intends to reside after his release.

(ii) If, after the seventh day following his release, a convict is residing in any homestead other than that notified by him in accordance with rule (i), he shall, within nine days after the date of his release, attend in person at the Police station or outpost within the local limits of which he is residing and notify to the officer-in-charge the village, and the homestead in that village, in which he is now residing.

(iii) If, after taking up his residence as notified in accordance with any of these rules, a convict intends to change his residence he shall, if the homestead to which he intends to change his residence is situated within the local limits of the Police Station or Outpost within which he is at the time residing, at least three, and, in any other case, at least seven days before he intends to leave

his notified residence, attend in person at such Police Station, or Outpost and notify to the Officer-in-charge, his homestead and the village to which he intends to change his residence and the date on which he intends to leave his present notified residence.

(iv) If, after the seventh day following the date notified in accordance with rule, a convict is residing in any homestead (including his last notified residence) other than that notified by him in accordance with rule (iii) as his intended residence he shall, within 9 days after the date so notified, attend in person at the Police Station or Outpost within the local limits of which he is for the time being residing and shall notify to the Officer-in-charge thereof the village and the homestead within that village at which he is for the time being residing.

(v) If a convict intends to absent himself temporarily for one or more nights or for any part of a night from his notified residence, he shall if he does not intend to leave the local limits of the Police Station or Outpost within which he is at the time residing, not later than the first, and in any other case, not later than the third day before his departure from his notified residence, attend in person at such Police Station or Outpost and notify to the Officer-in-charge his intention to absent himself together with the village and the particular place to which he intends to proceed and the probable dates of his arrival there at and departure therefrom respectively.

APPENDIX 21.28

Andaman and Nicobar Police.

List of Finger Print Bureaux in India.

<u>S.No.</u>	<u>Name of the Finger Print Bureaux</u>	<u>Name of the States.</u>
1.	Central Finger Print Bureau, Calcutta-14	Republic of India.
2.	Shillong.	Assam.
3.	Hyderabad	Andhra Pradesh.
4.	Patna	Bihar.
5.	Bombay & Poona & Nagpur	Maharashtra.
6.	Ahmedabad & Rajkot	Gujrat.
7.	Phillaur	Punjab.
8.	Trivandrum	Kerala.
9.	Bhopal	Madhya Pradesh.
10.	Vellore	Madras.
11.	Bangalore	Mysore.
12.	Cuttack	Orissa.
13.	Jaipur	Rajasthan.
14.	Allahabad	Uttar Pradesh.
15.	Calcutta-27	West Bengal.

TIME TABLE FOR TEAR SMOKE SQUAD
First Week.

	0500 to 0530 hrs.	0540 to 0625 hrs.	0630 to 0715 hrs.	0900 to 1000 hrs.	1600 to 1700 hrs.
Monday	Physical Training	Lecture on use of Gas Guns.	Grenade throwing, Position, Discipline, Drill, Ranging, Gun, Drill, Position, Muscle Exercises.	Handling and care of respiration case and inspection, storage, etc.	Grenade throwing, position, Discipline, Drill, Ranging, Gun drill, Position Muscle Exercises.
Tuesday	-do-	Gas squad discipline, with guns and Gun Drill Grenade Respirators. Changing Ranks. Combined practice with guns and grenades,	Gas squad discipline with guns and Gun drill Grenade Respirators. Changing Ranks, Combined practice with guns and grenades.	Gas squad discipline drill Grenade Respirators. Changing Ranks Combined practice with guns and grenades.	Lecture on first aid for gassed persons
Wednesday	-do-	Gun Drill, Grenade throwing.	Dubbing with respirators.	Lecture on Grenade types.	Gas Chamber
Thursday	-do-	-do-	-do-	-do-	Handling adjustment of respirators
Friday	-do-	Parade as Armed Reserve	Parade as Armed Reserve	Parade as Armed Reserve	Practice alarms, issue of respirators and munitions from stores

TIME TABLE FOR TEAR SMOKE SQUAD
Second week.

