

## PUNJAB POLICE RULES

### VOLUME 2

#### **CHAPTER 12**

##### *Appointments and Enrolments*

**12.1. Authorities empowered to make appointments.** - (1) Assistant Superintendents of Police are appointed by the Secretary of State for India, either in England or in India, according to the rules framed by him from time to time.

Deputy Superintendents of Police are appointed by the Provincial Government according to rules contained in Appendix 12.1.

The following table summarises the directions given by the Provincial Government under clause (b) of sub-section (1) of Section 241 of the Government of India Act, 1935, in regard to the authorities competent to make appointments to the non-gazetted ranks.

1	2	3
Class of Government servants	Authority to whom the power of appointment is delegated.	The extent of the delegation
Inspectors	Deputy Inspectors-General of Police, Assistant Inspector-General, Government Railway Police, Assistant Inspector-General, Provincial Additional Police, (designated as Commandant, Provincial Additional Police), and the Assistant Inspector-General of Police (Traffic)	Full powers subject to rules governing the conditions of service as defined in Police Rules.
Sergeants, Sub-Inspectors and Assistant Sub-Inspectors.  Head Constables and Constables	Superintendents of Police and Deputy Superintendent (Administrative), Government Railway Police and Assistant Superintendent, Government Railway Police.  Superintendents of Police, and Deputy Superintendent, (Administrative), Government Railway Police, Assistant Superintendent, Government Railway Police, Deputy Superintendents in-charge of Railway Police Sub-Divisions, Senior Assistant Superintendent of Police, Lahore and [Officers in-charge, of Police Constables Training Centres,]* Deputy Superintendent of Police, Punjab Armed Police, Lahanl and Spiti	

\*See Punjab Government Notification No. G.S.R. 43/C.A. 5/1861/S.7/Amd, dated 4-4-1988.

(2) All direct appointments to non-gazetted ranks above that of constable and all first appointments of civilian clerks shall be made by the appointing authority on consideration of the recommendations of a selection board. Such Boards shall be constituted accordance with the orders of the Inspector-General.

(3) The power to confirm the appointment of officers appointed on probation vests in the prescribed appointing authority.

(4) Inspectors shall be borne on a provincial roll and shall receive provincial constabu-

lary numbers. Sergeants shall be borne on a separate provincial roll and shall receive separate provincial constabulary numbers.

Sub-Inspectors and Assistant Sub-Inspectors shall be borne on range rolls and shall receive range constabulary numbers.

Head constables and constables in each district shall be borne on district rolls and shall receive district constabulary numbers.

(5) In matters relating to general conditions of service such as pay, pension, leave, joining time and travelling allowance, the subordinate ranks of the Police force of the State of Punjab shall be governed by the Punjab Civil Service Rules, for the time being in force, in so far as they are not inconsistent with the provisions contained in these rules.]<sup>1</sup>

**12.2. Seniority and probation.** - (1) The seniority of Assistant Superintendents of Police is regulated by the orders passed from time to time by the Secretary of State and the Central Government.

No Probationary Assistant Superintendent of Police shall be permanently appointed as an Assistant Superintendent of Police until he has passed the prescribed departmental examinations.

A Probationary Assistant Superintendent of Police who does not qualify by passing these examinations within two years, or at the first examination after two years, from the date of his joining the service, will be removed from Government service; provided that the Provincial Government shall have power to relax this rule in special cases, when the Probationary Assistant Superintendent of Police is likely to make a good police officer.

(2) The rules governing the probation and seniority of Deputy Superintendents of Police are contained in Appendix 12.1.

**[(3) Seniority** :- The Seniority *inter se* of persons appointed to posts in each cadre of a service shall be determined by the length of continuous service on such post in that cadre of the service :

Provided that in the case of persons recruited by direct appointment, who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commissioner or the Board, as the case may be, shall not be disturbed :

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post :

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso, joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso :

Provided further that in the case of two or more persons appointed on the date, their seniority shall be determined as follows :-

(a) A person appointed by direct appointment shall be senior to a person appointed otherwise;

1. Inserted vide Punjab Govt. Gaz. LSP III dated 12-2-1963.

- (b) A person appointed by promotion shall be senior to a person appointed by transfer ;
- (c) In the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to younger person.

*Note* :- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.]<sup>1</sup>

**12.3. Direct Appointments of Inspectors and Assistant Sub-Inspectors.** - Except as provided in Rules 12.1 and 12.4, direct appointments shall not be made except in the rank of Inspector, prosecuting Sub-Inspector and Assistant Sub- Inspector. Such appointments in the rank of Inspector and Assistant Sub- Inspector may be made up to a maximum of ten per cent and twenty-five per cent of vacancies, respectively.

**12.3-A. Appointment of Urdu Stenographers.** - Appointment to the special posts of Urdu stenographers is made in the rank of Assistant Sub-Inspector by the Deputy Inspector-General of Police, Criminal Investigation Department, Punjab. These appointments are governed by the rules contained in Appendix 12.3-A.

**12.4. Sergeants - appointment of.** - Sergeants shall be appointed by Superintendents of Police or the Assistant Superintendent, Government Railway Police, on consideration of the recommendations of a selection board, to fill vacancies occurring in the Districts of the Punjab, the Railway Police or Delhi Province. Applications for appointment as Sergeant from Europeans and Anglo-Indians who are natural born British subjects shall be addressed to the Inspector-General, who will enter, in a list of accepted candidates to be maintained by him, the particulars of those applicants, whose physique, education and status is suitable.

*Note* - British soldiers transferred to the Indian Army Reserve in India may be appointed on probation as Sergeant or Inspector of Police, if otherwise qualified. On confirmation in these posts they will be discharged from the Reserve. The date of confirmation must be communicated to the Officer-in- charge. Records, of the man concerned in Great Britain, to whom also his certificate of service (A.F.B.-108) must be sent. British Army reservists serving in the police are not liable to be recalled to the army for any purpose.

(*Authority* :- *Secretary, Army Department's letter No. A-41236 - 1 (A.G.-6) of 1st April, 1927, to all local Governments*).

**12.5. Applications for direct appointment as Inspector, Sergeant and Assistant Sub-Inspector.** - Applications for direct appointment in the rank of Inspector, Sergeant and Assistant Sub-Inspector will be received and acknowledged as submitted, but no correspondence will be undertaken with applicants, nor will they be told whether they have been accepted as candidates or not. When appointments are to be made, pending appli-

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1. Substituted vide Punjab Govt. Notification No. G.S.R. 14/C.A.V./61/Ss.7 and 46/Amd.(22)/2003 dated 28.2.2003.

cations will be considered and those applicants whom it is desired to call before a selection board will be informed at least a month before the assembling of the board.

**12.6. Qualifications for direct appointment as Inspector or Assistant Sub-Inspector.** - (1) Applications for direct appointment in the rank of Inspector or Assistant Sub-Inspector shall, at the discretion of the Inspector-General and range Deputy Inspectors-General, respectively, be referred to the Superintendent of the applicant's home district for report in Form 12.6(1).

(2) No applicant shall be accepted as a candidate for direct appointment as Inspector or Assistant Sub-Inspector who has not been certified as physically fit for service by a Civil Surgeon and who does not possess the following qualifications :-

- (a) Good moral character.
- (b) Good physique and active habits.
- (c) He must be between 18 and 25 years of age.

Provided that the Legal Practitioners selected for appointment as prosecuting Sub-Inspectors, may be appointed upto 30 years of age.

Provided further that the Inspector-General of Police may waive the maximum age limit in any case under special circumstances with prior consultation with Public Service Commission/Subordinate Services Selection Board.”

- (d) He must be graduate of a recognised University or its equivalent and should have passed Punjabi Language of Matriculation Standard :

Provided that the Director General of Police may, for reasons to be recorded in writing, relax the educational qualifications in exceptional cases.

**Note** 1. - Legal practitioners selected for appointment as prosecuting sub-inspectors may be enrolled up to the age of 30 years.

<sup>1</sup>[**Note** 2. - Inspector-General may, in special circumstances to be recorded in writing, relax the upper age limit in the case of candidates.

**Note** 3. - A candidate whose age is not less than 17 year may be enrolled, subject to the condition that the service rendered before the age of 18 years shall not qualify for pension.]

**12.7. Sub-Inspectors' list of accepted candidates.** - (1) A list of accepted candidates for direct appointment to the rank of [-]<sup>2</sup> Sub-Inspector shall be maintained in the office of each Deputy Inspector-General in form 12.7(1) and appointments shall be made by selection from this list. Candidates must be limited to residents of the range. No person who is already serving in or has resigned from the police force of another Province shall be accepted as a candidate without the approval of the Inspector-General of Police of that province.

(2) The Assistant Inspector-General, Government Railway Police, shall maintain a similar list, but may accept candidates residing anywhere in the province.

**12.8. Probationary nature of appointments.** - (1) Inspectors, Sergeants, Sub-Inspectors and Assistant Sub-Inspectors who are directly appointed will be considered to be on probation for three years and are liable to be discharged at any time during or on the expiry of the period of their probation if they fail to pass the prescribed examinations including

1. Note 2 and 3 added vide Punjab Government Notification dated 15-3- 1966.

2. Word "Assistant " omitted by Haryana Notification No. GSR 32/Const/Art 309/2001 dated 24.12 2002.

the riding test, or are guilty of grave misconduct or are deemed, for sufficient reason, to be unsuitable for service in the police. A probationary inspector shall be discharged by the Inspector-General and all other Upper Subordinates by Range Deputy Inspector-General and Assistant Inspector-General, Government Railway Police, Assistant Inspector-General, Provincial Additional Police (designated as Commandant, Provincial Additional Police) and Assistant Inspector-General of Police (Traffic). No appeal lies against an order of discharge.

[Provided that the competent authority may, if it so thinks fit in any case, extend the period of probation by one year in the aggregate and pass such orders at any time during or on the expiry of the extended period of probation as it could have passed during or on the expiry of original period of probation]

(2) The pay admissible to a probationary Inspector, Sergeant, Sub-Inspector or Assistant Sub-Inspector is shown in Appendix 10.64, Table A.

**12.9. Appointment as range auditors.** - Appointment to the three special posts of range auditor is made by the Inspector-General. These appointments are governed by the Punjab Police Clerical Service Rules. Men appointed as auditors shall receive the special rates of pay specified in Appendix 10.64, Table A.

**12.10. Appointments of head constables.** - (1) Head constables shall be appointed by promotion from selection grade constables in accordance with rules 13.7 and 13.8.

**12.10-A. Direct appointment of selection grade constables.** - Matriculates of good social status and strong family claims may be enlisted in the selection grade of constables up to a maximum of 10 per cent of the posts in this grade, and should be given a promise of accelerated promotion if they pass the recruits course with credit. No officer directly appointed under this rule should be confirmed or admitted to promotion list B-1 maintained under Police Rule 13.7 without the sanction of the Deputy Inspector-General. If such officers work well, they will be sent to the Lower School course at Phillaur directly they are confirmed and if they continue to receive good reports they will be deputed to take the Intermediate course when they have six years' service. Any such officers who fail to pass the recruits course with credit should be reverted to the time-scale, and would not be entitled to accelerated promotion. Deputy Inspectors-General during their formal and informal inspections of districts should satisfy themselves that these officers are making satisfactory progress and have justified their appointments. Cards for these officers shall be maintained in from 13.8(1) from the date on which they are enlisted.

**12.11. Restriction on appointment of non-British subjects.** - The appointment to the provincial or subordinate ranks of the police of any person, who is not a British subject, or the subject of any State in India, requires the prior sanction of the Government of India. All such cases shall be reported by the appointing authority through the ordinary channel of correspondence in the prescribed form (obtainable from the Central Police Office), and no such appointment shall be made substantive, until the required sanction has been communicated.

**12.12. Supervision of recruitment.** - The standard of performance and the reputation of the whole police force depend above all upon the quality of its constables. Standards for recruits are laid down in the rules which follow, but, over and above these, constant

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1. Proviso added vide Punjab Government Notification dated 12-4-1966.

attention and effort to raise the general standard of recruitment are essential. Gazetted Officers shall at all times devote special attention to discovering and encouraging men of a thoroughly good stamp to enroll themselves. Efforts shall be made to enrol a proportion of men belonging to communities or classes, whose representation in the force is desirable, but who appear reluctant to offer themselves. The examination and measuring of candidates for enrolment shall invariably be carried out by a gazetted officer, who shall concern himself specially to prevent the victimisation of, or the taking of illegal gratification from, candidates by subordinate Government servants concerned in the conduct of their examination. Superintendents shall personally satisfy themselves that the arrangements for the reception of new recruits in the Lines, and for providing them with bedding and warm clothing, whether as a sanctioned Government issue or under system whereby the cost is recovered later in instalments from pay, are adequate, and that recruitment is not discouraged by initial and avoidable hardships. Deputy Inspectors-General, in addition to exercising a careful control over recruitment generally, and preventing the enrolment of undesirable types, shall, at their inspections, formal and informal, pay special attention to the observance of this rule.

**12.13. Recruits - register of.** - The name of every recruit, together with the other details required by the form, shall be entered in English in the Recruit Register in Form 12.13 and the form shall be completed as to age and physical fitness by the Civil Surgeon before the recruit is enrolled. No recruit shall be accepted, who, unless he had already had small-pox and shows obvious scars thereof, is not certified by the Civil Surgeon to have been successfully vaccinated or re-vaccinated within the previous twelve months. The Recruit Register shall be examined and countersigned by the Deputy Inspector-General when visiting the district for purposes of inspection.

**12.14. Recruits - Status of.** - (1) Recruits shall be of good character and great care shall be taken in selecting men of a type suitable for police service from candidates presenting themselves for enrolment.

(2) The enlistment in the police of Gurkhas of Nepalese nationality is absolutely forbidden. The enlistment of Gurkhas, who can prove British nationality or continuous domicile, is permitted, but only with the formal sanction of the Deputy Inspector-General. Before giving sanction the Deputy Inspector-General should verify the nationality of the proposed recruit by a reference to the recruiting Officer for Gurkhas.

(3) Sons and near relatives of persons who have done good service in the Punjab Police or in the Army shall, subject to the consideration imposed by rule 12.12 have preference over the other candidates for police employment.

**12.15. Recruits - age and physical standards of.** - (1) Recruits shall be not more than 22<sup>1</sup>, or less than 18 years of age, at the time of enrolment, and shall have a minimum height of 5'-7" and normal chest measurement of 33", with expansion of 1 inches. These physical standards shall not be relaxed without the general or special sanction of the Deputy Inspector-General. A general reduction of the standard may be allowed by Deputy Inspectors-General in the case of special castes or classes, which provide desirable recruits, but whose general height does not come up to that prescribed. In such cases a standard of chest measurement and general physique shall be fixed, which will permit the enlistment of strong and well-proportioned youths of the class in question.<sup>2</sup> [The Inspec-

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1. Substituted for "25" vide Punjab Government Notification dated 14-4-1984

2. Added vide Punjab Government Notification dated 15.3.1966.

tor General may in special circumstances to be recorded in writing, relax the upper age limit and the physical standards in the case of recruits.]

**Note** :- A recruit whose age is not less than 17 years may be enrolled, subject to the condition that the service rendered by him before the age of 18 years shall not qualify for Pension.

(2) The greatest care shall be taken to ensure that the age of the every police officer is correctly recorded at the time of his enrolment and appointment. The record then made becomes of the utmost importance when the question arises of an officer's 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 due to a *bona fide* mistake.

A copy of this rule shall be pasted inside the cover of the recruit register (form 12.13) and the attention of the Civil Surgeon shall be drawn to it.

**12.16. Recruits - Medical examination of.** - (1) Every recruit shall, before enrolment, be medically examined and certified physically fit for service by the Civil Surgeon. A certificate, in the prescribed form (10.64), signed by the Civil Surgeon personally, is an essential qualification for enrolment - (vide Fundamental Rule 10).

The examination by the Civil Surgeon will be conducted in accordance with the instructions issued by the medical department and will test the eyesight, speech and hearing of the candidate, his freedom from physical defects, organic or contagious disease, or any other defect or tendency likely to render him unfit, and his age. The candidate must strip for examination, a loin covering being allowed except when the examination is being completed, and any candidate who refused to do so must be rejected. The conditions of police service make it necessary that the medical examination of candidates should be strict. Candidates shall be rejected for any disease or defect which is likely to render them unfit for the full duties of a police officer.

(2) Superintendents are themselves responsible for rejecting candidates whose general standard of physique and intelligence is unsatisfactory; only those candidates should be sent for medical examination whom the Superintendent has accepted as being up to the required standards in these respects. (See Appendix 12.16).

**12.17. Recruits - Enrollment of.** - When a candidate has been passed by the Superintendent and the Civil Surgeon under rules 12.12 to 12.16, orders for his enrolment shall be entered in column 14 of form 12.13 and in the order book. The recruit shall be sent to the Lines Officer, who shall personally place him in the charge of the chief drill instructor. The latter shall be responsible for explaining to the recruit the disciplinary orders immediately applicable to him, for arranging for the issue to him of recruits uniform and equipment, and for allotting him to a squad and showing him his place in barracks.

**12.18. Recruits - Verification of character of.** - (1) The character and suitability for enrolment of every recruit shall be ascertained by a reference to the lambardar of the village or ward member of the town of which the recruit is a resident. A search slip shall also be sent to the Finger Print Bureau in order to establish his freedom or otherwise from conviction. Such lambardar or ward member shall, if the recruit is of good character, furnish a certificate to that effect which shall be verified and attested by the Sub-Inspector in-charge of the local police station. The Sub-Inspector shall also complete the information required by form 12.18(1).

(2) If the recruit is not a resident of British territory, the Superintendent shall take steps to verify his character through other serving police officers, whose homes are in the same neighbourhood, or by such means as may be most suitable under the circumstances.

(3) Recruits shall be provisionally enrolled pending the result of the reference.

**12.19. Recruiting arrangement.** - (1) When sufficient recruits to fill vacancies in the rank of constable do not present themselves voluntarily at the headquarters of a district, or when other reasons justify such action, police officers proceeding on leave shall be encouraged to enlist recruits at their homes, and selected men may be deputed singly or in parties on recruiting duty.

(2) When police offices are required under the provisions of the above sub-rule to bring recruits from another district, they shall be provided with a letter to the Superintendent of such district, requesting him to examine candidates brought before him and to have those who are considered suitable for enrolment medically examined. A roll of all candidates passed as fit shall be prepared in form 12.13 by the Superintendent who examines them, and they shall be enlisted on the establishment of the district in which they are to serve with effect from the date of their being so passed, and shall be entitled to pay and travelling allowance from that date, provided that they report for duty without delay and by the most direct route. The appointment of candidates enrolled otherwise than under this provision shall in no case be antedated.

(3) In cases where a police officer has been put to expense on account of the feeding and travelling expense of a candidate brought by him, and provided such candidate is accepted and enrolled, the actual expenses so incurred, up to a maximum of Rs. 3, for each recruit, may be paid by the Superintendent from his grant for rewards.

**12.20. Recruits - Dates of Enrolment of.** - Superintendents of Police shall fill up vacancies in the rank of Constable as and when suitable men are available. Recruiting parties may be despatched, if necessary, and any Police Officer who produces really good recruits should be given some reward in addition to travelling allowance. The dates of enlistment of recruits shall, however, as far as possible, be regulated to ensure that a sufficient number of men are enrolled on the same date to form a training squad to proceed from start to finish of their recruits training according to the prescribed syllabus.

**12.21. Discharge of Inefficients.** - A constable who is found unlikely to prove an efficient police officer may be discharged by the Superintendent at any time within three years of enrolment. There shall be no appeal against an order of discharge under this rule.

**12.22. Certificates of appointments.** - (1) Every enrolled police officer shall be given a certificate of appointment in the form prescribed by the Police Act (Form 12.22(1)) and shall sign a receipt therefor in his character roll. Such certificate shall be signed by the gazetted officer empowered to make the appointment.

(2) Such certificate shall be in abeyance during periods of suspension and shall be surrendered on leaving the service.

**12.23. Trackers.** - (1) In districts where tracking by indigenous methods is an established custom, professional trackers may be appointed to the police by Superintendents either as constables or head constables according to their qualifications and up to the age of 35 years.

(2) The physical standards prescribed in Rule 12.15 shall not be obligatory in the case of trackers, but Rules 12.16 and 12.18 shall apply to them. Trackers, who prove unsatisfactory in respect of character and skill, may be discharged at any time. Men enlisted as trackers shall not be promoted or transferred for general police duties, unless they are thoroughly qualified for such duties.

(3) The number of professional trackers to be enrolled in any district, and the number of such appointments which may be made in the rank of head constable, shall be fixed by



the Deputy Inspector-General from time to time, in accordance with the requirements of the criminal situation and the interests of the service. Professional trackers should ordinarily be employed entirely as such and should not be trained in drill, musketry or the general duties of a police officer. Men so enrolled and employed shall be issued with an appointment certificate (Rule 12.22), but shall receive only a partial issue of uniform and equipment, comprising warm clothing and such articles of the full kit as are necessary for their duties.

(4) When considered advisable one or more trackers may be enlisted in sanctioned additional police appointments.

(5) The indigenous system of tracking is based on hereditary lore and custom; the utility of a tracker skilled in that system is, therefore, limited in the main to the area in the neighbourhood of his home, or to areas of similar physical characteristics inhabited by people of similar habits by and customs. For these reasons it is useless to import to an area where local trackers are unobtainable a tracker from a distant and dissimilar area. In cases where a professional tracker is both willing to serve away from his home, and is proved by practical tests to be capable of exercising his skill successfully under the conditions in which it is desired to employ him, he may, with the sanction of the Deputy Inspector-General, be enrolled.

**12.24. Enlistment of ex-soldiers, reservists and ex-police officers.** - (1) Re-enrolment in the rank of constable is permitted and past service will count for pension under the following conditions, and subject to the further conditions as to pensions contained in Rules 9.2 and 9.29 :-

- (a) Ex-soldiers of the Indian Army and ex-members of police forces (including Military Police), paid for from the general revenues of India, may be enlisted as constables on production of a discharge certificate showing their previous service to have been "good" or of higher classification, and if they fulfil the physical and other standards required by these rules for first appointments. They must also be passed medically fit by the same standards as are applied to recruits.
- (b) Age on the date of re-enrolment in the police must be below 30, but ex-Punjab police officers, and, with the special sanction of the Inspector-General in each case, ex-soldiers and ex-members of other police forces may be re-enlisted up to the age 55, if they present themselves for re-enrolment and are found medically fit within two years of voluntarily taking their discharge.
- (c) The break of service between the date of enrolment in the police and the date of discharge from previous Army employ shall not exceed two years, and there must not have been more than two breaks of service in all.
- (d) No claim to count previous service for pension shall be allowed unless the previous service claimed was declared and verified at the time of enrolment in the police.
- (e) Service in a body of additional police shall be counted for increments in the case of a constable transferred to the regular force immediately on such transfer.

(2) No class A Army reservist or member of the Indian Territorial Force may be enrolled in the police until he has resigned his appointment in such force.

Cavalry and Infantry reservists of the Indian Army below the age of 30 years may be enrolled, provided that their military service records show good conduct. Such reservists shall not be required to undergo annual military training provided that it is certified that they are trained in drill and fire a musketry course each year. The certificate will be signed by the Assistant Inspector-General, Government Railway Police, Punjab, or by the Superintendent of Police of the district in which the reservist is serving.

The ordinary police musketry course is sufficient for this purpose, vide Government of India, Home Department letter No. F.-28/11/31-Police, dated the 22nd September, 1931.

Reservists of other branches of the Indian Army may also be enlisted in the police, provided that the conditions of their reserve service and periodical training as laid down in paragraph 170 of the Regulations for the Army in India do not interfere with their police duties.

The total number of all classes of reservists should not exceed five per cent of the sanctioned strength of constables in each district. They should be released from employment immediately mobilization is ordered to enable them to rejoin the colours.

(3) Claims to count service for pension shall, when the above conditions are fulfilled, be dealt with as required by Rules 9.2, 9.3 and 9.29. In the case of previous military service, the condonation of breaks and admission to count for police pension require the sanction of the local Government. Such claims must therefore be forwarded through Deputy Inspectors-General to the Inspector-General for obtaining such sanction.

(4) Original discharge certificates, character rolls and service books, or such of those documents as may be available, shall be submitted in support of claims under this rule.

*Note.* - A case in which it is desired to appoint a person, with previous military or police service, to a rank of and above that of head constable, shall be decided in the light of so much as is applicable of this rule read with other rules in this chapter.

**12.25. Re-enrolment of Police Pensioners.** - (1) Under the orders contained in Articles 511 to 519, Civil Service Regulations, a police officer who has been discharged with a compensation or invalid gratuity or pension may be re-employed in the police service up to the age of 55 subject to the following conditions :-

- (a) He may either refund the gratuity or cease to draw pension, in which case he may count his former service for future pension, or he may retain his gratuity or pension in which case he cannot count his former service towards future pension.
- (b) He shall be re-examined by the Civil Surgeon of the District in which he has been re-employed and certified as medically fit for service, and shall produce a discharge certificate showing that his previous service was classed as not lower than "good".

(2) The order re-enrolling such officer shall specifically state the amount of any gratuity, bonus or pension received by him on discharge, and a copy of such order shall be communicated to the Accountant-General. Directions shall also be given, if necessary, for the proper deductions to be made from his pay.

**12.26. Inter-district transfers.** - Exchange of appointment between lower subordinates in districts of the same range, or between such police officers in the railway and district police, may be effected subject to the approval of the Superintendents concerned (or of the Assistant Inspector-General in cases affecting the railway police). A lower subordinate may be transferred to fill a vacancy in a district other than that in which he is serving only with the sanction of the Deputy Inspector-General of the range. In cases of transfer from and to districts in different ranges, or from and to the railway police, the sanction of both Deputy Inspector-General concerned or of the Deputy Inspector-General concerned and the Assistant Inspector-General, Government Railway Police, is required.

**12.27. Dismissed persons not be enlisted.** - No person who has been dismissed from any Government employ shall be enrolled in the police without the special sanction of the Inspector-General.

**12.28. Character rolls.** - A character roll in Form 12.28 shall be prepared and main-

tained for each enrolled police officer. Each roll shall be paged and extra pages or papers added shall be given a page number and attached in chronological order.

**12.29. Attestation of recruits and preparation of character rolls.** - When the formalities required by Rule 12.18 have been completed, and the recruit has served for one month and received the instruction prescribed in Rule 19.18, his character roll shall be prepared in his presence. When the roll is otherwise complete the recruit shall be taken before a gazetted officer and required to sign the agreement printed as item 4 in the roll and the rolled impressions of the thumb and fingers of his left hand shall be taken in the space provided for the purpose. The gazetted officer before signing the roll shall satisfy himself that the recruit understands the purport of his agreement, and shall explain to him the purport of Rule 9.7 & give him opportunity of claiming alteration in his recorded age.

**12.30. Matters to be entered in character rolls.** - All routine entries in character rolls shall be attested by a gazetted officer. Important entries shall ordinarily be made by the Superintendent or a gazetted officer under the orders of the Superintendent.

**12.31. Points to be attended to in maintaining character rolls.** - In compiling and maintaining character rolls the following points shall receive attention :-

- (i) The authority for transfer beyond the district shall be entered.
- (ii) A note shall be made of the result of verification of character with a reference to the original report in the vernacular personal file.
- (iii) Every entry under items 13, 14 and 15 respectively shall be given a serial number and shall be signed and dated by a gazetted officer.
- (iv) Major punishments shall be entered in red ink and minor punishments in black ink.
- (v) Particular care shall be taken to ensure the accuracy of entries under items 6 and 21. Inspecting officers, when checking character rolls, should verify a proportion of such entries by reference to the order book and acquittance rolls.

**12.32. Records to be attached to character rolls.** - The following records shall be attached to character rolls :-

- (a) Health Certificate (form 10.64);
- (b) Medical history sheet [from 12.32(b)];
- (c) Leave account (F.R. form No. 9-A. O.S. 113-A);
- (d) Statement of land held in case of Head Constable [form 14.23(1)(a)];
- (e) Record of posting [form 12.32(e)];
- (f) Progress report on probationary inspectors, sub-inspectors and Assistant sub-inspectors (from 19.25).
- (g) Sheet showing marking system in connection with promotion to the selection grade of constable [form 13.5(6)].

**12.33. Transcribing of character rolls and extracts therefrom.** - Whenever it is found necessary to transcribe character and service rolls each separate page shall be attested by the full signature of the Superintendent who causes the copy to be made, or of a gazetted officer acting under his orders.

Below the last entry in a character and service roll thus copied a certificate shall be ap-

pended by the Superintendent to the effect that he has carefully compared the copy with the original and that it is correct.

Extract shall be attested by the full signature of the gazetted officer who orders them to be made.

**12.34. Nature of entries to be made in character rolls.** - (1) Entries of a commendatory nature in character rolls shall ordinarily be restricted to copies of commendation certificate awarded. Remarks of a general nature, favourable or adverse, regarding an officer's character or services may appropriately find a place in confidential annual reports, recommendations for promotion and the like, and, in such form will be recorded in the personal files of upper subordinates. When a District Magistrate, Superintendent of Police or other gazetted police officer wishes formally to record his favourable opinion of an officer apart from the record of any specific act, such remarks should be made and presented to the officer concerned in the form of a commendation certificate Class III (Rule 15.3). Copies shall not ordinarily be entered in the character roll. When a judicial officer other than a District Magistrate desires to bring to notice good work on the part of an enrolled police officer, he shall do so by means of a letter to the Superintendent of Police, who may, if he sees fit, cause a commendatory entry to be made in the character roll of the police officer concerned, giving him a copy of such entry. Such entries shall not ordinarily be made. Rule 16.8 regulates the record of censures in character rolls.

(2) The procedure specified in sub-rule (1) above is the only one authorized for the record of commendations, other than specific rewards granted under the provisions of Chapter XV. Police officers are strictly forbidden either themselves to give to their subordinates or to accord any recognition to private and unauthorised testimonials from others.

**12.35. Custody of character rolls.** - Character and service rolls shall be kept in a locked cabinet containing a sufficient number of drawers for the purpose. The rolls of upper subordinates shall be kept in the upper drawers, and those of lower subordinates in the other drawers, according to their district constabulary numbers.

The rolls of men who have quitted the service or died shall be kept in a separate drawer for three years, after which they and the vernacular personal files (Rule 12.39) relating to them shall be destroyed.

**12.36. Service books.** - (1) 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.

(2) 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. When non-gazetted offices are officiating in gazetted appointments their service books shall be kept by the head of the office to which they are posted, and when they are confirmed in such appointments the books shall be sent to the Accountant-General, Punjab, for record.

(3) The service books in each office shall be taken up for verification of pensionable service at a fixed time each year, say in January, by the head of the office who, after satisfying himself that the services of the Government servant concerned are correctly recorded in his service book, should record in it a certificate in the following form over his signature :-

“Service verified up to ..... (date) from ..... (the record from which the verification is made).”

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

(4) When a non-gazetted officer is transferred from one office to another the head of the office under whom he was last employed, would record in the service book over his signature the result of the verification of service, with reference to pay bills and acquittance rolls, in respect of the whole period during which the officer was employed under him before forwarding the service book to the office where the services are transferred.

The above-mentioned instructions apply to clerks on the police clerical cadre and to all upper subordinates.

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

**12.37. Personal files of gazetted officer.** - A personal file shall be maintained by the Inspector-General for each gazetted officer. This shall contain. -

- (a) Articles of agreement.
- (b) Names and address of nearest relatives.
- (c) Statements of land held, with particulars of locality.
- (d) Distinctions granted.
- (e) Annual confidential reports.
- (f) Such other papers as the local Government may order, or the Inspector-General may consider desirable, to have placed on the personal file.

Officers shall inform the I.G of all changes in respect of land held by them.

**12.38. English personal files of upper subordinates.** - (1) An English personal file with an opening sheet in Form 12.38(i) shall be maintained in the original in the office of the Inspector-General for each Inspector and Sergeant and for each Sub-Inspector, whether of the prosecuting or of the General Line, whose name is entered in list 'F' and in the office of the Deputy Inspector-General and the Assistant Inspector-General of the Government Railway Police for all other Sub-Inspectors and for Assistant Sub-Inspectors. Duplicate personal files of Indian Inspectors of the General Line, of Sub-Inspectors on List 'F' and of all Sergeants shall be kept in the offices of the Deputy Inspector-General and the Assistant Inspector-General of the Government Railway Police. These duplicate personal files will be transferred from office to office as necessitated by transfers of the officers concerned, and will continue to be maintained until the officers are confirmed, Inspectors and 'F' list Sub-Inspectors in Gazetted rank, and Sergeants in the rank of Inspector. On such confirmation duplicate personal files will be destroyed by the Officer in whose custody they are at the time.

(2) In such personal files shall be recorded -

- (a) the original confidential annual reports submitted by Superintendents.
- (b) any remarks regarding the working and character of officers which the Inspector-General or Deputy Inspector-General may deem fit to enter.

(3) Part I of the Personal File should be prepared by Superintendents of Police personally before submission to higher officers for signature and should not merely be a copy of the officer's original application for employment., Only such details should be entered

as have been fully verified. Care should be taken that only near relations should be given under serial No. 9 and the exact degree of relationship should always be shown.

(4) English personal files of upper subordinates shall be confidential records, and shall not be destroyed during the lifetime of the officers concerned.

(5) Personal files are confidential documents maintained by Government for its own purposes. Reporting officers are entitled to assume that their remarks will be treated as confidential, i.e., they will be divulged only to Government through the correct channels and by Government, at the discretion of Government, only to the officer concerned. The giving of the copies of personal files or extracts therefrom is, therefore, prohibited. It is, however, permissible for the Inspector-General or higher authority to give to officers, who have retired or are on the point of retirement, a letter in which their official record is summed up.

**12.39. Vernacular personal files.** - (1) A vernacular personal file (fauji misl) shall be maintained in each district office for every upper and lower subordinate serving in the district. These files are intended for the record of original orders and papers concerning an officer's service and conduct, and are supplementary to the character roll.

(2) Each officer's personal file shall contain :-

- (a) the lambardar's certificate as to his character, given on enrolment.
- (b) all punishment files or attested copies of orders of punishment (rule 16.24(iv)).
- (c) Orders and other records of minor punishments not entered in the character roll.
- (d) other papers which it is desirable to keep on record.

(3) Personal files shall be arranged according to provincial, range and district constabulary numbers and each file shall be paged and an index thereof kept in Form 12.39(3).

**12.40. List of vacancies.** - The orderly head constables shall maintain a list of vacancies in form 10.86, omitting columns 14 and 16.

**12.41. Long Roll.** - (1) A vernacular long roll in Form 12.41(1) containing the name of every enrolled police officer subordinate to the Superintendent shall be maintained in each district by the orderly head constable as a permanent record. The entries shall be made by provincial, range and constabulary numbers, and space shall be left under each number for six fresh entries.

(2) When a constable or head constable is struck off the establishment for any cause or promoted to a rank bearing a provincial or range number his constabulary number shall be given to his successor in office, whose name shall be entered immediately below the former entry.

(3) Constabulary numbers, except on occasions of promotion to rank bearing a provincial or range number of transfer to another district, shall not be changed.

(4) In the column of remarks a note shall be made of each punishment awarded, giving the serial number and year of the entry in the punishment register.

(5) The long roll is a most important record and should be checked by a gazetted officer at least twice a year. It is the basis for the preparation of discharge certificates (Rule 14.12), is frequently required for reference in pension cases and is the only record of the service of a man who has left the force, after his character roll has been destroyed under Rule 12.35.

**12.42. Zaildars or honorary police officers.** - (1) With a view to enlist the assistance

of persons of character and influence in rural districts, a certain number of this class shall, subject to budget provision, be appointed zaildars or honorary police officers with an annual honorarium of not less than Rs. 150 each. Such honoraria shall be drawn by Superintendents in special establishment bills in which the names of the zaildars shall be given and the sanction to appointment quoted.

(2) On a vacancy occurring in the office of a police zaildar, the District Magistrate, with the concurrence of the Superintendent, may appoint a police zaildar, subject to confirmation by the Commissioner.

(3) Each police zaildar shall be responsible for the prevention and detention of crime in the group of villages which may be assigned to him as his zail or sphere of duty. He shall report verbally, or in writing, at his option, to the officer in-charge of the police station in which his zail is situated, all cognizable cases which occur within such zail. Such zaildar shall be subordinate to the officer in-charge of the police station in which his zail is situated, and they shall mutually aid one another to the best of their ability.

(4) Police zaildars shall not be liable to any departmental punishment except dismissal. The District Magistrate may, with the concurrence of the Superintendent, dismiss a police zaildar; or, in the event of a difference of opinion, the matter shall be referred to the Commissioner, whose decision shall be final.

(5) When the District Magistrate considers it necessary to create a new zail he should prepare a sketch map showing the villages to be included in such zail and the position of the nearest police stations, and submit it with a report, after consultation and in communication with the Superintendent, through the Commissioner, for the orders of Government, giving his reasons for considering such measure desirable, and stating the name, position and character of the person he recommends for such appointment, and the amount of the annual honorarium to be given to him. Proposals for such zails shall be confined to sparsely populated tracts.

<sup>1</sup>[**12.43. Absorption of Non-Gazetted Officers and other ranks of para-military forces and other Police Forces in the Punjab Police.** - (1) If the Director General of Police so desires he may with the prior concurrence of the parent Department, order absorption in the Punjab Police of Non-Gazetted Officers and other ranks of para-military forces and other Police forces who have been working as such in the Punjab Police already on deputation for a period of two years :

<sup>2</sup>[Provided that absorption, so made shall not exceed 0.5 per cent of the total cadre posts in the ranks of Constables. Head Constables, Assistant Sub-Inspectors, Sub-Inspectors and Inspectors.]

(2) The non-gazetted offices and other ranks absorbed in terms of the provisions of sub-rule (1) will be placed junior to all the persons working in the respective cadres of the Punjab Police on the date of such absorption, subject, however, to the condition that the basic pay they are getting in their parent department will be protected.

*Explanation.* - For the purpose of rule 12.43 the terms ‘‘Para Military Forces’’ means the para military forces under the administrative control of Government of India, Ministry of Home Affairs.]

### **APPENDIX No. 12.1**

For the appointment and training of Deputy Superintendents of Police in the Punjab the following rules shall have effect :-

1. Added vide Punjab Govt. Gazette LSP III dated 11.11.1993.
2. Substituted vide Punjab Govt. Gazette LSP III dated 30.9.1994.