	0500 to 0530 hrs.	0540 to 0625 hrs.	0630 to 0715 hrs	0900 to 1000 hrs.	1600 to 1700 hrs.
Monday	Physical Training	Gas squad discipline and changing ranks doubling out to cover a large crowd frontage guns respirators.	Lectures on grenades,	Respirator drill doubling with respirators.	
Tuesday	-do-	Respirator drill making arrests of gassed persons	Gun drill Grenade throwing	Lecture on use of gas.	Lecture on grenades.
Wednesday	-do-	Grenade throwing for all on specified target ranging.	Use of guns by all elevation ranging.	Lecture on gun and munition.	Demonstration of guns and grenades with live munition by Head Constables.
Thursday	-do-	Gun drill with alert position	Grenade throwing with respirators	Lecture on type of munition	Extend order drill to cover frontage of a crowd.
Friday	-do-	-do-	Gas squad discipline and changing ranks.	Lecture on ~~short of~~ munition	Practice alarm. Issue of respirators munition from stores.
Saturday	-do-	Parade as Armed Reserve	Parade as Armed Reserve	Parade as Reserve	Grenade throwing with respirators.

TIME TABLE FOR TEAR SMOKE SQUAD

Third Week.

	0500 to 0530 hrs.	0540 hrs. to 0625 hrs.	0630 hrs to 0715 hrs.	0900 to 1000 hrs.	1600 to 1700 hrs.
Monday	Physical training	Grenade throwing to specified distance individually	Grenade throwing to specified distance individually	Lecture on care and maintenance of respirators.	Gun drill Grenade throwing.
Tuesday	-do-	Squad discipline and drill, doubling with respirators, changing ranks, extending to cover mob frontage.		Lecture on grenade	Guns aiming practice, Grenade throwing.
Wednesday	-do-	Grenade throwing to specific distance individually and as a squad.		Lecture on tactics in streets (Black Board)	Exercises based on morning lecture.
Thursday	-do-		-do-	-do-	-do-
Friday	-do-	Gas tactics in streets, direction of wind, change of position to suit; wind etc.,		Gun drill, grenade throwing.	Lecture and demonstration of fliterite shells
Saturday	-do-		-do-	-do-	-do-

TIME TABLE FOR TEAF SMOKE SQUAD
Fourth Week.

	0500 to 0530 hrs	0540 to 0625 hrs.	0630 to 0715 hrs.	0900 to 1000 hrs.	1600 to 1700 hrs
Monday	Physical training	Firing with dummy shells and grenade.	Firing with dummy shells and grenade	Lecture on tactics in open.	Aiming ranging grenade throwing blind folded
Tuesday	-do-	Operations with dummy shells and grenades as Armed Reserve tactic and firing practice		Lecture on operation.	Squad discipline clearing of ranks extending to cover mob from age.
Wednesday	-do-	Street tactics changing position at double to suit with conditions.		-do-	Standing ranging grenade throwing at targets
Thursday	-do-	-do-	-do-	-do-	-do-
Friday	-do-	-do-	-do-	Cleaning of respirators.	-do-
Saturday	-do-	Parade as Armed Reserve.	Parade as Armed Reserve.	Parade as Armed Reserve.	Lecture on Dm & Cn.

Andaman and Nicobar Police

Appendix 27.1

SCALE OF UNIFORM

Sl.No.	Name of articles	Scale sanctioned	Period of issue.

UPPER SUBORDINATES

1.	Khaki kullah (silver top)	1	4 years
2.	Safa	1	18 months
3.	Fringe silver	1	4 years
4.	Tunic (khaki)	1	3 "
5.	Shoulder badges	1 pair	5 "
6.	Tunic buttons	1 set	5 "
7.	Rank badge	1 set	5 "
8.	Whistle and lanyard	1	Whistle 5 years, Lanyard when necessary.
9.	Khaki shirt	3	1 every year
10.	Bush shirt	2	1 "
11.	Slacks	3	1 "
12.	Shorts	3	1 "
13.	Stockings	3	1 "
14.	Socks	3	1 "
15.	Ankle patties	1 pair	2 "
16.	Boots	1 "	2 "
17.	Shoe (brown)	1 "	1 "
18.	Buckles for tunic Bush shirt belt	1 "	Initial use
19.	Peak cap	1	2 Years
20.	Cap badge	1	10 "
21.	Waterproof coat	1	5 " =
22.	Mosquito net	1	3 "
23.	Revolver lanyard	1	5 "
24.	Revolver holster	1	10 "
25.	Sam brown belt	1	10 "
26.	Cloth belt	2	1 every year
27.	Hosetop khaki (woollen)	2 pairs	1 "
*28.	Sword with state crest worked on them	1	Initial issue only
*29.	Scabbards	1	"
*30.	Sword knot and acron-born leather strap and acron	1	"
*31.	Ammunition pouch (brown leather)	1	When necessary
***32.	Water bottles with khaki webbing sling	1	"
**33.	Khaki webbing belt	1	"
**34.	Holsters and ammunition pouches	1	"

* Scale of 25% of strength may be kept for ceremonial use only.

** To be issued for field operations only. Scale of 25% of strength may be held for the purpose.

LOWER SUBORDINATES

S.No.	Name of Articles	Scale sanctioned	Period of issue.
1.	Khaki kullah	2	1 every year
2.	Khaki safa	2	1 "
3.	Khaki safa fringe	2	1 every year for AP only. Members of CP will be issued safa band red cloth measuring 36" x 14" in lieu of safa fringe khaki,
4.	Kurta	1	3 years
5.	Buttons for kurta	1 set	5 "
6.	Shoulders titles	1 pair	5 "
7.	Chevrons as requisite	1 pair	3 "
8.	Whistle and lanyard	1 set	Whistle 5 years, Lanyard when necessary
9.	Shirt khaki	3	1 every 8 months
10.	Trousers (slacks)	3	1 every year
11.	Shorts K D.	3	1 every 8 months
12.	Hostops	2	1 every year
13.	Socks	3	1 every 6 months
14.	Ankle patties	2 pairs	1 every year
15.	Boots	1 pair	1 1/2 years for AP and 3 years for CP
16.	Canvas shoes	3 pairs	1 every 4 months -
17.	Belt plates and buckles	1 set	6 years
18.	Waterproof coat	1 set	5 years.
19.	Ground sheet	1	5 "
20.	Blanket	1	5 "
21.	Mosquito net	1	3 "
22.	Kit bag	1	5 "
23.	Button stick	1	Initial issue -
24.	Marksman badge	1	As requisite
25.	Haversack	1	5 years
26.	Leather belt	1	5 "
27.	Ammunition bandolier (for AP only)	1	As necessary
28.	Leather rifle sling with buckles	1	5 years.
29.	Side cap	1	1 year
30.	Cap badges	1	10 years.

FIRE BRIGADE AND MOTOR TRANSPORT - (contd)

S.No.	Name of articles	Scale sanctioned	Period of issue
15.	Canvas shoes	3 pairs	1 every 4 months.
16.	Belt plates and buckles	1 set	6 years
17.	Waterproof coat	1	5 "
18.	Ground sheet	1	5 "
19.	Blanket	1	5 "
20.	Mosquito net	1	5 "
21.	Kit bag	1	5 "
22.	Button stick	1	Initial issue
23.	Haversack	1	5 "
24.	Leather belt	1	5 "
25.	Fatigue or side cap	1	1 "
26.	Cap badge	1	10 "
27.	Overalls	2	3 in every 6 months
28.	Long boots	1	3 years F B. only.
29.	Steel helmets	1	After 5 years if

FOLLOWERS

1.	Khaki kullah	1	1 every year
2.	Khaki sfa	2	1 "
3.	Shoulder titles	1 pair	5 years
4.	Shirt khaki	2	1 every 8 months
5.	Trousers	2	1 every year
6.	Shorts	2	1 every 6 months
7.	Hosetops	2 pairs	1 every year
8.	Socks	2 pairs	1 every 6 months
9.	Ankle patties	1 pair	1 every year
10.	Boots	1 pair	3 years
11.	Waterproof coats	1	5 "
12.	Durries	1	5 "
13.	Blanket	1	5 "
14.	Mosquito net	1	3 "
15.	Kit bag	1	5 "
16.	Leather belt and buckle (with clasp)	1	5 "

BUSH POLICE

1.	Khaki shirts	2	1 in every 6 months
2.	Khaki shorts	2	1 in every 6 months
3.	Waterproof coat	1	As necessary
4.	Haversack (khaki)	1	Initial issue only.