- I. - Deputy Superintendents shall be appointed (a) by direct recruitment from among persons not already in Government service, (b) by the promotion of Inspectors.
- II. - The qualifications for direct appointment shall be :-
- (a) The candidate shall be, at the time of appointment, between the ages of 21 and 25.
  - (b) He must produce a certificate of physical fitness as prescribed in Rule 10 of the Fundamental Rules read with Police Rules 12.15(1).
  - (c) He must produce evidence of social status qualifying him for the position of a gazetted officer.
  - (d) He must have educational qualifications ordinarily not less than the degree of Bachelor of Arts of the University of the Punjab or Delhi or the Aligarh Muslim University and must produce evidence of his ability to speak and read Urdu fluently and to write the Persian character with facility.
  - (e) He must be a statutory native of India domiciled in the Punjab, North-West Frontier Province, Baluchistan or Delhi, or in an Indian State under the political control of His Excellency the Governor of the Punjab or the Agent to the Governor-General, Punjab States, in respect of which the Governor-General in Council has made a declaration under Section 96-C of the Government of India Act.
- III. - Applications from persons who possess the above qualifications shall be received by the Inspector-General of Police and submitted by him to the Honourable the Finance Member. If the latter so directs, the applicant shall be informed by official letter that he has been accepted as a candidate, and his name shall be entered in their register of such accepted candidates maintained by the Inspector-General of Police.
- IV. - Promotions from the rank of Inspector shall be made by His Excellency the Governor after considering the recommendations of the Inspector-General of Police.
- V. - Not more than 20 per cent of the vacancies which occur will be filled by direct appointment; the remainder will be filled by the promotion of inspectors.
- VI. All direct appointments will be made by the Local Government after considering the recommendations of a Selection Board consisting of :-  
A Financial Commissioner, Punjab.  
The Inspector-General of Police.  
The Commissioner, Lahore.
- VII. - The Selection Board shall require evidence from candidates for direct appointment of good moral character, physical activity and ability to ride, and shall submit them to such tests as they may think desirable, in order to judge their suitability for appointment, and to check the qualifications specified in paragraph II. In the case of candidates for direct appointments whose fathers are or have been Government servants, the Selection Board shall state the fact in making its report to Government.
- VIII. - All appointments shall be on probation for two years, provided that, in the case of officers promoted from the rank of Inspector, the Local Government may, by special order in each case, permit periods of officiating service in a post in the Provincial Police Service to count towards the period of probation.
- IX. - Directly appointed probationary Deputy Superintendents of Police will be required to undergo the course of training at the Police Training School prescribed from time to time for probationary Assistant Superintendent of Police and to pass the examinations, other than language examinations, prescribed for such



officers. Such probationers may also be required to pass in Punjabi by the tests prescribed for officers of the Provincial Civil Service. On conclusion of their period of training at the Police Training School, probationers will be attached to a district for a further period of training of one year.

- X. - The services of a directly appointed probationary Deputy Superintendent of Police may be dispensed with by order of the Local Government, either on his failing to pass the final examinations at the end of his period of training at the Police Training School, or on failing to pass his examination in Punjabi within two years of appointment, or on his being reported on, during or on conclusion of his period of probation, as unfit for his appointment; provided that the Local Government may, if it sees fit, extend the period of probation by not more than one year.
- XI. - The Principal of the Police Training School shall submit to the Inspector-General reports on the work and character of probationary Deputy Superintendents of Police in the same form and at the same intervals as may be prescribed for probationary Assistant Superintendents of Police. Deputy Inspectors-General shall submit similar reports regarding each directly appointed probationary Deputy Superintendent of Police undergoing training in districts of their ranges six months after the appointment to a district, and on conclusion of a year's district training in each case.
- XII. - The Inspector-General of Police may require any probationary Deputy Superintendent of Police promoted from the rank of Inspector to undergo a special course of training and to pass the prescribed examinations in any subject or subjects, including an obligatory language, in which his qualifications may be defective. Deputy Inspector-General shall submit to the Inspector-General at intervals of six months throughout their period of probation reports on the work, character and suitability for gazetted rank of each such probationer appointed by promotion, who may be serving in a district of their range. Any such probationer failing to pass any examination prescribed for him, or being unfavorably reported on in two interim reports or in his final report, shall be reverted to his substantive rank of Inspector.
- XIII. - Probationary Deputy Superintendents of Police of either class, on passing the examination prescribed for them on being favorably reported on at the conclusion of their probationary period, shall be confirmed by the order of the Local Government.
- XIV. - Directly appointed probationary Deputy Superintendents of Police shall on first appointment receive pay at the lowest rate of the Provincial Police Service time scale, and shall receive increments on the terms authorised, as described in Appendix 10.63, Table A of Police Rules. The pay of probationers appointed by promotion will be fixed on the system described in the same rule for inspectors promoted to the Provincial Police Service. Officiating service and probationary service shall count for increment in the time scale.

### **APPENDIX 12.3-A**

The following rules shall have effect for the appointment, training and promotion of Urdu stenographers :-

**Direct appointments of Urdu Stenographers.** - ' . Urdu Stenographers are appointed by the Deputy Inspector-General of Police, Criminal Investigation Department, Punjab, in the rank of Assistant Sub-Inspector, on consideration of the recommendations of a selection board, to fill vacancies occurring in the districts of the Punjab and the Criminal Investigation Department. He will satisfy himself that they fulfil the qualifications laid down for direct appointment as Assistant Sub-Inspector to ensure that they are of the type likely to make good executive officers as well as to become good reporters of public meeting.

**2. Training of Urdu Stenographers.** - (1) On enlistment, Urdu Stenographers will be deputed to the Police Training School to undergo the course of training laid down for directly appointed Assistant Sub-Inspectors in the Police Training School Manual and are liable to discharge if they fail to pass the prescribed examinations or are badly reported on. The Principal, Police Training School, will, however, ensure that arrangements are made for them to maintain full proficiency in stenography during the period of training.

(2) During vacations at the Police Training School, they will be attached to rural Police Stations to do as much practical training as possible on the lines of Course 'D' prescribed in Police Rule 19.25.

*Note.* - Urdu Stenographers, in service on the 1st December, 1944, who are likely to make good executive officers will be admitted to the intermediate class if they are below the age of 40 years at the time of their admission. Their further promotion, or if officiating in a higher rank their retention in that rank, will depend on their passing the course.

**3. Promotion to the rank of Sub-Inspector.** - They will be eligible for promotion to the rank of Sub-Inspector (Urdu Stenographer) after 3 years' service.

**4. Transfer to the executive line.** -(1) Urdu Stenographers who pass the intermediate course and who show promise of making outstandingly good executive officers may be selected, with the approval of the Inspector- General for the upper school course at Phillaur, 5 years (or, in exceptional cases 3 years) after passing the intermediate course.

After passing the course they may be considered for absorption in the permanent executive cadre of the special branch.

(2) They shall, however, be attached to a district for six months' practical training in a police station before admission to the upper school course.

**5. Control.** -The Deputy Inspector-General of Police, Criminal Investigation Department, Punjab, will exercise disciplinary control over Urdu Stenographers.

**6. General.** -(1) All Urdu stenographers will be borne on the strength of the Criminal Investigation Department, Punjab, and will draw Criminal Investigation Department allowances admissible to officers of their rank. In all matters they will be governed by the general provisions of the Police Rules unless otherwise provided in the above rules.

(2) The Deputy Inspector-General of Police, Criminal Investigation Department, Punjab, will institute measures to ensure that Urdu Stenographers maintain full proficiency.

## **"APPENDIX 12.3-B**

(Appointment and Enrolments)

**1. Recruitment.** - The posts of Assistant Sub-Inspector in the cadre (State Crime Branch and Chief Minister's Flying Squad) shall be filled up by direct recruitment by the Head of Criminal Investigation Department on the recommendations made by the Haryana Staff Selection Commission. The terms of conditions regarding direct recruitment and training of Assistant Sub- Inspectors and promotion to the higher ranks in the cadre shall be as under :-

**2. Qualification.** - (i) Must be a Graduate, preferably in Law/Forensic Science/Medicine/Computer Science/Commerce or Engineering with Hindi upto Matric.

(ii) The Physical standard and age shall be the same as prescribed under the Punjab Police Rules, 1934, for direct appointment of an Assistant Sub- Inspector.

**3. Training.** - (1) On enlistment as Assistant Sub-Inspector he will be deputed to the Haryana Police Academy to undergo the course of training laid down for directly appointed Assistant Sub-Inspectors in the Police Training College Manual. He shall be liable to be discharged, if he fails to pass the prescribed examination or adversely reported

upon during training. After passing the above-mentioned course, he will also undergo three months training in Criminal Investigation Department Training School.

(2) On successful completion of the basic training at the Haryana Police College and the Criminal Investigation Department Training School, the Assistant Sub-Inspector shall be posted to a district for six months Practical Police Training. During these six months he shall work as Station Clerk of a rural police station for one month, shall assist in the investigation of cases and learn the duties of Officer Incharge of a Police Station under the immediate supervision of the Station House Officer of the Police Station for two months and shall work as an Additional Investigation Officer in a Police Station for two months and shall be attached with Forensic Science Laboratory, District Revenue Officer, Superintendent Jail and District Attorney for one week each.

**4. Probation.** - Assistant Sub-Inspector will be placed on probation for a period of three years which can be extended by another one year and he will be liable to be discharged at any time during the period of his probation, if he fails to pass the prescribed examination or is guilty of grave misconduct or found unsuitable for service for sufficient reasons or fails to complete probation period successfully.

**5. Seniority.** - The *inter se* seniority of directly recruited Assistant Sub- Inspectors in the cadre will be determined as per merit fixed by the Haryana Staff Selection Commission.

**6. Promotion.** - (1) The promotion to the higher ranks shall be made in accordance with the seniority-cum-merit and subject to the availability of posts in the cadre. The only period of service rendered by the official in the cadre shall be computed as qualifying service for promotion to the next higher ranks.

(2) The Assistant Sub-Inspector who pass Basic Course prescribed for an Assistant Sub-Inspector and who shows promise of making a good investigating officer may be selected with the approval of Director General of Police for the Upper School Course at Madhuban, after three years of total service in the cadre. After passing the Upper School Course he will be eligible for promotion to the rank of Sub-Inspector against the existing vacancies in the cadre after completing 5 years as Assistant Sub-Inspector.

(3) After five years satisfactory service as Sub-Inspector, he may be considered for promotion to the rank of Inspector against the existing vacancies in the cadre.

(4) After six years satisfactory service as Inspector, he may be considered for promotion in the rank of Deputy Superintendent of Police against the existing vacancies in the cadre.

(5) After eight years of satisfactory service as Deputy Superintendent of Police, he may be considered for promotion to the rank of the Superintendent of Police against the existing vacancies in Criminal Investigation Department.

(6) The promotional stream of directly recruited Assistant Sub-Inspectors in this cadre shall remain separate from the deputationists. No promotion against the vacancies of deputationist shall be made from amongst the members of this cadre and *vice-versa*.

**7. Probationary Period of Promotion.** - All Police Officers promoted in the rank shall be on probation for a period of two years. On the conclusion of the probationary period a report shall be rendered to the Head of Criminal Investigation Department to confirm the promotion, who shall either confirm the officer or revert him. In no case the period of probation shall be extended beyond two years. The confirming authority must arrive at a definite decision within a reasonable time soon after the expiry of this period whether the officer should be confirmed or reverted. While on probation the officer can be reverted without any departmental proceedings. Such reversion shall not be considered reduction in rank for the purpose of rule 16.4."

**4. In the said rules, in rule 21.25, for sub-rules (1) and (2), the following sub-rules shall be substituted, namely :-**

"(1) The posts of Sub-Inspector, Assistant Sub-Inspector, Head Constables and Constables in various wings of the Criminal Investigation Department, excluding those mentioned in rule 12.3-A and 12.3-B, shall be filled by deputation of suitable men from different police units for a period of three years which can be extended by on a year to year basis at the discretion of Head of the Criminal Investigation Department but total deputation period should not exceed beyond 5 years :

Provided that the official who has been awarded a major punishment or who is facing a departmental enquiry or a Criminal case or who has attained 55 years of age or who is already on deputation with other department, will not be taken on deputation. However, it will be the sole discretion of the Head of the Criminal Investigation Department to give relaxation in special case, in public interest.

- (2) (i) The official on deputation to the Criminal Investigation Department shall retain his original rank in his parent unit or range and shall have no right to be absorbed in Criminal Investigation Department on permanent basis.
- (ii) The official taken on deputation to Criminal Investigation Department may be given only one rank promotion purely as a matter of incentive on *ad hoc* and fortuitous basis, either at the time of taking him on deputation or during his entire stay in Criminal Investigation Department. In no case, the deputationist shall be given more than one rank higher to his substantive rank in his parent unit during his tenure in Criminal Investigation Department. The official shall have no right to retain the higher rank given to him in Criminal Investigation Department purely as a matter of incentive and may be brought to his original rank held in the parent unit at any time without any notice or assigning any reason. At the time of repatriation from the Criminal Investigation Department the official shall be reverted to his substantive rank held in the parent unit. The seniority of the official on deputation to Criminal Investigation Department shall be maintained in his parent unit. The *ad hoc* promotion given to a deputationist as an incentive in Criminal Investigation Department shall not affect the seniority of the official being maintained in his parent unit.
- (iii) The official on deputation shall be repatriated to his parent unit at least one year before the retirement or on completion or deputation period, whichever is earlier.
- (iv) The official on deputation to Criminal Investigation Department shall be compulsorily repatriated to his parent unit as soon as a departmental inquiry is initiated or a criminal case is registered against him during his stay in Criminal Investigation Department. However, the Chief of Criminal Investigation Department will have authority to retain him in Criminal Investigation Department even under enquiry in official exigency.
- (v) A deputationist to Criminal Investigation Department cannot claim any relaxation or exemption from attending any promotional course or training programme to which he is deputed by his parent unit or Criminal Investigation Department. The official, who is unwilling to attend such course, shall be repatriated to his parent unit immediately. However, the Head of the Criminal Investigation Department may exempt any official from attending any course run by Criminal Investigation Department only, as a special case.
- (vi) The deputationist shall have no claim for protection of enhanced pay or length of stay in Criminal Investigation Department, at the time of repatriation.

- (vii) The official who is repatriated to his parent unit from Criminal Investigation Department shall not be taken on deputation to Criminal Investigation Department again before the expiry of one year. In case an official is taken on deputation in Criminal Investigation Department again after one year his case will be treated as a fresh deputation and he would not have any claim of his earlier service rendered by him."

*Explanation.* - Head of Criminal Investigation Department means Officer who is In-charge of the Criminal Investigation Department wing of Police Department.

**APPENDIX No. 12.16.**

**Points to be observed by Medical Officers in examining Police recruits.** - Medical Officers will satisfy themselves regarding each candidate on the following points in the order given. If a disqualifying defect is noticed, the recruit register (form No. 12.13) will be completed and the recruit rejected without further examination :-

- (a) that the vision is up to the following standard :-

The recruit must be able to read the Test Dot Card at a distance of ten feet without any mistake, with each eye without spectacles. Failure to do this renders him unfit. Each eye must have a full field of vision as tested by hand movements. Squint or any other morbid condition of the eyes or eye- lids liable to the risk of aggravation or recurrence will render him unfit.

For those who can read English the test should be the Snellen's type and the standard -

Right eye....  $V = 6/6$  JI } without glasses

Left eye ... .  $V = 6/6$  JI }

For illiterates the split ring test as used in the North-Western Railway should be employed. This corresponds to the Snellen's type.

*Note.* - In examining the recruit by means of the "Test Dot Card" the following directions should be observed :-

- (i) Place the recruit with his back to the light and hold the test card perfectly upright in front of him at a measured distance of exactly 10 feet. The light should fall fully on the card.
  - (ii) Examine each eye separately. The eye not under trial should be shaded by the hand of an Assistant, who will take care not to press on the eye ball.
  - (iii) Expose some of the "dots", not more than 5 or 6 at a time, and desire the recruit to name their number and positions, vary the group frequently to provide against deception.
  - (iv) The "Test Dot Card" must be kept perfectly clean.
- (b) that the height and chest measurements are up to the standard prescribed in Rule 12.15(1);
- (c) that neither speech nor hearing is defective. As regards hearing no recruit will be enlisted who suffers from deafness, aural discharge, earache, tinnitus or vertigo or who is found on examination to have dermatitis, atersia or exostosis of the meatus, perforation of the tympanic membrane or who has had a radical mastoid operation;
- (d) that the recruit appears healthy, strong and active;
- (e) that he is sufficiently intelligent;
- (f) that there is no malformation, deficiency or defect of any essential part;
- (g) that there is perfect motion in every joint and good physical development and power;

- (h) that the recruit is free from diseases of the nervous, circulatory, respiratory, digestive, cutaneous, lymphatic, generative or excretory system. Special care should be given to tracing the presence of contagious or infectious disorders, rupture, strictures, dysentery, hepatic or severe malarial disease;
- (i) that there is no evidence of fits, old injuries to the head, or of a personal or family medical history which would be likely to render him unfit;
- (j) that the recruit's declared age, as compared with appearance, physical equivalents or other evidence is correct. In case of doubt the Medical Officer will record the apparent age which will be accepted for official purposes.

*Note.* - The points noted in (b), (d), (e) and (j) will be decided by the Superintendent, when recruits are selected by him :-

The recruit must strip for examination, due regard being paid to privacy and decency. A loin covering may be permitted. Every part of the body must be examined, and if a recruit will not submit to this after persuasion by caste friends, he must be rejected.

- (k) the Medical Officer will reject a recruit for any disease or defect which would be likely to render him unfit for the duties of the particular branch of the service in which he is desirous of being enrolled.

*Note.* - The following points should not be overlooked :-

- (1) Glandular swellings and enlarged thyroid.
- (2) Prominence of eyes, squint, long-standing trachoma, nebulae or leucomata, pannus.
- (3) Polypus of nose, perforated palate, tonsils, adenoids.
- (4) Insufficient sound teeth for efficient mastication, severe pyorrhoea.
- (5) Loss or deformity of fingers, flat feet, hammer toes with painful corns or bursae on the dorsum of toes, Hallux Valgus, Hallux rigidus, knock-knee, deformity of chest and joints, abnormal curvature of the spine.
- (6) Inveterate cutaneous disease, fistulae, condylomata, haemorrhoids prolapsus ani, varix or varicocele, undescended testicle, tachycardia.
- (7) Recent marks of vaccination, and two identification marks should be noted.

With discharged soldiers for enlistment in the Police Force -

- (1) The urine of recruits over 30 years of age should be examined.
- (2) The head should be examined for blows or cuts, and the recruit questioned if he is subject to fits of any kind.
- (3) The body should be examined for scars of war wounds.

**FORM No. 12.6(1)**

ROLL OF A CANDIDATE FOR THE POST OF \_\_\_\_\_ OF POLICE

Items 1 to 4, 7 and 10 to 13 to be filled up in the candidate's own handwriting. Items 5, 6, 8, 9, 14 and 15 to be filled up by gazetted police officer after such enquiry as may be practicable. Item 16 to be filled up by the Superintendent of Police personally after interviewing the applicant.

1. Name of Applicant \_\_\_\_\_
2. Religion and Caste or Tribe \_\_\_\_\_
3. Residence
  - { Police Station \_\_\_\_\_
  - { Village \_\_\_\_\_
  - { District \_\_\_\_\_
4. Present Address \_\_\_\_\_
5. Date of birth \_\_\_\_\_
6. Height and chest measurement \_\_\_\_\_
7. Where educated, with name of School or Schools and statement of educational qualifications, mentioning any Examinations passed. (Attested copies of any certificates obtained should be attached in candidate's own handwriting). \_\_\_\_\_
8. Does the candidate possess any athletic qualifications ? Did he belong to his school Cricket Eleven or Football or Hockey Team ? Is he of active habits ? Can he ride ?  
\_\_\_\_\_
9. Any other qualifications ? \_\_\_\_\_
10. To whom does the candidate desire that reference should be made regarding his character, habits, knowledge of riding, etc. ? \_\_\_\_\_
11. Names and degree of relationship of, and appointments held by relatives in Government or other employ \_\_\_\_\_
12. Father's name and profession \_\_\_\_\_
13. Home of family \_\_\_\_\_
14. Full particulars of family, including a brief statement of claims, if any  
\_\_\_\_\_
15. Whether at any time applicant has been pronounced unfit for Government employment by the Medical Board at the India Office or any other duly constituted medical authority \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

16. Remarks and opinion of Superintendent of Police \_\_\_\_\_

Dated \_\_\_\_\_

*Superintendent of Police*

The \_\_\_\_\_ 19 .

**FORM NO. 12.7 (1)***Register of Accepted Candidates for Direct Appointment as  
Assistant Sub-inspector*

1	2	3	4	5		6	7	8
Serial No.	Name	Father's name	Age and date of birth	HEIGHT AND CHEST MEASUREMENT		Residence	Educational Qualifications	REMARKS
				Height	Chest			

(To be drawn by hand)

POLICE DEPARTMENT.

\_\_\_\_\_ DISTRICT

**FORM NO. 12.13****RECRUIT REGISTER**

1	2	3	4	5	6	7	8	9
				RESIDENCE				
Serial No.	Date of measurement	Name of recruit	Parentage	Village	Police Station	District	Religion or caste	Age

10		11	12	13	14		15
HEIGHT		Chest measurement in inches	Initials of Gazetted Police Officer	Opinion of Medical Officer	FINAL ORDERS (I.E. ENROLLED OR NOT), AND REFERENCE TO ORDER BOOK, IF ANY		Constabulary No.
Feet	Inches				If enrolled	Date	

(Standard Form)



**FORM 12.16(B)**

[See rule 12.16(II)]

**Physical Measurements Register**

Serial No.	Registration Number of the Candidate	Category (General/ Backward Class/ Scheduled Caste/ Scheduled Tribe)	Height	Chest	Remarks regarding eligibility for recruitment	Signature of the Chairman and members of the Selection Board.		
						Superintendent of Police/ Commandant	Deputy Superintendent of Police	Deputy Superintendent of Police
1	2	3	4	5	6	7		

**FORM 12.16(C)**

[See rule 12.16(15)]

**Physical Efficiency Test Register**

Serial No.	Registration Number	Name	Father's Name	Physical Efficiency Test-I 100 Meters Race		Physical Efficiency Test-II 800 Meters Race	
				Achievement	Marks Secured	Achievement	Marks Secured
1	2	3	4	5		6	

Physical Efficiency Test-III Long Jump		Physical Efficiency Test-IV High Jump		Total Marks for the physical Efficiency Test	Marks for interview/ personality test	Total Marks (8+9)	merit position
Achievement	Marks Secured	Achievement	Marks Secured				
7	8		9	10	11	12	

Signature of the Chairman and members of the Selection Board

Superintendent of Police/ Commandant      Deputy Superintendent of Police      Deputy Superintendent of Police

**FORM 12.16(D)**

[See rule 12.16(20)]

**Physical Measurements Complaints Register**

Serial No.	Registration Number	Name	Father's Name	Summary of Complaint	Action Taken by Deputy Inspector General of Police.	Signature of Deputy Inspector General of Police hearing the complaint.
1	2	3	4	5	6	7

**FORM No. 12.18 (1)**

Verification of character of recruit named \_\_\_\_\_ No. \_\_\_\_\_, who has been enlisted as \_\_\_\_\_, on \_\_\_\_\_, Father's name \_\_\_\_\_, Caste \_\_\_\_\_, Race \_\_\_\_\_ Religion \_\_\_\_\_, Profession \_\_\_\_\_, resident of \_\_\_\_\_ Street \_\_\_\_\_, Village \_\_\_\_\_, Police Station \_\_\_\_\_, District \_\_\_\_\_, Description \_\_\_\_\_ Age \_\_\_\_\_ Years, \_\_\_\_\_ Months, \_\_\_\_\_ days.

Height measurement \_\_\_\_\_ feet \_\_\_\_\_ inches.

Chest measurement \_\_\_\_\_ feet \_\_\_\_\_ inches.

Marks of Identification \_\_\_\_\_

Educational Qualifications	PREVIOUS SERVICE						MEMBERS OF THE FAMILY	
	Rank and pay	Date of appointment		Period of Service			Name	Residence
		From	To	Y.	M.	D.		
							Wife	
							Son	
							Daughter	
							Father	
							Mother	

Names and degree of relationship of, and appointments held by relatives who are or were Government employees :-

Name and relation	Rank	Department	Place	REMARKS

I do hereby declare the following as my assignees or nominees :-

(Name and full address of assignees) -----

I hereby declare that the entries made above are true to the best of my knowledge.

Signature of Thumb-impression

From

The Superintendent of Police,

\_\_\_\_\_ District.

To

The Superintendent of Police,

\_\_\_\_\_ District.

The form may please be sent to the Sub-Inspector of \_\_\_\_\_ Police Station for favour of necessary entries being made therein.

Superintendent of Police

1	2	3
Full Signature and statement of persons verifying the character	Report of Lambardars in connection with the person's conviction (if any) and verification of nationality	Report of officer incharge Police Station regarding previous conviction, character and punishment (if any), verification of nationality, etc.

**FORM No. 12.22 (1)**

**CERTIFICATE OF APPOINTMENT**

Police Department. \_\_\_\_\_ District of Range.

Constabulary No. \_\_\_\_\_ has been appointed a member of the POLICE FORCE, under Act V of 1861, and is vested with the powers, functions and privileges of a Police Officer.

Appointment on the \_\_\_\_\_ } *Superintendent of Police,*  
 \_\_\_\_\_ 19 . } *or Deputy Inspector-General of Police*

(Standard Form)

**FORM No. 12.28**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT

**CHARACTER AND SERVICE ROLL**

No.

Character and Service Roll of \_\_\_\_\_

**CONTENTS**

- 1-5. General particulars
- 6. Appointments, promotions, reductions, discharges, &c.
- 7. Transfers beyond the district

8. Relatives in Government employ
9. Particulars of heirs
10. Educational qualifications
11. Professional attainments
12. Medals and decorations
13. Miscellaneous particulars
14. Commendatory entries
15. Censures and punishments
16. Health certificate
17. Record of postings of inspectors, sub-inspectors and assistant sub- inspectors
18. Statement of land held by Head Constable [Rule 14.23(1)]
19. Progress report of probationary inspectors, sub-inspectors and assistant sub-inspectors
20. Medical history sheet
21. Leave account of constables and head constables
22. Marking sheet in connection with promotion to the selection grade of constables

**FORM No. 12.28 - Contd.**

Character and service Roll of \_\_\_\_\_

CONSTABULARY NUMBER \_\_\_\_\_ IN \_\_\_\_\_ DISTRICT.

CONSTABULARY NUMBER \_\_\_\_\_ IN \_\_\_\_\_ DISTRICT.

CONSTABULARY NUMBER \_\_\_\_\_ IN \_\_\_\_\_ DISTRICT.

Name	Father's name	Tribe or caste	Village or town	Post and Telegraph office	Police Station	District

  

Province	Date of birth	Height	Chest measurement	Date of enrolment	Age on enrolment	Distinctive marks

2. Verification roll No. \_\_\_\_\_, dated \_\_\_\_\_, received back and attached to the Fauji misal.

3. Government service prior to present employment, which is approved, for pension.

Service or department	Rank or grade	Pay of last appointment	From	To	PERIOD		
					Y.	M.	D.

  

Cause of and character on the discharge from above service	Reference to order approving above service for pension in Police Department
--	---

4. **Agreement.** - I understand that I have been appointed under Section 7 of the Police Act (V of 1861), and the purport of that section and the provisions of the Act and of 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 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).

Dated \_\_\_\_\_

Signature.

5. Rolled impressions of fingers and thumb of left hand.

Left little	Left ring	Left middle	Left index	Left thumb

**CHARACTER ROLL OF -----**

1	2	3	4	5
6. Appointed, promoted, suspended, reduced, discharged, dismissed, resigned or died	To what grade and pay appointed, promoted or reduced	Date	Number of district order	Full Signature of Superintendent of Police

7. Transfers beyond the district.

1	2	3	4
Date	From	To	Authority for transfer

8. Names of relatives in Government service.

1	2	3	4
Name	Relationship	Nature of employ	District

9. Name, residence and other particulars of heirs.

Wife.

Father.

Mother.

Brother.

Sister.

**Note** :- Underline in red ink the heir nominated (with not more than two alternatives) and fill in name & particulars necessary to trace).

**FORM No. 12.28 - Concl'd.**

CHARACTER ROLL OF \_\_\_\_\_

- |                                 |                         |
|---------------------------------|-------------------------|
| 10. Educational qualifications. | Knowledge of languages. |
| Uneducated.                     | English.                |
| Slightly educated.              | Persian.                |

Matriculation.	Urdu.
First Arts.	Punjabi.
Degree.	Pushtu.

**Note.** - Underline the qualifications possessed, add particulars where necessary any give date of entry.

11. *Professional attainments* *Special qualifications*

Passed Training School	Upper Class	Clerical duties.
	Intermediate Class	Accountant's duties
„ „	Lower Class	Orderly Head Constable's duties.
„ „	Finger Print Course	Moharrir's duties
„ „	Drill Instructor's Course	Detective duties
„ „	„ „	Traffic duties
„ „	Prosecuting Inspectors' Examination.	

Underline courses passed and qualifications possessed.

Miscellaneous particulars

12. War Medals and Decorations. -

(**Note.** - Enter designation of award and date only - Gazette notification in case of King's Police Medal and the Indian Police Medal. Other special decorations to be entered in full under commendatory entries).

13. Miscellaneous particulars, including awards other than those accompanied by commendation certificates, admission to or removal from promotion lists, etc.

14. Commendatory entries.

15. Censures and Punishments.

16. Medical Certificate of appointment and health. (See form No. 10.64).

17. Record of postings.

18. Statement of land held by Head Constable only [Rule No. 14.23(1)].

19. Progress report on probationary assistant sub-inspector, sub-inspector or inspector of police. [See Form No. 19.25(5)].

20. Medical History Sheet. [See Form No. 12.32(b)].

21. Leave Account. (See F.R. Form No. 9-A. O.S. 113-A in Appendix B to Fundamental Rules).

22. Marking sheet in connection with promotion to the selection grade of constables. [See Form No. 13.5(6)].

**FORM No. 12.32 (b)**

POLICE DEPARTMENT. \_\_\_\_\_ DISTRICT

MEDICAL HISTORY SHEET

of \_\_\_\_\_

No. \_\_\_\_\_ in \_\_\_\_\_ District.

No. \_\_\_\_\_ in \_\_\_\_\_ District.

No. \_\_\_\_\_ in \_\_\_\_\_ District.

Nature and dates of inoculation, vaccination and re-vaccination.	Signature of Medical Officer.
1. _____	
2. _____	
3. _____	

1	2		3
	DATE OF		Remarks of Medical Officer (Recommendation for leave on medical certificate: report of malingering and the like)
Disease	Admission	Discharge 1st and subsequent admissions	

**FORM No. 12.32 (e)**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT.

**RECORD OF POSTINGS.**

**HISTORY OF SERVICES OF INSPECTORS, SUB-INSPECTORS AND ASSISTANT SUB- INSPECTORS.**

Serial No.	Rank and grade	Date	Order Book No.	Nature of duty on which employed	Place	REMARKS

**FORM No. 12.38 (1)**

**Personal File**

Of \_\_\_\_\_ of Police

**PART I**

1. Name and Provincial No. \_\_\_\_\_
2. Father's name and profession \_\_\_\_\_
3. Religion and Caste \_\_\_\_\_
4. Residence
  - { Village \_\_\_\_\_
  - { Police Station \_\_\_\_\_
  - { District \_\_\_\_\_
5. Date of birth \_\_\_\_\_
6. Height and chest measurement \_\_\_\_\_
7. Where educated, with name of school or schools, statement of educational qualifications and examinations passed \_\_\_\_\_
8. Any other qualifications ? Did the officer belong to his School Cricket Eleven or Football or Hockey Team ? \_\_\_\_\_
9. Name and degree of relationship of, and appointment held by, relatives in Government or other employ \_\_\_\_\_
10. Home of family \_\_\_\_\_

11. Full particulars of family, including a brief statement of special services rendered to Government, if any \_\_\_\_\_

*Deputy Inspector-General of Police,*  
Dated the \_\_\_\_\_ 19\_\_ \_\_\_\_\_ Range.

**FORM No. 12.38 (1) Concl'd.**

POLICE DEPARTMENT \_\_\_\_\_ RANGE  
ROLL OF

1	2	3	4
Appointed, promoted, reduced, discharged or dismissed	To what grade and rate of pay	Date	Signature of Deputy Inspector General

TRANSFERS.

1	2	3	4
Date	From	To	Authority for transfer

**FORM No. 12.39 (3)**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT  
INDEX TO FAUJI MISALS.  
INDEX TO FAUJI MISAL OF \_\_\_\_\_  
RANK \_\_\_\_\_ No. \_\_\_\_\_

Abstract of papers attached	Date of order	Remarks

(In Vernacular).

**FORM No. 12.41 (1)**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT  
LONG ROLL OF THE POLICE FORCE OF THE ABOVE DISTRICT (HALF SHEET OF INDIAN PAPER).

1	2	3	4	5	6	7
---	---	---	---	---	---	---



Con- stabulary Number	Name and parentage	Date of enlistment	Caste	Age on enlistment	HEIGHT		RESIDENCE		
					(a) Feet (b) Inches		(a) Village (b) Police Station (c) District		
8	9	10	11	12					
Particular marks	Detail of past service prior to entering constabulary	Promotions and reductions	Date and cause of leaving police	Remarks giving reference to the serial No. in the Punishment Register of any punishment awarded					

## **CHAPTER 13**

### *Promotions*

**13.1. Promotion from one rank to another.** - (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 and honesty shall be the main factors governing selection. Specific qualifications, whether in the nature of training courses passed or practical experience, shall be carefully considered in each case. When the qualifications of two officers are otherwise equal, the senior shall be promoted. This rule does not affect increments within a time-scale.

(2) Under the present constitution of the police force no lower subordinate will ordinarily be entrusted with the independent conduct of investigations or the independent charge of a police station or similar unit. It is necessary, therefore, that well-educated constables, having the attributes necessary for bearing the responsibilities of upper subordinate rank, should receive accelerated promotion so as to reach that rank as soon as they have passed the courses prescribed for, and been tested and given practical training in, the ranks of constable and head constable.

(3) For the purposes of regulating promotion amongst enrolled police officers six promotion lists - A, B, C, D, E, and F will be maintained.

Lists A, B, C and D shall be maintained in each district as prescribed in rules 13.6, 13.7, 13.8 and 13.9 and will regulate promotion to the selection grade of constables and to the ranks of head constables and Assistant Sub- Inspector. List E shall be maintained in the office of Deputy Inspector- General as prescribed in sub-rule 13.10(1) and will regulate promotion to the rank of Sub-Inspector. List F shall be maintained in the office of the Inspector-General as prescribed in sub-rule 13.15(1) and will regulate promotion to the rank of Inspector.

Entry in or removal from A, B, C, D or E lists shall be recorded in the order book and in the character roll of the police officer concerned. These lists are nominal rolls of those officers whose admission to them has been authorised. No actual selection shall be made without careful examination of character rolls.

<sup>1</sup>[Provided that five per cent of such promotions may be made from amongst the members of the Police Force, who achieve outstanding distinction in sports field at All India level or International level if they are otherwise eligible for promotion but for seniority.]

**13.2. Power to grant increments.** - Increments of pay of all upper and lower subordinates shall be granted, when due, by Superintendents, provided that an increment may be withheld as a formal punishment in accordance with the rules contained in Chapter XVI. The withholding of increments shall be entered in the order book in the case of constables and head constables, and in the case of Inspector, Sergeants, Sub-Inspectors, and Assistant Sub- Inspectors published in the *Police Gazette*. In the case of members of the clerical cadre, increments shall be granted or withheld, by a formal order in each case, by the head of the office concerned. 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 an officer competent to withhold an increment in the time-scale concerned. In the case of Sergeants and Sub- Inspectors the sanction of the Inspector- General and Deputy Inspector-General,

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1. Proviso added vide Punjab Notification No. G.S.R. 861 dated 19.10.1972

respectively, is required.

**13.2-A. Power to grant local rank.** - (1) Notwithstanding anything contained in these rules, if the Inspector General of Police considers it necessary so to do in the interest of better functioning of the force, he may, for reasons to be recorded, grant to an enrolled police officer next higher rank as a local rank;

Provided that the grant of only a non-gazetted rank shall be permissible under this rule.

(2) The local rank referred to in sub-rule (1) shall, in the first instance be granted for a period not exceeding six months which may from time to time be extended for a like period after recording reasons for each such extension.

(3) An officer of the force holding a local rank -

- (a) shall exercise the command and be vested with the powers of an enrolled police officer holding that rank;
- (b) shall not be entitled to any extra pay and allowances for holding such rank;
- (c) shall not be entitled to claim any seniority over other enrolled police officers by virtue of having held such a local rank.<sup>1</sup>

**13.3. Power to make promotions among gazetted and enrolled police officers.** - (1) The power to make promotions among gazetted officers and from non-gazetted to gazetted rank vests in the local Government with the concurrence of His Excellency the Governor.

(2) Deputy Inspector-General and the Assistant Inspector-General, Government Railway Police, shall make promotions to the rank of Inspector. The Inspector-General, who maintains promotion list 'F' - vide Police Rule 13.15, of Sub-Inspectors and Sergeants, will notify the Deputy Inspector-General of a Range or the Assistant Inspector-General, Government Railway Police, when a substantive vacancy in the rank of Inspector is to be filled by an officer under his control.

Substantive promotions to the rank of Sub-Inspector and Assistant Sub-Inspector shall be made by Superintendents of Police and the Assistant Superintendent, Government Railway Police, Deputy Inspectors-General of Ranges, who maintain promotion lists 'D' and 'E' for these two ranks in the case of District Police, will notify the Superintendent of Police of a district when a vacancy in either rank is to be filled by an officer in his district.

Promotions to the rank of Head Constables shall be made by Superintendents of Police and the Assistant Superintendent, Government Railway Police.

(3) The seniority of Inspectors, Sergeants, Sub-Inspectors and Assistant Sub-Inspectors is shown in the list printed annually under the orders of the Inspector-General. Seniority of Head Constables in districts will be recorded in form 10.88(1).

**13.4. Power to make officiating promotions.** - (1) Officiating promotions to the rank of Inspector shall be made by Deputy Inspectors-General of ranges and the Assistant Inspector-General, Government Railway Police. If the flow of promotion is unevenly

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1. Substituted vide Punjab Government No. G.S.R. 124/C.A. 5/61/S. 7/Amd (15)/82. dated 11.9.1982

distributed amongst ranges, the Inspector-General of Police shall make suitable transfers of Sub-Inspectors on the promotion list from one range to another.

(2) Officiating promotions to the rank of Sub-Inspector and Assistant Sub-Inspector shall be made by Superintendents of Police and Assistant Superintendent, Government Railway Police. If the flow of promotion is unevenly distributed among districts, the Deputy Inspector-General shall make suitable transfers of Assistant Sub-Inspectors, and Head-Constables on the promotion lists from one district to another.

(3) All promotions concerning upper subordinates made under this rule shall be published in the Police Gazette, and notifications by Superintendents shall be sent in through the Deputy Inspectors-General, who shall have the power to revise such orders on recording reasons in each case. If any Superintendent has not enough men on lists D and E in his district to fill temporary appointments in either rank, which he is required to make, he shall apply to the Deputy Inspector-General for a man from another district.

**13.5. Promotion to the selection grade of Constables.** - (1) No Constable shall be promoted to the selection grade of constables unless he is (a) physically upto the required standard (sub-rule 12.16(1)), (b) can read and write simple Urdu sentences and English numerals, and (c) has a character roll clear of any entry carrying a moral stigma. Condition (a) can be relaxed by Superintendents of Police for good reasons to be recorded and conditions (b) and (c) can be relaxed by Deputy Inspectors-General and the Assistant Inspector-General, Government Railway Police.

(2) Men who possess the essential qualifications prescribed in sub-rule (1) shall be promoted as vacancies occur according to their order of marking on the following system :-

(a) *Education* -

F.A. or higher	...5 marks.
Matriculation	...3 marks.
Non-matriculation but above primary	...2 marks.