POLICE RADIO

S.No.	Name of articles	Scale sanctioned	Period of issue
1.	Beret cap	1	1 every year
2.	Cap badge	1	5 years
3.	Shirt khaki	3	1 every year
4.	Trousers (slack)	3	1 "
5.	Shorts	3	1 every 8 months
6.	Bush shirts	3	1 every year
7.	Socks	3	1 every 6 months
8.	Stockings	3	1 every year
9.	Shoes (RAF type)	2	1 every year
10.	Waterproof coat	1	5 years
11.	Waterproof ground sheet	1	5 "
12.	Durrie	1	5 "
13.	Blanket	1	5 "
14.	Haversack	1	5 "
15.	Mosquito net	1	3 "
16.	WT shoulder badge	2	1 every year
17.	Rank badge	1	5 years
18.	Overalls	1	1 every year for RT only.
19.	Cloth belts	2	Every year
20.	Belt buckle	2	5 years
21.	Shoulder titles	1	5 "
22.	Whistles and straps or lanyard 1 pair	1 pair	Whistle 5 years Lanyard when necessary,
23.	Khaki safa	2	2 years for Sikhs
24.	Safa fringe silver	1	2 years only.

FIRE BRIGADE AND MOTOR TRANSPORT

1.	Khaki kullah	2	1 every year
2.	Khaki safa	2	1 "
3.	Kurta	1	3 "
4.	Buttons for kurta	1	5 "
5.	Shoulder titles	1 pair	5 "
6.	Chevrons as requisite	1	3 "
7.	Whistle and leather straps	1 set	Whistle 3 years, Lanyard when necessary.
8.	Shirts khaki	3	1 every 8 months.
9.	Trousers (slacks)	3	1 every year
10.	Shorts	3	1 every 8 months
11.	Hosetops	2	1 every year
12.	Socks	3	1 every 6 months.
13.	Ankle patties	2 pairs	1 every year
14.	Boots	1 pair	3 years for MT only

COASTGUARD SERVICE

Upper Subordinates.

S.No.	Name of articles	Scale sanctioned	Period of issue.
1.	White jacket (Tunic)	1	3 years
2.	Jacket buttons	1 set	5 "
3.	Shoulder badges	1 pair	5 "
4.	Rank badges	1 set	5 "
5.	White shirts	5	1 every year
6.	White slacks	3	1 "
7.	White shorts	3	1 "
8.	Stocking white	3 pairs	1 "
9.	White socks	3 pairs	1 "
10.	Shoes black	2 pairs	1 "
11.	Buckles belt silver	1 pair	5 "
12.	Peak cap white with black strap	2	1 every two years
13.	Cap badge	1	10 years
14.	Waterproof coat	1	5 years
15.	Mosquito net	1	3 years.

Lower Subordinates

1.	Blue kurta	1	3 years
2.	Buttons for kurta	1 set	5 "
3.	Shoulder badges		
4.	Chevrons as requisite	1 pair	3 "
5.	Blue shirts	3	1 every 8 months
6.	Blue slack	3	1 every year
7.	Blue shorts	3	1 every 8 months
8.	Blue socks	3 pairs	1 every 6 months
9.	Shoes black leather	1 pair	1 every year
10.	Shoes canvas white	1 pair	4 months
11.	Blot plates and buckles	1 set	6 years
12.	Waterproof coat	1	5 years
13.	Mosquito net	1	3 "
14.	Kit bag	1	5 "
15.	Button stick	1	Initial issue only.
16.	Haversack small	1	5 years
17.	Leather belt (black)	1	5 years
18.	Round cap white with blue band	2	1 year
19.	Cap badge	1	10 years.

Dress Regulations

1. Gazetted Officers - These regulations will not apply to Gazetted Officers of the force who are governed by rules of their parent States from which they are on deputation.

II Upper Subordinates(a) Inspectors

Full dress --(i) Tunic - Khaki drill loose fitting except at the waist, with four buttons down the front, skirt open at the back upto the waistline. The lowest button should be just below the line of the belt, the underlap of the skirt at the back should be three inches. Open collar cut. Plain shoulder straps with letters "A&N.P" at the base. Plain cuffs 3" deep running to a point 7 inches from the end of the sleeves. Two breast pockets, 6 inches wide and 7 inches deep pointed in the centre and 1 1/2" pleat down the centre closed by a flap 2" deep pointed in the centre and fastening with small white metal button. Two expanding pockets one on each side below the belt 9 1/2" wide at the top. 12 1/2" wide at the bottom, 9 inches deep, a flap (slightly wider than the pockets) 3 inches deep from the seam of the belt to cover the opening of the pocket, fastening with a small button (white metal) in the centre. Khaki tie to be worn on the khaki shirt under the tunic.

(ii) Slacks - Khaki drill to match tunic with plain ends 18" wide and shaped from instep to toe.

(iii) Ankle boots - Brown, with plain toe caps.

(iv) Pagri - Khaki kulla with silver top. Khaki cloth worn over the kullah with a silver fringe. Monogram to be worn.

(v) Belt - Sam brown belt (brown leather) with white metal fittings.

(vi) Buttons - White metal with A&N P Monogram

(vii) Whistle and whistle cord - Metropolitan Police Pattern whistle to be worn with braided whistle cord. The whistle cord will be carried in the left breast pocket so that the whistle cord goes straight from the left upper edge of the pocket to the armpit.

(viii) Shorts - Khaki drill to match the tunic.

(ix) Hosetops - Khaki woollen.

(x) Putties - Ankle, Khaki Spiral.

(xi) Socks - Khaki woollen

(xii) Shoes - Brown shoes with plain toe caps.

(xiii) Badges of rank - Three five pointed stars (Star of India of normal size as worn by the I.P./I.P.S. Officer) and a ribbon 1/2" in width half red and half dark blue (horizontally divided) which should be worn horizontally (red colour facing the stars) an inch from the base of the shoulder straps. Letters "A&NP". (size to be same as for IP/IPS Officers) to be worn at the base. The stars and the letters will be of white metal.

Working Dress - (i) Head Dress - Peak cap- Of the same pattern as approved for IP/IPS Officers with the difference that the georget buttons on the cap will bear the device of the State Police. The cap badge of white metal bearing the A&N Police crest will be worn in front.

(ii) shirt - Khaki cellular with turned down collar two breast pockets and shoulder straps. Three buttons down the front one on each pocket, one on the collar at the back of the neck, one on each cuff and one on each shoulder strap. All buttons to be khaki colour.

(iii) Bush shirts - Khaki of cellular cloth. The Bush shirts should have plain fronts with two breast pockets and two lower cross-pockets, khaki buttons and detachable shoulder straps.

(iv) Cloth belts - Khaki of the material to match the Bush shirt or tunic. The belt will be 1/2" broad with a white metal buckle.

(v) Shorts - Khaki Drill to match the tunic.

(vi) Slacks - Khaki drill to match the tunic with plain ends 18" wide and shaped from instep toe.

(vii) Boots and shoes - Brown boots/shoes with plain toe caps.

(viii) Revolver Holsters - Revolvers will be carried in a holster on the left side of the belt and ammunition to be carried in the cross belt.

(ix) Stockings - Woollen khaki to be worn with shorts khaki.

(x) Hosetops

(xi) Patties.

(xii) Socks.

As for full dress.

(b) SUB INSPECTORS AND ASSISTANT SUB INSPECTORS:

Full dress and working dress - Same as for Inspectors with the following exceptions :-

(1) Tunic - Same pattern as that prescribed for Inspectors except that it will have turned down closed collar and from $1\frac{1}{4}$ " to 2" over the shoulder straps and at the points which will be cut square and fastened with two hooks and eyes and five white metal buttons.

(2) Badges of Rank - Sub Inspectors and Assistant Sub Inspectors will wear similar shoulder straps as for Inspectors but with two and one star respectively.

III. LOWER SUBORDINATES

Full Dress - (i) Kurta - A khaki drill kurta with patch pockets and four white police buttons down the front collar fastening with hook and eye at the neck. Shoulder strap fastened with a Police button and with half inch block letters (A&N P) at the base of each shoulder strap. The kurta to be cut loose and to reach to the first joint of the wearer's thumb when the arms are held straight to the sides, fingers extended.