(b) *Courses passed* -

(i) Lower School	... 5 marks.
(ii) Drill at Police Training School	... 3 marks.
(iii) Traffic (by an approved standard)	... 2 marks.
(iv) Finger Print	... 2 marks.
(v) 1st or 2nd in recruits' examination	... 1 mark.
(vi) St. John's Ambulance 1st Aid Course	... 1 mark.
(vii) Armourer's Course	...2 marks.

(c) *Professional ability* -

Up to a maximum of 12 marks.

(d) *Character* -

Up to maximum of 10 marks.

(3) Full marks under (c) and (d) in sub-rule (2) shall not be given to a constable with less than ten years' service. Marking under (c) shall be estimated by commendation certificates and another proofs of special ability in detective work, disguising, intelligence duty and the like.

*Illustration.* - A, who has passed the First Arts Examination, is 1st in his recruits course, has passed traffic and finger print courses, has three years' service and has learnt the work of assistant police station clerk, might have 16 marks. B, a semi-illiterate constable of 24 years' service with 18 commendation certificate, a clear roll, and established reliability in shadowing work, might have 22 marks gained under (c) and (d) only.

(4) Notwithstanding the marking system described in sub-rule (2), men posted to onerous and responsible duty, such as instructors, permanent traffic staff, clerical

appointments at police stations and headquarters, secret service and central investigating agency duty, may be given temporary promotion to the selection grade. Men promoted solely on these grounds shall be reverted to the time-scale at any time if they fail to give satisfaction on the duty for which they have been promoted or are removed from such duty for a period exceeding three months.

(5) Constables of and above the Matriculation standard of education and having exceptional family claims may be promoted to the selection grade immediately on passing their recruits course with credit, notwithstanding the marking system described in sub-rule (2). Direct appointments to this grade are made in accordance with rule 12.10-A.

(6) A sheet in Form 13.5(6) shall be attached to the character roll of every constable for maintaining the marking system prescribed in this rule.

(7) Promotion to the selection grade shall be on probation for three years and constables so promoted may be reverted without formal departmental proceedings during or on the expiry of three years of their such promotion if they fail to maintain an exemplary standard of conduct and efficiency. Such reversions shall be freely made.

[Provided that the competent authority may, if it so thinks fit in any case, extend the period of probation by one year in the aggregate and pass such orders at any time during or on the expiry of the extended period of probation as it could have passed during or on the expiry of original period of probation]<sup>1</sup>

(8) Removal from the selection grade after once being confirmed in it involves formal proceedings. In the case of a selection grade constable who, on being sentenced judicially to a punishment of fine or simple imprisonment, or both, or to rigorous imprisonment not exceeding one month, is not dismissed under Police Rule 16.2(2), the normal minimum departmental punishment shall be reduction to the time-scale. Similarly, in the case of a selection grade constable found guilty of inefficiency, whether in general or in respect of the special qualifications for which promotion has been given, the normal minimum punishment shall be reduction to the time-scale.

**13.6 List A. Promotion to the selection grade of constables.** - List A (in Form 13.6) shall be maintained by each Superintendent of Police, under his own personal supervision, of constables eligible under rule 13.5 for promotion to the selection grade of constables. The number of names in the list shall not exceed 10 per cent of the establishment of the grade in the district.

<sup>2</sup>**[13.7. List 'B'. Selection for admission to Promotion Course for Constables at the Police Training College.** - (1) List 'B' in (Form 13.7) shall be maintained by each Superintendent of Police. It will include the names of all Constables selected for admission to the Promotion Course for Constables at the Police Training College. Selection will be made in the month of January, each year and will be limited to the number of seats allotted to district for the year with a twenty per cent reserve. Names will be entered in the list in order of merit determined by the Departmental Promotion Committee constituted by the Inspector-General of Police on the basis of tests in parade, general law (Indian Penal Code, Criminal Procedure Code, Indian Evidence Act and Local and Special Laws) interview and examination of records.

(2) All Constables -

(a) who are middle pass and have put in more than four years of service ;

1. Proviso added vide Punjab Government Notification dated 12-4- 1966.

2. Substituted vde Punjab Govt. Gaz. LSP III 1997 Page 71.

- (b) who are at least matriculates and have put in more than three years of service; or
- (c) who obtain first class with credit in the Recruits Course specified in rule 19.2; will be eligible to have their names entered in the aforesaid list, if they are not above thirty years of age on the first day of July in the year in which the selection is made;

Provided that no Constable who has been awarded a major punishment within a period of three years preceding the first day of January of the year in which selection is made will be eligible for admission to this list and if any Constable whose name has been brought on this list is not sent to the Police Training College in the year he will be required to compete again with the new candidates, if he is still eligible for admission to the said list under the rules.

(3) Temporary Constables brought on List 'B' shall be absorbed in the regular establishment in preference to others.

(4) No Constable who has failed to qualify in the promotion course for Constables shall be readmitted to List 'B', unless the Principal, Police Training College, for the reasons to be recorded in writing considers him deserving of another chance and he is still eligible. The reasons are to be communicated to the Superintendent of Police concerned.]

**13.8. List C. Promotion to Head Constables.** - (1) In each district a list shall be maintained in card index form (form 13.8(1)) of all constables who have passed the Lower School Course at Phillaur and are considered eligible for promotion to Head Constable. A card shall be prepared for each constable admitted to the list and shall contain his marking under sub-rule 13.5(2) and notes by the Superintendent himself, or furnished by Gazetted Officers under whom the Constable has worked, on his qualifications and character. The list shall be kept confidentially by the Superintendent and shall be scrutinized and approved by the Deputy Inspector-General of Police at his annual inspection.

(2) Promotions to Head Constable shall be made in accordance with the principle described in sub-rules 13.1(1) and (2). The date of admission to List C shall not be material, but the order of merit in which examinations have been passed shall be taken into consideration in comparing qualifications. In cases where other qualifications are equal, seniority in the police force shall be the deciding factor. Selection grade constables who have not passed the Lower School Course at the Police Training School but are otherwise considered suitable may, with the approval of the Deputy Inspector-General, be promoted to Head Constable up to a maximum of ten per cent of vacancies.

**13.8-A. Disqualification for admission to or retention in Lists A, B or C.** - (1) the infliction of any major punishment shall be a bar to admission to or retention in lists A, B or C, provided that (a) for special reasons to be recorded by the Superintendent in each case, and subject to confirmation by the Deputy Inspector-General, this disqualification may be waived, and (b) after six months' continuous good conduct in the case of censure or confinement to quarters or on expiry of the period of reduction in the case of reduction for a specified period, a constable may be readmitted at the discretion of the Superintendent.

(2) Gazetted Officers shall look out for, and encourage their Inspectors and Sub-Inspectors to bring to notice, Constables who, by reason of their general character and ability or of special acts, are suited for inclusion in lists A, B or C, and shall, after satisfying themselves by necessary enquiries, make suitable recommendations to the Superintendent.

<sup>1</sup>[**13.9. List D. Selection of candidates for promotion course for Head Constables. Promotion to the rank of Assistant Sub-Inspector.** - (1) List 'D' shall be maintained in two parts for Head Constables in card Index Form No. 13.9 in each District. Selection for admission to the promotion course for Head Constable at the Police Training College,

will be made from amongst all the confirmed Head Constables. No Head Constable shall be eligible for admission to the promotion course for Head Constable at the Police Training College, unless;

- (1) He has passed Middle Standard Examination.
- (2) He is below the age of forty years on the day of commencement of the next course.
- (2) The names of the Head Constables who qualify at Police Training College in the Promotion Course for Head Constables will be entered in Part-I of List 'D' as soon as they qualify the same. While entering the names in this part they will maintain their seniority *inter se*. The names of the outstanding Head Constables who have not passed the Promotion Course for Head Constables at Police Training College due to being over-age but otherwise are of exceptional merit and are considered suitable may, with the approval of Inspector-General of Police, be entered in Part II of List 'D'. No more than 10 per cent of the posts of Assistant Sub-Inspectors both permanent and temporary will be filled from the names of Part II of List 'D'. This part will not at any time contain names more than two per cent of the cadre strength of Assistant Sub-Inspectors in a range, both temporary and permanent.
- (3) Annual Confidential Reports of all the Head Constables in Parts I and II of List 'D' shall be furnished to the Deputy Inspector-General of Police by the 15th day of April, each year in Form No. 13.9(3).
- (4) Promotion to the rank of Assistant Sub-Inspector shall be made in accordance with the seniority of the Head Constables on List 'D', which may be ignored by the Superintendent of Police in exceptional circumstances only for reasons to be recorded in writing with the approval of the Deputy Inspector-General of Police.]

<sup>1</sup>[13.10 List 'E'. Selection for promotion course for A.S.Is. Promotion to the rank of Sub- Inspectors. - (1) List 'E' shall be maintained for promotion to the rank of Sub-Inspector in two parts in Form No. 13.10 in each range. The names of Assistant Sub-Inspectors who qualify the promotion course for Assistant Sub- Inspectors at Police Training College shall be entered in Part-I of the said List 'E'. While entering the names in this list they shall maintain their seniority *inter-se*. The names of the outstanding Assistant Sub-Inspectors who have not qualified the course mentioned above, but otherwise are of exceptional merit and are considered suitable, may, with the approval of the Inspector-General of Police, be entered in Part-II of List 'E' provided they are not below the age of forty-five years.

Provided further that not more than ten per cent of the posts of Sub- Inspectors (inclusive of temporary and permanent posts) shall not any time contain more than two per cent of cadre strength of the Sub-Inspectors in the range.

(2) No Assistant Sub-Inspector shall be eligible for admission to the promotion course of Assistant Sub-Inspectors at the Police Training College, unless -

- (i) he has been confirmed as Assistant Sub-Inspector;
- (ii) he is below forty-five years on the date of commencement of the next course; and
- (iii) he, in the case of promotee has completed four years' service after passing the promotion course for Head Constables and in the case of direct recruit has completed five years of service after passing Assistant Sub- Inspectors initial course.

3. Substituted vde Punjab Govt. Gaz. LSP III 1972 Page 71.

1. Substituted vde Punjab Govt. Gaz. LSP III 1972 Page 71.

(3) Promotion to the rank of Sub-Inspector shall be made strictly in accordance with the seniority on List 'E'.

Provided that the seniority may be ignored in exceptional circumstances for reasons to be recorded in writing by the Deputy Inspector-General and with the approval of the Inspector-General of Police.

(4) Omitted vide Punjab Govt. Notification No. G.S.R. 104/CA 5/Amd, dated 3.12.1981.

**13.11. Publication of List E in the *Police Gazette*.** - List E of each range shall be published annually in the *Police Gazette*. Additions to the list may be made at any time by Deputy Inspectors-General but all such additions and the removal of all names under sub-rule 13.12(2) shall be published in the Gazette by special notification. Names shall be entered in the list in order according to the date of admission, length of police service deciding the relative position of Assistant Sub-Inspectors admitted on the same date.

**13.12. Method of filling temporary vacancies in the rank of Sub-Inspector.** - (1) In filling temporary vacancies in the rank of Sub-Inspector the object shall be to test all men on list E as fully as possible in independent charges. The order in which names occur in the list should be disregarded, the opportunities of officiating in the higher rank being distributed as evenly as possible. An Assistant Sub-Inspector officiating as a Sub-Inspector should ordinarily continue so to officiate for the duration of the vacancy, and should not be reverted merely because another Assistant Sub-Inspector senior to him is not officiating. This principle may, however, be modified if in any case its observance would result in a thoroughly competent man being deprived by a man markedly his junior of an officiating appointment of more than 8 months' duration.

(2) The conduct and efficiency of men on lists D and E shall be at all times watched with special care. Any officer, who, whether in his substantive rank or while officiating as an Assistant Sub-Inspector or Sub-Inspector, is guilty of grave misconduct of a nature reflecting upon his character or fitness for responsibility, or who shows either by specific acts or by his record as a whole, that he is unfit for promotion to higher rank shall be reported to the Deputy Inspector-General for removal from list D or list E, as the case may be. In interpreting this rule discrimination shall be shown between faults which are capable of elimination by experience and further training, and those which indicate definite incompetence and defects of character. Officers whose names have been removed from either list D or list E may be restored by order of the Deputy Inspector-General in recognition of subsequent work or conduct of outstanding merit.

**13.13. Control by Deputy Inspectors-General.** - Apart from the special requirements of the foregoing rules regarding the confirmation or revision of orders, Deputy Inspectors-General are required to pay special attention at their inspections to the working of list A, B, C and D by Superintendents; they have authority to remove any name which they consider has been improperly admitted, and to give such orders as may be expedient in respect of the methods of selection and the tests applied.

**13.14. Promotions to and in the selection grades of Sub-Inspectors.** - (1) Promotion to the various selection grades of Sub-Inspectors shall be made by Superintendents of Police and the Assistant Superintendent, Government Railway Police, as vacancies in the sanctioned establishment of such appointments occur in accordance with the principle laid down in Rule 13.1.

(2) No Sub-Inspector shall be considered eligible for promotion to a selection grade unless he has at least eight years' approved service as an upper subordinate, of which at least five shall have been in the rank of Sub-Inspector, and unless he is thoroughly efficient and



competent to hold charge of a police station of first class importance. No Sub-Inspector who has been punished by reduction, stoppage of increment, or forfeiture of approved service for increment, shall be eligible for promotion to a selection grade. Exceptions to this rule may be made only with the sanction of the Inspector-General in recognition of distinguished service and exemplary conduct.

(3) Sub-Inspectors promoted to the 4th selection grade shall be on probation for one year and may be reverted without formal departmental proceedings during or on the expiry of the period of their probation if they fail to maintain an exemplary standard of conduct and efficiency.

[Provided that the competent authority may, if it so thinks fit in any case, extend the period of probation by one year in the aggregate and pass such orders at any time during or on the expiry of the extended period of probation as it could have passed during or on the expiry of original period of probation]<sup>1</sup>

**13.15. List F - Promotion to Inspectors.** - (1) Recommendations on behalf of Sergeants and Sub-Inspectors considered fit for promotion to the rank of Inspector shall be submitted with their annual confidential reports on the 15th April each year to Deputy Inspector-General by Superintendents of Police in Form 13.15(1). Recommendations on behalf of Sergeants and Sub-Inspectors employed in the Government Railway Police will be sent direct to the Inspector-General of Police by the Assistant Inspector-General, Government Railway Police, in the same form and not later than October each year. The Deputy Inspector-General shall decide, after seeing the officers recommended, and in consideration of their records, and his own knowledge of them, whether to endorse the recommendations of Superintendents of Police and forwarded them to the Inspector-General. He will keep a copy of any recommendation so forwarded in the personal file of the officer; if he decides not to endorse a recommendation, he shall retain the original in the officer's personal file and send a copy of his own order on it to the Superintendent concerned. Deputy Inspector-General shall finally submit recommendations to the Inspector-General as soon as they are satisfied as to the fitness of officers recommended, but in no case later than October each year.

(2) Such of the officers recommended as the Inspector-General may consider suitable shall be admitted to promotion list 'F' (form 13.15(2) which will, however, not be published. Deputy Inspectors-General shall be informed, and shall in turn inform the Superintendents concerned, of the names of those who have been admitted to the List; similar information will be sent to the Assistant Inspector-General, Government Railway Police.

The original personal files of Sub-Inspectors admitted to the list shall be transferred to the Inspector-General after duplicates have been prepared for retention in the office of the Deputy Inspector-General or the Assistant Inspector-General, Government Railway Police, as required by Rule 13.38(1). Copies of all subsequent annual confidential reports prepared in form 13.17 in respect both of Sergeants and Sub-Inspectors admitted to the list will, on return by the Inspector-General in accordance with rule 13.17(1), be recorded by Deputy Inspectors-General or the Assistant Inspector-General, Government Railway Police, with the duplicate personal files of the officers concerned. Copies of all entries ordered to be made in personal files other than annual confidential reports will be forwarded to the Inspector-General as soon as made for record with the original personal files; all such copies shall be attested by the Deputy Inspector-General or the Assistant Inspector-General, Government Railway Police, personally.

(3) When submitting recommendations for the entry of fresh names in List F, Deputy

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1. Proviso added vide Punjab Government Notification dated 12-4-1966.

Inspectors-General and the Assistant Inspector-General, Government Railway Police, will at the same time submit specific recommendations (which need not be accompanied by detailed confidential reports) as to the retention or removal of officers already admitted to the list. On receipt of these recommendations, the Inspector-General will review the Provincial List, and pass orders regarding the retention or exclusion of names, at the same time communicating his decision to the Deputy Inspector-General and the Assistant Inspector-General, Government Railway Police.

(4) Sub-Inspectors admitted to List 'F' will be placed in that list in order according to their date of permanent promotion to selection grade, and, if the date of permanent promotion to selection grade is the same in the case of two or more Sub-Inspectors admitted to list 'F' on one and the same date, then according to date of permanent promotion to the time-scale. Sergeants will be shown in list 'F' according to the date of entry in the list. When, however, two or more Sergeants are admitted to list 'F' on the same date, their names will be shown in order of seniority among themselves.

**13.16. Promotion to the rank of Inspector.** - (1) Substantive vacancies in the rank of Inspector, save those which are specially designated for the appointment of probationers shall be filled by promotion of officers from list F selected according to the principles laid down in rule 13.1. Sergeants are eligible for promotion in the appointments reserved for European Inspectors.

(2) Temporary vacancies in the rank of Inspector shall be filled by the officiating promotion of officers on F list by the authorities empowered by rule 13.4 to make the appointment. Such officiating promotions shall be made in accordance with the principles laid down in sub-rule 13.12(1) in the case of E list, and the second part of that rule shall, *mutatis mutandis*, govern the scrutiny of the work of F list officers and the removal from that list of the names of those who are found unfit for the rank of inspector.

(3) No officer whose name is not on F list shall be appointed to officiate as Inspector without the special sanction of the Inspector-General. When no officer on F list is available in the range for a vacancy which the Deputy Inspector-General is required to fill, application shall be made to the Inspector-General to appoint a man from another range.

**13.17. Annual Confidential Reports.** - (1) Superintendents shall prepare and submit annually to the Deputy Inspector-General, after obtaining the District Magistrate's remarks thereon, reports in form 13.17 on the working of all Upper Subordinates serving under them. These reports shall be submitted to reach the Deputy Inspector-General on or before 15th April.

Deputy Inspectors-General and Assistant Inspector-General, Government Railway Police, will add their own remarks and retain reports on Assistant Sub-Inspectors and Sub-Inspectors who are not on list 'F' in their own offices. Reports on all Inspectors, Sub-Inspectors on list 'F' and Sergeants will be forwarded by Deputy Inspectors-General and Assistant Inspector-General, Government Railway Police, so as to reach the Inspector-General on or before the 15th May. In the cases of Indian Inspectors of the General Line, Sub-Inspectors on list 'F' and all Sergeants, Deputy Inspectors-General and Assistant Inspectors-General, Government Railway Police, will attach with each report so submitted a duplicate copy thereof. Any remarks recorded by the Inspector-General on the original report will be copied in his office on the duplicate prior to the return of the latter report for record with the duplicate personal file maintained in accordance with rule 12.38(1).

(2) Reports shall be of three kinds, A, B and C, and shall be marked as such :-

*A reports.* - Reports in which for special reasons it is recommended that promotion be given irrespective of seniority.

*B reports.* - Reports in which it is recommended that promotion be given in the ordinary course of seniority.

*C reports.* - Reports in which it is recommended that the officer be passed over for promotion or that the taking of departmental action on general grounds of inefficiency or unsatisfactory conduct be considered.

In 'A' and 'C' reports detailed reasons must be given for the recommendations made.

The purport of all 'C' reports shall be communicated to the officer concerned at a personal interview or, if this is not possible, in writing. Written acknowledgements shall be taken and attached to their personal files. In communicating such reports, the instructions contained in paragraph 7 of Punjab Government Consolidated Circular No. 1 shall be followed. Ordinarily, the submission of two successive 'C' reports regarding an officer will result automatically in the institution of departmental proceedings against him on such charge as the contents of the reports may justify.

(3) Superintendents shall submit annually to the Deputy Inspector-General by the 15th April, confidential reports in form 13.17 on the working of all Gazetted Officers serving under them. Deputy Inspector-General will add their own remarks and forward the reports to reach the Inspector-General, on or before the 15th May.

The gist of adverse reports shall be communicated in writing to the officers concerned subject to the conditions specified in paragraph 7 of the Punjab Government Consolidated Circular No. 1 and their acknowledgement shall be taken and attached to their personal files.

(4) The names and designation of the officers writing reports shall invariably be typed or written in block letters below their signatures.

(5) Reporting officers shall comment generally on the way in which the officer has carried out his various duties during the year and shall give an estimate of his personality, character and abilities, including detective powers and ability to conduct prosecutions. The reports shall contain an opinion on any point specially required at any particular time, e.g., fitness to pass an efficiency bar. Particular mention shall be made of the officer's relations with his fellow officers and general public and his honesty.

<sup>1</sup>[**13.18 Probation** :- (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) in the case of an appointment by transfer, any period of work on a equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation ;
- (c) any period of officiating appointment to the service shall be reckoned as period spent on probation ; and
- (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental ex-

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1. Substituted vide Punjab Govt. Notification No. G.S.R. 14/C.A.V./61/Ss.7 and 46/Amd.(22)/2003 dated 28.2.2003.

amination, if any prescribed in service Rules within a period not exceeding two and a half year, from the date of appointment, it may :-

- (a) If such person is recruited by direct appointment, dispense with his services, or revert him, to a post on which he held lien prior to his appointment to the service by direct appointment ; and
- (a) If such person is appointed otherwise , -
  - (i) revert him to his former post ; or
  - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may, -
  - (a) If his work and conduct has, in its opinion been satisfactory, -
    - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily if he is not already confirmed ; or
    - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed ; or
  - (b) If his work or conduct has not been, in its opinion, satisfactory, or if he has failed to pass the departmental examination, if any specified in the Service Rules, -
    - (i) dispense with his service, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
    - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) ;

Provided that the total period of probation including extension, if any, shall not exceed three years.]

**13.19. Special promotion to recipients of the President's Police and Fire Services Medal and the Police Medal.** - (1) A constable receiving the award of the President's Police and Fire Services Medal shall be promoted in the first substantive vacancy of head constable which occurs in the district in which he is serving subsequent to the award of the medal being gazetted.

(2) A Constable awarded the Police Medal shall, if not already in the selection grade, be promoted to that grade on probation as prescribed in rule 13.5(7).

<sup>1</sup>**[13.20. Departmental Promotion Committee.** - In order to ensure that selection and promotion are made in accordance with the rules, Departmental Promotion Committees shall be set up at various levels. Such Committees shall arrange to put all eligible persons through a written test and parade. Thereafter those persons who secure the qualifying marks will be interviewed by the said Committee. The Committee will assess the merit of such persons on the basis of their service records as well as performance in the test. The syllabus for various tests, qualifying percentage of marks, the composition of Departmental Promotion Committees shall be prescribed by the Inspector-General of Police in the form of a Standing Order.]

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1. Rule 13.20 added vide Punjab Government Notification dated 9-3-1972

<sup>1</sup>[13.21. Power of relaxation. - Where the Inspector-General of Police is of the opinion that it is necessary or expedient so to do, he may, by order for reasons to be recorded in writing relax any of the provisions of this Chapter with respect of any class or category of persons.]

**FORM No. 13.5(6).**

**Sheet for maintenance of marking system.**

\_\_\_\_\_ DISTRICT POLICE DEPARTMENT

Constable No. \_\_\_\_\_ Name \_\_\_\_\_

Date of enrolment \_\_\_\_\_

A. EDUCATION :-

\_\_\_\_\_

B. COURSES PASSED :-

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_

C. PROFESSIONAL ABILITY :-

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

D. CHARACTER :-

Total \_\_\_\_\_

Initials of gazetted officer and date \_\_\_\_\_

Onerous and responsible duties to which posted (vide sub-rule 13.5(4))

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_

**Note.** - Marks allotted under heads C and D according to the principles described in sub-rule 13.5(3) shall be added to or reduced as occasion arises, each change being initialled and dated by a gazetted officer.

**FORM No. 13.6.**

\_\_\_\_\_ DISTRICT POLICE DEPARTMENT

PROMOTION LIST A.

1. Rule 13.21 added vide Punjab Government Notification dated 9-3-1972

**LIST OF CONSTABLES ELIGIBLE FOR PROMOTION TO THE SELECTION GRADE**

1	2	3	4	5	6
Serial No.	Name	Constaulary No.	Date of enrolment	Date of entry	Order book reference and signature of Superintendent of Police ordering entry or removal of name

In order for the titles to be visible, they must be typed within ¼" above perforation-as close to the perforation as possible.

**Form No. 13.7**

\_\_\_\_\_ DISTRICT POLICE DEPARTMENT

**PROMOTION LIST B.**

PART I (YELLOW). - LIST OF SELECTION GRADE CONSTABLES FIT TO UNDERGO THE LOWER SCHOOL COURSE AT THE POLICE TRAINING SCHOOL.

PART II (BLUE). - LIST OF CONSTABLES FIT TO UNDERGO SPECIAL COURSE AT THE POLICE TRAINING SCHOOL

Date of enrolment \_\_\_\_\_

Order Book reference ordering entry \_\_\_\_\_

REMARKS

Name \_\_\_\_\_ No. \_\_\_\_\_

In order for the titles to be visible, they must be typed within ¼" above perforation - as close to the perforation as possible.

**FORM No. 13.8 (1).**

**List C. Marks according to Rule 13.5 :-**

Date	A.	B.	C.	D.	Total

Notes by Superintendent of Police.  
*Deputy Inspector-General*

Name \_\_\_\_\_ No. \_\_\_\_\_

**FORM No. 13.9 (1).**

**List D. Promotion to Assistant Sub-Inspector.**

Date of enrolment \_\_\_\_\_

Date of passing Lower School \_\_\_\_\_

Date of passing "D" class.    Date of promotion to Head Constable  
 Notes by Superintendent of Police and Deputy Inspector General of Police  
 Name \_\_\_\_\_ No. \_\_\_\_\_ Date of entry \_\_\_\_\_

**FORM No. 13.9(3)**  
**Head Constables on List 'D'**

Half-yearly Reports on the working of Head Constables on List 'D' for the half year ending on \_\_\_\_\_  
*Assistant Sub-Inspectors on List 'E'*

(Note :- Delete whichever is not applicable)

1	2	3	4	5	6	7	8
Name and Rank	Range of Constabulary No.	Distt. where employed	Distt. in which Home is situated	Date of enrolment	Date of last substantive promotion	Present age	Date of passing

8(a)	8(b)	8(c)	8(d)	9	10	11	12
Lower School Examination	Intermediate School Examination	Upper School Examination	Date of Exemption from passing Upper School	Duties on which employed since last report with dates	Is this officer in your opinion honest	Report by Superintendent (Give name and date)	Remarks by the Dy. Inspector General of Police

**FORM No. 13.14 (1)**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT  
 RECOMMENDATION ROLL OF SUB-INSPECTORS OF POLICE ON TIME-SCALE RECOMMENDED FOR PROMOTION TO SELECTION GRADE

1	2	3	4	5	6	7	8
Serial No.	Name	Range No.	Date of appointment as Sub-Inspector	Total service as Sub-Inspector (including officiating and probationary service)	Present pay under time-scale	Remarks by Superintendent giving full reasons in support of the recommendation	Order of Deputy Inspector-General

**FORM No. 13.15 (1)**

CONFIDENTIAL RECOMMENDATION ROLL OF SERGEANT OR SUB-INSPECTOR \_\_\_\_\_ GRADE NO. \_\_\_\_\_ SERVING IN THE \_\_\_\_\_ DISTRICT CONSIDERED FIT FOR PROMOTION TO INSPECTOR

1. Does he possess a good knowledge of English, and, if not, is he well educated in the Vernacular ?

Does he know either Persian or Pashtu ?

2. Is he physically fit and of active habits ? Can he ride well ?

3. Is he well set up generally a “smart” officer ? Is he good at drill ?

4. Has he a good knowledge of the Police Rules, especially Chapters XXI to XXVIII and of Law and Police Procedure generally ?

5. Is he capable of inspecting a Police Station thoroughly ?

6. Is he a man of good and strong character who can enforce discipline ?

7. Is he to your knowledge addicted to any bad habits such as drugs, gambling, women, etc. ?

8. Does he possess the confidence and respect of his subordinates and the public ?

9. Does he possess good common sense and tact ?

10. Is he intelligent and capable of conducting or supervising an investigation efficiently ?

11. Does he possess a reputation for honesty and fair dealing ?

12. Is he a keen officer generally who takes an interest in his work ?

13. Does he possess your confidence generally ?

14. Has he any experience as an Officer in charge of a police station or as an Inspector?

15. What do you consider him fit for - District, City, Cantonment, Reserve or Prosecuting Inspector ?

GENERAL REMARKS

*Superintendent of Police*

REMARKS AND OPINION OF DEPUTY INSPECTOR-GENERAL

*Deputy Inspector-General*

(Confidential)



**FORM No. 13.15(2)**  
PROMOTION LIST F.

LIST SHOWING THE NAMES OF SERGEANTS AND SUB-INSPECTORS,  
WHO ARE CONSIDERED FIT FOR PROMOTION TO THE RANK OF INSPEC-  
TOR

1	2	3	4	5	6	7	8
Serial No.	Name	Grade	Range No.	Date of entry into service	District in which serving	District of which resident	Notes by Inspector-General

**FORM No. 13.17**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT

Report on the work and character of :-

Name \_\_\_\_\_

Rank \_\_\_\_\_

For the period from \_\_\_\_\_

How employed during the year under report.

Class of report 'A', 'B' or 'C'

Remarks :-

- (1) Honesty.
- (2) Moral Character.
- (3) Moral courage and readiness to expose the malpractices of subordinates.
- (4) Reputation for fair dealing with the public and accessibility to the public.
- (5) Communal impartiality.
- (6) Loyalty to the Government in power without regard to political and party feelings.
- (7) Attitude towards subordinates and relations with fellow officers.
- (8) General power of control and organising ability.
- (9) Personality and initiative.
- (10) Power of Command.
- (11) Interest in modern methods of investigation and in modern police methods generally.
- (12) Preventive and detective ability.
- (13) Working experience of Criminal Law and Procedure.
- (14) Reliability.
- (15) Efficiency on parade.

## **CHAPTER 14**

### ***Discipline and Conduct***

*Note.* - In this chapter certain rules of conduct are reproduced from the Government Servant, Conduct Rules and Punjab Government. Consolidated Circulars for facility of reference. Police Officers, like other Government servants, are bound by, and are required to be acquainted with, those rules, whether reproduced in Police Rules or not.

**14.1. Command and precedence.** - (1) Command and Precedence amongst police officers shall be :-

- (a) by seniority of rank.
- (b) by seniority of grade.

(2) Officers holding officiating appointments take the rank and seniority of such appointment for the time that they hold it only; on reversion they take seniority in accordance with their position in their substantive rank, Officers in a selection grade take seniority above all officers in a time- scale of the same rank and among themselves in the order of their seniority in such grade. The seniority of officers appointed or promoted on probation to any rank is finally determined by the date of confirmation in that rank; during the period of probation such officers will take seniority in the order in which they are gazetted, and, in the case of several being gazetted on the same date, promoted officers will be placed first in order according to their length of service, and officers appointed direct will follow according to age.

For purposes of discipline on officer on a higher rate of pay shall rank senior to an officer on a lower rate in the same time-scale; provided that no officer on probation in his rank shall take seniority above an officer who is confirmed in that rank, even though, on account of length of officiating service he may be drawing a higher rate of pay.

**14.2. Salutes.** - Saluting by police officers shall be in accordance with the instructions contained in Chapter IV, Police Drill Manual, Punjab, 1929, and the following special instructions :-

- (a) All police officers above the rank of head constable are entitled to be saluted by other police officers junior to them in rank.
- (b) Police officers of all ranks, when in uniform, shall salute His Excellency the Viceroy; His Excellency the Commander-in-Chief; his Excellency the Governor of the Punjab; and Ministers of the Punjab Government, on all occasions save as expected in sub-rules (c) and (d) below. The Presidents and Deputy Presidents of Legislative bodies shall receive the same compliments when such Legislative bodies are in session and upon official occasions. Gazetted police officers in uniform shall salute high civil officials and officers of the Navy, Army and Air Force who are superior to them in rank when addressing or addressed by them. Non- gazetted police officers in uniform shall salute as ordered above and shall also salute all officers in uniform of the Navy, Army or Air Force superior to them in rank, and all civil officials of and above the rank of Extra Assistant Commissioner, or equivalent rank, when addressing or addressed by them. Head Constables and Constables shall salute as above and shall also salute all civil officials of gazetted rank when addressing or addressed by them. 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 a Court for the time being. Magistrates in-charge of ilaqas shall be entitled to be saluted within the boundaries of their ilaqa, as well as in their Courts, by non-gazetted police officers addressing or addressed by them.

- (c) Police of all ranks when on parade, or posted in line on public occasions, shall stand to attention only, and shall not salute when persons entitled to a salute pass them; provided that a police officer on duty shall salute when addressing or addressed individually by a person entitled to a salute from him.
- (d) Notwithstanding anything contained in the foregoing instructions, police officers of whatever rank employed on traffic and other duties requiring their concentrated attention shall give no salutes unless actually addressed by, or called upon to address in the course of such duty, a person entitled to a salute.

**14.2. (A) Salutes.** - A member of the Royal Family, His Excellency the Viceroy, His Excellency the Governor, the Commissioner of a Division, the Deputy Commissioner and no other person, may be invited to take the salute at ceremonial police parades (for example at parades held on the anniversary of His Majesty the King Emperor's Birthday or on Proclamation Day).

**14.3. Official calls and attendance on high officials.** - Police Officers of gazetted rank shall observe the orders contained in paragraph 16, Punjab Government Consolidated Circular No. 1, regarding attendance on high officials and official calls; provided that no police officers shall abandon urgent police duty for the sake of mere ceremonial attendance. Upper subordinates shall, unless prevented by urgent duty or physical incapacity, meet the District Magistrate or higher civil official on his entering the jurisdictions, but shall not remain in attendance to the detriment of their duties, unless specially ordered to do so. All upper subordinates shall take early occasion to pay their respects officially to a District Magistrate on his first appointment to a district. Inspectors and Sub-Inspectors in charge of police stations should be ready to avail themselves of every opportunity to interview the District Magistrate and furnish him with information regarding the state of their jurisdictions. The heavy claims upon the time of both District Magistrate and police officers make it impossible to prescribe general rules as to the occasions for such interviews, but each Superintendent of Police should arrange, in consultation with the District Magistrate so that such time as the latter is able to give may be taken advantage of by police officers visiting headquarters.

**14.4. Conduct in public.** - (1) Every police officer keep his temper thoroughly under control, shall act with courtesy on all occasions and shall not allow his composure to be disturbed by the behaviors of others towards him.

(2) A police officer defending himself, or lawfully enforcing his authority, shall act with calmness and shall use as little violence as possible.

(3) 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 co-operate against law-breakers.

**14.5. Channel of communication.** - The usual channel of communication between enrolled and gazetted officers is through their immediate and intermediate superiors.

**14.6. Requests and representations by lower subordinates.** - (1) A lower subordinate at headquarters who wishes to make a request, or representation, to the Superintendent, shall obtain leave from his immediate superior officer to attend orderly room and shall there make such request or representation verbally.

Police officers at headquarters are forbidden to make written petitions.

(2) Urgent requests may be preferred at any time, but a lower subordinate preferring

such request shall be brought before the Superintendent by his immediate superior officers or by the reserve Inspector or Lines Officer and such officer shall be responsible that the matter is really an urgent one.

(3) Lower subordinates at police stations and posts may submit written petitions to the Superintendent through the usual channel.

(4) Upper subordinates and Head Constables shall place no improper obstacles in the way of a Constable who wishes to prefer a reasonable request under these rules.

**14.7. Comments on remarks of superior officer.** - A police officer shall not record comments on the remarks made by a superior officer.

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

**14.8. Unsubstantiated complaint.** - A subordinate officer making complaints against his superior officer which he cannot substantiate or prove shall be severely dealt with.

**14.9. Submission of memorials.** - The regulations regarding the submission of memorials of His Majesty the King-Emperor of India, or to the Right Honourable the Secretary of State for India, or to the Government of India are contained in Government of India, Home Department Notification No. F/6/733-I, dated the 19th June, 1933, copies of which were supplied to all police officers with the Inspector-General's endorsement No. 3987-B/17-3124-A, dated the 16th August, 1933.

**14.10. Orderly room.** - (1) In every district orderly room shall be held once a week or often if necessary, by the Superintendent, if possible, otherwise by a gazetted officer appointed by him.

(2) Gazetted officers presiding in orderly room, are required to hear and pass orders on requests put forward by subordinates in accordance with discipline and through the prescribed channel. Similarly, defaulters at headquarters shall be produced in the first instance before the officer holding orderly room, who shall dispose of such cases forthwith as far as possible, making such record of his proceedings as may be required by rule in the circumstances of each case. When the complaint against a defaulter necessitates formal proceedings too long to be completed forthwith, the officer holding orderly room shall pass orders for the conduct of such proceedings. Every effort shall be made to dispose of disciplinary matters direct and in the presence of the men and to reduce to a minimum the volume of such matters dealt with by means of written reports through the office. A register will be maintained in Form 14.10(2) for all personnel appearing in orderly room.

**14.11. Resignation of appointment.** - (1) Resignations of police officers may only be accepted by the officers empowered to appoint them.

(2) An enrolled police officer who intends to resign from the police service shall give notice to that effect in writing and ordinarily shall not be permitted to withdraw himself from duty until two months have elapsed from the date on which his resignation was tendered :-

Provided that the Superintendent may, at his discretion, allow a Head- Constable or Constable to credit to Government two months' pay in lieu of notice.

(3) Ordinarily a Head Constable or Constable who has agreed to serve for three years shall not be permitted to resign within that period.

(4) Probationary Inspectors, Sergeants, Sub-Inspectors and Assistant Sub- Inspectors of Police, whose appointments involve training at the Police Training School, Phillaur, shall not be permitted to resign within three years of the date of their appointment.

**14.11-A. Procedure for action against an absconding police officer.** - If an enrolled police officer withdraws from the duties of his office without permission or without having given two months' previous notice as prescribed in rule 14.11(2) or, being absent on leave, fails, without reasonable cause to report himself for duty on the expiration of such leave, he shall be prosecuted under Section 29 of the Police Act, 1861, and a warrant for his arrest shall be applied for. If the officer absconds or conceals himself so that the warrant cannot be executed, an application shall be made to the Court for the publication of a written proclamation under Section 87 of the Code of Criminal Procedure. If the proclamation is made and the police officer so proclaimed fails to appear within the statutory period of thirty days, he may be dismissed or otherwise dealt with at the discretion of the police officer empowered to appoint him, under rule 16.2(2).

**14.12. Discharge of police officers.** - (1) A police officer due for discharge shall be called into headquarters at least a week before the date on which he will be discharged. He shall 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 orders regarding final disbursements in such cases are contained in rule 10.72.

(2) Every enrolled police officer on quitting the service shall be given a discharge certificate in Form 14.12(2). 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 personally.

The following terms are authorised for describing "Character" in column 8 of the form viz., Exemplary; Very Good; Fair; Indifferent; Bad. An "exemplary" character shall be recorded only in the case of police officers retiring with not less than six years' approved service free from any major punishment. 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.

**14.13. Discharge and transfers - normal dates of.** - Discharge on resignation and other discharges and reductions shall, unless there are reasons to the contrary, take effect from the afternoon of the last day of the month, in order to simplify accounts and records. Except for emergent reasons transfers and reliefs shall not be carried out between the dates of preparation of acquittance rolls and disbursement of salaries.

**14.14. Transfer of gazetted officers.** - Whenever a gazetted officer relinquishes or assumes charge of a police appointment he shall, as soon as possible, report the time and date to the Inspector-General, sending copies to the Deputy Inspector-General and to the Accountant-General, Punjab, in the prescribed form.

**14.15. Postings and transfers - liability to and authority for.** - (1) All enrolled police officers are, under Section 22 of the Police Act, liable for service in any part of the general district.

(2) The authorities empowered to post and transfer police officers are shown in the following table :-

Authority for transfer	Rank of officer	Restrictions
1. Governor	Superintendents	
2. Inspector-General	(1) Assistant, and Deputy Superintendents. (2) Inspectors and all officers of lower rank	
3. Deputy Inspectors-General	(1) Inspectors (2) Sergeants (3) Sub- Inspectors and all lower ranks	(1) Except European Inspectors, prosecuting inspectors and inspectors in charge of Lahore, Amritsar and Rawalpindi cities and of Anarkali
4. Assistant Inspector-General, Government Railway Police	(1) Inspectors (2) Sergeants (3) Sub-Inspectors and all lower ranks	
5. Superintendent	(1) Sub-Inspectors (2) Assistant Sub-Inspectors and all lower ranks	(1) In the case of officers in charge of police stations with the approval of the District Magistrate
6. Additional Superintendents of Police	Transfer of such lower subordinates as the Superintendent of Police may, with the approval of the Deputy Inspector-General depute to him.	

(3) After holding charge of a police station for three years a Sub- Inspector shall ordinarily be transferred, either to another police station or to another post in the district. When the District Magistrate and the Superintendent of Police are in agreement that it is clearly in the interest of the public service that a particular Sub-Inspector should continue to hold charge of one police station for a longer period, a recommendation may be made accordingly to the Deputy Inspector-General, who is empowered freely to grant extensions up to a maximum of five years. The normal period of posting to a police station in the case of assistant sub- inspectors is also three years, but this period may be extended to a maximum of five by the Superintendent of Police on similar grounds as in the case of Sub-Inspectors.

(4) Whenever an Inspector, Sergeant, Sub-Inspector or Assistant Sub- Inspector relinquishes or assumes charge of an appointment the Superintendent of the district concerned shall, as soon as possible, submit a report to the Inspector-General or Deputy Inspector-General as the case may be, in Form 14.15(4). This order does not apply to changes within the district.

(5) No police officer against whom criminal proceedings have been instituted shall be transferred to another district until the final order is passed in respect of such proceedings.

(6) Deputy Inspectors-General may, by mutual agreement, arrange the exchange of Sub-Inspectors of the same ranks.

**14.16. Postings, transfers, rotation of, within districts.** - (1) A register of postings of all enrolled police officers shall be maintained in English in each district in Form 14.16(1).

(2) Standing orders shall be issued in each district regarding the rotation of duty to be observed in the case of lower subordinates.

(3) Ordinarily the following rotation of duty will be observed :-

(a) General duty in Lines and standing guards.

(b) Duty in municipal towns and cantonments.

(c) Duty at police stations and posts subordinate to police stations. The normal period of posting at a police station shall be three years.

**14.17. Medical Certificate.** - (1) The rules relating to the grant of medical certificates by medical officers to Government servants are contained in Appendix XXVIII of the Punjab Medical Manual.

(2) Police officers on leave who, while at a station other than that from which they proceeded on leave, are desirous of obtaining an extension of leave on medical certificate should apply to the Civil Surgeon of the district in which they happen to be. In every such case it shall be the duty of the medical officer, before he grants a certificate to ascertain direct from the head of the applicant's department or office particulars regarding the applicant's previous medical history, as well as whether he is really on leave, and the district to which he belongs, and the fact that this has been done shall be mentioned in the medical certificate. Pending this enquiry the applicant will be placed on the sick list. (Rule VII of Appendix XXVIII to the Punjab Medical Manual).

(3) Medical officers are prohibited from granting certificates recommending transfers of police officers from one station to another on the ground of ill-health, or unsuitability of climate. Should the immediate superior officer of any applicant for a certificate require any information as to the likelihood of any locality proving detrimental to the applicant's health, or beneficial as compared with another locality, the information may be furnished, but separately from the certificate. (Rule XIV of Appendix XXVIII of the Punjab Medical Manual).

(4) Whenever particulars of a police officer's illness are required in the interest of Government by his official superiors, the Government medical officer who has dealt with his case in his official capacity may be required to supply them without infringing the relations which ordinarily exist between a patient and his medical adviser. This procedure, however, should rarely be necessary, and ordinarily the medical statement of his case should be demanded from the police officer himself, who can obtain it from his medical attendant in the way in which the somewhat analogous statements, required to support an application for leave on medical certificate, are obtained. (Rule XVI of Appendix XXVIII of the Punjab Medical Manual).

(5) Medical officers are required to confine themselves to recommending leave to such policemen as are not likely to benefit by a further stay in hospital and should not certify that a policeman is incapacitated for further service unless they are officially requested to report upon his capacity for further service. (Article 450, Civil Service Regulations).

**14.18. Duty slips.** - A vernacular duty slip in Form 14.18 shall be maintained by every enrolled police officer who shall be personally responsible that all transfers involving a change of duty, all leave (including casual leave) and all duties involving an absence of 24 hours or more from lines are duly entered in such slip and intialled by the Lines officer, the officer in charge of the police station or clerk head constable.

**14.19. Orderlies.** - (1) The Inspector-General shall be entitled to two orderlies, one of whom may be head-constable. A Deputy Inspector-General shall be entitled to two constable orderlies.

A Superintendent, an Assistant Superintendent, a Deputy Superintendent and an Inspector are entitled to one Constable orderly each.

(2) Except with the permission of the Inspector-General, lower subordinates shall not be employed as personal orderlies for more than three years at a time, and shall revert to other duties for three years before being again so employed.

(3) The transfer of orderlies from district to district is prohibited without the sanction of the Inspector-General of Police.

**14.20. Subordinates not to follow their superiors from district to district.** - No police officer shall be transferred with his superior from one district to another. Deputy Inspectors-General are required to pay attention to the due observance of the spirit as well as the letter of this order, and to check any tendency for favourite subordinates to resign and re-enrol themselves in the district to which a particular superior officer has been transferred.

**14.21. Powers to enter jails.** - (1) Gazetted police officers may enter jails at any time for any purpose connected with the discharge of their duty.

(2) Subordinate police officers may enter jails only for the purpose of conducting operations for the identification of prisoners.

When entering jails such officers shall be in proper uniform.

(3) No police officer is allowed to interrogate a prisoner without an order in writing from the District Magistrate addressed to the Superintendent of the Jail.

Officers deputed for this purpose shall not be below the rank of Assistant Sub-Inspector.

**14.22. Privately-owned fire-arms.** - (1) Police officers below the rank of Sub-Inspector should not ordinarily be recommended for licences to possess private fire-arms :-

Provided that officers below such rank, who may be of superior social status in their private capacity or who may possess considerable landed property, may be so recommended.

(2) The use of privately-owned arms on duty by non-gazetted police officers is forbidden. (See also rule 6.34).

**14.23. Control over property held or acquired by police officers.** - (1) Subject to the conditions which follow, any police officer may possess or acquire land and other property. This includes a mortgage of a permanent nature (Punjab Government Endorsement No. 4111/1276-S.G.-36/24038, dated the 5th August, 1936) :-

(a) Every police officer of rank above that of constable shall report to the Superintendent full particulars in universal form 76-A regarding any immovable property in India held by him or by his wife, or wives, sons, father, brothers or nephews, at the time of first appointment to such rank, or which he, or the said members of his family, may subsequently acquire. Any interest held by the police officer in a joint Hindu Family should also be shown by him in the declaration. Particulars in regard to family holdings need not be recorded in the declaration form but should be indicated separately.

In January of each year every police officer of rank above that of constable shall write up a fresh declaration form giving particulars of any additions or alterations in the immovable property held by him or by the members of his family referred to above, during the previous year; or, if there have been no such additions or alterations, he shall record a certificate to that effect.

Gazetted officers shall on first appointment and in subsequent years, send their declaration forms through Superintendents of Police to the Deputy Inspector-General who shall attach them with the annual Confidential Report on each officer and forward both documents to the Inspector-General so as to reach him by the 15th February. The Inspector-General will forward the declaration forms to Government for information and, on their return, will attach them to the personal files of officers concerned.

**Note.** - The previous sanction of the Inspector-General of Police should be obtained, through the usual channel in all cases of the acquisition or disposal, wholly or partially, of immovable property by Police Officers, whether for residential or other purposes.



- (b) When a police officer is allowed to purchase or to take mortgage on land situated in the district in which he is serving he shall be transferred to another district.
- (c) Police officers serving in canal colonies are prohibited from acquiring land either by tender or auction in the area in which they are employed.
- (2) As regards possessions, other than landed 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 condition (1)(a) above.
- (3) A record shall be kept, confidentially, in the personal files of all officers of and above the rank of Assistant Sub-Inspector, showing the extent and nature of the sources of income of each officer in addition to his pay. This record is maintained in the interests of officers themselves and it is important that they should ensure its correctness by reporting all such sources of income, and all additions as acquired, confidentially, to the Superintendent of Police under whom they are serving.
- (4) All information supplied by police officers regarding movable or immovable property held or acquired by them, or by their relatives, will be treated as strictly confidential.

**14.24. Orders regarding the collection of supplies.** - (1) The police are, as a general rule, forbidden to collect carriage or supplies and shall ordinarily confine their action in such matters to pointing out to the applicant where he can obtain what he requires.

(2) The acceptance of presents, free carriage, or entertainment from subordinates, is strictly forbidden. Both superior and subordinate officers must understand that this rule is dictated by the necessity of allowing no custom to exist which may lead to abuses or be liable to misrepresentation, and that these considerations must override purely personal ones, however laudable or natural the latter may be.

(3) Touring officers are required to be scrupulous in ensuring by personal attention that all expenses incurred in connection with their tours are paid for, and their payment reaches those to whom it is due. Attention must be paid in this respect not only to the proper payment for supplies required by the officer himself, but to the debts incurred by servants and tour establishment generally. Whenever possible all supplies should be obtained through the contractor appointed by Government for the purpose; when there is no such contractor and supplies have to be collected through *lambardars*, particular care shall be taken that payments are properly made and distributed.

(4) Apart from the specific examples dealt with in sub-rules (1) and (2) above, police officers of all ranks are strictly enjoined to refrain from placing themselves under any sort of obligation either to a subordinate or to any member of the public, who is or is likely to be within their official jurisdiction, or with whom they are liable to have official relations.

(5) The collection or purchase of supplies, whether on tour or in headquarters, through subordinates of the police, or any other Government department, is strictly prohibited. No police officer shall employ a Government servant in any private matter in which the receipt or expenditure of money in the transaction or bargain is involved.

**14.25. Regarding pecuniary transactions.** - (1) Police officers are forbidden to have banking transactions of any kind with accountants in police offices.

(2) No police officer shall borrow money from, or become indebted either directly or indirectly, to any other police officer or to any agent, connection, dependent, relation or surety of any other police officer.

Similarly, no police officer shall borrow money from or become indebted to any native of India residing or carrying on business in the district in which such police officer may be serving; provided that this rule shall not apply to ordinary shop debts.

(3) No police officer shall, either directly or indirectly, lend money to any other police officer, and all police officers are prohibited from lending money at interest, whether directly or through relatives or other agents, to land-holders, with or without security, within the province in which they are employed.

(4) Voluntary subscriptions shall not be collected from Head Constables or Constables for any purpose without the sanction of the Inspector-General.

(5) Police officers shall report to their immediate superiors any case of insolvency or hopeless indebtedness amongst their subordinates.

(6) Gazetted officers are forbidden under pain of dismissal from taking loans from or placing themselves under pecuniary obligations to persons subject to their official authority or influence or residing, possessing property, or carrying on business within the local limits within which such gazetted officers are appointed.

**14.26. Regarding presents.** - (1) In accordance with the principle stated in rule 14.24 police officers are prohibited from accepting presents of any description whatever from their subordinates. The giving and receiving of dalis by police officers is absolutely prohibited. The orders of the Punjab Government regarding dalis are contained in paragraphs 11 and 12 of Punjab Government Consolidated Circular No. 1 as amended up to 1st March, 1928. The acceptance by police officers or members of their families of presents or dalis from non-officials is prohibited by rule 2 of the Government Servants Conduct Rules which states :-

“2. Any Government servant may accept from any Indian a complimentary present of flowers or fruits or similar articles of trifling value, but all Government servants shall use their best endeavours to discourage the tender of such gifts.”

(2) Enrolled police officers are prohibited from accepting or giving marriage present (tambol) except from or to immediate neighbours at their homes or relatives.

(3) Police officers are prohibited from accepting the loan of carriages, horses, etc., belonging to Indian Chiefs except in cases of emergency.

(4) No police officers shall attend any farewell entertainment held as a mark of regard for himself on the occasion of his retirement from the service or his departure from a district or station or any other entertainment held in his honour, unless it be of a purely informal and private nature and genuinely confined to personal friends. Sanction to depart from this rule can be given by the Inspector-General only.<sup>1</sup>

**14.27. Extra departmental influence not to be solicited.** - (1) Police officers of all ranks are forbidden to approach officials of other departments or non-official gentlemen for support in pressing individual claims in the matter of promotions, transfers, punishments and appeals, &c. Promotions are made in accordance with the principles and methods set forth in Chapter XIII. Attempts to influence the minds of promoting officers by applications or recommendations direct or indirect outside the officially prescribed promotion reports, character rolls and personal files will be treated as serious breaches of discipline. Transfers are made in the interest of the service and not for the convenience of individuals. Reasonable representations, with a view to obtaining the modification of orders of transfers can be made through the proper channel and in the manner prescribed by rule 14.6 but, officers may be proceeded against departmentally for breaches of discipline if such applications are frivolous or submitted merely to avoid service in unpleasant areas. In the matter of punishments and appeals, the procedure is laid down in Chapter

1. Punjab Government notification No. 2958-S, dated the 28th July, 1927.

XVI, and any attempt to influence appellate or revision authorities either directly, through superior officers or through outsiders, will be treated as serious breaches of discipline. Police officers are also not permitted to interview the Inspector-General or the Deputy Inspector-General regarding their transfers, promotions, punishments, &c., without previously obtaining their sanction through the proper channel.

(2) Police officers are similarly forbidden to approach Members of the Legislatures with a view to having their individual grievances made the subject of interpellations in the Chambers.

(3) The prohibition in sub-rule (1) above includes the acquisition of certificates or letters of recommendation other than certificates granted under rule 15.3 or formal letters addressed to the Superintendent of Police concerned, bringing to his notice specific services rendered to the writer, or under the official cognizance of the writer.

(4) Police officers are strictly prohibited from obtaining interviews with Members or Secretaries to Government without the prior sanction of the Inspector-General.

**14.28. Regarding speculations.** - (1) No police officer shall habitually buy and sell any share, stock, scrip, certificate, schedule, coupon, debenture or other security pertaining to public funds or companies whose value notoriously fluctuates from time to time.

(2) No police officer shall take advantage of information received by him as a police officer to speculate in any such funds.

(3) Police officers shall not engage in trade, but may hold shares in mining and other companies having for their object the development of the resources of the country. No police officer, however, shall take part in the management of any such institution without the sanction of the Inspector-General, nor shall a police officer who holds a share in any such company be employed in any district in which it carries on its operations.

**Note.** - The Model Town Society, Limited, Lahore, is regarded as a trading concern. While police officers may become members of this or any similar society, they must obtain sanction to serving on the managing committees of such societies in accordance with sub-rule (3) above.

<sup>2</sup>[**14.29 Shaheed Avtar Singh Atwal Memorial Fund.** - Shaheed Avtar Singh Atwal Memorial Fund is founded in memory of the late Shri Avtar Singh Atwal, IPS, DIG/Jalandhar Range who laid down his life for the integrity of the nation on 25th April, 1983 at Amritsar. The Fund is supported by :-

- (i) 10% of reward money of police personnel.
- (ii) Voluntary contribution received from or through police officers.

The fund is administered by a committee composed as follows :-

President	Director General of Police.
Honorary Secretary and Treasurer	Assistant Inspector General of Police, Welfare.
Member	All Addl. Director Generals of Police in Punjab. Inspector General of Police, Hqrs., Punjab.

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1. Inspector-General's Endorsement No. 211-S. 24.10.26-A, dated 11th June, 1929, to all Police Officers.  
2. Substituted vide Punjab Govt. Notification No. G.S.R. 21/C.A.V/1861/Ss.7 and 46/Amd.(24)/2003, dated 13.5.2003.

All Range Deputy Inspector Generals of Police.

Establishment Officer, Central Police Office, Punjab.

The object of the fund is :-

- (1) to provide scholarships for the education of the families of police officers who die or are killed while in service leaving their families in destitute;
- (2) to assist the dependents of officers killed on duty in cases where Government had not made suitable or adequate provisions;
- (3) to assist by the grant of subsistence allowance to the dependents of officers who die in service; and
- (4) to make a compassionate grant to a widow or family for the purpose of maintenance in any case.

The existing amount of the Handyside memorial fund stands transferred to Sheheed Avtar Singh Atwal Memorial Fund.]

**14.30. Participation in politics.** - (1) No police officer shall take part in or subscribe in aid of any political movement in India or relating to Indian affairs. Where there is room for doubt whether action, which a police officer proposes to take, contravenes this rule the orders of the Inspector- General shall be obtained.

(2) A police officer shall not canvass or otherwise interfere or use his influence in connection with, or take part in, any election to a Legislative body, but may, if qualified, record his own vote.

**14.31. Irregular applications and recommendations - Prohibition of.** - Police officers of all ranks are prohibited from applying either directly or through superior officers for promotion, when vacancies occur, and officers are prohibited from recommending subordinates for particular posts otherwise than as provided for in Chapter XIII, or if ordered to do so by the authority empowered to fill such posts.

**14.32. Action if bribe is offered.** - Every police officer, if at any time he should be offered a bribe, is required to make an immediate report of the fact to his official superior. Failure to comply with this order will in itself be a breach of discipline. The offer of a bribe is a criminal offence, and all possible steps should be immediately taken to ensure that the offence may be brought home to the bribe-giver in a criminal trial in cases where circumstances indicate that such a course of action is feasible.

**14.33. Police officers not to take up other employment.** - Section 10 of Act V of 1861 absolutely forbids any police officer from taking up any employment whatever other than his duties under that Act, save with the express and written permission of the Inspector-General. Such permission has been given generally so as not to debar police officers from engaging in casual literary work, to the extent allowed under the Government Servants Conduct Rules, from serving as examiners, or from engaging in an honorary capacity in the work of charitable, religious, or social organizations. The Inspector-General has the right, however, to withdraw his permission in any case in which, in his opinion, the interests of Government are prejudiced. The restrictions imposed by Section 10 of the Police Act are binding on police officers throughout their service, whether on leave or duty.

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1. No. F-1157-27- Public of 15th August, 1927.

**14.34. Regarding arbitration.** - A police officer shall not act as an arbitrator for the settlement of a dispute except under the following rules :-

- (i) He shall not act as arbitrator in any case without the sanction of his immediate superior officer and unless he is directed so to act by a court or officer having authority to appoint an arbitrator.
- (ii) He shall not act as arbitrator in any case which is likely to come before him in any shape in virtue of his executive office.
- (iii) If he acts as arbitrator at the private request of disputants he shall accept no fees.
- (iv) If he acts as arbitrator by appointment of a Court of law he may accept such fees as the court may fix.

**14.35. Orders regarding cases against officers.** - (1) Any gazetted officer who becomes involved in a case affecting his private honour shall report the matter confidentially to the Inspector-General through his Deputy Inspector- General.

(2) The orders of Government are that no suit on behalf of Government or a public officer shall be instituted nor shall the defence of such a suit be entered upon without the sanction of the proper controlling authority. In all such cases, therefore, Superintendents of Police shall report the facts at the earliest stage possible to the Deputy Inspector-General of their range, who shall be guided in the action he takes by the rules published in Part III, Punjab Law Department Manual, 6th Edition, 1929. Officers directly concerned with such cases must exercise the utmost caution lest they may by their written or spoken word prejudice the eventual issue.

**14.36. Rules for official conduct.** - Those portions of Financial Commissioner's Standing Order No. 44 (3rd reprint, dated 9th February, 1927), which are of the general application are, except where they are in conflict with a specific Police Rule, binding on all police officers in respect of their official conduct. Copies of this Circular are on record in all police offices and should be referred to when necessary.

**14.37. Orders regarding membership of Auxiliary Forces and Army Reserves.** -

(1) Police officers may join units of the Auxiliary Force, India, if qualified to do so, on the understanding that their connection with such corps, whether in times of peace or emergency can in no circumstances be allowed to interfere with their police duties. Except with the permission of the local Government no police officer may be a commissioned or non-commissioned officer in the Auxiliary Force, India.

(2) Gazetted officers and European upper subordinates who may be qualified for appointment to the Army in India Reserve of Officers, as officers or officers designate respectively, may apply, through the usual channel, to the Inspector-General of Police, for such appointment. Each application will be considered on its merits and in relation to the general orders of Government bearing on the subject from time to time and to the exigencies of police services.

**14.38. Police officers entitled to seats in Durbar and privilege of a chair.** - All police officers drawing salary of Rs. 50 per mensem or over and being above the rank of Head-Constable are entitled to a chair when paying an official visit.

Sub-Inspectors of Police on the time-scale of pay are *ex-officio* District Durbaris. All Inspectors of police and selection grade Sub-Inspectors are *ex-officio* Divisional Durbaris. Gazetted police officers whether substantive or officiating are *ex-officio* Provincial Durbaris.

Pensioned officers are entitled to precisely the same privileges in respect of Durbars and the grant of a chair as they enjoyed while in active service.

**14.39. Privileges and duties of selection grade Constables on list C.** - (1) Selection grade Constables on list C shall be exempted from sentry duty, and may be employed as second in command of guards, in command of escorts where the number of Constables composing the escort is not more than three, and as squad commanders on parades and other occasions, such as alarms, fairs, fires, street lining duty, etc., when police are detailed for duty in such units. Constables shall be so employed only when no Head Constable or officiating Head Constable is available.

(2) A Constable called upon to perform the duties of a Head Constable under the conditions of the preceding sub-rule shall have the disciplinary powers and authority of a Head Constable over those men actually placed under his command, and for the duration of the specific duty only.

**14.40. Courtesy titles.** - (1) Inspectors and Sub-Inspectors may, with the sanction of the Inspector-General, assume any one of the following courtesy titles :-

**Hindus.** - Pandit (for Brahmins only), Bhai, Lala, Malik, Mehta, Bakshi, Sodhi, Misar, Sardar and Chaudhri.

Baba or Bawa, Bedi and Giani (for Sikhs only).

**Muhammadans.** - Kazi, Maulvi, Khan (as an affix only), Hafiz, Haji, Arbab, Mir, Munshi, Mirza, Malik, Mufti, Khawaja, Sheikh, Sardar, Pir, Sayed, Chaudhri, Mian. (If this has been recognised by Government as having been customary for some generations in the family).

Sanction, when accorded, will be published in the Police Gazette.

(2) They are not, however, allowed to assume such titles as are ordinarily conferred by Government, or are recognized hereditary titles, such as Mian in the case of Hindus, unless these have been recognised by Government as having been customary for some generations of the family.

(3) Permanently-appointed Sikh officers not below the rank of Inspector, may, as a matter of courtesy, and if they themselves desire it, be addressed in correspondence as Sardar.

*Note.* - The Sub-rules (1) and (2) above apply also to the assumption of courtesy titles by gazetted police officers, doubtful cases being referred to Government.

**14.41. Wearing of uniform after retirement.** - (1) Retired officers of the police department not below the rank of Assistant Sub-Inspector, who have rendered approved service of not less than 15 years in the department, may be permitted to wear, on ceremonial occasions, or when calling on Government officials, the uniform of the rank which they held in the force at the time of retirement.

(2) Application for such permission shall be made through the Deputy Inspector-General to the Inspector-General and, in the case of upper subordinates, shall be accompanied by the character roll of the officer on whose behalf the application is submitted.

**14.42. Medical attendance.** - (1) Inspectors, Sub-Inspectors and Assistant Sub-Inspectors, who live in the police lines and not at a distance from the police hospital, are, when sick, entitled to medical attendance at their residence. Detailed orders on the subject are contained in the Punjab Medical Manual.

(2) Under Punjab Government letter No. 25744 (Medical), dated the 3rd September, 1930, all officers of the Imperial Police Service are entitled to free medical, surgical and nursing charges if treated in hospital in India.

**14.43. Regarding the keeping of horses, etc. by lower subordinates.** - Head Constables and foot Constables shall not keep any horse, pony or mule without the special sanction of the Deputy Inspector-General and such sanction may only be given when the police officer seeking it can show that he has private means out of which he can afford to maintain such animal.

**14.44. Communication of official information to the press.** - It is desirable that the services of the newspaper press should be utilized for securing publicity in regard to police regulations and orders affecting the public, and for disseminating information through which public assistance may be enlisted in the detection of crime and the arrest of criminals, or public anxiety may be allayed. The authority and discretion to communicate official information with these objects is confined, however, solely to Superintendents of Police personally. In the exercise of this authority, moreover, Superintendents are restricted to matters of exclusively local significance, and they are forbidden from giving publicity to any information which affects directly or indirectly questions of general policy. Police officers subordinate to the Superintendent of Police of a district are absolutely prohibited from communicating official information of any sort on their own responsibility to representatives of the press.

**14.45. Regarding the grant of passports.** - No police officer shall give a transport pass or a certificate or other document of the nature of a passport to a person travelling or intending to travel from one part of India to another, whether such journey is to be performed in British or in foreign territory or in both.

**14.46. Superintendents leaving their districts - sanction for.** - When a Superintendent of Police wishes to proceed beyond the boundaries of his district on duty, which will entail his absence for one or more nights, he shall, whenever possible, obtain the approval of the District Magistrate and the sanction of the Deputy Inspector-General in advance. If the urgency of the occasion prevents this, he shall inform the District Magistrate of his departure, reasons for it, and probable duration of absence, as promptly as possible, and shall send similar information to the Deputy Inspector General by telegram.

Gazetted officers subordinate to the Superintendent of Police shall not leave the district for one or more nights without the sanction of the latter, who should mention such absences, for the information of the District Magistrate and Deputy Inspector General in his weekly diary.

**14.47. Inspectors and Sub-Inspectors not to serve in their homes districts.** - Except for special reasons, and with the approval of the Inspector-General in each case, no Sub-Inspector shall be posted to a permanent appointment in the district in which his home is situated. The same rule will govern the postings of Inspectors. The rule will not, however, apply to appointments to clerical posts or posts of Lines Officer or reserve Inspector, nor will it affect the postings of European Inspector or Sergeants.

**14.48. Communication of confidential reports and confidential nature of recommendation.** - (1) The following principles in regard to the communication to police officers of unfavorable remarks made by their superiors in annual or other reports of a periodical nature should be carefully observed :-

- (a) When a report is built up on the individual opinions as noted of 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;
- (b) as a general rule in no case should an officer be kept in total ignorance for any length of time that his superiors, after sufficient experience of his work, are dis-

satisfied with him; in cases where a warning might eradicate, or help to eradicate, a particular fault the advantages of prompt communication are obvious; where criticism is to be withheld the final authority to consider the report should record instructions with reasons, according to the nature of the defect discussed as to the period for which communication is to be kept back;

- (c) only those defects need be pointed out which can be remedied, since it would serve no useful purpose to communicate such criticisms as lack of ability or intelligence;
- (d) the reporting officer should specifically state whether the defects reported have been already brought in any other connection to the notice of the officer concerned.
- (e) remarks in cases in which the local Government or head of the department or other officer suspends judgment should not be communicated;
- (f) great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning of censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him.

(2) Recommendations for appointments, promotions, increases of pay and the like should not be mentioned to the parties concerned. Police officers should, therefore, be careful not merely to abstain from communicating but also to guard against the disclosure of information in cases of the kind, which should always be treated as confidential in official correspondence. (See also rule 15.22).

**14.49. Joining associations.** - Government is prepared to grant official recognition to associations representing distinct ranks of police officers, provided such association conform to conditions which have been laid down. Copies of the rules embodying these conditions can be obtained by associations or proposed associations on application through the proper official channel. The formation of associations otherwise than in accordance with these rules, and the joining of any association or trade union other than a recognised police association by individual police officers, is absolutely prohibited.

**14.50. Reports of death or injuries to police officers.** - (1) When any gazetted officer or upper subordinate is killed or wounded in the execution of his duty, or in circumstances arising from his duties, or meets with sudden and violent death in any very exceptional circumstances, a telegraphic report shall be submitted by the Superintendent under whom he is serving direct to the Inspector-General. In the case of wounds the telegram shall state whether they are dangerous, severe or slight. Such telegraphic reports shall be supplemented with the least possible delay by a detailed report in Form 14.50(1).

(2) Deaths, other than those covered by sub-rule (1), shall be reported telegraphically to the Inspector-General in the case of gazetted officers and European upper subordinates in order that he may inform their next of kin without delay, and by post to the Inspector-General in the case of Indian Inspectors and to the Deputy Inspector-General concerned in the case of Sub- Inspectors and Assistant Sub-Inspectors.

(3) On receipt of reports under sub-rules (1) and (2) the Inspector- General shall, in addition to communicating with the next of kin of the deceased or wounded officer, report the facts to the local Government. In the case of deaths of Europeans the particulars required for completion of the return of deaths of Europeans officials shall be added.

**14.51. Procedure to be adopted in connection with anti-rabic treatment.** - Police officers proceeding for anti-rabic treatment at the public expense should, when the journey to Lahore is cheaper than that to Kasauli, be sent to Lahore and not to Kasauli, unless the Inspector-General of Civil Hospitals, Punjab, intimates at any time that fresh patients



cannot be treated at the Punjab Bacteriological Laboratory, Lahore. Concessions will be granted to Government servants proceeding to Lahore for treatment on the lines (*mutatis mutandis*) of the concessions granted under the rules in force from time to time for patients proceeding for treatment to the Pasteur Institute at Kasauli.

The following officers are authorised to sanction proceeding to a Pasteur Institute :-

- |   |   |
|---|---|
| (a) Deputy Inspector-General                                    | .For Superintendents of Police (sanction may be obtained by telegram or telephone). |
| (b) Superintendent of Police or Senior gazetted officer present | .For headquarters establishment   |
| (c) Any gazetted officer or Inspector                           | .For police officers away from headquarters.  |

**14.52. Nature of arms to be carried.** - The arms to be borne by police on different duties are not prescribed by general order. In each district the Superintendent of Police shall lay down by standing order rules suited to local circumstances prescribing the normal armament for different duties. In cases not covered by such orders the officer responsible for detailing men for a particular duty shall prescribe the arms they shall carry. Escorts which are, in the opinion of the officer detailing them, liable to attack by superior numbers shall always be armed with muskets.

**14.53. Disbursement of pay.** - On receipt of cash for the disbursement of salaries, immediate payment shall be made to all recipients who may be present. Each man, both upper and lower subordinate, shall be called up in turn, and the particulars of pay, allowances, deductions and balance payable as shown in the acquittance roll shall be read out to him. He shall then be required to receive and sign the receipt for the money shown as due to him, any complaint being noted at the time and submitted, if it appears reasonable, to the Superintendent of Police without delay. In headquarters, the Lines Officer shall personally disburse pay on the day it is received and shall daily check the acquittance rolls and daily entries regarding disbursements made by the lines clerk on subsequent days to men, who were not present on the first day. In police stations and posts pay shall be disbursed immediately on receipt by the officer-in-charge personally, if present, and in his absence by the senior officer present, the same procedure being observed as is laid down for disbursements in Lines.

When unable personally to make disbursements the officer-in-charge of the police station shall at the earliest opportunity, check the disbursements made by his subordinates, calling up recipients, and satisfying himself that they have been duly paid, and he shall record the fact of his having done this in the daily diary.

Gazetted officers shall, whenever possible, personally supervise the disbursement of pay and shall take every opportunity, both at headquarters and on tour, of testing the correct receipt of their dues by individual police officers.

Special care is necessary in respect of the disbursement of pay drawn on arrears bills and of travelling allowance; the system prescribed in this rule shall apply to such disbursements, and a personal check by Lines officers, officers-in-charge of police stations and supervising officers must be insisted upon.

**14.54. Order Book.** - (1) The order book shall be maintained and written up daily by the reader of the Superintendent of Police, or, in his absence from headquarters, the reader of the senior gazetted officer present. Entries shall be numbered serially throughout the year and each day's orders shall be arranged in sections as follows :-

- (i) *Training and Inspection.* - Including all orders regarding parades, inspections and duties.

- (ii) *Establishments*. - Including all orders regarding enrolments, discharges, transfers, increases and decreased of strength, promotions, reductions, leave and pensions.
- (iii) *Discipline*. - Including orders regarding punishments, rewards and all orders of a disciplinary nature.
- (iv) *Accounts*. - Including all orders for receipt and payments of money, grant of allowances, realisation of deductions, over-payments, etc., from salaries.
- (v) *Miscellaneous*.

(2) The order book shall be closed for the day at noon all orders received for entry after that hour being entered on the following day. In the right hand margin shall be entered the section headings and the serial number of each order. A margin shall be left on the left of the page also, and in it a gazetted officer shall enter in English a brief abstract of every order relating to a reduction, promotion or enrolment or creating a vacancy.

(3) When the orders for the day are completed they shall be presented to the Superintendent, or, in his absence, the gazetted officer acting for him, for signature at the foot; the signing officer shall at the same time initial any corrections or interpolations in the body of the orders, and sign all English abstracts made in accordance with sub-rule (3) above.

(4) The original orders shall be written according to the system described in sub-paragraph 1 above in a bound register of 100 pages in half foolscap size [Police Rules form 14.54(4)]. Three further copies shall be made by inserting sheets of paper and carbon paper of the same size below the original sheet and these copies. They shall be despatched to the Lines officer, accountant and orderly Head Constable, respectively, each of whom shall keep a yearly file of these orders for use and action in his office. These yearly files will be destroyed after two years.

(5) The Reader, Lines Officer, Accountant and orderly Head Constable shall be responsible for the issue of all subsidiary letters and directions concerning their own branch of the office. Such correspondence shall be prepared in the branches concerned and issued through the despatch branch.

*Note*. - The Superintendent of Police may, if he wishes, require the Order Book to be maintained in English instead of Vernacular.

**14.55. Standing Order File.** - (1) An English file of all standing orders issued by the Superintendent of Police shall be maintained by the reader. A vernacular translation of each such order shall be kept in a duplicate file, and each such file shall be indexed. These files shall be continuous for five years, after which all orders not previously cancelled, and which it is necessary to keep in force, shall be re-issued, and fresh files shall be started. As soon as possible after the 1st January in each year the reader shall send to the lines and each police station a list, prepared from his file index, of all current standing orders which should be on record (vide rule 22.53), and shall be responsible for supplying duplicate copies of any which may then found deficient. The repeal of a standing order shall be noted in the index and communicated by the reader to all concerned. Modifications shall be notified to all concerned when ordered and the original order shall be corrected accordingly.

(2) All general orders of a permanent character affecting the duties, procedure and practice of the police, explaining the rules of the department, the effect of the decisions of the courts, or of the law, as affecting offences, offenders and the police, shall be recorded in these files. Standing orders for permanent guards, additional police posts, etc., shall not be included.

(3) Every standing order shall be submitted to the Deputy Inspector-General for approval before issue. If the order is one affecting departmental procedure on a point of

general application and is approved by the Deputy Inspector-General, a copy shall be sent by him to the Inspector-General.

(4) Deputy Inspectors-General shall check files of district standing orders and those issued by themselves (vide rule 1.6) at their inspections.

**14.56. Use of force against crowds.** - (1) Instructions regarding the use of force by the police against crowds are as follows :-

The use of force by the Police is regulated entirely by the provisions of the law. Those provisions are contained in Chapter V (especially Sections 46 and 50), and Chapter IX (especially Sections 127 and 128) of the Criminal Procedure Code.

(a) The main principle to be observed is that the degree of force employed shall be regulated according to the circumstances of each case. The object of the use of force is to quell a disturbance of the peace, or to disperse an assembly which threatens such disturbance and has either refused to disperse or shows a determination not to disperse; no ulterior objects, such as punitive or repressive effect, shall be taken into consideration.

(b) Any officer in charge of a police station or police officer of higher rank has power, independently of the authority of a Magistrate, to call upon an unlawful assembly to disperse and to use force to disperse it. (See Section 127, Criminal Procedure Code). When a Magistrate (other than an honorary Magistrate) is present or can be communicated without such delay as would prejudice the situation, an assembly shall not be called upon to disperse nor shall force be used to disperse it without orders of such Magistrate, provided that, if a gazetted police officer is present, and no Magistrate having first class or higher powers is present, such police officer shall act independently in ordering an assembly to disperse. In other circumstances the senior police officer present, having the powers of an officer-in-charge of a police station, shall act on his own responsibility, but shall communicate with and report his action to the senior Magistrate, who may be accessible, as soon as possible. Whether acting under the orders of a Magistrate or not, once the order to disperse a crowd has been given, the method by which force shall be applied and the degree of force to be used shall be decided by the senior police officer present; provided that, if the District Magistrate is himself present, he, as head of the police force of the district, shall be recognised to be the senior police officer present. For the purposes of this rule a Sub-Divisional Magistrate within his sub-division shall have the status of a District Magistrate, *i. e.*, he shall be recognised by all police officers of the sub-division as the senior police officer, and shall have power to decide the method and degree of force to be used.

(c) All attempts to disperse a crowd by warnings, exhortation, etc., shall be made before it is declared an unlawful assembly and, as such, ordered to disperse. Once an order to disperse has been defied, or when the attitude of a crowd is obviously defiant, force shall be used without hesitation. The degree of force used shall be the minimum which the responsible officer, with the exercise of due care and attention, decides to be necessary for the effective dispersal of the crowd and the making of such arrests as may be desired. The degree and duration of the use of force shall be limited as much as possible, and the least deadly weapon which the circumstances permit shall be used.

(d) The effectiveness of force depends mainly upon the determination with which it is applied; its direction against the most defiant section of the crowd to be dispersed and its absolute control. Failure to act on this principle results inevitably in more force being applied and more dangerous weapons being used than would otherwise have been necessary. It is not possible to lay down any more definite rule as to when different methods or different weapons shall be used. The officer responsible is required to decide this in each case on consideration of the strength and attitude of the crowd to be dispersed, and the strength of the force available for its dispersal.