(ii) Shorts - Of khaki drill to match the kurta.

(iii) Belt - Brown leather belt with slide pin and white metal clasp engraved with the Constabulary number and "Aadman and Nicobar".

(iv) Whistle - To be worn with whistle cord as for Upper Subordinates.

(v) Hosetons }

(vi) Putties }

(vii) Socks }

Khaki colour as for Upper Subordinates.

viii. Boots - Black grain leather ankle boots with separate toe cap with hob nails and toe plates.

(ix) Badges - Head Constable will wear chevrons (three stripes) and Lance Head constables will wear chevrons (two stripes) on both arms midway between the elbow and the point of the shoulder, the outer points being uppermost.

(x) Pugree - Khaki kullah - Khaki cloth worn over the kullah with ordinary khaki fringe Monogram to be worn. Men posted to the Civil Police will wear a redband over the pagri with A&N P. Monogram.

(xi) Buttons - White Metal.

Working Dress (i) Kurta - As for full dress.

(ii) Shirt - Khaki of cellular cloth or twill open neck with half sleeves.

- (iii) Shorts - As for full dress.
- (iv) Hosetops, putties and socks - As for full dress.
- (v) Boots - As for full dress.
- (vi) Canvas shoes - Brown canvas shoes to be worn with khaki socks. To be worn for all duties other than parades, guards escorts and court attendance.
- (vii) Pugree - Khaki kullah and safa without fringe but with monogram (pagri to be worn on all such occasions as formal parades and other routine duties when full dress is not worn).
- (viii) Side caps - Khaki drill side caps lined in front with red cloth. Monogram to be worn on the left side. (Side caps to be worn during night time by executive staff and during all hours by clerical staff)

IV. Police Radio -

For all ranks - Full Dress:

- (a) Bush shirt - as for Upper Subordinates.
- (b) Blacks - as for Upper Subordinates.
- (c) Shoes - black IAF pattern shoes.
- (d) Beret caps - brown beret caps with monogram.

Working Dress -

- (a) to (d) same as for full dress.
- (e) Shorts - Khaki drill) as for Upper
- (f) Shirts - Khaki cellular) subordinates.
- (g) Stocking - Khaki woolen stockings.
- (Shorts to be worn with shirts, stockings and shoes).

V. Coastguard Service :

Upper Subordinates:

Full Dress - (1) White Jacket (Tunic) - Made of white drill according to the pattern prescribed for the Inspectors of the regular force to be worn with blue tie. Tunics of Assistant Sub-Inspectors will be prepared of white drill and according to the pattern prescribed for Upper Subordinate of the regular force.

- (ii) Buttons - For tunic - Same as that of regular force.
- (iii) Rank Badges - Same as for Upper Subordinates.

- (iv) Slacks - White drill of the pattern prescribed for Upper Subordinates.
- (v) Peak cap - White with black strap with monogram of "A&N Police" to be worn in front.
- (vi) Socks - Of white colour to be worn with shoes.
- (vii) Shoes - Black leather with plain toe caps.

Working Dress - (i) Slacks - As for full dress.

- (ii) Shorts - Made of white drill
- (iii) Shirts - Made of white cellular and of the pattern prescribed for Upper Subordinates.
- (iv) Stocking - White.
- (v) Shoes - As for full dress.
- (vi) Peak Caps - As for full dress.

LOWER SUBORDINATES .

Full Dress - (i) Kurta - Blue drill of the pattern prescribed for Lower Subordinates.

- (ii) Buttons for kurta - same as for lower subordinates.
- (iii) Rank Badges - Chevrons as for Head Constables and Lance Head Constables of regular force.
- (iv) Slacks - Blue drill and of the pattern prescribed for Upper Subordinates of Coastguard Service.
- (v) Cap - Round cap white with blue band. Cap badge to be worn in front.
- (vi) Belt - Black leather belt with slide pin and belt plate and buckle as for Lower Subordinates of executive force.
- (vii) Shoes - Black leather with plain toe cap.
- (viii) Socks - Blue.