(e) When the responsible police officer, whether acting under the orders of a Magistrate or independently, considers that the use of firearms is necessary, he shall, unless circumstances make such action impossible, warn the crowd that if they do not immediately disperse, fire with live ammunition will be opened upon them. If the District Magistrate or, in a sub-division, the sub-divisional officer is present, his orders shall invariably be obtained immediately the necessity of opening fire becomes imminent. If the senior police officer present is of non-gazetted rank, he shall at such stage obtain the orders of the senior Magistrate present (other than an honorary Magistrate).

(f) In order that the decision to open fire may be promptly acted upon without loss of control or confusion, the responsible police officer shall, as soon as it appears likely that the use of firearms will be necessary, tell off a detachment of armed police to be held in readiness. When fire is to be opened, the responsible police officer shall decide the minimum volume necessary to be effective in the circumstances and shall give precise orders accordingly, as to the particular men or files who are to fire and the number of rounds to be fired; and whether volleys or independent aimed shots are to be fired, and shall ensure that his orders are not exceeded and that no firing contrary to or without orders takes place. Whatever volume of fire is ordered, it shall be applied with the maximum of effect; the aim shall be kept low and directed at the most threatening parts of the crowd; in no circumstances shall firing over the heads of or at the fringes of the crowd be allowed. Since buckshot is not an effective charge at any range at which it is safe to use it, Government has directed that the use of buckshot ammunition against crowds should be prohibited.

(g) When no Magistrate is present, the police officer in command, as is contemplated in the Criminal Procedure Code, shall be responsible for the opening of fire. Invariably, whether the order to use firearms has been given by a Magistrate, or by a police officer, the order to cease fire shall be given as soon as the unlawful assembly shows a disposition to retire or disperse.

(h) While the disposition of the police must be left to the police officer in command, every precaution should be taken that a force armed with firearms is not brought so close to a dangerous crowd, as to risk its either being overwhelmed by numbers or being forced to inflict heavy casualties. If the use of firearms cannot be avoided, firing should be carried out from a distance sufficient to obviate the risk of the force being rushed and to enable strict fire-control to be maintained.

(i) On occasions of religious festivals police carrying firearms should ordinarily not be employed to escort processions. They should be posted in front or in the rear of the procession where they are in least danger of being thrown into confusion by the mob and can be kept under the control of the officer in command and their petty officers.

(j) On occasions when firearms have been used against unlawful assemblies it should be the duty of the Magistrate, if one is present, to make adequate arrangements for the care of the wounded persons and for their removal to hospital and also for the disposal of the dead, if any. He should also, then and there, draw up a full report in consultation with the senior police officer present, stating all the circumstances and noting the number of rounds of ammunition issued and expended. If no Magistrate is present, this report shall be prepared by the senior police officer who shall also take all possible action with regard to wounded and dead.

(2) The following instructions govern the action of the police when the use of military force becomes necessary :-

- (a) A police officer, of whatever rank, has no authority to require any officer, commissioned or non-commissioned, in command of a military detachment to use force in dispersing a crowd. Any Magistrate may make such a requisition (Section 130, Criminal Procedure Code) and, in emergencies when no Magistrate can be communicated with, a commissioned officer of the regular army may himself order military force to be used. When no Magistrate is available and

troops are present, and their intervention is, in the opinion of the senior police officer present, necessary, that officer shall inform the senior commissioned regular army officer present of the situation, requesting his assistance in support of the police if necessary. The military officer receiving such report will decide whether to act on it.

- (b) When military force has been set in motion for the dispersal of a crowd, any police force previously employed in contact with such crowd shall be withdrawn to prevent confusion. The senior police officer present and the officer commanding the troops shall confer as to the method and exact time of such withdrawal, and as to the subsequent employment of the police; provided that, if the District Magistrate is present, his instructions shall be obtained and acted upon. While no rule can be laid down absolutely, the normal procedure should be for the police to be so withdrawn as to leave a free field of action to the troops, and to be used thereafter (a) in support of the troops for making arrests and pursuing a broken mob, (b) for guarding the flanks and rear of the troops from attack and preventing the outbreak of disturbances in other areas.
- (c) It must be noted that, when the order to disperse an unlawful assembly by military force has been given, the senior police officer on the spot and all police at the time within the area where military force is being employed come under the orders of the senior military officer present, who is in charge of the operation of dispersal, and remain under his orders to this extent and for the period necessary, but the latter must consult the senior police officer present in any action he thinks it necessary to take. When control of the situation is definitely handed over by the senior civil officer to the military authorities, the police force come fully under military control.

(*Note.* - These instructions are in conformity with the secret instructions on the subject issued by the Government of India, Army Department).

(3) Only an officer-in-charge of a police station (and police officers superior in rank of virtue of Section 551, Criminal Procedure Code) can act under Section 127, Criminal Procedure Code. When any other police officer encounters an unlawful assembly, he should immediately send for a Magistrate or a police officer empowered to act under Section 127, Criminal Procedure Code. Should the unlawful assembly commit any overt act of violence before the arrival of such Magistrate or police officer, the senior police officer on the spot, in virtue of other powers conferred by the law, should take such action as is necessary to deal with the situation. Section 149, Criminal Procedure Code, empowers every police officer to interpose for the purpose of preventing, and requires that every police officer shall, to the best of his ability, prevent the commission of any cognizable offence. Section 152, Criminal Procedure Code, empowers a police officer of his own authority to interpose to prevent any injury attempted to be committed in his view to any public property. In addition, all police officers have the same right of private defence which is granted to every person. Every police officer should be fully acquainted with this right which is laid down in Sections 96 to 106, Indian Penal Code. Section 97, Indian Penal Code, makes it clear that every person, and therefore, every police officer, has a right to defend the body of any person, as well as his own body, against any offence affecting the human body and the property of any other person as well as of himself, against any act which is an offence falling under the definition of theft, robbery, mischief or criminal trespass, or which is an attempt to commit theft, robbery, mischief, or criminal trespass. The extent to which the right of private defence may be exercised is laid down in Sections 99, 100, 101 and 103, and the period during which the right exists is explained in Sections 102 and 105.

**14.57. Government family quarters. Cleanliness or damage to.** - Police officers occupying Government family quarters shall be held strictly responsible for the cleanliness of such quarters and shall be required to make good any damage other than that due to fair wear and tear to the quarters themselves or to any Government property contained therein.

An officer will be held responsible for all damage to a building, even if caused by the previous occupier, if he enters into occupation without reporting immediately to the Superintendent of Police, through the usual channel, the extent of the existing damage to the building.

Superintendents of Police shall hold regular inspections to see that this rule is obeyed. See also rule 3.32.

**14.58. Measures against small-pox.** - All police officers and their families and other occupants of Government quarters, or quarters for which rent is paid by Government, shall be vaccinated and re-vaccinated for small-pox at the following intervals :-

(a) When there is no epidemic -

(i) Infants should, if healthy, be vaccinated in the first three months after birth; in all cases within 12 months.

(ii) Children should be re-vaccinated by the time they attain the age of 7 years and again on reaching the age of 16 years.

(iii) Adults should be re-vaccinated every seven years.

(b) when there is an epidemic.

All persons who have not been vaccinated within the last 12 months should be vaccinated.

All police officers are enjoined to take the same precautions and they may be called on to do so by executive order.

**14.59. Liability of police officers to pay "haisiyat" or professional taxes.** - (1) The local Government in their letter No. 252922 (L.S.-G. - Bds.), dated the 1st September, 1928, has intimated that district boards may, with the sanction of Government, impose "haisiyat" taxes. The rates leviable are laid down in the above letter. It is also laid down that no tax shall be leviable in any year from the first day of April to the thirty-first day of March next following from any person who is resident in the area subject to the authority of the district board for less than one hundred and eighty days in such year.

(2) Police officers resident in certain municipalities and notified areas are also liable to pay "haisiyat" tax. In this case the tax is only leviable on the income of such officers which they may have received while actually stationed within the municipality or notified area. - (Vide Memo No. 21943 (Bds. & Comts. - Comts.), dated 11th September, 1920).

(3) Superintendents of Police shall not collect such taxes from the officers concerned, but shall furnish such lists as may be called for by the local bodies concerned in this connection.

**FORM 14.10(2)**

**ORDERLY ROOM REGISTER**

1	2	3	4	5	6	7	8
Serial No.	Date	Rank No. and name	Posting and/or designation	Nature of application plea or representation	Order passed in brief	Signature No. Rank and designation Orderly room Officer	Reference Date

**FORM No. 14.12(2)**

POLICE DEPARTMENT. DISCHARGE CERTIFICATE \_\_\_\_\_ DISTRICT.

DESCRIPTIVE ROLL OF

- (1) Provincial, Range or Constabulary No.
- (2) Name and parentage.
- (3) Caste.
- (4) Village, police station and district.
- (5) Height.
- (6) Age on date of discharge.
- (7) Distinctive marks.
- (8) Character.
- (9) Cause of discharge and date (Note also medals and decorations held).

Dated the \_\_\_\_ 19 \_\_\_\_

*Superintendent of Police*

TO WHOM IT MAY CONCERN

(REVERSE)

Certified that \_\_\_\_\_ has been discharged from the Police Force from the \_\_\_\_\_ having served as follows :-

Police service	Years	Months	Days	Previous service in other Government departments	Years	Months	Days
As ..				As ..			
As ..				As ..			
As ..				As ..			
As ..				As ..			
. Total				. Total			
Grand Total service .. ..				.. ..			

Paid on account of clothing money Rs.

He has received a true and just account of his pay and arrears of pay from his first enrolment up to this date and all claims against him by Government have been settled in full.

Dated \_\_\_\_\_ 19 \_\_\_\_\_ *Superintendent of Police*

I acknowledge to have received in full all pay and arrears of pay from my first enrolment up to this date my discharge.

*Signature of witness.*

*Signature of party*

**FORM No. 14.15 (4).**

CHARGE REPORT OF UPPER SUBORDINATES.

- (1) Gazette order of transfer, leave, etc.
- (2) Name of officer relinquishing charge, with date and hour.
- (3) Name of officer assuming charge, with date and hour.

Dated \_\_\_\_\_ 19 \_\_\_\_\_ *Superintendent of Police*



**FORM NO. 14.16(1).****REGISTER OF POSTINGS OF ALL ENROLLED POLICE OFFICERS.**

1	2	3	4	5	6	7	8	9	10	11	12
Sr. No.	Constabulary No.	Name	Date of enrolment	Residence	Education	Date of return from last rural duty	Police Station from which last transferred	Reasons for transfer (column 8)	Police Station, etc., to which now posted	Date of present posting	Remarks (including reference to last previous entry in this Register)

**Note.** - In this register separate pages shall be assigned to each rank, and the register shall be divided into the following parts :-

- (1) Office Staff of Superintendent, Lines Establishment, Orderlies and others permanently attached to headquarters and not included in any of the following parts :-
- (2) Men posted in Municipal towns (each town to be shown separately).
- (3) Men posted in Cantonments.
- (4) Men posted at Police Stations and subordinate posts.
- (5) Men posted in Lines, which includes all standing and personal guards, at the Police Training School and on special duty in other districts.

**FORM No. 14.18.**

DUTY SLIP OF \_\_\_\_\_ No. \_\_\_\_\_

1	2	3	4
Nature of duty, leave, etc.	PERIOD		Signature of Lines Officer, Officer in charge of Police Station or Clerk Head Constable.
	From	To	

**FORM No. 14.50(1)****DEATH REPORT.**

Return of deaths of European Police Officers and Pensioners in the Punjab.

Column 1.- Name.

2.- Date of death.

3.- Place of death.

4.- Occupation at the time of death.

5.- Age at the time of death -

Years.

Months.

Days.

- 6.- Place of birth.
- 7.- Particulars as to family connections.
- 8.- Particulars as to property (if any).
- 9.- \*Length of service.
- 10. - Cause of death.
- 11. - Remarks.

Dated \_\_\_\_\_

The \_\_\_\_\_ 19 \_\_\_\_\_

*Superintendent of Police.*

\*Not required in the case of pensioners

**FORM No. 14.54 (4)**  
Order Book

Serial No.	Section Head	Details of order

## **CHAPTER 15**

### **Rewards**

**15.1. Rewards to be given freely.** - (1) To encourage members of the public to perform the duties required of them by law and assist the Criminal Administration, rewards shall be given freely. Care must be taken not to prejudice the issue of a case by granting rewards before its conclusion. In some instances, however, rewards can be given before the case is over. - vide rule 15.6.

(2) Rewards to subordinate police officers should not be given for the proper performance of ordinary routine duties, but for special merit in any branch of police activities. The qualifications for reward are detailed in rule 15.7(1).

**15.2. Rewards, dealt with in other rules.** - The instructions regarding the grant of rewards in the following cases are contained in the rules specified against each :-

- (i) For passing the Pashtu Examination, rule 19.46.
- (ii) To zaildars, inamdars, and headmen, rule 21.3(2).
- (iii) To officers of the Criminal Investigation Department, rule 21.28(4).
- (iv) For killing wild animals and snakes, rule 22.33.
- (v) To arresting officers in Excise cases, rule 24.19(13).

With regard to unauthorised rewards, see rule 10.71.

**15.3. Commendation certificates.** - When an enrolled police officer or any person other than a police officer renders ready and efficient assistance in the investigation of a criminal case, the arrest of a criminal or the preservation of law and order, or gives valuable information, the Superintendent or other police officer superior in rank to such Superintendent may, in addition to or in lieu of any other reward, grant such police officer or other person a commendation certificate.

Such commendation certificates shall be in one of the forms prescribed below and shall be signed by the officer granting them. The amount or nature of any reward granted with the certificate shall be entered in it, and a copy of the certificate shall be entered in the character roll of the recipient, if a police officer -

- (a) Class I certificate, granted by the Inspector-General to police officers and members of the public for actions of outstanding merit (Form 15.3-A).
- (b) Class II certificate, granted by a Deputy Inspector-General for actions of such special merit as to deserve a higher form of recognition than a Superintendent is empowered to give, but not so exceptional as to deserve a Class I certificate (Form 15.3-B).
- (c) Class III certificate, granted by a Superintendent in recognition of specific instances of good work or assistance to the police in connection with the prevention or detention of crime or the preservation of law and order (Form 15.3-C).

**15.4. Special commendation certificate.** - Any upper subordinate who has done conspicuously good work throughout the year ending 31st March shall be recommended to the Deputy Inspector-General for the grant of a Class II commendation certificate.

**15.5. Powers to sanction rewards.** - (1) The following police officers may offer and give rewards in criminal cases, or for good service rendered, within the limits stated :-

- |     |   |   |   |
|-----|---|---|---|
| (a) | Superintendent, and the Principal, Police Training School, Phillaur, not exceeding Rs. 100.                 | } |   |
| (b) | Deputy Inspector-General, and Assistant Inspector-General, Government Railway Police, not exceeding Rs. 400 | } | In any one case or on any one occasion. |
| (c) | Inspector-General, within budget limits.  | } |   |

(2) The total rewards offered for the arrest of any one man in a case or series of cases by Superintendents and Deputy Inspectors-General acting separately or collectively shall not exceed the sum of Rs. 100 and Rs. 400 respectively, without the sanction of the Deputy Inspector-General or the Inspector-General, as the case may be.

*Note.* - The provisions of this rule do not apply to the Criminal Investigation Department.

**15.6. Payment of rewards.** - When possible all rewards shall be paid by the Superintendent in person or by some other gazetted police officer. Payment shall be made as promptly as possible. When a reward has been offered or is given for specific information or for a particular action, such as the arrest of an absconder, it is unnecessary to wait till the case, with which the action is connected, has been decided, and payment should be made immediately.

**15.7. Rewards to Police Officers.** - (1) Subject to the limits in rule 15.5 rewards in cash or of articles of value may be granted to police officers for exceptionally good work done in connection with the administration of the law, the maintenance of peace, safety and good order and for conduct displaying exceptional address, acuteness, industry, fidelity or courage.

(2) If a Superintendent in any case considers that a large rewards should be given than he is empowered to give he shall submit a recommendation to the Deputy Inspector-General for such reward as he may think necessary stating the circumstances of the case in Form 15.7(2).

(3) The grant of every reward under these rules shall be accompanied by the grant of a commendation certificate, and an entry shall be made in the character roll of the recipient as required by rule 15.3.

(4) The minimum monetary reward that shall ordinarily be granted to Inspector is Rs. 50 and to Sergeants and Sub-Inspectors Rs. 25 and to Assistant Sub- Inspectors Rs. 15. Such officers shall ordinarily be rewarded for good service by an entry in their character rolls.

(5) All certificates granted under this or other rules in this chapter shall be shown at kit inspections; no other certificates or testimonials shall be so shown or entered in character rolls.

**15.8. Rewards payable by law.** - Under Section 41 of the Police Act, 1861, rewards payable by law to informers shall, when the information is laid by a police officer, be credited to the General Police Fund, but rewards payable by law for arrests shall, when the arrest is made by a police officer, be paid to such officer.

**15.9. Rewards and *Parman Patras* to the public.** - (1) Subject to the limits imposed by rule 15.5 rewards may be given to persons who are not police officers for assistance or information given to the police.

(2) An allotment for rewards to the public is made every year to each district, and is at the joint disposal of the District Magistrate and Superintendent of Police. The Superintendent of Police may sanction and distribute rewards up to the limit of Rs. 25 at any one time or in any one case without previously consulting the District Magistrate, provided

that the latter is informed as soon as possible of the action taken. Where the reward proposed exceeds Rs. 25 at any one time or in any one case the District Magistrate should first be consulted. It is of great importance that rewards should be disbursed with the least possible delay, for which reason consultation between the District Magistrate and the Superintendent of Police should ordinarily take the form of verbal communication. When this is not possible communication should be by demi-official letter. Where the reward to be paid exceeds Rs. 100 the Superintendent of Police shall submit the case for orders to the Deputy Inspector-General of Police under rule 15.5(1).

(3) Parman Patras up to a fixed maximum for each district, and of three classes, viz., Punjab Government, Commissioners, and Deputy Commissioner' Parman Patras - are granted annually to persons who have given valuable assistance to the administration. Prominent services rendered to the criminal administration by influential residents of a district may suitably be recognised in this form to the extent which the limit to the number of Parman Patras and the claims of other departments admit. Superintendents of Police shall send their recommendations for Parman Patras direct to their Deputy Commissioners once a year also as to reach them by the end of April, when the latter will decide what Parman Patras of the third class shall be given on account of services rendered to the Police and what names shall be submitted to the Commissioner with recommendations for Parman Patras of the two former classes.

**15.10. Publication of rewards.** - In cases where rewards have been granted to police officers, or members of the public, or officers of other departments in recognition of work of an exceptionally meritorious or dangerous nature, or in circumstances which are of interest to the public or to the police force as whole, a report in Form 15.10 shall be furnished, through the Deputy Inspector-General of the range, for publication in the Criminal Intelligence Gazette and for such other publicity as the Inspector-General may think desirable. Such report shall contain the names of and particulars of the persons rewarded and a brief precis of the circumstances showing clearly the nature of the services rendered by each of the persons concerned.

**15.11. Expenditure incurred in investigation of cases.** - Necessary expenditure incurred in the investigation of cases, which cannot, under existing rules, be recovered from the Courts may be paid from the Superintendent's grant for rewards. When on account of the needed of secrecy such expenditure cannot be supported by the formal vouchers in Form 10.33(1) details and payees' names shall be entered by the Superintendent in a confidential register to be maintained in Form 15.11.

**15.12. Rewards offered by private persons.** - (1) Police officers of all ranks are absolutely prohibited from accepting monetary or other rewards preferred to them by private persons : provided that the whole or any part of a reward offered in the circumstances covered by sub-rule (2) below may be paid, with the sanction of the Deputy Inspector-General in each case, to such police officers as may have earned it.

(2) When rewards are offered by private persons, the Superintendent of the district concerned shall require that the sum offered shall be made over to him for deposit with the Imperial Bank of India or in the Post Office Saving Bank and for disbursement according to his own judgment and in his public capacity. Superintendents may accept and disburse rewards so offered up to the maximum sum which they are themselves empowered under rule 15.5 to offer. The sanction of higher authority is necessary both as regards the acceptance of offers and the disbursement of larger amounts, and for payment of any sum so offered to a police officer.

(3) When the amount of a reward so offered is not deposited in advance, and when property for the recovery of which such reward was offered comes into the hands of the police, the Superintendent concerned shall, if the reward offered is not paid, apply to the Mag-

istrate having jurisdiction to retain such property under Section 168 of the Indian Contract Act until such reward is paid.

**15.13. Advertisement of rewards offered.** - When the offer of rewards, whether by Government or by private persons, is published by a police officer, care must be taken, in drafting the announcement, to particularise the type of assistance, - e.g., arrest, assistance in arrest, or information leading to arrest - for which the reward is offered, and in every case the announcement shall specifically reserve to the authority making it the right to decide finally by whom the reward offered has been earned, or in what proportions it shall be divided among several claimants: provided the conditions of the announcement are, in the opinion of the authority making it, fulfilled, the whole amount of reward offered shall invariably be disbursed.

All offers of rewards shall be in force for one year only, and at the end of that time the offer shall be reviewed and, if considered necessary, renewed.

*Note.* - No advertisement of a reward offered by a private person shall be published by a police officer, unless the amount has first been deposited under rule 15.12(2).

**15.14. Rewards offered by officers of other departments.** - (1) Deputy Commissioners are authorised to pay rewards up to Rs. 200 in value to police officers of and below the rank of Sub-Inspector for good work done in connection with the prevention and detection of offences against the excise laws. Rewards of higher value and rewards to Inspectors may be given on the authority of the Financial Commissioner. Such rewards and commendation certificates issued by the excise administration shall be forwarded through the Superintendent of Police under whom the police officer rewarded is serving, and entries shall be made in such officer's character roll, as directed in rule 15.7.

(2) Rewards or commendation certificates offered by other Government departments to enrolled police officers for special services rendered in the public service shall be similarly forwarded through the Superintendent concerned. Such rewards may ordinarily be accepted by the police offices concerned, but gratuities offered by officials of other departments for services of a personal nature rendered by individual police officers may not be accepted. The acceptance of personal testimonials from Government officials or members of the public is prohibited.

(3) Cases in which the Superintendent is in doubt whether a reward offered may or may not be accepted under this rule, shall be referred to the Deputy Inspector-General for decision.

**15.15.** (1) Any person who apprehends an individual of the following classes who is in a state of desertion, or absent without leave from his unit (other than an individual who voluntarily surrenders himself) :-

Combatants (including reservists);

Transport followers;

Men of the Indian Hospital Corps;

will be granted a reward of Rs. 5.

Such rewards will be paid by the unit to which the deserter belongs.

(2) A note of such rewards shall be made in the character roll of the police officer to whom they are paid, but a commendation certificate shall not be given unless the Superintendent considers that the circumstances of the particular arrest merit it.

**15.16. Rewards payable for recovery of dead bodies.** - (1) The following rules re-

garding rewards payable for the recovery of the corpses from canals and rivers have been sanctioned by the Provincial Government :-

- (a) Any person, not being a police officer of or above the rank of Sub-Inspector, who takes a corpse out of a canal or river, or causes it to be so taken out, and who thereupon makes it over to the headman of the village, within the area of which the place of removal is situated, or to the police, shall be entitled to a reward of Rs. 10. Steps should be taken to give wide publicity to this order.
  - (b) It shall be the duty of all canal officials on observing a corpse in any canal with which they are concerned to take it out of the canal or to cause it to be so taken out, and to make it over to the headman of the village within the area of which the place of removal is situated, or to the police. Such canal officials will be eligible for the reward of Rs. 10 above mentioned.
  - (c) A similar obligation lies upon all lambardars, chaukidars, patwaris, all owners or occupiers of land, all agents of such owners or occupiers, and all officers employed in the collection of the revenue, as well as upon all police officers, and this obligation should be brought to the special notice of such persons residing on or near the banks of rivers or canals, and they should be directed to act in such cases as if there were grounds for suspecting foul play. Such persons, excepting police officers of or above the rank of Sub-Inspector, will be eligible for the reward of Rs. 10.
- (2) Such rewards shall be paid at once by Superintendents from their contingent grant for "Rewards".

**15.17. Arrest of members of criminal tribes.** - A police officer, or any person instrumental in the arrest of a person registered under the Criminal Tribes Act, who is found absent from his village without a pass, shall be entitled to a reward of Rs. 10 upon the conviction of the offender. Expenditure on such rewards shall be made from district allotments.

**15.18. For the arrest of a proclaimed offender.** - Liberal rewards shall be offered and promptly disbursed for the arrest of proclaimed offenders. The fullest publicity shall be given to offers of such rewards, the amount of which shall be fixed in relation to the importance of each case.

**15.19. The Royal Humane Society's Medal.** - When a police officer acts with conspicuous courage in saving or attempting to save a person from drowning, application may be made, through the ordinary channel, on behalf of such officer, for the grant of the Royal Humane Society's Medal. The necessary form for any such application may be obtained from the office of the Inspector-General.

**15.20. President's Police and Fire Services Medal and Police Medal.** - (1) The rules regarding the "President's Police and Fire Services Medal" are given in Appendix 15.20(1). Recipients of the medal or bar to the medal shall, where the decoration is awarded for an act of gallantry be entitled to monetary allowances subject to the conditions and rates laid down in the above appendix.

Recommendations, accompanied in the case of non-Gazetted officers by the Character Roll, should be submitted (in form 15.21) through Deputy Inspector-General, those for gallantry being despatched as soon as possible after the occurrence in respect of which the recommendation is made, except in cases where the facts establishing the conduct of the nominee are not free from doubt or where the conduct of the police has given rise to considerable public criticism. When such doubts or criticism exist officers should scrutinize the facts with particular care before deciding to make a recommendation. It must be

clearly stated whether the occurrence in respect of which a recommendation is made is likely to be the subject of judicial proceedings. Recommendations for distinguished service should reach the Inspector-General of Police by the 15th May and 15th December in each year.

It should invariably be stated whether the officer recommended for the decoration has ever incurred censure or been concerned in proceedings that have been censured by a Court of law.

(2) The rules regarding the "Police Medal" are contained in Appendix 15.20(2). The particular acts of services for which recommendations are made should be described in the same detail and form as in the case of recommendations for the "President's Police and Fire Services Medal". Recommendations for the grant of the medal should reach the Inspector-General through the Deputy Inspector-General not later than 15th May and 15th December, each year.

(3) Awards of "President's Police and Fire Services Medal" and the "Police Medal" shall be recorded in their history of services in the case of Gazetted Officers : the names of all recipients of the medal are published in the Punjab Civil List.

(4) All awards of the "President's Police and Fire Services Medal" and of the "Police Medal" to enrolled officers shall be announced publicly at a muster parade at the headquarters of the district in which the officer receiving the award is serving. The number, rank and name of every recipient of the "President's Police and Fire Services Medal" shall be immediately after the publication of the award, be inscribed in gold letters on the "President's Police and Fire Services Medal Roll" board (as prescribed in Punjab Police Gazette Memo. No. 694, dated the 11th March, 1927, for the previous King's Police Medal). Particulars of the award as published in the Government Gazette, shall be copied into the Character Roll of the recipient and the words "President's Police and Fire Services Medal List" shall be endorsed in block capitals on the front outer cover thereof. Further instructions regarding the special recognition of awards of the "President's Police and Fire Services Medal" are contained in rule 13.19.

**15.21. Conferment of Titles and Orders.** - Deputy Inspectors-General and Superintendents of Police have been supplied confidentially with instructions regarding the submission of recommendations for Titles and Orders (Confidential Memo. S.-860, dated 15th October, 1931). All recommendations shall be submitted (in Form 15.21) through Deputy Inspectors-General so as to reach the Inspector-General not later than the 15th of July and the 15th December in each year.

The dates prescribed allow of no margin for delay; consequently recommendations received late or in incomplete or incorrect form will inevitably be passed over.

**15.22. Certain recommendations to be kept confidential.** - The fact that a recommendation has been or is about to be made under rules 15.19 and 15.21 inclusive shall be kept strictly confidential, and shall not be communicated to the person recommended. Enquiries necessary for the filling up of recommendation rolls shall be made by indirect means by the Superintendent himself or another gazetted officer.

**15.23. Special rewards and grant of land or jagirs in recognition of exceptional services.** - (1) The grant of land by way of reward is regulated by questions of policy, the availability of land for the purpose and orders issued by Government from time to time. Conditions of such grants are, therefore, liable to be varied at any time and the practice of making them may be discontinued altogether.

(2) A limited area of Crown agricultural land in the Nili Bar Colony is still available for



sale at fixed rates as a special case to serving and retired civil officials with outstanding service on the following conditions :-

- (i) Retired officials and serving officials, who are within three years of retirement, are eligible.
  - (ii) Only those officials are eligible a substantial period of whose service has been under the Punjab Government.
  - (iii) Every applicant for a grant either serving or retired must state whether he holds land in any colony either by succession or otherwise.
  - (iv) (a) The maximum size of grants for officers of the All-India services and officers of the Provincial Services Class I or holding listed posts, or who were holding such posts at the time of retirement, is five rectangles.
  - (b) For other officers of the Provincial Services the limit is four rectangles.
  - (c) For officer of the Subordinate Services the maximum limit is two rectangles.
  - (v) The price, payable by the grantee, will be the estimated market value at the time, as estimated by Government. The estimated value is broadly based on the average price of the most recent public auction.
  - (vi) The purchaser is required to pay the full purchase price in the treasury within four months of the date of receipt of Government orders by him otherwise the offer to sell the land lapses.
  - (vii) After Government sanction has been accorded to the sale and communicated to the grantee the offer remains open for a period of four months.
  - (viii) The land is selected by the Colonization Officer, Nili Bar Colony, whose selection is final.
  - (ix) The deed of conveyance is executed, stamped and registered by and at the expense of the grantee in the form reproduced at pages 74 to 79 of the Punjab Colony Manual, Volume II (1942 Edition), as soon as the land is available for immediate possession.
  - (x) Possession of the land is granted with effect from the harvest determined by the Colonization Officer.
- (3) Land set aside by Government for grant as police rewards may be given :-

(A) *To non-officials* -

- (i) In recognition of services involving exceptional risk, where a non-official has actually endangered his life in combating crime;
- (ii) in recognition of definite services of 'a specially distinguished nature in the suppression of particular forms of crime, or in co-operating with the police in measures for the suppression of crime extending beyond the general and cordial support, which zaildars, inamdars, headmen, etc., are bound to give to the police administration;
- (iii) to the dependents of non-officials who lose their lives in helping the police and because of their help to the police.

(B) *To Police Officers* -

- (i) Who have actually endangered their lives in combating crime;
- (ii) to the dependents of police officers who lose their lives on duty either instead of extraordinary pensions or to supplement such pensions.

All grants under sub-rule (3) may be free or on peasant terms, each case being decided on its merits.

(4) Serving police officers may, within three years of retirement, apply through the usual channel and retired police officers may apply direct to the Inspector-General of Po-

lice for the grant of land at concessionary rates of purchase. Every applicant must state whether he holds land in any colony either by succession or otherwise. No action will be taken on any application that does not contain this information. Superintendents of Police and Deputy Inspectors-General may reject applications from officers who cannot afford to make the necessary payments or whose services are clearly not outstanding.

Recommendations under sub-rule (3) (A) may be initiated by Superintendents of Police and should be forwarded through the District Magistrate, the Commissioner and the Range Deputy Inspector-General to the Inspector-General by the 15th January each year. Recommendations under sub-rule (3)(B) may be initiated by Superintendents of Police and forwarded through the Range Deputy Inspector-General to the Inspector-General by the 15th January, each year.

No special form is prescribed for recommendations under this rule, but all the information must be included which is necessary to assist Government in reaching a decision. The circumstances must be clearly stated, and the suitability of the reward recommended, in view both of the services rendered and of the position and existing resources of the proposed recipient, must be explained. In each case it must be clearly stated whether the proposed recipient has already received, direct, or by inheritance or is in expectation of receiving by inheritance any grant of land. In no case should the fact that a recommendation has been made be communicated to the person recommended.

(5) Government has power to create jagirs on condition of continued good conduct and steadfast loyalty to His Majesty the King Emperor and active good service to the public or to the Government established by law in British India, rendered to the best of the Jagirdar's ability and power. Proposals in respect of the police under this sub-rule shall be initiated officially by the Inspector-General of Police.

**15.24. Return of rewards.** - Every Superintendent shall, on or about the 5th of each month, prepare and despatch to the Deputy Inspector-General a return in Form 15.24 of all rewards given to police officers and others, which have been debited to the police budget grant. Such return shall be filed after due examination in the Deputy Inspector-General's office.

In such return shall be recorded all rewards charged to the police budget by whom soever given.

**APPENDIX No. 15.20(1)***The ‘President’s Police and Fire Services Medal’*

The President is pleased to institute the following award to be conferred on members of the Police Forces and organised Fire Services throughout the Indian Union in consideration of meritorious services or gallantry and outstanding devotion to duty to be designated ‘President’s Police and Fire Services Medal’ and to make, ordain and establish the following statutes governing the medal, which shall be deemed to have effect from the twenty-sixth day of January in the year one thousand nine hundred and fifty :-

*Firstly.* - The award shall be in the form of a medal and styled and designated the ‘President’s Police and Fire Services Medal’ (hereinafter referred to as Medal).

*Secondly.* - The medal shall be circular in shape, made of silver, one-and- three-eighth inches in diameter, and shall have embossed on the obverse the design of the President’s flag on a shield in the centre and words ‘President’s Police and Fire Services Medal’ above and ‘India’ below the shield along with the edge of the Medal separated by two five pointed heraldic stars. On the reverse, it shall have embossed the State Emblem in the Centre and the words ‘FOR GALLANTRY’, or ‘FOR DISTINGUISHED SERVICE’ as the case may be, along the lower edge and a wreath joined by a plain clasp at the top along the upper edge. On the rim the name of the person to whom the medal has been awarded shall be inscribed.

*Thirdly.* - The medal shall only be awarded to those who have either performed acts of exceptional courage and skill or exhibited conspicuous devotion to duty as members of a recognised Police Force or Fire Service within the territory of India.

*Fourthly.* - The names of the those to whom this medal may be awarded shall be published in the *Gazette of India* and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

*Fifthly.* - Each medal shall be suspended from the left breast and the ribband, of an inch and three-eighth in width shall in the case of distinguished service, be half blue and half silver while, and in the case of awards for acts of exceptional courage and gallantry the ribband will be half blue and half silver while, the two colours being separated by a vertical red line  $\frac{1}{8}$  inch in width.

*Sixthly.* - Any act of gallantry which is worthy of recognition by the award of the PRESIDENT’S POLICE AND FIRE SERVICES MEDAL but is performed by one upon whom the decoration has already been conferred, may be recorded by a Bar attached to the ribband by which the medal is suspended. For every such additional act an additional Bar may be added and for each Bar awarded a small silver rose shall be added to the ribband when worn alone.

*Seventhly.* - It shall be competent for the President to cancel and annul the award to any person of the above decoration and that thereupon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Decoration which may have been so forfeited. Every person to whom the said Decoration is awarded shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the *Gazette of India*.

*Eighthly.* - It shall be competent for the President to make rules to carry out the purpose of these statutes.

*Rules governing the award of President’s Police and Fire Services 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 the person recommended, the name of the Police or Fire Services of which he is or was a member and particulars of the gallantry or service for which the grant of the medal is recommended.

(3) The number of medals awarded in any one year shall not exceed forty- five unless the President is of opinion that special circumstances in any year justify the award of medals in excess of that number.

(4) 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 special distinguished record in police service.
- (iii) Success in organising Police or Fire Services, or in maintaining their organizations under special difficulties.
- (iv) Special service in dealing with serious or widespread outbreaks of crime or public disorder, or fire.
- (v) Prolonged service but only when distinguished by very exceptional ability and merit.

(5) 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 revenues of the State concerned.

- (a) The allowance should be granted only to officers of and below the rank of Inspector 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 Inspector).
- (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.
- (cc) Where an officer who has already been awarded either the King's Police and Fire Services Medal or that Medal and a Bar or Bars thereto for gallantry is subsequently awarded the President's Police and Fire Services Medal for a further act of gallantry, he shall be paid a monetary allowance attached to the Bar to the latter Medal in addition to the original allowance and not the full allowance attached to the Medal itself. Where an officer has already been awarded the Indian Police Medal for gallantry, is subsequently awarded the President's Police and Fire Services Medal for a further act of gallantry, he shall be paid the full allowance attached to latter Medal in addition to the original allowance.
- (d) The allowance should be granted from the date of the act for which the award is given, and unless it is forfeited for misconduct, will continue until death.

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

Rank	Allowance for medal or for Bar Awarded to an officer not already in receipt of an allowance	
	<i>Per mensem</i>	<i>Per mensem</i>
Inspector ..	Rs. 25	Rs. 12
Deputy Inspector, Sub-Inspector and Sergeant	Rs. 15	Rs. 7
Assistant Sub-Inspector ..	Rs. 10	Rs. 5
Head Constable ..	Rs. 7-8-0	Rs. 3-8-0
Constable	Rs. 5	Rs. 2-8-0

(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, bring 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 1st August, and the 1st March, respectively, each year.

## APPENDIX 15.20(2)

### *Police Medal*

The President is pleased to institute the following award to be conferred on members of the Police Force throughout the Indian Union in consideration of meritorious services or gallantry and outstanding devotion to duty to be designated "Police Medal" and to make, ordain and establish the following statute governing the medal, which shall be deemed to have effect from the twenty-sixth day of January in the year one thousand nine hundred and fifty :-

*Firstly.* - The award shall be in the form of a medal and styled and designated POLICE MEDAL (hereinafter referred to as the Medal).

*Secondly.* - The medal shall be circular in shape, made of bronze, one-and- three-eighth inches in diameter, and shall have embossed on the obverse the State Emblem in the Centre, and the words "Police Medal" above and the State motto "Satyameva Jayate" in Devnagri script at the bottom of the State along the edge of the medal separated by two five-pointed heraldic stars. On the reverse, it shall have embossed the words "FOR MERITORIOUS SERVICE" or "FOR GALLANTRY" as the case may be, exactly at the centre enclosed between two parallel straight lines connected at either end to each other by a concave line and the words "INDIAN" above and "POLICE" below, the whole being encircled by a Wreath joined by a clasp at the bottom. On the rim the name of the person to whom the medal has been awarded shall be inscribed.

*Thirdly.* - The medal shall be awarded to only those members of a recognized Police Force or of a properly organised Fire Service within the territory of India who have performed service of conspicuous merit and gallantry.

*Fourthly.* - The names of those to whom this medal may be awarded shall be published in the *Gazette of India* and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

*Fifthly.* - Each medal shall be suspended from the left breast, and the riband of an inch and three-eighth in width, shall be dark blue with a narrow silver stripe on either side and a crimson stripe in the centre, and in the case of awards for acts of conspicuous gallantry, each of the blue portions of the riband shall contain a silver line down the middle.

*Sixthly.* - Any distinguished conduct or act of gallantry which is worthy of recognition by the award of POLICE MEDAL, but is performed by one upon whom the Decoration has already been conferred may be recorded by a Bar attached to the riband by which the medal is suspended. For every such additional act an additional Bar may be added and for each Bar awarded a small silver rose shall be added to the riband when worn alone.

*Seventhly.* - It shall be competent for the President to cancel and annul the award to any person of the above Medal and that thereupon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Medal which may have been so forfeited. Every person to whom the said Decoration is awarded shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the *Gazette of India*.

*Eighthly.* - It shall be competent for the President to make rules to carry out the purposes of these statutes.

*Rules governing the award of 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 a member and particulars of the action or service for which the grant of the Medal is recommended.

(3) The number of medals awarded in one year (excluding Bars) shall not exceed one hundred and seventy-five but if the President considers that special circumstances in any one year justify the award of medals in excess of one hundred and seventy-five the number shall not exceed two hundred.

(4) The medal will be awarded :-

- (i) for conspicuous gallantry, awards for gallantry will be made as soon as possible after the event occasioning the grant;
- (ii) the valuable services characterized by resource and devotion to duty including prolonged service of ability and merit.

(5)(a) When awarded for gallantry the Medal will carry subject to the conditions set forth for the President's Medal a monetary allowance at half the rates sanctioned for the award of the PRESIDENT'S MEDAL for gallantry. The charges thereof shall be borne by the revenues of the State concerned.

(b) Where an officer who has already been awarded either the Indian Police Medal for that Medal and a Bar or Bars thereto for gallantry is subsequently awarded the Police Medal for a further act of gallantry, he shall be paid a monetary allowance attached to the Bar to the latter Medal in addition to the original allowance and not the full allowance attached the Medal itself. Where an officer, who has already been awarded the King's Police and Fire Services Medal for gallantry, is subsequently awarded the Police Medal for a further act of gallantry, he should be paid the full allowance attached to the latter Medal in addition to the original allowance.

(6) The medal for gallantry shall be worn next to and immediately after the PRESIDENT'S MEDAL for distinguished service.

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

(8) 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.

(9) 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 1st August and 1st March, respectively, each year.





Dated \_\_\_\_\_ Superintendent of Police  
 The \_\_\_\_\_ 19 \_\_\_\_\_ Sanctioned. Deputy Inspector-General of \_\_\_\_\_ Range  
 Assistant Inspector-General of Police, Punjab,  
 (Standard Form)

**FORM No. 15.10**

(For publication in *Police Gazette*)

**REWARDS SANCTIONED FOR SPECIAL GOOD WORK**

1	2	3	4
District	Name and rank of officer rewarded	Amount	REMARKS

**FORM NO. 15.11**

**Confidential**

**ACCOUNT SHOWING DETAILS OF CONTINGENT EXPENDITURE INCURRED FROM HEAD 'REWARDS'**

1	2	3	4	5	6	7	8
Month and date	First Information Report, No. and date	Brief description of the cases	Amount paid	Name of person to whom paid	Nature of expenditure	Reference to contingent Voucher No.	Initial of Superintendent and Deputy Inspector General

**FORM NO. 15.21**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT  
 RECOMMENDATION FOR THE GRANT OF ORDER, INIDAN TITLE OR MEDAL

Serial No.	Name and designation of officer recommended	Head under which Order, title or medal is recommended	Ground of recommendation

**FORM NO. 15.24**

POLICE DEPARTMENT

\_\_\_\_\_ DISTRICT

REWARDS RETURN FOR THE MONTH OF \_\_\_\_\_ 19 \_\_\_\_\_

Dated \_\_\_\_\_ 19 \_\_\_\_\_

REWARDS TO GOVERNMENT SERVANTS

1	2	3	4	5
TO WHOM AWARDED			Total	Service for which awarded
Name	Constabulary No.	Length of service		

TO GOVERNMENT SERVANTS

1	2	3	4	5	6
Constabulary No.	ON WHOM CONFERRED			Amount	Service for which and by whom given
	Name	Rank	Grade		
	Total	..			
TOTAL BUDGET GRANT ..				Amount spent up to date ..	..
				Balance available	..

TO PRIVATE PERSONS - MONEY REWARDS - PAID FROM POLICE GRANT

1	2	3	4	5
Serial No.	Name	Profession or calling	Amount	Service for which given
		Total		
TOTAL BUDGET GRANT			Amount spent up to date ..	..
			Balance available	..

TO PRIVATE PERSONS - MONEY REWARDS - PAID DEPUTY COMMISSIONERS' GRANT

1	2	3	4	5
Serial No.	Name	Profession or calling	Amount	Service for which given
		Total		
TOTAL BUDGET GRANT			Amount spent up to date	..
			Balance available	..

(Standard Form)

Dated \_\_\_\_\_

Superintendent of Police

\_\_\_\_\_ 19 \_\_\_\_\_

**CHAPTER 16*****Punishments***

**16.1. Authorised punishments.** - (1) No police officer shall be departmentally punished otherwise than as provided in these rules.

(2) The departmental punishments mentioned in the second column of the subjoined table may be inflicted on officers of the various ranks shown in the heading Nos. 3 to 6, by the officers named below each heading in each case, or by any officer of higher rank :-

TABLE

1	2	3	4	5	6
Sr. No.	Departmental punishment	Inspectors	Sergeants, Sub-Inspectors and Assistant Sub-Inspectors	Head Constables	Constables
1	Dismissal	Deputy Inspectors-General, Assistant Inspector-General, Government Railway Police, the Assistant Inspector-General, Provincial Additional Police, designated as Commandant, Provincial Additional Police, and the Assistant Inspector-General of Police (Traffic)	Superintendents of Police and Deputy Superintendent (Administrative), Government Railway Police	Superintendents of Police; Deputy Superintendent (Administrative), Government Railway Police; Deputy Superintendents in-charge of Railway Police Sub-Divisions, Senior Assistant Superintendent of Police, Lahore; Officers-in-charge of Police Constables Training Centres *. Deputy Superintendent of Police, Lahaul and Spiti	Superintendents of Police; Deputy Superintendent (Administrative), Government Railway Police; Deputy Superintendents in-charge of Railway Police Sub-Divisions; Senior Assistant Superintendent of Police, Lahore; Officer-in-charge of Recruits Training Centres. *Deputy Superintendent of Police, Lahaul and Spiti
2	Reduction	Assistant Inspector-General, Government Railway Police; Superintendents of Police; Assistant Inspector-General of Police (Traffic)	Superintendents of Police. Also Deputy Superintendent (Administrative), Government Railway Police, and (as regards Sub-Inspectors and Assistant Sub-Inspectors only), Deputy Superintendent in-charge of Railway Police Sub-Division and Officer-in-charge of the Police Recruits Training Centres, Amritsar	Superintendent of Police, also Senior Assistant Superintendent of Police, Lahore, Deputy Superintendent (Administrative), Government Railway Police, Deputy Superintendent in-charge of Railway Police Sub-Division and Officer-in-charge of the Police Recruits Training Centre, Amritsar	Superintendent of Police; Deputy Superintendent (Administrative) Government Railway Police, Deputy Superintendents-in-charge of Railway Police Sub-Divisions, Senior Assistant Superintendent of Police, Lahore; Officers-in-charge of Recruits Training Centres.
3	Stoppage of increment or forfeiture of approved service for increment	Ditto	Ditto	Ditto	Ditto

4	Entry of censure	Superintendent of Police and Deputy Superintendent (Administrative), Government Railway Police	Superintendent of Police; Deputy Superintendent (Administrative), Government Railway Police, and (as regards Sub-Inspectors only) Deputy Superintendents in-charge of Railway Police Sub- Divisions and Officer-in-charge of the Police Recruits Training Centre, Amritsar.	Superintendent of Police, also Senior Assistant Superintendent of Police, Lahore, Deputy Superintendent (Administrative), Government Railway Police, Deputy Superintendent-in-charge of Railway Police Sub-Division and Officer-in-charge of the Police Recruits Training Centre, Amritsar	Superintendent of Police, also Senior Assistant Superintendent of Police Lahore, Deputy Superintendent (Administrative), Government Railway Police, Deputy Superintendent-in-charge of Railway Police Sub-Division and Officer-in-charge of the Police Recruits Training Centre, Amritsar, and subject to confirmation by the Superintendent of Police, any Assistant Superintendent of Police or Deputy Superintendent of Police of over three years' gazetted service
5	Confinement to quarters for a period not exceeding 15 days				Superintendent of Police, also Senior Assistant Superintendent of Police, Lahore, Deputy Superintendent (Administrative), Railway Police, Deputy Superintendent-in-charge of Railway Police Sub-Division and Officer-in-charge of the Police Recruits Training Centre, Amritsar, and subject to confirmation by the Superintendent of Police, any Assistant Superintendent of Police and Deputy Superintendent of Police of over three years' gazetted service
6	Extra guard, fatigue or other duty				Ditto
7	Punishment drill not exceeding 15 days				Ditto
8	Punishment drill not exceeding 10 days				Assistant and Deputy Superintendent Inspectors
9	Punishment drill not exceeding 6 days				Inspectors

10	Punishment drill not exceeding 3 days				Sub-Inspectors
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\* See Punjab Government Notification No G.S.R. 43/C.A. 5/1861/57/Amd, dated 4-4-1988.

A Deputy Inspector-General may prohibit by special order a Superintendent officiating in a vacancy of less than six months' duration from carrying out an award made by him of dismissal, reduction, stoppage of increment, or forfeiture of approved service for increment unless the until such award has been confirmed by him.

The Assistant Superintendent, Government Railway Police, and (except in cases where the offenders are sargents) Deputy Superintendents-in-charge of the Railway Police Sub-Divisions exercise the full disciplinary powers of a Superintendent of Police in respect of the provisions of this chapter, within the limits prescribed in the table.

(3) For the purposes of these rules, the term 'major punishment' shall be held to mean any authorised punishment of reduction in rank, withholding of increments, forfeiture of approved service, dismissal and every judicial conviction on criminal charge.

The term 'minor punishment' shall mean all other authorized punishments.

**16.1-A.** - Special Provision with regard to impose the punishment of dismissal or removal from service on any such Government servant unless he could be awarded those punishments by the Deputy Superintendent of Police, Lahaul and Spiti or the Assistant Superintendent of Police, Lahaul and Spiti, as the case may be.

(b) Where the District Magistrate has started departmental proceedings against any such Government servant he shall not be departmentally proceeded against on the same allegations by any other authority posted in Lahaul and Spiti district.

(2) Where an order imposing any punishment mentioned in rule 16.1 has been passed by the Deputy Superintendent of Police, Lahaul and Spiti or the Assistant Superintendent of Police, Lahaul and Spiti, as the case may be, on any Government servant referred to in sub-rule (1), an appeal against such order shall lie to the District Magistrate, Lahaul and Spiti.

**16.2. Dismissal.** - (1) Dismissal shall be awarded only for the gravest acts of misconduct or as the cumulative effect of continued misconduct proving incorrigibility and complete unfitness for police service. In making such an award regard shall be had to the length of service of the offender and his claim to pension.

[(2) If the conduct of an enrolled police officer leads to his conviction on a criminal charge and he is sentenced to imprisonment, he shall be dismissed :

Provided that a punishing authority may, in an exceptional case involving manifestly extenuating circumstances for reasons to be recorded and with the prior approval of the next higher authority impose any punishment other than that of dismissal :

Provided further that in case the conviction of an enrolled police officer is set aside in appeal or revision, the officer empowered to appoint him shall review his case keeping in view the instructions issued by the Government from time to time in this behalf.]<sup>1</sup>

(3) When a police officer is convicted judicially and dismissed, or dismissed as a result

1. Substituted vide Punjab Govt. Gazztt. LSP III dated 28.8.1981

of a departmental enquiry, in consequence of corrupt practices, the conviction and dismissal and its cause shall be published in the *Police Gazette*. In other cases of dismissal when it is desired to ensure that the officer dismissed shall not be re-employed elsewhere, a full descriptive roll, with particulars of the punishments, shall be sent for publication in the *Police Gazette*.

**16.3. Action following on a judicial acquittal.** - (1) When a Police Officer has been tried and acquitted by a criminal court he shall be not be punished departmentally on the same charge or on a different charge upon the evidence cited in the criminal case, whether actually led or not, unless -

- (a) the criminal charge has failed on technical grounds; or
- (b) in the opinion of the Court or of the Superintendent of Police, the prosecution witnesses have been won over; or
- (c) the Court has held in its judgment that an offence was actually committed and that suspicion rests upon the police officer concerned; or
- (d) the evidence cited in the criminal case discloses facts unconnected with the charge before the court which justify departmental proceedings on a different charge; or
- (e) additional evidence admissible under rule 16.25(1) in departmental proceedings is available.

(2) Departmental proceedings admissible under sub-rule (1) may be instituted against Lower Subordinates by the order of the Superintendent of Police but may be taken against Upper Subordinates only with the sanction of Deputy Inspector-General of Police, and a police officer against whom such action is admissible shall not be deemed to have been honorably acquitted for the purpose of rule 7.3 of the Civil Services Rules (Punjab), Volume I, Part I.

**16.4. Reduction.** - (1) A police officer may be reduced (a) to a lower rank (except in the case of Sergeants and of Constables on the time-scale); (b) from the selection grade of a rank to the time-scale of the same rank; (c) if in a graded rank, to a lower position in the seniority list of his grade or to a lower grade in his rank. A police officer so reduced shall be placed in the time-scale to which he is reduced, whether from higher rank or from the selection grade of the same rank, at the point to which his approved service entitles him, but below the efficiency bar, if any. An officer reduced in rank shall not be placed in the selection grade of the rank to which he is reduced.

(2) An upper subordinate shall not ordinarily be reduced to the rank of Head Constable, unless he has been promoted from that rank and is capable of performing the duties of a Head Constable. If he is absolutely unfitted for his position or for that of a Head Constable, he shall be dismissed, and not reduced in rank.

(3) A Head Constable reduced to the rank of Constable shall ordinarily occupy a position in the gradation list of Constables according to the length of his approved service.

**16.5. Stoppage of increments- or Forfeiture of approved service for increment.** - The increment of a police officer on a time-scale may be withheld as a punishment. The order must state definitely the period for which the increment is withheld, and whether the postponement shall have the effect of postponing future increments. The detailed orders regarding the grant and stoppage of increments are contained in rule 13.2.

(2) Approved service for increment may be forfeited, either temporarily or permanently, and such forfeiture may entail the deferment of an increment or increments or a reduction in pay. The order must state whether the forfeiture of approved service is to be permanent; or, if not, the period for which it has been forfeited.

(3) Reinstatement on the expiry of a period fixed under sub-rule (1) or (2) above shall be conditional upon good conduct in the interval, but, if it is desired under this rule not to reinstate an officer, a separate order shall be recorded after the officer concerned has been given opportunity to show cause why his reinstatement should not be deferred, and the period for which such order shall have effect, shall be stated. Rules regarding the method of recording punishments under this rule in seniority rolls are contained in Chapter X.

**16.6. Confinement to quarters.** - A Constable 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 his confinement, except under escort of one or more Constables in uniform, and in accordance with the order, general or specific, of an officer of status not less than that of Lines Officer.

**16.7 Punishment drill.** - (1) Punishment drill shall consist of drill with a musket and rolled great-coat for not more than six or less than four hours in any one day, with an interval of at least 30 minutes between each hour. Only such days shall be counted towards the completion of an award of punishment drill on which such drill is actually carried out.

(2) An officer rewarding punishment drill may direct that the constable so punished, if attached to the reserve, shall not leave the lines, except on duty, during the days on which such punishment is to be carried out.

**16.8. Censures.** - A censure shall be recorded in the character roll of a police officer only under the following conditions :-

- (i) Censures shall be supported by a formal order in the order book.
- (ii) No censure shall be recorded by an Assistant or Deputy Superintendent of Police, without the prior approval of the Superintendent, in the character roll of any officer whom he is not empowered under rule 16.1(2) to punish.
- (iii) A District Magistrate is authorised, subject to the limitations prescribed in clause (iv) below, to record a censure in the character roll of any enrolled police officer.
- (iv) A censure, whether recorded by a District Magistrate or a police officer, is required to be confined to facts and deductions from such facts. Statements or expressions of opinion amounting to charges of a kind which, if proved, would involve a major punishment shall not be so recorded. Such statements should form the basis of a formal enquiry at which the officer against whom they are made has the opportunity of making his defence. Their record in character rolls *ex parte* is prohibited.

**16.9. Maintenance of discipline.** - Discipline shall be maintained by patient and continuous instruction, combined with firm, vigorous and sustained control. Superintendents and officers subordinate to them having power to punish shall endeavour to check neglect and misconduct in their subordinates, which appear to be due to ignorance or inattention and not to wilful disobedience, by clear instruction and careful explanation. They shall, as far as possible, avoid the constant infliction of minor punishments, and shall, in all cases in which they inflict punishment, pass their orders after full consideration of the facts and circumstances of the case and of the character and position of the officer punished. If the previous record of an officer, against whom charges have been proved, indicates continued misconduct proving incorrigibility and complete unfitness for police service, the punishment awarded will ordinarily be dismissal from service.

When complete unfitness for police service is not, but unfitness for a particular rank is, established, the punishment will normally be reduction.

**16.10. Punishment of officers officiating in higher ranks.** - The misconduct of a police officer must be judged in relation to the position he was occupying at the time when such misconduct is alleged to have taken place. For purposes of punishment, therefore, an officer officiating in a higher rank shall be treated as belonging to that rank. This rule shall not prevent an officer being reverted to his substantive rank on being placed under suspension.

**16.11. Prosecution under Section 29, Act V of 1861.** - 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, and no upper subordinate shall be prosecuted under that section without the sanction of the Deputy Inspector General.

**16.12. Judicial prosecutions.** - When a police officer is departmentally punished for an offence committed in his public capacity for which he is liable to be prosecuted criminally, the Deputy Inspector General is required to satisfy himself that the course adopted was expedient in the interests of the administration, and may order a criminal prosecution if he considers it desirable.

**16.13. Magisterial procedure.** - (1) All cases against police officers are required by standing instructions of the High Court to be tried by Magistrates of the 1st class. Petty charges in which there is no probability of the District Magistrate, who is the appellate authority, having been required to advise in his executive capacity, may, however, be tried by any Magistrate who can most conveniently take them up. Police officers are never to be tried summarily.

(2) Magistrates are required to exercise care in making entries of censure on police officers in their judgments, and it is undesirable that they should make remarks in criminal cases censuring the action of police officers, unless such remarks are strictly relevant to the case and the officers concerned have had an opportunity of explaining their action - (vide Chief Court Circular No. 7-3482-G, dated 19th September, 1903, reproduced in Police Rule Appendix No. 1.19). If remarks to which exception can be taken come to notice, they shall be referred in the first instance by the Superintendent to the District Magistrate.

**16.14. Punishment Register.** - (1) A punishment register in Form 16.14(1) shall be maintained in each district.

(2) Every award of departmental punishment, except awards of punishment drill not exceeding 10 days, shall be entered therein.

(3) All punishments inflicted by criminal courts upon police officers shall be entered at the reverse end of the punishment register.

(4) An award of dismissal in consequence of a criminal conviction shall not be shown separately as a departmental punishment.

(5) If the award is one of punishment drill not exceeding 10 days, the entry made in the Order Book shall be the only record of such punishment.

(6) All punishments required to be entered in the punishment register shall also be entered in character and service rolls. Entries of punishment, against which an appeal lies, shall not be made in character or service rolls until the lapse of the period of appeal or until the appeal has been decided.



**16.15. Monthly punishment returns.** - (1) Every Superintendent shall, on or about the 5th day of each month, prepare and despatch to the Deputy Inspector-General a return in Form 16.15(1) of all punishments, departmental and judicial, inflicted during the preceding month and required under rule 16.14(6) to be entered in character rolls. Such return shall after due examination by the Deputy Inspector-General be filed in his office.

(2) Sufficient particulars shall be given in column 3 to enable the Deputy Inspector-General to judge of the fitness of the award.

(3) All entries shall bear the annual serial numbers of the punishment register, and copies of all bad entries made in the character rolls of upper subordinates during the last preceding month shall be submitted with the return.

(4) When an award is quashed or altered by an authority empowered to do so, the entry in the return and in the punishment register shall be cancelled or amended accordingly, and a fresh order shall be entered in the Order Book cancelling or amending the original order of punishment.

**16.16. Annual return of punishments for corruption.** - Every Superintendent shall submit to the Deputy Inspector-General of Police, on or before the 15th January in each year, a statement in Form 16.16, showing all punishments inflicted in consequence of corruption. Deputy Inspectors- General and the Superintendent of Police, Railway<sup>1</sup>, shall submit to the Inspector-General a consolidated statement on or before the 10th January, in each year together with an annual review discussing the progress of anti-corruption measures, etc., as required by Punjab Government letters Nos. 8957-G-38/10003(H-Gaz.) and 2124-G.39/18878(H.-Gaz.), dated the 15th March, 1939, and 25th May, 1939, respectively.

**16.17. Power to suspend an officer.** - Any police officer above the rank of Head Constable may suspend, pending inquiry or investigation, any enrolled police officer junior to him in rank, who is guilty or is reasonably suspected of misconduct. An officer may be released from suspension only by the gazetted officer empowered to punish him. The suspension of an upper subordinate shall be reported immediately to the Deputy Inspector-General in Form 16.17. The release of such officer and the reason therefor shall also be reported to the Deputy Inspector-General.

**16.18. Suspension in departmental case.** - A police officer, whose conduct is under departmental enquiry, shall ordinarily be placed under suspension, when it appears likely that a charge will be framed which, if proved, would render him liable to reduction or dismissal, or when the nature of the accusations against him is such, that his remaining on duty is prejudicial to the public interests, or to the investigation into those accusations. Unnecessary suspensions should be avoided, as they increase the number of non-effectives, and also, unless the officer suspended is acquitted, involve under Fundamental Rule 43 the additional penalty, over and above the punishment awarded, of the substitution for pay of a subsistence grant.

**16.19. Suspension in judicial cases.** - A police officer charged with a criminal offence shall, unless the Deputy Inspector-General of Police or the Assistant Inspector-General, Government Railway Police for special reasons to be recorded in writing otherwise directs, be placed under suspension from the date on which he is sent for trial, if such action

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1. Vide Haryana Notification dated 26.3.1982

has not already been taken under the provisions of rule 16.17. Suspension is compulsory during any period in which a police officer is committed to prison. A police officer, who may be arrested by order of a civil court in execution of a decree or otherwise shall be considered as under suspension from the date of arrest till his release from custody is ordered by the Court.

**16.20 Subsistence grants.** - (1) A police officer under suspension shall be given a subsistence grant. If, as the result of an enquiry, a police officer under suspension is punished, his subsistence grant for the time spent under suspension may not exceed one-fourth of his pay (Fundamental Rule 53); if he is acquitted either as the result of an original enquiry or on appeal, the assessment of the subsistence grant is governed by Fundamental Rule 54.

(2) The following officers are empowered to make subsistence grants to police officers under suspension :-

- |   |  |
|---|--|
| (a) Deputy Inspector-General, the Assistant Inspector-General, Railway Police, and Superintendents of Police  | To all non-Gazetted officers subordinate to them |
| (b) The Assistant Superintendent, Government Railway Police, and (except as regards Sergeants) Deputy Superintendents in charge of Railway Police Sub-Divisions, subject to confirmation by the Assistant Inspector-General, Railway Police | Ditto  |

**16.21 Status and treatment of officers under suspension.** - (1) A police officer shall not by reason of being suspended from office cease to be a police officer.

During the term of such suspension the powers, functions and privileges vested in him as a police officer shall be in abeyance, but he shall continue subject to the same responsibilities, discipline and penalties and to the same authorities, as if he had not been suspended.

(2) A police officer under suspension shall be transferred to the lines, if not already posted there. He shall attend all roll calls and shall be required to perform such duties and to attend such parades as the Superintendent may direct; provided that he shall not perform guard duty or any other duty entailing the exercise of the powers or functions of a police officer; shall not be placed on any duty involving the exercise of responsibility, and shall not be issued with ammunition. A police officer under suspension shall ordinarily be confined to lines when off duty, but shall be allowed reasonable facilities for the preparation of his defence. When transferred to the lines under this rule Lower Subordinates shall deposit their belts and Upper Subordinates their revolvers, belts and swords with the Lines Officer.

(3) Mounted police officers placed under suspension shall cease to draw horse, pony or camel allowance, as the case may be, and hand over their mounts to the Lines Officer who shall be responsible for the feeding and keeping of such animals under the supervision of a gazetted officer. The actual expenditure incurred on this account shall be debited to contingencies under the head "Feeding and keeping of animals of mounted police officers under suspension".

**16.22. Records in departmental cases.** - (1) In all departmental cases in which the alleged offence is such as to merit a major punishment, if proved, a record shall be kept, which shall contain :-

- (a) the charge;
- (b) the evidence supporting the charge;

- (c) the defence of the accused officer;
- (d) the statements of the defence witnesses, if any;
- (e) the finding of the officer conducting the case;
- (f) the final order.

(2) In all cases against upper subordinates the record shall be in English throughout. In cases against lower subordinates evidence may be recorded in vernacular, but the statement of the accused officer in his defence, the finding, and the final order shall be in English.

(3) The record shall be paged like an ordinary file, and an index in Form 16.22(3) shall be attached to the first page.

(4) The record, together with any orders passed in revision or appeal, shall, after the necessary entry has been made in the character roll, be filed with the vernacular personal file of the officer concerned. If the record concerns more than one officer, an attested copy of the final order in the case shall be attached to the vernacular personal file of each officer concerned.

(5) Each record shall bear the annual serial number of the entry in the punishment register relating to the case, and a reference to this number shall be made in the remarks column of the Long Roll.

**16.23. Prompt record of complaints.** - Whenever a definite complaint is made by a member of the general public of misconduct on the part of a police officer, the officer to whom such complaint is made shall, provided he is senior in rank to the officer complained against, immediately record it, together with such statements in support of the complaint as may be immediately available. This record shall be forwarded without delay through the usual channel to the Superintendent of Police or other gazetted officer under whose immediate control the officer who has recorded the complaint is serving. If such officer is of opinion that the allegations in the record constitute a *prima facie* case for enquiry, he shall proceed as in rule 16.24 post. The record referred to above shall be attached to the record of the enquiry and may be used as the basis of the charge, but the statements recorded shall not be regarded as evidence; the persons making such statement shall ordinarily be called as witnesses and examined in the presence of, and be tendered for cross-examination by, the accused police officer.

**16.24. Procedure in departmental enquiries.** - (1) The following procedure shall be followed in departmental enquiries :-

- (i) The police officer accused of misconduct shall be brought before an officer empowered to punish him, or such superior officer as the Superintendent may direct to conduct the enquiry. That officer shall record and read out to the accused officer a statement summarizing the alleged misconduct in such a way as to give full notice of the circumstances in regard to which evidence is to be recorded. A copy of the statement will also be supplied to the accused officer free of charge.
- (ii) If the accused police officer at this stage admits the misconduct alleged against him, the officer conducting the enquiry may proceed forthwith to frame a charge, record the accused officer's plea and any statement he may wish to make in extenuation and to record final order, if it is within his power to do so, or a finding to be forwarded to an officer empowered to decide the case. When the allegations are such as can form the basis of a criminal charge, the Superintendent shall decide at this stage, whether the accused shall be tried departmentally first and judicially thereafter.
- (iii) If the accused police officer does not admit the misconduct, the officer conduct-

ing the enquiry shall proceed to record such evidence, oral and documentary, in proof of the accusation, as is available and necessary to support the charge. Whenever possible, witnesses shall be examined direct, and in the presence of the accused, who shall be given opportunity to take notes of their statements and cross-examine them. The officer conducting the enquiry is empowered, however, to bring on to the record the statement of any witness whose presence cannot, in the opinion of such officer, be procured without undue delay and expense or inconvenience, if he considers such statement necessary, and provided that it has been recorded and attested by a police officer superior in rank to the accused officer or by a Magistrate, and is signed by the person making it. This statement shall also be read out to the accused officer and he shall be given an opportunity to take notes. The accused shall be bound to answer any questions which the enquiring officer may see fit to put to him with a view to elucidating the facts referred to in statements or documents brought on the record as herein provided.

- (iv) When the evidence in support of the allegations has been recorded the enquiring officer shall, (a) if he considers that such allegations are not substantiated, either discharge the accused himself, if he is empowered to punish him, or recommend his discharge to the Superintendent, or other officer, who may be so empowered, or (b) proceed to frame a formal charge or charges in writing, explain them to the accused officer and call upon him to answer them.
- (v) The accused officer shall be required to state the defence witnesses whom he wishes to call and may be given time, in no case exceeding forty-eight hours, to prepare a list of such witnesses, together with a summary of the facts as to which they will testify. The enquiring officer shall be empowered to refuse to hear any witnesses whose evidence he considers will be irrelevant or unnecessary in regard to the specific charge framed. He shall record the statements of those defence witnesses whom he decides to admit in the presence of the accused, who shall be allowed to address questions to them, the answers to which shall be recorded; provided that the enquiring officer may cause to be recorded by any other police officer superior in rank to the accused the statement of any such witness whose presence cannot be secured without undue delay or inconvenience, and may bring such statement on to the record. The accused may file documentary evidence and may for this purpose be allowed access to such files and papers, except such as form part of the record of the confidential office of the Superintendent of Police, as the enquiring officer deems fit. The supply of copies of documents to the accused shall be subject to the ordinary rules regarding copying fees.
- (vi) At the conclusion of the defence evidence or, if the enquiring officer so directs, at any earlier stage following the framing of a charge, the accused shall be required to state his own answer to the charge. He may be permitted to file a written statement and may be given time, not exceeding one week, for its preparation, but shall be bound to make an oral statement in answer to all questions which the enquiring officer may see fit to put to him, arising out of the charge, the recorded evidence, or his own written statement.
- (vii) The enquiring officer shall be proceed to pass orders of acquittal or punishment, if empowered to do so, or to forward the case with his finding and recommendations to an officer having the necessary powers. Whenever the officer passing the orders of punishment proposes to take into consideration the adverse entries on the previous record of the accused police officer, he shall provide reasonable opportunity to the defaulter to defend himself; and a copy or at least a gist of those entries shall be conveyed to the defaulter and he shall be asked to give such explanation as he may deem fit. The explanation furnished by the defaulter shall be taken into account by the officer before passing orders in the case.

- (viii) Nothing in the foregoing rule shall debar a Superintendent of Police from making or causing to be made a preliminary investigation into the conduct of a suspected officer. Such an enquiry is not infrequently necessary to ascertain the nature and degree of misconduct which is to be formally enquired into. The suspected police officer may or may not be present at such preliminary enquiry, as ordered by the Superintendent of Police or other gazetted officer initiating the investigation, but shall not cross-examine witnesses. The file of such a preliminary investigation shall form no part of the formal departmental record, but statements therefrom may be brought to the formal record when the witnesses are no longer available in the circumstances detailed in clause (iii) above. All statements recorded during a preliminary investigation should be signed by the person making them and attested by the officer recording them.
- (ix) No order of dismissal or reduction in rank shall be passed by an officer empowered to dismiss a police officer or reduce him in rank until that officer has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him, provided that this shall not apply -
- (a) where a police officer is dismissed or reduced in rank on the ground of conduct which led to his conviction on a criminal charge; or
  - (b) where the officer empowered to dismiss him or reduce him in rank is satisfied that for some reason to be recorded by that officer in writing, it is not reasonably practicable to give to that police officer an opportunity of showing cause.

Before an order of dismissal or reduction in rank is passed, the officer to be punished shall be produced before the officer empowered to punish him, and shall be informed of the charges proved against him, and called upon to show- cause why an order of dismissal or reduction in rank should not be passed. Any representation that he may make shall be recorded, shall form part of the record of the case, and shall be taken into consideration by the officer empowered to punish him before the final order is passed :

Provided that if, owing to the complicated nature of the case or other sufficient reason to be recorded, the officer empowered to impose the punishment considers this procedure inappropriate, he may inform the officer to be punished in writing of the charges proved against him, and call upon him to show-cause in writing why an order of dismissal or reduction in rank should not be passed. Any written representation received shall be placed on the record of the case and taken into consideration before the final order is passed.

(2) (i) Notwithstanding anything contained in sub-rule (1) a Superintendent of Police or any officer of rank higher than Superintendent, may institute, or cause to be instituted, *ex parte* proceedings in any case in which he is satisfied that the defaulter cannot be found or that in spite of notice to attend the defaulter is deliberately evading service or refusing to attend without due cause.

(ii) The procedure in such *ex parte* proceedings shall, as far as possible, conform to the procedure laid down in sub-rule (1) :

Provided that the defaulter shall be deemed --

- (a) not to have admitted the allegations contained in the summary of misconduct, and
- (b) to have entered a plea of not guilty of the charge;

Provided further that the defaulter, if he subsequently appears at any stage during the course of the proceedings shall not be entitled to claim *de novo* proceedings or to recall for cross-examination any witness whose evidence has already been recorded. He shall, however, be fully informed of the evidence which has been led against him and shall be permitted to take notes thereof. He shall also be fur-

nished with a copy of the summary of misconduct and of the charge or charges framed.

**16.25. Standards of evidence and nature of charges.** - (1) A police officer called upon to answer a charge of misconduct must be given every reasonable opportunity of proving his innocence; officers conducting departmental enquiries are, however, not bound to follow the provisions of the Criminal Procedure Code or Indian Evidence Act. They may admit any evidence which they consider relevant, and should exclude evidence which is irrelevant to the specific charge under enquiry, or which is introduced merely to prejudice the opposite party or to cloud the issue. They require only that standard of proof which is necessary to satisfy themselves whether the charge is established or not. Discipline must also be maintained in relation to the proceedings of departmental enquiries. Refusal by an accused police officer to plead or answer questions; inordinate delay in producing his defence; insubordinate behaviour before the enquiring officer, and the intemperate or impertinent questioning of officers by accused officers who are their inferiors in official status, are, in addition to being contrary to the spirit of the rules for the conduct of departmental enquiries, entirely contrary to the requirements of discipline, and shall be treated accordingly.

(2) Charges need not be framed in relation only to a specific incident or act of misconduct. When reports received against an officer or a preliminary enquiry show 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 he may and should be charged accordingly, and a finding of guilty on such a charge will be valid ground for the infliction of any authorised departmental punishment which may be considered suitable in the circumstances of the case.

**16.26. Payments to witnesses.** - 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 "Rewards to private persons".

**16.27. Panel officers.** - When it appears that allegations of misconduct on the part of a police officer in respect of his relations with the public are of such a nature as to involve a lengthy and complicated investigation, or when in any district important enquiries of this nature are so numerous as seriously to hamper the fulfilment by superior officers of the district staff of their normal duties the Superintendent may apply through the Deputy Inspector-General to the Inspector-General for the services of a special officer to conduct such enquiry or enquiries. If the Inspector-General decides to support the request, he will apply to the Chief Secretary to Government for the services of a member of the panel of selected retired officers. If a panel officer is deputed, he will hold his investigation and record all available evidence under the general supervision of the immediate superior of the officer under suspicion, who will normally be the Superintendent of Police, and for this purpose he will be given access to all documents and should be put in touch with any person who may be in a position to give evidence. He shall have no powers of punishment and on the conclusion of investigation he will submit his report and the record of the evidence to the Superintendent of Police with a recommendation as to the charges which, in his opinion, can be established. The prescribed procedure for final orders, appeals, etc., shall then apply. Panel officers will be remunerated by the Inspector-General at the rates authorised by the Local Government.<sup>1</sup>

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1. Chief Secretary's confidential letter No. 37996, dated 20th October, 1926.

**16.28. Powers to review proceedings.** - (1) The Inspector-General, a Deputy Inspector-General, and a Superintendent of Police may call for the records of awards made by their subordinates and confirm, enhance, modify or annul the same, or make further investigation or direct such to be made before passing orders. [The State Government may also call for the records and review the awards made by the inspector General of Police Punjab or by any other authority subordinate to him.]<sup>1</sup>

(2) If an award of dismissal is annulled, the officer annulling it shall state whether it is to be regarded as suspension followed by reinstatement, or not. The order should also state whether service previous to dismissal should count for pension or not.

(3) In all cases in which officers propose to enhance an award they shall, before passing final orders, give the defaulter concerned an opportunity of showing cause, either personally or in writing, why his punishment should not be enhanced.

**16.29. Right of appeal.** - (1) Appeals shall lie only against orders of dismissal or reduction or stoppage of increment or forfeiture of approved service for increment.

(2) There shall be one appeal only from the original order, and the order of the appellate authority shall be final.

(3) A copy of the original order appealable shall be supplied to the person concerned free of cost.

(4) Any person wishing to appeal under sub-rule (1) may apply to the Superintendent for a copy of the complete record, or any portion thereof. Such copies shall not be given during the pendency of the original proceedings for the facilitating of cross-examination or the preparation of the defence. Copies of the record of preliminary enquiries [rule 16.24 (viii)] shall not be given for purposes of appeal.

Such application shall bear a court-fee stamp of the value of two annas, unless the applicant is in Jail, and shall be accompanied by a deposit of the copying fees chargeable under the scale in force in the civil courts of the district.

(5) The copy of such record shall be given with as little delay as possible, and the Superintendent shall certify to its correctness and to the date on which it was given to the applicant.

(6) The appellate authority in cases of reduction and dismissal is as indicated in the following table :-

Officer by whom original order is punishment in framed	Appellate authority
Deputy Superintendent (Administrative), Government Railway Police, Deputy Superintendent, in charge of Railway Police Sub-Division.	Assistant Inspector-General, Government Railway Police
Superintendent of Police, Senior Assistant Superintendent of Police, Lahore, *[Officer-in-charge of Police Constables Training Centre], Deputy Superintendent of Police, Punjab Armed Police, Lahaul and Spiti.	Deputy Inspector-General of Police and Assistant Inspector-General, Provincial Additional Police (designated as Commandant, Provincial Additional Police)
Deputy Inspector-General of Police, Assistant Inspector-General Government Railway Police, Assistant Inspector-General, Provincial Additional Police, (designated as Commandant Provincial Additional Police), Assistant Inspector-General of Police (Traffic)	Inspector-General of Police.

\* See Punjab Government Notification No. G.S.R. 43/C.A. 5/1861/S.7/Amd dated 4-4-1988.

1. Text added vide Punjab Government Notification dated 15-3-1966

(7) Appeals against reduction shall be presented through the Superintendent of Police of the district in which the appellant is serving; but in the case of officers serving directly under a Deputy Inspector-General of Police appeals shall be forwarded through such Deputy Inspector-General of Police. Appeals against dismissal shall be forwarded direct to the appellate authority.

**16.30. Rules regarding appeals.** - (1) Every appeal to the Deputy Inspector-General or Inspector-General shall be in English. It shall set forth the grounds of appeal, and shall be accompanied by a copy of the order made in the case.

(2) An appeal which is not filed within a month of the date of the original order, exclusive of the time taken to obtain a copy of the order or record, shall be barred by limitation. The appellate authority may, however, accept an appeal filed out of time, if he sees fit to do so.

**16.31. Orders on appeals.** - Every order passed in appeal shall contain the reasons therefor. A copy of every appellate order and the reason therefor shall be given free of cost to the appellant.

**[16.32. Revision.** - An officer whose appeal has been rejected is prohibited from applying for a fresh scrutiny of the evidence. Such officer may, however, apply, within a month of the date of despatch of appellate orders to him, to the authority next above the prescribed appellate authority for revision on grounds of material irregularity in the proceedings or on production of fresh evidence, and may submit to the same authority a plea for mercy : provided that no application for the revision of an order by the Inspector-General will be entertained. An officer whose appeal has been heard by the Inspector-General may, however, submit to the Inspector-General a plea for mercy or may apply to the Inspector-General for a review of his appellate order only on the ground that fresh evidence has become available since the appellate order has been pronounced. This rule does not affect the provisions of rule 16.28. Such application or plea must be in English.]<sup>1</sup>

**16.33. Removal from promotion lists.** - Removal of a name from a promotion list may follow from the award of punishment for a specific offence, or be ordered on general grounds. In neither case shall a formal charge be framed nor evidence recorded, but an order shall be recorded in writing and given effect to through an entry in the Order Book. The original order of the authority ordering removal shall be read out to the officer concerned, but a copy thereof shall not be given to him and no appeal shall lie against it.