Working Dress - (i) Shirt - Blue of cellular shirting.

- (ii) Shorts - Blue of drill
- (iii) Socks - Blue as for full dress
- (iv) Shoes - Black as for full dress
- (v) Round cap - As for full dress
- (vi) Belt - As for full dress
- (vii) Shoes Canvas - White.
- (viii) Rank Badges - As for full dress.

VI. Bush Police

- (i) Shorts :) Made of khaki cellular cloth and of the
- (ii) Shirts :) pattern prescribed for Lower Subordinates.

ANDAMAN AND NICOBAR POLICE - SCALE OF FURNITURE.

Appendix 27.15

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	Reserve Inspector	Line Writer	Orderly Officer	Lines sub Inspector	A S.I. School	Magazine Clerk.	Quartermaster	Store Clerk	Store Keeper	Armoury Guard	Try. Guard	Govt. House	Marine Guard	I.S.P.W. Guard	Chatham Guard	Circle Inspector	Public Prosecutor	Inspector B. Police	Special Branch Insptr.	P.S. Aberdeen	Other Police Stations	Outposts	Fire Stn. II Quarter	Chatham Fire Stn.	Marine Fire Stations.
Table with drawer	1	1	1	4	1	1	1	1	1	1	1	1	1	1	1	2	3	2	2	5	2	1	1	1	1
Chair	2	1	1	4	1	1	1	1	1	1	1	1	1	1	1	3	5	3	4	7	4	4	2	2	2
Bench	-	1	1	4	16	1	2	-	-	1	1	1	1	1	1	-	-	-	1	3	1	1	2	1	1
Steel Almirah	-	1	-	-	1	1	2	-	-	-	-	-	-	-	-	1	1	1	1	2	1	-	1	-	-
Record Box	1	1	-	-	-	-	1	-	-	-	-	-	-	-	-	2	2	2	2	5	2	1	1	1	1
Tray	1	1	1	-	-	-	1	1	-	-	-	-	-	-	-	1	3	1	3	4	2	-	2	1	1
Lantern	-	-	6	-	-	2	-	-	-	1	1	1	1	1	1	1	1	1	-	2	1	2	1	1	1
Table Barrack	-	-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-
Arms rack with ammunition box attached	-	-	-	-	-	-	-	-	-	1	1	1	1	1	-	-	-	-	-	1	1	1	-	-	-
Torches	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	8	2	-	1	1	1
steel box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	1	-	-	-	-
Back bench	-	4	-	-	-	4	-	-	-	4	4	4	4	4	4	-	-	-	-	1	1	4	4	4	4
Looking glass	-	1	-	-	-	1	-	-	-	1	1	1	1	1	1	-	-	-	-	1	1	1	1	1	1
Petromax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	-	-	-

Andaman and Nicobar Police

Appendix 28.17

Scale of Escorts for Treasure and Prisoners.

Amount of treasure, etc. and number of prisoners.	SI or A S-I.	Head constable	Lance Head Constable.	Con- sta- ble.
(1) On treasure, stamp and Opium -				
For sums above Rs.99 and not exceeding Rs.250.	-	-	-	1
For sums above Rs.250 and not exceeding Rs.1,000	-	-	-	2
For sums above Rs.1,000 and not exceeding Rs.10,000	-	-	1	3
For sums above Rs.10,000/- and not exceeding Rs.1 lakh	-	1	1	6
For sums over one lakh	1	1	1	12
(2) On prisoners -				
From 1 to 3	-	-	-	2
From 4 to 9	-	-	1	3
From 10 to 20	-	-	1	6
From 21 to 50	-	1	1	8
From 51 to 75	-	1	1	12
From 76 to 100	-	1	1	14
From 101 to 140	-	1	1	18

Andaman and Nicobar Police

Appendix 29.4

TRAINING SYLLABUS FOR BAND RECRUITS

First Week.

Practical: Opening and closing of instruments - use of
mouthpieces only.

Theory: Lines - Spaces.

Second week.

Practical: Sounds with Instrument Mouthpiece - Correct
holding of instrument. Heza chord Notes.

Theory: Notes on Lines and spaces - notes above
Line Spaces - training for Music.