**16.34. Suspension of officer immediately responsible.** - If a prisoner escapes or is rescued from police custody, the enrolled police officer immediately responsible shall forthwith be suspended from duty. A searching departmental inquiry shall at once be held by or under the orders of the Superintendent. The object of this inquiry shall be the elucidation of all the circumstances connected with the escape or rescue and the determination of the issue whether the escape or rescue could have been prevented by the exercise of such vigilance and courage on the part of the enrolled police officer immediately responsible as might reasonably have been expected, and whether it was rendered possible or facilitated by any neglect or omission of duty on the part of any superior enrolled police officer.

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1. Substituted vide Punjab Government Notification Dated 15.3.1966.



**16.35. Re-instatement after suspension.** - On the conclusion of the enquiry, if the Superintendent finds that no misconduct attaches to the police officer or officers suspended, he shall reinstate them. In order to guard against any laxity in enforcing the responsibility for escapes, Deputy Inspectors-General should freely exercise their powers under rule 16.28 in respect of such cases.

**16.36. Action when negligence is established.** - If the enquiry establishes negligence or connivance in an escape, thereby creating a presumption that an offence under Section 221, 222 or 223, Indian Penal Code, has been committed, the police officer concerned shall be prosecuted criminally, unless the District Magistrate on a reference by the Superintendent of Police decides, for reasons to be recorded, that the case shall be dealt with departmentally. If the enquiry establishes a breach of discipline or misconduct not amounting to an offence under any of the sections of the Indian Penal Code mentioned above, the case shall ordinarily be dealt with departmentally. The criminal prosecution under this rule of an upper subordinate shall not be undertaken without the sanction of the Deputy Inspector-General of Police.

**16.37. Dismissal the normal punishment in escape cases.** - (1) Dismissal shall normally follow a judicial or departmental conviction for negligence resulting in the escape of the prisoner and may, with the approval of the Deputy Inspector-General, follow a judicial discharge or acquittal under the conditions described in rule 16.3. Where extenuating circumstances exist, and a punishment other than dismissal is awarded, the file shall be submitted to the Deputy Inspector-General for review of the orders passed. The Deputy Inspector-General, will, however, pass no orders until the period of appeal has expired. If an appeal is lodged, the punishment will be examined in the ordinary way, if there is no appeal, the Deputy Inspector-General will proceed to review the punishment if he considers it necessary. If the Deputy Inspector-General decides to enhance the punishment awarded, an appeal will then lie against such order to the Inspector-General. If an appeal does not lie against the original punishment awarded, the Deputy Inspector-General will proceed to review the case as soon as he receives it.

(2) The authority to retain in the service an enrolled police officer, who has been convicted of neglect either judicially or departmentally in connection with an escape, shall rest with the Deputy Inspector-General, or, in the case of Inspectors, with the Inspector-General. If extenuating circumstances exist, they shall be clearly stated and application made to or through the Deputy Inspector-General to award any authorized punishment other than dismissal.

**16.38. Criminal offences by police officers and strictures by Courts - Procedure regarding.** - (1) Immediate information shall be given to the District Magistrate of any complaint received by the Superintendent of Police, which indicates the commission by a police officer of a criminal offence in connection with his official relations with the public. The District Magistrate will decide whether the investigation of the complaint shall be conducted by a police officer, or made over to a selected [Executive Magistrate]<sup>1</sup>

(2) When investigation of such a complaint establishes a *prima facie* case, a judicial prosecution shall normally follow; the matter shall be disposed of departmentally only if the District Magistrate so orders for reasons to be recorded. When it is decided to proceed departmentally the procedure prescribed in rule 16.24 shall be followed. An officer found guilty on a charge of the nature referred to in this rule shall ordinarily be dismissed.

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1. Substituted for the words " Magistrate having 1st class powers" vide Punjab Notification dated 4.7.1980.

(3) Ordinarily a Magistrate before whom a complaint against a police officer is laid proceeds at once to judicial enquiry. He is, however, required to report details of the case to the District Magistrate, who will forward a copy of this report to the Superintendent of Police. The District Magistrate himself will similarly send a report to the Superintendent of Police in cases of which he himself takes cognizance.

(4) The Local Government has prescribed the following supplementary procedure to be adopted in the case of complaints against police officers in those districts where abuses of the law with the object of victimising such officers or hampering investigation is rife. The District Magistrate will order that all petitions against police officers shall be presented to him personally. If he considers that these petitions are of a frivolous or factious nature, it is within his discretion to take no action on them. When he considers an enquiry to be necessary he will use his discretion whether to send the papers to the Superintendent of Police or to a Magistrate for judicial enquiry.

In the case of formal criminal complaints, the District Magistrate will arrange for all cases to be transferred from other courts to his own.

(5) Orders have been issued by the Hon'ble Judges of the High Court making it obligatory on all civil and criminal courts, whenever they make strictures on the personal character or professional conduct of a police officer, to send a copy of the judgment to the executive authorities. In the case of the High Court itself the copies will be forwarded to the Local Government. In the case of all other courts (including Courts of Sessions), the copies will be sent by the Judges and Magistrates concerned to the District Magistrate.

(6) In cases in which strictures are passed on the conduct of the police by a Sessions Court or by a Magistrate's Court and no specific recommendation is made by the Court making such strictures that an enquiry should be made, the District Magistrate will decide whether an investigation into the matter is necessary, and if so, whether it shall be conducted by a police officer or by a selected<sup>1</sup> [Executive Magistrate]. If he decides that an investigation shall be made, the procedure subsequent to such investigation shall be that laid down in sub-rule (2) above. In cases in which the court passing strictures on the conduct of the police suggests that an enquiry should be made, the District Magistrate will comply with such request in accordance with the procedure prescribed in paragraphs (1) and (2) above.

When strictures on the conduct of the police are made by the High Court and communicated to the Local Government direct in accordance with paragraph (5) above, the instructions of Government as to the action to be taken by the local authorities will be communicated to them through the ordinary channels. In cases in which the High Court suggests that an enquiry should be made the Local Government will give orders accordingly.

(7) Rules 24.14 and 24.15 provide for reports of all serious charges against the police being communicated to the Local Government by a special report. In cases where such serious charges arise from strictures passed by criminal courts, the Superintendent of Police and the District Magistrate should communicate, either in the report itself or in a covering letter, the procedure which they propose to adopt and any information or notes in connection with the case which they consider should be brought to the notice of Government. Rule 24.15 provides the opportunity for Deputy Inspectors-General and Commissioners similarly to communicate their comments to the local Government.

### **16.39. Rules regarding proceedings against police officers reported to be habitu-**

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1. Substituted for the words "Magistrate having 1st class powers" vide Punjab Notification dated 4.7.1980

**ally corrupt.** - In all cases in which a report imputing corruption to a police officer is brought on to his personal file, character roll or fauji misal, an attested copy of the report shall be furnished, under the orders of the officer maintaining the record in question, to the police officer concerned, and his receipt therefor shall be filed with the report in question.

**16.40. Method of dealing with charges of corruption.** - Charges of corruption shall be enquired into in the manner prescribed in this chapter for departmental enquiries generally. Charges of specific acts of corruption shall be thoroughly investigated by a competent officer, the provisions of rule 16.27 being utilised, if necessary, and the preliminary investigation shall be followed by a judicial prosecution or a departmental charge according to the circumstances of each case. Departmental charges based on a general record of dishonesty may also be entertained in accordance with rule 16.25(2).

It is further ordered that, if five reputable persons join in making a written complaint regarding corruption, otherwise than in regard to a case in which they are personally interested directly or indirectly, concerning any police official, the departmental superior of the officer in question shall be bound to make full investigation and to inform the complainants of the result.

**16.41. Special rules for testing suspicions of corruption in cases of upper subordinates.** - When an upper subordinate is suspected of being generally corrupt, but definite charges cannot be framed under rule 16.40 *ante*, such upper subordinate shall ordinarily be transferred to another district. If the Superintendent of that district arrives at a considered conclusion that the officer concerned is corrupt, the officer shall be called on to show-cause why his increment of pay and promotion should not be stopped until he had satisfied his superiors that he has reformed his habits.

**FORM No. 16.14(1).**  
PUNISHMENT REGISTER.

1	2	3		4	5	6
		OFFENDER				
Annual Serial No.	Date	Rank and No.	Name	By whom punished	Nature of misconduct	Punishment

The reverse end of the register shall be used for entry of judicial punishments.

**FORM No. 16.15(1)**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT

*Punishment Return for the month of* \_\_\_\_\_ 19 \_\_\_\_\_ .

*Punishments. - By the Criminal Courts.*

*No.* \_\_\_\_\_

*Dated* \_\_\_\_\_ 19 \_\_\_\_\_

1	2	3	4	5	6	7
		OFFENDER				
Serial No.	Nature of offence	Name	Rank	By what Court punished	Sentence passed	REMARKS

By Police Officers

1	2	3	4	5	6	7	8
			POLICE OFFICER PUNISHED				
Serial No.	Date	Nature of misconduct	Name	Rank	Designation of officer making award	Punishment awarded	REMARKS

*Superintendent of Police*

## FORM No. 16.16

POLICE DEPARTMENT

DISTRICT  
RANGE

STATEMENT SHOWING PUNISHMENTS INFLICTED ON POLICE OFFICERS

IN CONSEQUENCE OF CORRUPTION IN THE DISTRICT  
RANGE DURING THE

YEAR ENDING 31ST MARCH, 19 .

1	2	3	4	5	6
Head of Department or office	Rank and designation of official punished	Charge	Punishment awarded, with the names of the officers who - (a) conducted the enquiry and (b) passed the (original) punishment order	Orders passed in appeal or revision	REMARKS

The form should be completed in four parts as follows :-

A. Departmental cases on charges involving bribery or some other form of corruption-

I. Decided

II. Pending

B. Cases in which an official has been dismissed on a charge not itself involving corruption, but in which his general corrupt record has been taken into account in deciding what punishment should be given.

C. Cases in which an officer is required to retire on completion of twenty- five years' service under note 1 to Article 465 of the Civil Service Regulations, on the basis of a reputation for corruption.

D. Cases in which the pension of a retiring official has been reduced by order under Section 470(b) of the Civil Service Regulations, on account of a reputation for corruption.

2. Where any case has been made the subject of proceedings in a criminal court, the fact should be indicated in the remarks column, with particulars.

3. Statements will continue to be compiled by the financial year. The returns, with the accompanying reviews, should reach Government not later than the 15th May.

**FORM No. 16.17**

## REPORT OF SUSPENSION

## RE-INSTATEMENT FROM SUSPENSION.

POLICE DEPARTMENT

\_\_\_\_\_ DISTRICT

Name of officer	Rank and No.	Date of suspension and re-instatement	Appointment held when suspended	Brief reasons of Superintendent of Police for order passed	REMARKS

Dated \_\_\_\_\_ }  
 the \_\_\_\_\_ 19 . } Superintendent of Police

**FORM No. 16.22(3)**

ANNUAL SERIAL NO. IN PUNISHMENT REGISTER \_\_\_\_\_

19 \_\_\_\_\_ DISTRICT

DATE.

Statement summarising alleged misconduct		..	..	at Page
Prosecution witness	1	..	..	at Page
Ditto	2	..	..	at Page
Ditto	3	..	..	at Page
Ditto	4	..	..	at Page
Ditto	5	..	..	at Page
Ditto	6	..	..	at Page
Ditto	7	..	..	at Page
Ditto	8	..	..	at Page
Formal charge		..	..	at Page
Statement of accused		..	..	at Page
Defence witness	1	..	..	at Page
Ditto	2	..	..	at Page
Ditto	3	..	..	at Page
Ditto	4	..	..	at Page
Ditto	5	..	..	at Page
Ditto	6	..	..	at Page
Ditto	7	..	..	at Page
Ditto	8	..	..	at Page
Finding by		..	..	at Page
Order by		..	..	at Page

## **Chapter 17**

### *Headquarters establishments and reserves.*

**17.1. Lines establishment.** - (1) The Lines establishment shall include the following:-

Reserve Inspector	Inspector
Lines Officer	Sub-Inspector
School Master	Assistant Sub-Inspector
Lines Clerk	Head Constable
Kot Head Constable	Ditto
Clothing and equipment clerk	Ditto
Drill and Gymnastic Instructor	Ditto
Assistant Clothing and Equipment Clerk	Constable
Assistant Kot Head Constable	Ditto
Assistant Drill Instructor	Ditto
Armourer	Ditto
Bugler	Ditto

Barbers and washermen shall be given a monopoly of work in police lines on contract on proper agreements in which it shall be laid down both the obligations by which they are bound and the fees that they might charge. In each police line a properly fitted barber's shop shall be provided and a suitable *Dhobi Ghat*.

**Strength of the Lines establishment.** - (2) The strength of the Lines establishment shall be fixed by the Inspector-General for each district, according to its special circumstances and requirements, and shall be shown in the distribution statement, Form 2.1

(3) Such number of menial servants shall be maintained in each district as may, from time to time, be sanctioned by the Inspector-General.

**17.2. Duties of reserve Inspector.** - In districts where a reserve Inspector is sanctioned the following shall be his duties :-

- (i) The reserve Inspector is responsible under the control of the gazetted officer in charge of the Lines to the Superintendent for the discipline, good conduct and training of the men stationed in the lines and at all standing and other guards at headquarters.

He shall supervise and control the work of the Lines establishment and be responsible for the correctness of the accounts. He shall also be in charge of all the clothing, equipment, arms, ammunition, tents, stores, horses and other animals in the custody of the police at headquarters, shall satisfy himself that the registers maintained therefor are correct, and shall superintend all additions to and issues from the stock of Government property. As storekeeper the reserve Inspector is required every half year to take stock of all Government property in possession of the police throughout the district and to report deficiencies to the Superintendent.

He is responsible that the authorised number of copies of Police Rules, and other official manuals, is kept in proper order and up-to-date; that all standing orders issued by competent authority for the regulation of headquarters' duties are properly recorded, and that his subordinates are thoroughly acquainted with such portion of such rules, manuals and orders as relates to their respective duties. He is, further, responsible for reporting to the Superintendent of Police any deficiency or need or revision in respect of local standing orders.

He shall also be in charge of the buildings and lands in the occupation of the police at

headquarters and be responsible for their good order and general condition. He shall frequently visit the police or other hospital and ensure that all patients of the police department are receiving proper attention.

He shall exercise a general supervision over the working of constabulary messes.

- (ii) He shall be responsible for the training of recruits, for the instruction and exercise of the whole force in drill, shall supervise musketry instruction and range practices prescribed in Chapter XIX unless relieved by a superior officer, and shall take care that the general duties of the reserve, the furnishing of guards, escorts, patrols, etc., are efficiently performed, and that men detailed for duty are properly equipped and smartly turned out, and that the registers and reports maintained therefor are correct. He shall at intervals to be prescribed by the Superintendent of Police visit by day and night all guards at headquarters checking the patrolling duties of the officer in charge of the Lines.

He is responsible for keeping the Superintendent and gazetted officer in charge of the Lines fully and correctly informed of all matters connected with the headquarters force, its discipline, duties and equipment.

He may be employed in command of escorts and guards when his presence is desirable on account of danger of a disturbance, or the importance of the duty, or, where necessary, for ceremonial purposes, and he should be employed, if a European, where action has to be taken against Europeans.

He shall submit a weekly note in Form 17.2(2) which shall be attached to the Superintendent's weekly diary.

**17.3. Duties of Lines Officer.** - (1) In districts for which a reserve Inspector is sanctioned the Lines Officer is the subordinate and assistant of the reserve Inspector. He is required to be fully acquainted with all the details connected with the internal economy, discipline and training of the force and management of the lines and shall constantly inspect barracks, guard rooms, the hospital, stables and other buildings at headquarters, and be responsible that they are clean, tidy and properly kept; that no police officer sleeps out of lines without proper sanction; that unauthorised strangers are removed from police limits; that punishments ordered are fully carried out; that all Government stores are correct and safely kept in proper order, and that the headquarter lines school functions regularly according to orders.

(2) He shall attend all formal parades in lines and be responsible that all roll-calls are properly held. He shall personally inspect as many escorts and parties going on and off duty as possible and, if unable to inspect any party, shall so arrange that it should not fail to be inspected by a responsible officer. Entries of such inspections with the name of the inspecting officer shall be made invariably in the daily diary. He shall visit all guards at headquarters at intervals to be prescribed by the Superintendent of Police - (See also rule 18.4).

The keys of the armoury and the Lines cash chest shall always be in the personal custody of the Lines officer.

(3) In districts for which no reserve Inspector is sanctioned the Lines officer shall have, in addition to those detailed in this rule, all the responsibilities and duties of a reserve Inspector.

**17.4. Duties of kot head constables.** - Subject to the orders and responsibility of the Lines officer, the kot head constable shall be in charge of all Government property, and armoury, tents and other store rooms and the registers connected therewith, except as provided in rule 17.6



**17.5. Duties of the clothing and equipment clerk.** - Subject to the orders and responsibility of the Lines officer, the Clerk Head Constables sanctioned for duties in Lines, connected with clothing and equipment, shall maintain all registers connected with clothing and equipment and shall be responsible for the order and good management of the clothing and equipment store rooms.

**17.6. Duties of Lines Clerk.** - Under the orders and responsibility of the Lines officer, the Lines Clerk deals with ordinary correspondence and is required to maintain all the Lines registers except those dealing with property which are in the charge of the kot Head Constable and the clothing and equipment clerk. In these duties he will be assisted by such other clerks as are sanctioned by competent authority from time to time.

**17.7. Lines registers.** - The following bilingual registers shall be maintained in Lines:-

- (1) List of officers attached to headquarters in Form 17.7(1) for all enrolled officers attached to headquarters.

The register will be divided into the following parts, separate pages being assigned to each rank :-

*Part I.* - To include all officers attached to the office of the Superintendent and on court duties and those attached to the headquarters of the district other than those included under Parts II to V. A note regarding officers proceeding on leave shall be made in the column of remarks and their names shall not be struck out.

*Part II.* - Officers under training from police stations.

*Part III.* - Officers temporarily withdrawn from rural duties on occasions such as the mobilization of the 2nd or 3rd Reserve (rules 17.10, 17.11, etc.)

*Part IV.* - Menial servants attached to headquarters.

*Part V.* - Officers posted to the 1st Armed Reserve.

Vernacular acquittance rolls ordered in rule 10.90 shall be prepared from this register.

- (2) Duty register in Form 17.7(2) for all duties performed by entrolled officers attached to headquarters.

The register shall be kept in the following parts and sub-parts :-

*Part I. - Fixed duties.* - (a) Police office, including Court duties (description of the duty on which employed shall be given in the column of remarks).

(b) Treasury Guard.

(c) Magazine Guard.

(d) Personal Guards (separate pages shall be assigned for each).

(e) Lines establishment (rule 17.1) (description of the duty on which employed shall be given in column of remarks).

(f) Orderlies at headquarters (designation of each officer with whom serving shall be quoted in column of remarks).

(g) Judicial Lock-up (if any) at headquarters.

(h) Order fixed duties (separate pages being assigned for each class).

*N.B.* - Police officers employed on duties not sanctioned by the Inspector- General (i.e., in the printed Provincial Distribution Statement) shall not be shown in this part, but they shall come under sub-part “(m) of Part II - Miscellaneous fluctuating duties”.

*Part II. - Fluctuating duties.* - (i) Training School in the Lines (i.e., men actually undergoing instruction).

- (j) Recruits (description shall be given in column of remarks).
- (k) Escorts of all descriptions (description shall be given in column of remarks).
- (l) Special duty (description shall be given in column of remarks).
- (m) Other fluctuating miscellaneous duties, including men at Phillaur (description shall be given in column in remarks).

*Part III. - Absentee. -* (n) Sick in hospital.

- (o) (a) under suspension or in Quarter Guard.
  - (b) In transit to police stations, etc.
  - (p) Casual leave (amount to be given in column of remarks).
  - (q) Absent without leave.
  - (r) Absent on privilege leave from headquarters or absent on long leave. If necessary, each part may be bound in a separate volume. Duties of a few hours' duration (such as sentries over barracks and escorting prisoners to and from courts) need not be entered in this register, but only in the Lines diary register No. 18.
- (3) Duty roster to be maintained in Form 17.7(3) of all enrolled officers off duty in the Lines.

This register shall be divided into two parts, separate pages being assigned when necessary for (a) Mounted men, (b) Head Constables, and (c) Constables :-

*Part I. -* All lower subordinates included in Register I, but not included in Register II, i.e., men off duty.

*Part II. -* Arrivals from out-stations or district (staying over the night).

Columns 5 and 6 will be filled in whenever a man leaves headquarters, his transfer being recorded in appropriate part of Register 14.16(1) and references given in columns 7 and 8 or is transferred to one of the duties included in Register II, reference again being given in columns 7 and 8 to the new entries to this register, but shall not be filled in when a man is merely detailed on some temporary duty involving an absence from the Lines of less than 12 hours (such as escorting under-trial prisoners to and from jail, etc.) or on some Lines duty of a few hours' duration. In such cases an entry need only be made in the Lines Diary.

For the purposes of the Roll-Call provided by Rule 17.8 a list shall be made out as often as may be necessary on a blank sheet of paper of all lower subordinates included in Registers II and III who have not been specially excused from attending Roll-Calls. Names and numbers need only be entered and separate columns may be allowed for head constables, sowars, office staff, recruits, men under training from outstations, etc.

Officers shall, as far possible, be detailed for duty in the order in which their names stand on this register, due regard being paid to the nature of the duty. On the return of an officer from duty his name shall be entered at the bottom.

- (4) Vernacular Stock Account of clothing and equipment in Form 4.35.
- (5) Equipment Stock Register in Form 5.12(1).
- (6) Arms Distribution Register in Form 6.8.
- (7) Register of rifles issued in Form 6.9(1).
- (8) Magazine Register in Form 6.16(4).
- (9) Stock Book of component parts in Form 6.20(2).
- (10) District Register of miscellaneous stores in Form 5.16(1).
- (11) Distribution Register of miscellaneous stores in Form 5.17.

(12) Lines Miscellaneous Stores Register in Form 5.16(1).

This register should show all miscellaneous Government property, including live-stock, for which no special register has been prescribed.

(13) Range Practices Registers to be maintained in the form and parts prescribed in Chapter XIX.

(14) Temporary Issue and Receipt Register in Form 5.19 showing miscellaneous property issued or received temporarily.

(15) Cash Book in Forms 10.52(a) and (b) in accordance with rules 10.52 and 10.108.

It shall be kept separately in two parts as follows :-

(a) Other monies such as undisbursed pay, travelling allowance, etc.

(b) Permanent advance.

The Lines clerk shall personally maintain the cash-book, and his duties and responsibilities in this connection, and as accountant, shall not be delegated to any other officer.

The Lines officer is responsible for the correct maintenance of the Lines Cash Book, and shall cause to be entered therein particulars of all sums recovered in connection with equipment, clothing, ordnance stores, etc., before they are remitted to the accounts officer. The latter shall on receipt of such monies issue a receipt in Form 10.14(1).

(16) Road Certificate Register in Form 10.17.

(17) Receipt Book Register in Form 10.14(1).

(18) Lines Diary, in duplicate, in Form 22.48(1).

It shall contain a brief record of duties performed by officers present in the Lines, receipt and despatch of property or cash, such particulars ordered in rules 22.48 and 22.49 as are applicable to the Lines and such other matters specially ordered by the Superintendent.

(19) Files of Standing orders.

To be revised by Superintendent yearly.

(20) Minute Book for gazetted officers.

All matters regarding stores, registers, buildings, training, etc., requiring the attention of the reserve inspector or Lines officer, and the result of any inspections or checking done by gazetted officers, shall be entered herein. This register shall be a permanent record and shall not be removed from Lines.

(21) Correspondence Register in Form 22.55.

(2) The Lines Registers shall destroyed after the periods noted against each :-

	Years
(1) Rules 17.9(3) and (18)	2
(2) Rules 17.7(2), (13) and (16)	3
(3) Rules 17.7(4) to (9)	5
(4) Rules 17.7(5) and (17)	6
(5) Rules 17.7(1), (11) (12) and (14)	7

**17.8. Night roll-calls.** - Roll-call shall be held every night at the time fixed by the Superintendent. Roll-calls shall be attended by all officers quartered in the Lines and such other officers as the Superintendent may by special order direct. After roll-call, orders for the next day, and any new orders of a general nature issued by the Superintendent of Police, shall be read out.

**17.9. First armed reserve.** - (1) The first armed reserve for each district shall always be maintained at full strength. The armed reserve is shown separately in the distribution statement form 2.1, and shall remain permanently mobilized at headquarters, ready to proceed immediately anywhere within or outside the district. This reserve is the provincial police reserve which is distributed to districts in normal times, but it is absolutely at the disposal of the range Deputy Inspector-General and the Inspector-General as described in sub-rule (5) below.

(2) The first armed reserve shall be selected by the Superintendent of Police personally. Not less a than third of the mean of reserve shall be experienced Constables of at least five years' experience; the remainder shall ordinarily by men who have just passed their recruits' course. Men shall remain posted to the reserve for six months, shall not be employed on ordinary duties and shall continue their education in the headquarters Lines School. Suitable smart Head Constables shall be posted to the reserve for six months and a suitable Sub-Inspector shall be posted in charge for at least one year. Under the supervision of the Lines officer the reserve Sub-Inspector shall be responsible for the training and discipline of his men.

(3) On the completion of six months in the reserve, Constables shall be transferred to other duties. Men who have recently passed through the first reserve should, however, ordinarily be collected to form the second reserve when orders for its mobilization are received, or when the first reserve leaves the district. Such men can readily be traced by reference to Lines Register No. 1, but for facility of reference in emergencies a separate list showing their whereabouts may be kept in the Lines office.

(4) All officers and men of the first armed reserve shall be trained in the use of H.V. rifles and shall undergo musketry training and range practice with these weapons as laid down in the Police Drill Manual and the Police Training School Manual. They shall be maintained in a high state of efficiency and physical fitness, and shall be trained in bayonets and lathi fighting and in riot tactics and tactical schemes of a simple nature, and shall frequently be exercised in marching and turning out quickly on alarm.

(5) The Deputy Inspector-General is empowered, for good and sufficient reasons, to despatch, for temporary purposes, the whole or any part of the armed reserve of a district to another district or place within his range and in so doing shall report the circumstances to the Inspector-General. In an emergency when it is not possible to communicate immediately with the Deputy Inspector-General, a Superintendent of Police may apply for assistance direct to the Superintendent of Police of a neighbouring district. The Superintendent of Police so addressed or, in his absence, the Senior Police Officer at headquarters should, if the local situation permits, send his armed reserve in anticipation of the orders of the Deputy Inspector-General, informing the Deputy Inspector-General, however, immediately of his action.

The Inspector-General may despatch the whole or any part of the armed reserve of a district to any other district or place in the province.

**17.10. Mobilization of the second reserve.** - The second reserve shall be mobilized only under the orders of the Inspector General. When mobilized its strength shall be the same as that of the armed reserve. The men shall be mobilized by drafts from cities, cantonments, and personal guards, by calling men from leave, calling in orderlies and substituting recruits for men on standing guard duties. (See also rule 17.9(3)).

**17.11. Mobilization of third reserve.** - (1) The third reserve shall be mobilized only under the orders of the Local Government.

It shall be mobilized by the withdrawal of one-third of the sanctioned strength of lower

subordinates from police stations or in such manner as the Inspector-General may otherwise direct.

(2) When considered necessary, and this procedure is sanctioned by Government, chaukidars shall be appointed as special constables to fill the place of the regular police thus transferred from police stations. Chaukidars so employed at police stations may be granted the extra remuneration (if any) specially sanctioned by Government.

**17.12. Equipment on mobilization.** - In all orders for mobilization, detailed instructions shall be issued as to the number of tents required, the description of arms and ammunition to be carried, whether horses are to be taken, and all other necessary details regarding equipment and clothing.

**17.13. Practice parades.** - For purposes of training, Superintendents shall hold, not less than once in three months, practice parades on alarms for fire, outbreaks in jails, etc., and shall take such steps as circumstances may require to render such parades instructive to the police.

**17.14. Outbreaks in jails.** - Detailed orders regarding the action to be taken on the occasion of an outbreak in the jail have been prepared and are required to be maintained and periodically revised in all districts, and Superintendents will be held responsible that these orders are known to the officers chiefly concerned. These orders after being approved and countersigned by the District Magistrate and the Deputy Inspector-General shall be printed.

**17.15. Plans for police dispositions.** - Superintendents of Police are required to maintain among their confidential records copies of approved plans for police dispositions in the event of various kinds of serious disorder, general or local. It is essential that these plans should be kept thoroughly up-to-date and that all gazetted officers and Inspectors at headquarters should be fully conversant with them. In addition, all other officers at headquarters must be fully instructed in the action to be taken by them immediately on the occurrence of an emergency in anticipation of orders from a gazetted officer or Inspector. Deputy Inspectors-General are required to satisfy themselves at their inspections, both formal and casual, that this rule is strictly observed.

**17.16. The ordinary reserve.** - For each district a reserve, known as the ordinary reserve, equal to 16.5 per cent to the total number of constables sanctioned for fixed duties, is provided under the orders of Government to replace casualties, i.e. men on leave other than casual leave, sick, under training as recruits and vacancies. This reserve shall be utilized to its fullest extent.

*Illustration.* - If the number of constables sanctioned for fixed duties is 500, the reserve will be 83 men. If there are 10 vacancies, 15 recruits and 5 sick in hospital, the number of men available for leave is 53. The fewer vacancies, recruits and sick, the larger the number of men available for leave.

The ordinary reserve shall be shown separately in the distribution statement Form 2.1.

All available men of this reserve shall be located in lines.

**17.17. Constabulary messes.** - (1) Superintendents of Police shall make every effort to establish and maintain messes in Lines and in large police stations, particularly in cities and cantonments. These shall be on a co-operative basis. The object of such messes shall

be the provision of meals for lower subordinates at a rate cheaper than that obtaining outside the Lines, etc.

(2) As far as possible such messes shall be managed by the men themselves. Detailed rules, schedules of meals and price lists shall be prepared and hung up in all messes. The rules shall provide for the appointment of managing staff from among the members. Gazetted officers shall take a close personal interest in messes both to encourage their development, to prevent irregularities and keep down prices and shall insist on the maintenance of the highest standard of cleanliness in mess buildings and utensils.

(3) The following accounts forms shall be maintained in Lines messes :-

- (a) Order book in foil and counterfoil, in Form 17.17(3) A. by the Manager who shall order and issue all stores.
- (b) Daily attendance register of Police Mess at \_\_\_\_\_ in Form 17.17(3) B. by the Mess Orderlies.
- (c) Cash Book of Mess Accounts in Form 17.17(3) C. by the Accountant.
- (d) Stock account of articles purchased for Messes in Form 17.17(3) D. by the Accountant.
- (e) Monthly balance sheet showing cost per meal in Form 17.17(3) E. by the Accountant.

The departmental receipt and voucher form shall be used in connection with these accounts.

**17.18. Vegetable gardens.** - Vacant lands attached to Lines may be utilized for the growing of vegetables for constabulary messes. The vegetables shall be sold to messes at a reasonable rate and the proceeds credited to the Lands Fund.

**17.19. Bed-head tickets.** - (1) The Superintendent shall supply for the use of the medical officer in charge of police hospital bed-head tickets in Form 17.19(1).

(2) Every police officer on discharge from hospital shall report himself for duty and make over his bed-head ticket to the Lines officer or, in the case of a police officer treated at a hospital, other than the police hospital, to the officer in charge of the police station concerned. Such officer shall send it to the office of the Superintendent for entry in the hospital sheet.

The bed-head ticket will then be filed in the hospital.

**17.20. Cases of infectious and contagious diseases.** - Cases of infectious and contagious diseases will not be accommodated in Government tents, but in serviceable grass or reed huts erected at a distance from other buildings.

**17.21. Supply of bedding.** - Bedding, hospital clothing, mosquito nets, utensils and comforts required for use in police hospitals are supplied by the medical department. If it shall appear to the Superintendent that the supply of such articles is insufficient or un-serviceable he shall note the fact in the hospital minute book and bring it to the notice of the Civil Surgeon.

**17.22. Payment for special diet.** - When a Head Constable, or Constable in the interests of his health, is ordered special diet by the Civil Surgeon or other medical officer in charge of the hospital, in Form 17.22, which he cannot reasonably be expected to provide at his own expense, the Lines officer shall supply the necessary diet and pay for it out of his permanent advance, keeping a daily account of the expenditure incurred.

The Lines officer shall submit the account, together with all receipts, through the reserve inspector in districts where such an officer is appointed, to the Superintendent periodically.

Superintendents are authorized to pay such account from the contingent grant under sub-head "Miscellaneous". (Punjab Government letter No. 466 (Home), dated 1st February, 1915).

An English and vernacular copy of this order shall be hung up in every police hospital.







**FORM No. 17.17(3)-A**

Police Lines Mess Order Book No. I. _____ Date _____ Name of Shopkeeper _____ Please supply the following articles:- Name of articles. Weight or quantity.  Signature of Manager. _____ Attestation by Duty Officer _____	Police Lines Mess Order Book No. I. _____ Date _____ Name of Shopkeeper _____ Please supply the following articles:- Name of article. Weight or quantity.  Signature of Manager. _____ Attestation by Duty Officer _____
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**FORM No. 17.17 (3)-B.**

POLICE \_\_\_\_\_ DEPARTMENT. \_\_\_\_\_  
 DAILY ATTENDANCE REGISTERS OF POLICE MESS AT \_\_\_\_\_  
 DISTRICT. \_\_\_\_\_

1	2	3	4																				
			1	2	3	4	5	6	7	8	9	10											
			<b>DAILY ATTENDANCE FOR</b>																				
Serial No.	Con- stab- ular No.	Nam- e of mem- ber	Mor- ning	Eve- ning	Mor- ning	Eve- ning	Mor- ning	Eve- ning	Mor- ning	Eve- ning	Mor- ning	Eve- ning	Mor- ning	Eve- ning	Mor- ning	Eve- ning	Mor- ning	Eve- ning	Mor- ning	Eve- ning	Mor- ning	Eve- ning	
			11	12	13	14	15	16	17	18	19	20	21	22	23								
Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning	Mo- rn- ing	Eve- ning		

4-concl'd.								5	6	7	8	9	10		11	12
24	25	26	27	28	29	30	31						AMOUNT RECOVERED			
MONTH OF -----																
ME ni ng	ME ni ng	ME ni ng	ME ni ng	ME ni ng	ME ni ng	ME ni ng	ME ni ng	Total number of meals	Cost per meal	Total Cost charge- able	Balance due for last month (colum- n No. 11 of last (month)	Total	Receipt No.	Amount No.	Balan- ce Due	REMA- RKS

**FORM No. 17.17(3)-C**  
**CASH BOOK OF MESS ACCOUNT**

District \_\_\_\_\_

Month \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Serial No.	Date	Name of receipt and expenditure	Receipt	Expenditure	Balance	Number of receipts issued	Reference to item No. in the stock register	Reference to item No. in the Daily Attendance Register	REMARKS
			Rs. A.P.	Rs. A.P.	Rs. A.P.				

**FORM No. 17.17(3)-D**

DISTRICT \_\_\_\_\_

Stock Account of Articles Purchased for Messes \_\_\_\_\_  
of \_\_\_\_\_ for the month of \_\_\_\_\_

1	2	3	4			5	6	7	8
Serial No.	Date	Order Book	QUANTITY RECEIVED			Total quantity in stock [column (7+4)]	Quantity issued	Balance	REMARKS
			Maundage	Rate	Cost				
						Mds. Srs. Chs.	Mds. Srs. Chs.	Mds. Srs. Chs.	

**FORM NO. 17.17(3) - E**

District \_\_\_\_\_

Month \_\_\_\_\_

**MONTHLY BALANCE SHEET SHOWING COST PER MEAL**

Rs. As. Ps.

1. Total expenditure during the month (Column No. 5 of Cash Book).
2. Add value of the balance of store on the first day of this month
3. Total
4. Deduct - Cost of the balance of stores on the last day of this month
5. Balance
6. Deduct - Cash recovered during the month from -  
(1) Members, and  
(2) Private sales, if any
7. Net expenditure during the month
8. Number of meals
9. Cost per meal

FOOT NOTE No. 1. - The value against item No. 2 above should be arrived at the rates at which the stores were purchased last and of which the balance of stores in hand make a part.

FOOT NOTE No. 2. - The value against item No. 4 above should be arrived at the rates which the stores were last purchased during the month, and of which the stores in hand make a part.

**FORM NO. 17.19(1)**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT

**Police Hospital Bed-Head Ticket**

Departmental No. \_\_\_\_\_ Disease \_\_\_\_\_  
 Rank \_\_\_\_\_ Date of admission \_\_\_\_\_  
 Name \_\_\_\_\_ Date of discharge \_\_\_\_\_  
 Age \_\_\_\_\_ years Result \_\_\_\_\_

Date	Daily particulars	Treatment	Diet

**HEADQUARTERS ESTABLISHMENTS AND RESERVES.**

Date of observation						
Days of disease . .						
Time . .	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.
Temperature . .	. .	. .	. .	. .	. .	. .
Cent.	R F a h r .					
43	R 108	.....	.....	.....	.....	.....
	R 107 R	.....	.....	.....	.....	.....
42	R 106	.....	.....	.....	.....	.....
	R 105 R	.....	.....	.....	.....	.....
41	R 104	.....	.....	.....	.....	.....
40	R 103	.....	.....	.....	.....	.....
	R 102 R	.....	.....	.....	.....	.....
39	R 101 R	.....	.....	.....	.....	.....
	R 100 R	.....	.....	.....	.....	.....
38	R 99 R	.....	.....	.....	.....	.....

	R	.....	.....	.....	.....	.....	.....
37	R 9 8 R	.....	.....	.....	.....	.....	.....
36	R 9 7 R	.....	.....	.....	.....	.....	.....
	R 9 6 R	.....	.....	.....	.....	.....	.....
35	R 9 5 R	.....	.....	.....	.....	.....	.....
Pulse		..	..	..	..	..	..
Respirations		..	..	..	..	..	..

(Standard Form)

**FORM NO. 17.22**

**REQUISITION FOR SPECIAL DIET**

To

THE LINES OFFICER

\_\_\_\_\_

Please supply the following special diet for \_\_\_\_\_ days or until further notice, for the undermentioned Police Officer who is sick :-

Name \_\_\_\_\_

Rank \_\_\_\_\_ No. \_\_\_\_\_

of \_\_\_\_\_ District

Special diet :-

Dated \_\_\_\_\_

} *Signature of Civil Surgeon*

} *Or*

The \_\_\_\_\_ 19 .

} *Senior Medical Officer in charge*

**Note.** - Special diet means diet especially prescribed by the medical officer in the interests of a patient's health which a Head Constable or Constable cannot be reasonably expected to provide at his own expense.

## **Chapter 18**

### ***Guards and Escorts***

**18.1. Standing guards.** - All treasury, tahsil, magazine magisterial lock-up and other sanctioned standing guards shall be furnished from the police lines and shall be relieved at period fixed by the Superintendent.

Policemen shall not ordinarily be kept continuously on standing guard duty for a period exceeding three months without being relieved. The sanctioned strength of each standing guard shall be shown in the distribution statement, Form 2.1.

**18.2. Supervision of standing guards.** - Standing guards of district headquarters shall be under the immediate supervision of the Lines Officer and reserve Inspector. Other standing guards shall be under the supervision of the Officer in charge of the police station within whose jurisdiction they are located.

**18.3. Guard orders.** - Standing orders shall be framed by the Superintendent for each standing guard and a copy of these orders shall be hung up in the guard room.

**18.4. Inspection.** - (1) All police guards at district headquarters shall be visited in every week, once by day and once by night, between the hours of 10 p.m. and 4 p.m. by a gazetted officer unless special circumstances make this impracticable, and once by day and twice by night, between such hours, by the reserve inspector, and twice by day and once by night by the officer in charge of the Lines. Standing orders to this end shall be framed in each district and approved by the Deputy Inspector-General.

(2) Officers in charge of police stations shall, from time to time, inspect the police guards in their jurisdiction.

**18.5. Routine of standing guard.** - (1) The entire guard shall fall in under arms at sunrise in uniform and be thoroughly inspected by the officer in command. 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 a quarter of an hour. After this and up to 6 p.m. in summer and 5 p.m. in winter permission to leave the immediate neighbourhood of the guard for a maximum period of two hours may be given by the officer in charge to not more than one-fourth of the guard at a time. At other hours the entire guard shall be present.

Arms shall be issued at "Retreat," and from that hour till the hours of the morning inspection of the guard they shall remain with the men of the guard, men off duty sleeping with their arms beside them.

(2) Sentries and the next relief for duty shall be in uniform and accoutred day and night. During the day the next relief for duty shall sit outside the guard-room near the sentry.

(3) The officer in command of the guard shall remain in uniform for two hours before dark every day and shall during this time post and relieve all sentries himself. At other hours the sentries shall be relieved by the police officers next for relief without the intervention of the officer in command who shall, however, visit his sentries at least four times during the hours between reveille and retreat and once between each relief during the night. When visiting sentries the officer in command shall be in uniform and accoutred.

(4) When the officer in command is assisted by another officer of or above the rank of

head constable each shall be on duty in uniform during half the day and half the night and all sentries shall be posted by one or the other. In addition sentries shall be visited as prescribed in sub-rule (3) above.

(5) When guards are not relieved daily, four constables shall be allowed for each sentry supplied by the guards. Every sentry shall be relieved after three hours on duty and shall do two turns of duty in the twenty-four hours. In places where it is found possible to relieve guards daily, three constables shall be allowed for each sentry and sentries shall be relieved after two hours on duty. But in such cases no constables may be posted to standing guard duty on two consecutive days.

Personal guards (rule 18.20(1)) shall ordinarily be relieved daily, and in this case sentries shall be relieved after two hours on duty. In cases where personal guards cannot be relieved daily, sentries shall be relieved after three hours on duty - the whole guard being on duty for 9 hours only during the night.

(6) When the guard turns out at night for rounds only, head constables on duty (if any) and the next relief for duty shall turn out accoutred and in uniform; the rest of the guard shall turn out in undress and with their arms. The inspecting officer shall satisfy himself that the proper number is present and that the police officers are fit for duty.

(7) A duty roster shall be maintained for each standing guard in which shall be recorded the rotation of duties and the particular hours of duty of each man of the guard. An entry once made in this duty roster will stand so long at the time and rotation of duties remain the same. Any alteration in the time or rotation of duties will necessitate a fresh entry in the duty roster.

(8) A vernacular copy of these routine orders shall be posted on the order board of every guard governed by them.

**18.6. Treasury guards.** - (1) The ordinary strength of a police guard over a district treasury shall be two head constables and twelve constables, and it shall furnish three sentries. The usual police guard over a tahsil treasury shall be one head constable and four constables, and it shall furnish one sentry.

In districts where the work of treasuries has been taken over by the Imperial Bank of India, the duties of the bank guard are normally to provide a night sentry or sentries but not a day sentry. The guard shall be available, however, to turn out by day on an emergency. See also rule 2.10.

(2) The Superintendent shall record an order prescribing the position of the sentries, and may also require any additional precautions to be taken such as strengthening of fastenings, burning of lights, etc.

(3) The responsibility for the security of the building and its fixtures at a Government treasury rests with the Executive Engineer, and for the security of chests and other treasury furniture, not being part of the building or fixtures, with the officer in charge of the treasury.

(4) A copy of the Executive Engineer's certificate and of the Superintendent's order shall be suspended in a conspicuous place within the strong room.

**18.7. Responsibilities of the guards.** - The police guard shall be responsible that no box containing cash, notes or stamps, is left at night outside the treasury strong-room, and, when the treasury strong-room is secured by windows and doors and there are no solid shutters and doors fastened over them, that bags of coin are firmly secured in the treasure vault or in boxes before the treasury closes for the day. If any such box is left outside the strong-room, or if, in cases where the strong-room is secured by grated windows and doors only, any bags of coin are left out of the vault otherwise than secured in boxes when

the treasury closes for the day, the officer commanding the guard shall at once report the fact to the Superintendent, who shall obtain the orders of the District Magistrate thereon without delay. In the case of tahsil treasuries this report shall be made to the tahsildar and to the senior district police officer present in the station.

**18.8. Admission after business hours.** - No one except the officer in charge of the treasury shall be admitted into the treasury after the work of the district or tahsil office has been closed for the day, without a written order from such officer. The police guard is responsible for seeing that this rule is carried out. Whenever any person enters a treasury after it has been closed for the day the fact shall be specially reported to the Superintendent and an entry shall be made in the police station diary.

**18.9. Opening of double locks to be prevented.** - The police guard shall at all times prevent the opening of the double locks at tahsil treasuries except in the presence and under the authority of the tahsildar or naib-tahsildar, or any officer to whom they are subordinate.

**18.10. Orders to be pasted.** - A vernacular copy of rules 18.6 to 18.9 shall be pasted on a board, with other standing orders, and suspended in a conspicuous place within view of the guard. Orders embodying the same principles, but modified to suit the circumstances of each case, shall be framed for the guidance of Imperial Bank guards.

**18.11. Travelling treasure guards.** - (1) With respect to the duties of police guards supplied to canal, railway, and other officers or persons for the protection of treasure, the following regulations shall have effect :-

- (a) So much of the rules for treasury guards as are applicable shall be followed.
- (b) The guard shall not be available for any other duty except that of escorting treasure.
- (c) When treasure is to be escorted, not less than two police officers shall be sent as such escort.
- (d) When the sum to be escorted exceeds Rs. 200, a head constable shall be sent with as many constables as may be necessary.
- (e) The police shall decline to receive charge of money or notes unless enclosed in a locked box, sealed bag or sealed envelope.
- (f) If money or notes are sent in a locked box and no responsible person is sent in charge of the key, the police may receive the key only if it is enclosed in a sealed envelope.
- (g) It is the duty of the police to guard and not to carry such sums of money.

(2) A copy of this rule and of rules 18.6 to 18.10 shall be supplied to the commander of such guard and shall be shown by him, where necessary, to servants of the department or corporation to which the guard has been supplied.

**18.12. Feeding of persons confined in Magisterial lock-ups.** - Except when by order of Government a special exception has been made and the police have charge of a Magisterial lock-up, the responsibility of the police guard on such lock-up is limited to the safe custody of persons therein confined and the police shall not have charge of the key, and no police officer may be concerned with the feeding of persons confined in a magisterial lock-up.

**18.13. Search and confinement of persons in magisterial lock-ups.** - The rules re-



guarding search and confinement of persons in police station lock-ups - (vide rule 26.3 and 26.4) - apply equally to these lock-ups, except that the District Magistrate's permission shall be obtained to handcuff persons in a magisterial lock-up when it is in an insecure state.

**18.14. Count of prisoners.** - A count is taken every morning and evening by the official holding the keys, of the prisoners in every magisterial lock-up not located within or attached to a jail. At the evening count the number of prisoners in each ward of the lock-up is entered in a lock-up register; this entry shall be initiated, if correct, by the officer commanding the police guard.

**18.15. Guards over prisoners in camp.** - When, on account of a serious epidemic, over-crowding or otherwise, it becomes necessary to move prisoners into camp, the Superintendent of the Jail is authorized to call on the police to provide a guard on the circumference of the camp. All internal watch and ward over the prisoners shall be performed by the jail staff. The Superintendent of Police shall confer with the Superintendent of the Jail as to the position, lay-out and fencing of the camp and shall be entitled to refuse to supply a guard until he is satisfied that in these respects the camp is one for the security of which he can accept responsibility. The Superintendent of Police is also authorized to demand such reasonable notice as is necessary to enable him to provide the guard required by the circumstances of each case. No fixed scale of guard is laid down; this must be decided by the Superintendent of Police according to the nature of the camp, the class of the prisoners in it and other factors. When camps of more than 500 prisoners are to be guarded, the approval of the Deputy Inspector-General to the police arrangements shall be obtained.

**18.16 Temporary insecurity of jails.** - If from any cause a jail becomes temporarily insecure, it is the duty of the Superintendent of the Jail to call on the Superintendent of Police for the supply of such guard as the latter may consider necessary to provide for the safe custody of the prisoners, until the jail is made secure. In such a case the Superintendent shall personally, or by deputy, estimate and supply the guard considered necessary, reporting the matter as soon as possible to the Deputy Inspector-General.

**18.17. Escorts and guards for tours of the Viceroy and the Governor of the Punjab.** - (1) Rules for police arrangements in connection with tours of His Excellency the Viceroy are contained in a confidential pamphlet of instruction issued under the authority of the Central Government, copies of which are in the possession of all Superintendents and other police officers concerned. Confidential instructions of similar scope in regard to the tours of His Excellency the Governor of the Punjab have been issued by the Inspector-General with the approval of the Provincial Government to all police officers concerned.

(2) In the case of tours by His Excellency the Viceroy, the Deputy Inspector-General of the range shall personally control the police arrangements. He shall remain attached to the tour, so long as it is within his range, except during journeys by railway, when the Assistant Inspector-General, Government Railway Police, is responsible. The Deputy Inspector-General is not required to be in personal attendance during the tours of His Excellency the Governor of the Punjab unless his presence is specially ordered, or unless he considers it necessary for particular reasons to take charge of the police arrangements. He shall, however, exercise the supervisory control prescribed in the confidential instructions referred to in sub-rule (1) above, over the arrangements made for such tours by Superintendents.

(3) Superintendents of districts through which His Excellency the Viceroy tours shall remain in personal attendance throughout such tours. They shall be in direct command

of the police arrangements within their jurisdiction, and shall perform such duties as are required of them by the standing confidential instructions and by such orders as may be issued for particular occasions. The same procedure shall be followed in the case of tours of His Excellency the Governor of the Punjab, provided that personal attendance is not necessary in the case of semi-private tours for which no programme is issued, or when His Excellency merely passes without halting through part of a district in the course of a formal tour. If urgent duty requires the presence of the Superintendent of Police elsewhere, he shall arrange, in consultation with the Deputy Inspector-General and the Military Secretary to His Excellency, to place another gazetted officer in charge of the tour arrangements.

(4) When a tour programme necessitates police assistance from outside, the Superintendent of Police of the district immediately concerned, shall submit promptly a statement of the number of extra police required, with an explanation of their necessity to the Deputy Inspector-General of the range.

(5) Except as provided in Part III 1(c) of the confidential instructions regarding police arrangements for the tours and journeys of His Excellency the Governor of the Punjab, the police shall not furnish guards of honour.

**18.18. Viceroy's guard at Simla and Governor's guard at Lahore and Simla.** - (1) His Excellency the Viceroy's guard at Simla shall consist of 1 Sub-Inspector, 6 Head Constables and 37 Constables, or such greater strength as may from time to time be authorized, furnished from the Simla district. It shall be commanded during the summer months by an European Inspector, who is specially sanctioned for the post. The men of the guard shall be of good character and shall ordinarily have not less than five years' service and shall measure not less than 5 feet 7 inches in height and 33 inches round the chest.

(2) The guard for Government House, Lahore and Barnes Court, Simla, shall consist of 1 Sub-Inspector, 3 Head Constables and 26 Constables furnished from the Lahore district. During the summer months this strength shall be divided so as to provide the requisite duties at Barnes Court and also a reduced guard at Lahore.

(3) Standing orders for the above guards, prescribing their duties and providing for their inspection, discipline, training, leave, etc., shall be drawn up by the Superintendents concerned.

**18.19. Public and private arrivals and departures of His Excellency the Governor.** - On all occasions of the public arrival or departure of His Excellency the Governor of the Punjab in or from Lahore, the Deputy Inspector-General, Central Range, Assistant Inspector-General, Government Railway Police and Senior Superintendent of Police, Lahore, shall attend at the station. Private arrivals at Lahore junction station shall be attended by the Deputy Inspector-General, Central Range and Assistant Inspector General, Government Railway Police, if present in Lahore, and by the Senior Superintendent of Police, Lahore, or, in his absence, the senior gazetted police officer available, unless they or any of them are informed by the Private Secretary that their presence is unnecessary. Private departures from Lahore junction station shall be attended by the Senior Superintendent of Police, Lahore, or in his absence the senior gazetted police officer available, unless he received directions to the contrary from the Private Secretary.

The above orders shall, in so far as they may be applicable, govern procedure on similar occasion elsewhere than at Lahore.

**18.20. Personal guards.** - (1) Personal guards doing duty by night only shall consist of one Head Constable and three Constables; Personal guards doing duty throughout the

24 hours shall consist of 1 Head Constable and 4 Four Constables. Personal guards at headquarters shall ordinarily be changed daily and elsewhere not less frequently than once a week.

2. (i) Personal guards at the headquarters of a district shall ordinarily be provided only for the Inspector-General of Police and for the Deputy Commissioner of the district.

(ii) Personal guards at the headquarters of a district shall not ordinarily be provided for an Additional Deputy Commissioner, for a District and Sessions Judge at his personal headquarters, for a District and Sessions Judge on tour or circuit at the headquarters of a district which is included in his charge but is not his personal headquarters, or for any other official who is not specifically declared by these rules to be entitled to such a guard. Under exceptional circumstances, however, and with the prior sanction of the Deputy Inspector-General of Police concerned on each occasion, personal guard may be provided as a temporary measure for any such official, if the Deputy Commissioner and the Superintendent of Police are agreed that the provision of a guard is essential to ensure his personal safety or the safety of Government money or property in his immediate charge.

(iii) When a Judge of the High Court, the Inspector-General of Police, a Financial or Divisional Commissioner, a Deputy Inspector-General of Police, or a District and Sessions Judge is on tour or circuit at any place away from the headquarters of a district, a guard of 1 Head Constable and 4 Constables shall be provided by the Superintendent of police of the district, subject to the receipt of a week's notice in writing stating the period for which the guard will be required. The provision of a guard shall, however, be dispensed with if any of the said officers expresses such a desire provided that the Deputy Commissioner and the Superintendent of Police are agreed that the withdrawal of the guard is consistent with the safety of the official concerned.

(iv) Subject to sub-rule (v) following, a Deputy Commissioner may, if he so desires, take his personal guard with him in camp, but extra men in addition to this guard shall not be provided.

(v) When an officer who is entitled to a personal guard proceeds on duty to the hills, or on leave of any kind including vacation for a period which is likely to exceed 10 days at a time, his guard shall be withdrawn. Personal guards are not intended for the protection of houses or property. For such purposes chaukidars should be entertained.

3. (i) The Superintendent of Police shall provide a personal guard of one Head Constable and four Foot Constables for Hon'ble Ministers of the Indian Union Council and Hon'ble Ministers of the East Punjab throughout the period of their stay in the district, and shall also make such other arrangements as may be necessary in the light of local conditions at the time to ensure their convenience and protection both on the occasion of their arrival, in, and departure from, the district, whether by rail, road or air and throughout their stay.

(ii) If Hon'ble Ministers of the Indian Union or Hon'ble Ministers of the East Punjab reside in special carriages during their halts in the district, the personal guard required to be provided under sub-para (1) above shall be placed over the special carriage.

(iii) The provision of a personal guard shall ordinarily be dispensed with if any Hon'ble Minister so desires, provided that the Deputy Commissioner and the Superintendent of Police are agreed that the withdrawal of the guard is consistent with his safety.

4. When a personal guard is provided in accordance with these rules, quarters for the guard shall be provided at Government expense and it will be the duty of the Superintendent of Police to satisfy himself that the quarters provided are satisfactory from the point of view of hygiene and of safe custody of arms, ammunition and other Government property on charge with the guard. It will also be the duty of the Superintendent of Police to ensure that proper standing orders are drawn up for each guard as required by Police Rules 18.3, 18.4 and 18.5.

**18.21. Command certificate.** - All police sent on duty to other districts shall have a command certificate in Form 18.21 and shall be instructed to report themselves at the police lines, if no place is specially mentioned for their attendance.

As far as may be possible, without unreasonable detention, the services of returning escorts of other districts shall be utilized for escort duty on the return journey.

**18.22. Requisition for the supply of escorts.** - Requisition for supply of police escorts shall give one day's clear notice (excluding Sundays and Holidays) if required for duty within the district and four days' clear notice if required to proceed beyond the district. This is to enable the Superintendent to make arrangements for supplying the guard and to warn Superintendents of the relieving districts to arrange for relief.

**18.23. Arrangements for conveyance, etc.** - (1) All arrangements regarding conveyance, lights, coolies, etc., for conveying prisoners and their baggage, or treasure, shall be made by the department which demands the escort and the police shall not assume the duty of escort unless and until such arrangements have been satisfactorily made. In no circumstances shall police escorts carry jail or prisoner's baggage.

*Explanation.* - The expression "prisoner" or "prisoners" as used in this rule and hereinafter in this chapter, means any person or persons under police escort in custody.

(2) Coolie and transport charges for the baggage of police escorts and other detachments travelling in uniform shall be paid for by the Superintendents of Police, and commanders of such parties shall be responsible for engaging such transport as is necessary, and that men under their command are not allowed to encumber themselves with articles other than their arms and equipment required to be carried on the person.

**18.24. Escorts over treasure by rail.** - The following rules framed by the Government of India (Government of India, Ministry of Home Affairs letter No. 74/49-Police-I, dated 31st March, 1949) govern the escort of treasure by rail:-

**Escort over treasure by rail -**

(i) The Police officer taking charge of a treasure guard travelling by rail will not see the treasure packed at the treasury, but he will see the boxes weighed and satisfy himself that each box is properly secured before it is transferred to the van, and that it is properly placed therein.

(ii) The guard should be accommodated in a brake-van attached to the treasure van or in the end compartment of the carriage next adjoining the treasure-van; and the doors of the compartment occupied by the guard should never be locked.

(iii) The escort officer will wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure and will also wire again enroute if any change in the train has been made or anything has occurred to delay its arrival.

(iv) An officer relieving such a guard will see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature; that the locks are secure; that the seals are unbroken and bear no sign of having been tampered with; and that the locked doors of the van cannot be opened.

(v) The officer-in-charge of such a guard should be provided with a lantern which will burn all night, and should cause a sentry to alight at every alternate stopping place and ascertain that the locks have not been tampered with. During any long stoppage a guard must remain on duty by the door of the treasure-wagon; if there are several such wagons it will suffice to tell of two men, who may stand, one at each end of the wagons.

(vi) In case of a break-down, separating a convoy, the officer-in-charge should separate his party attaching himself to the disabled portion.

(vii) On delivering the boxes at the treasury to which they are addressed he will obtain a receipt for..... bags said to contain coin to the value of Rs..... or for ..... boxes with marks and weights detailed in the invoice said to contain coin or notes to the value of Rs..... if any box be short weight or shows signs of having been tampered with, it should be opened in the presence of the escort officer; otherwise, he should be allowed to return at once.

The form of receipt to be used by a relieving guard should run thus :-

‘Received charge from ..... police officer of ..... District of Railway wagon No. .... said to contain ..... boxes aggregating Rs..... wagon No..... said to contain..... boxes aggregating Rs..... (and so on). The wagons were duly locked and sealed, and one key for each made over;..... receipts to be given by other relieving guards are also acknowledged. The number and contents of each wagon should be detailed in case of a break-down. The receipts should be in English if the police officer is acquainted with that language otherwise in the language ordinarily used by the officer.’

(viii) The escort officer will present the command certificate for examination to the remitting treasury or Bank Officer before the remittance is handed over to him. He should also present it for examination to the treasury or Bank Officer taking charge of the treasure. The latter will satisfy himself that he is taking over the treasure from the officer named in the command certificate and will at the same time check the strength of the escort with that stated in the command certificate, noting any difference that he may find. When all is correct he will merely sign the command certificate.

(ix) Whenever any breach of these rules occurs the officer-in-charge of the guard must insist on the treasure-van being detached from the train and should immediately telegraph the facts to the remitting officer, to his own departmental superior, and to the Traffic Manager of the Railway.

(x) When a potdar accompanies a remittance he is responsible during the whole course of the journey for the contents of the boxes, and the police guard acts as an escort. The potdar will not interfere in any way in the performance by escort of its legitimate duties but he must be permitted to satisfy himself that all necessary precautions are being taken. In the event of damage occurring to a box it is the duty of the potdar to take over any coin that may fall out and to verify the contents and repack the boxes if re-packing becomes necessary. The escort officer must not permit the potdar to be interfered with in the execution of his duties".

**Note.** (1) The Treasury Officer jointly with the police officer who is to travel in-charge, shall superintend personally or by substitute the loading of the vans, and shall hand over to the police officer a memorandum of instructions (in form STR-49), and as many blank receipts as there will be reliefs. The treasury officer shall take a receipt for these documents.

(ii) If the seals on a wagon are broken or bear signs of being tampered with or if wagon has not been sealed it is the duty of the relieving escort officer to insist on the wagon being opened and the number of boxes counted before he gives a receipt to the relieved officer. In such cases the fact of the wagon having been opened and the number of the boxes counted should be endorsed on the receipt.

(iii) Padlocks for securing treasure-van are supplied by the Treasury Officer despatching the treasure.

(iv) Loading and unloading the treasure and providing coolies and carts, etc., is not the duty of the police at any period of the journey.

**18.25. Strength of escort over treasure by railway.** - The following shall be the minimum strength of police escorts over treasure by railway :-

- (a) For each railway van - two Constables and one Head Constable. When more than one van is used, a Sub-Inspector or Assistant Sub-Inspector shall be sent in command of the escort.
- (b) No police escort is necessary in the case of remittances consisting exclusively of copper, bronze and nickel coin when sent by railway from one treasury to another. Remittances partly of silver and partly of copper, bronze or nickel coin will be sent under an escort.
- (c) Two police officers, one of whom shall be a Head Constable, shall be sent as an escort over a consignment of currency notes sent by rail or carriage dak, and if the value exceeds Rs. 50,000 one officer shall be a Sub-Inspector.

**18.26. Position of the escort.** - (1) Parcels containing notes shall be carefully packed in sealed parcels or boxes.

(2) Escorts over notes shall occupy one of the end compartments of a third class carriage, and sit on the end seat. If the notes are packed in a box, such box shall be placed under the seat against the outer planking of the carriage, and the escort shall sit over it. If the box is too large to go under the seat, it shall be placed between the members of the escort, and the Superintendent shall pay the usual charge for the space occupied.

**18.27. Purchase of tickets.** - (1) Government treasure, which term includes species (i.e., gold, silver, copper, bronze and nickel coins), precious articles, bullion, currency notes, current or uncurrent, signed or unsigned, defaced currency notes and Government stamps will be carried by rail as under, subject to the following exception :-

- |  |  |
|--|--|
| (i) Consignments weighing 54 maunds or less on broad-gauge and those weighing 40 maunds or less on metre or narrow-gauge | In brakevans   |
| (ii) Consignments weighing over 54 maunds on broad-gauge and those weighing over 40 maunds on metre or narrow-gauge      | In separate vehicle or in a reserved compartment or carriage |

### *Exception*

Remittances of silver coins and currency notes, and precious articles should always be sent under Police escort. Such remittances weighing between 54 and 81 maunds should be carried in reserved compartments while those weighing over 81 maunds in separate vehicles.

(2) Free conveyance of escorts in 3rd class compartments on the following scale on both outward and return journey will be allowed only when treasure is carried in separate vehicles (other than in reserved passenger compartments or carriages) irrespective of whether the escort returns with or without treasure:-

- (a) One man when the consignment of treasure is over 54 and under 135 mandus.
- (b) Two men when the consignment is from 135 to under 270 maunds.
- (c) Four men when the consignment is 270 maunds or over.

Free tickets in such cases will be issued by the booking clerk immediately after the treasure has been weighed. Such tickets will be stamped "FREE" by the railway authorities when issuing them.

If the escort is larger than that for which free conveyance has been provided, tickets for each extra man will be taken to the destination of the treasure by the officer in-charge of the escort.

(3) When treasure is carried in a reserved compartment or carriage the usual number of fares required for reservation shall be paid for by the officers incharge of the escort as no

free tickets are admissible under such circumstances. When the actual number of the escort exceeds the number of fares paid for the reserved accommodation, additional fares shall be paid for each man in excess. Tickets for the escort in all cases shall be taken to the destination of the treasure.

(4) Tickets issued for the outward journey, whether paid for or free, shall be handed on to each relieving escort.

(5) Members of the escort provided with free tickets for the outward journey are entitled to free tickets for the return journey and shall apply for these free return tickets to the Station Master of the Station where the guard is relieved. For other members of the escort the Lines Officers shall make provision for the return journey before the escort sets out by issuing to the officer in charge of the escort either a railway warrant or the necessary expenses for the journey from the prescribed relieving station. If the escort is not relieved at this station, it will continue with the treasure until relieved, and in that case the expenses for the return journey from the station where the escort is actually relieved to the prescribed relieving station shall be paid by the Superintendent of Police within whose district the escort is actually relieved.

**18.28. Escorts over treasure by road.** - (1) Except within the limits of the Lahore Municipality the following shall be the minimum scale of police escorts over specie in transit otherwise than by rail :-

Description of treasure	Amount of treasure in rupees	STRENGTH OF GUARD			
		Sub-Inspectors	Head Constables	Constables	Number of sentries
	Rs.				
Remittance by usual conveyance up to	5,000	..	1	4	1
Ditto	10,000	..	1	8	2
Ditto	20,000	..	1	10	2
Ditto	50,000	..	2	12	3
Ditto	1,00,000	..	3	16	4
Ditto	4,00,000	.. 1	3	24	6

(2) The minimum scale of police escorts over specie in Lahore between the Railway Station, Currency Office and the Imperial Bank of India shall be two foot Constables per cart load of treasure, provided that -

- (a) the total escort shall never be less than one Head Constable and four Constables;
- (b) there shall be one Head Constable for every 4 carts or less;
- (c) there shall be one Sub-Inspector for every 10 carts.

(3) The foregoing scale of escorts over treasure shall be the minimum escorts sent in charge of the amount specified, but Superintendents shall use their discretion in increasing the protection afforded whenever necessary.

(4) If currency notes are sent by road a sufficient escort shall be sent.

(5) Treasure shall not be carried under escort by motor bus unless the hiring of a whole bus is justified by the number and weight of boxes and the size of the escort.

The minimum escort per bus shall be one Head Constable and six foot Constables. Superintendents of Police shall increase this strength when the value of the treasure to be escorted, local conditions or the nature of the journey are such as to increase the risk of attack.

In the case of the escort for specie, which is bulky and weighs heavy, the use of motor transport will seldom be convenient or economical; for the escort of treasure in the form of currency notes, however, motor transport will often be suitable.

*Note.* - One lakh of full weight rupees weights  $3\frac{1}{4}$  maunds net, and when packed for remittance possibly a little more than 35 maunds.

**18.29. Receipt and guarding of treasure.** - (a) Treasure to be escorted will be packed by the treasury authorities in bags holding Rs. 2,000 each, and, after being sealed, these bags will be placed in pad-locked iron remittance boxes. Each box shall be weighed in the presence of the officer commanding the escort and the number, weight and contents of each box shall be entered in the invoice.

The officer commanding the escort shall see that the boxes or tumbrils are strongly made and securely fastened, and shall sign the receipt at the foot of each copy of invoice as responsible for \_\_\_\_\_ boxes of marks and weights detailed above, said to contain \_\_\_\_\_ coin to the value of Rs. \_\_\_\_\_. If he is ignorant of English he shall fill up the blanks and sign such receipt in the vernacular and a copy of the invoice shall be made over to him.

(b) A sentry shall march alongside each cart and shall keep the carts together.

(c) The remainder of the escort shall march half in front of the leading cart and half in rear of the rear cart.

(d) At each encamping ground the carts shall be parked in a compact square, leaving a narrow path between each line of carts; the bullocks shall be fastened to the front of each cart.

(e) If buoys are attached to treasure chests, the officer commanding the escort shall examine them and point out if the ropes appear likely to sink the buoys; before crossing a ferry by boat he shall see that the ropes are not detached, knotted or entangled while the boxes are on board the boat and that they work freely.

(f) If the treasure is secured by double locks, the officer commanding the escort shall keep the keys of the second lock and the potdar of the first; if there are single locks only the potdar shall keep the keys.

(d) The officer commanding the escort shall be responsible that no box or tumbrial is opened on the journey except in case of damage or accident.

(h) The officer commanding the escort shall march with his escort, shall see the carts parked and the first sentries posted, and shall visit his sentries once by day and once by night in every twenty-four hours.

(i) If the remittance arrives at night, it shall remain in the custody of the police guard until next morning.

**18.30. Use of handcuffs.** - The rules relating to the use of handcuffs are given in Chapter XXVI. In addition, the following orders shall have effect in regard to escorts over prisoners :-

(a) The police officer of highest rank present shall be responsible that the handcuffs fit properly.

(b) If the prisoner is violent and is strong and able to offer considerable resistance, the handcuffs may be coupled behind his back instead of in front of his body.

(c) The police officer in command of an escort over unconvicted prisoners, whether in police or judicial custody, shall be held strictly responsible that such prisoners are not allowed to have their hair, beards or moustaches cropped or in any other way to alter their appearance, so as to make identification difficult, and that they



are allowed no communication with any member of the public, while under the custody of the escort, except on the written authority of a superior police officer or of a Magistrate.

- (d) If it becomes necessary to release one of the prisoner's hands, the handcuff on the other wrist shall not be opened, and adequate precautions shall be taken to prevent escape. The release of one of the prisoner's hands, for any purpose whatever, will be on the responsibility of the officer in charge of the prisoner, and any escape from custody as a result of, or facilitated by, such release of one hand will, except under the circumstances provided for in rule 18.35(2), be regarded as negligence falling within rule 16.37.
- (e) In the case of prisoners despatched by the Jail Department, handcuffs shall be supplied by the Police, but leg-irons shall be supplied by Jail Department.
- (f) The handle of the chain of the handcuffs shall be passed through the belt of the Constable in immediate charge of the prisoner for the time being, and shall remain so, as long as the prisoner is under escort. When such Constable has to be relieved for any purpose, the prisoner shall be secured in the same manner to the relieving Constable. The practice of fastening the chain to a bed while the escort rests or feeds, and all other methods of attachment are absolutely forbidden.

**18.31. Admission of prisoners to Jails.** - Under the rules of the Jail Department prisoners transferred from one jail to another must be received into jail at any hour.

**18.32. Escorts over European prisoners.** - (1) On occasions on which an European soldier may have to be conveyed in custody, before or after conviction by the civil power, an application shall invariably be made to the nearest military authorities for a military escort, unless there are sufficient European police available for the duty. - (*Government of India letter No. 8-4051, dated 17th February, 1881*).

(2) On occasion when Europeans (other than soldiers) have to be conveyed in custody, European police shall ordinarily be utilized, and when necessary may be requisitioned from other districts or the railway for the purpose.

**18.33. Railway accommodation for prisoners.** - When a despatch of prisoners is to be made under the orders of the Jail Department by rail from a headquarter station of a district, it is the duty of the reserve Inspector or lines officer to ascertain two hours before the departure of the train, that the proper description of carriage has been supplied and that all gratings, door locks, etc., are in order. Padlocks, when considered necessary, shall be provided by the police.

**18.34. Transfer of prisoners between Jails.** - The prisoners shall be made over to the police guard after they have been carefully and thoroughly searched in the presence of the jailor and the officer in charge of the police guard. A nominal roll in the usual form shall be made over with the prisoners. The police guard shall be entirely responsible for the safe custody of the prisoners until they reach their destination and are formally made over to the jail officers and a receipt obtained for them. The officer commanding the escort shall satisfy himself that the handcuffs and fetters are in good order, and that they fit properly before he takes them over. If the prisoners are desperate or dangerous, the officer commanding the escort shall be supplied with a chain with two rings and padlock and shall connect all the handcuffs or leg-irons with it.

**18.35. Fetters to be dispensed with in certain cases.** - (1) Under jail regulations every male prisoner under sentence for an offence is required to be handcuffed before being removed from a jail for any purpose, and, when on transfer, is required to be fettered

as well, unless medically certified as unfit on account of age or infirmity. The rule regarding fettering may be relaxed in the case of prisoners classed as "A" or "B" by the convicting court, if the Superintendent of Police is satisfied, after ascertaining the convict's history, that there is no reasonable apprehension of an attempt at escape or rescue. Juvenile offenders are not required to be fettered, but only to be handcuffs when in transit from a jail to the Reformatory School at Delhi.

(2) One handcuff may also be removed from prisoners travelling by rail while eating, drinking or going to the latrine, provided that the number enjoying the concession at any one time shall not exceed half the number of Constables on the escort.

**18.36. Transfer of prisoners by Rail.** - (1) So far as may be practicable, the railway shall be used for the transit of persons escorted in police custody.

(2) A responsible police officer shall be present at the railway station to despatch persons in custody by rail.

(3) Prisoners sentenced to transportation, and other dangerous and notable prisoners, should not be sent by mail trains unless there be exceptional and special reasons for doing so, which should be fully stated in writing.

**18.37. Regulations for transport of prisoners by rail.** - With respect to the kind of railway carriage to be used and the strength of escort to be employed in the transit of prisoners in police custody, the following regulations shall have effect :-

(a) When the prisoners escorted are A and B class convicts and better class under-trial prisoners, normally third class accommodation should be provided, but where suitable third class carriages with proper sanitary arrangements are not available, inter class accommodation shall be allowed. Any A and B class prisoner or better class under-trial prisoner who desires to travel by a higher class may be allowed to do so on paying the extra fares for himself and escort.

A and B class convicts and better class under-trial prisoners shall, when on transfer be taken to and from the station by motor lorry or such other conveyance as may be available. Instructions regarding the use of handcuffs for such convicts and under-trial prisoners are contained in Police Rule 26.22(1) and (2). [The strength of escort in such cases should be equal in number to the prisoners and when there is only one prisoner, the strength of escort shall be atleast two. The escort shall sit on each side of the prisoner and guard the doors.]<sup>1</sup>

(b) When the prisoners escorted are aged, feeble, sick, crippled, women, children, or are accused of minor offences and are not desperate character, or are harmless lunatics or where the number of persons, including the escort, does not exceed five, they may be conveyed in ordinary third class carriages. The ordinary strength of escorts shall be same as in (a) above.

(c) Transportation convicts proceeding out of the province and prisoners of exceptionally dangerous character, who require extra vigilance for their safe custody, shall be conveyed in custody by rail in prison vans. The ordinary strength of escort in such cases shall be one Head Constable and six Constables for each carriage or van, and if more than a single carriage or van is sent a Sub-Inspector shall be sent in command.

When the prisoners are transported by III Class compartment, the strength of escort shall be as under:-

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1. Substituted vide correction slip No 113 dated 25-8--1959

Number of Prisoners	Strength		
	S.I.	H.C.	Constables
1	..	..	2
2	..	..	3
3	..	1	4
4	..	1	5
5	..	1	7
6	..	2	8
7	..	2	9
8	..	2	10
9	..	2	11
10	1	2	14

If the number of prisoners is more than 10 but less than 20 escort should be one Head Constable extra per every 4 Constables and 1 Sub-Inspector extra for every 10 Constables.

- (d) All other prisoners shall be conveyed in third class carriages provided with iron gratings for the windows and iron bars or railings between the compartments. The ordinary strength of escorts shall be the same as in (b) above.
- (e) In the case of prisoners on transfer to the jails of districts in which their homes are situated with a view to their release, the police escort need not exceed the following strength :-<sup>1</sup>

For 1 prisoner	2 Constables
For 2 to 4 prisoners	3 Constables
For 5 to 9 prisoners	One H.C. and 4 Constables
For 10 to 12 prisoners	One H.C. and 6 Constables

- (f) The escort accompanying prisoners by rail shall occupy the position from which the best possible control over the prisoners can be secured, but shall not take up such share of accommodation as will result in overcrowding among the prisoners.

**18.38. Precautions for safe custody.** - (1) If it is necessary to allow any of the prisoners or any of the escort to leave the carriage for purposes of nature, permission shall be given to do so only at stations where the train stops at least ten minutes, and subject to proper arrangements for the safe custody of the prisoners. Whenever it is necessary to remove the prisoners at a station where a change of trains is to be made, or between stations in case of trans-shipment or accident, a portion of the escort shall alight first, and the prisoners, as they alight, shall be marshalled in file. Prisoners shall, as far as possible, be kept apart from other passengers, and no access to or intercourse with them by any person, other than a Magistrate or police officer superior in rank to the officer commanding the escort shall be allowed. When waiting for a train the escort shall form a cordon round the prisoners, if the latter number more than four, the members of the escort shall be allowed to leave their posts only in such numbers as will not reduce the guard over the prisoners to such an extent as to facilitate escape.

1. Substituted vide correction slip No 113 dated 25-8-1959

(2) Except as provided in sub-rule (1) and in case of serious illness, no member of the escort shall leave the carriage except in the performance of his duty.

(3) When a change of trains necessitates a delay of over an hour at any junction, all prisoners shall be taken by their escorts to the Railway Police or local District Station and kept there in the lock-up during the period of waiting. The Assistant Inspector-General, Government Railway Police and all Superintendents of Police will issue orders to their station house officers to receive such prisoners and to give all necessary help to the escorts. The officer detailed under sub-rule (6) below to explain rules to escort shall inform escorts where to take prisoners during halts at the various junctions on the journey.

(4) Escorts are strictly prohibited from accepting gifts of any kind including food from any class of prisoner or a prisoner's friend, relative or sympathizers.

(5) Section 441 of the "Manual for the Superintendence and Management of Jails" says that no prisoner shall, except on transfer from another jail, be admitted into any jail after the hour of lock-up for the night or before sunrise on any day. This implies that prisoners on transfer may be admitted at any time of the day and night and escorts over prisoners on transfer from one jail to another will proceed immediately on arrival at their destination station to the jail and have the prisoners admitted. Escorts over prisoners other than those transferred from one jail to another will on arrival at the station of destination during the night, when prisoners cannot be produced before the officer before whom they are to be produced, confine them in the railway police or local district police station lock-up, until they can be produced before the officer concerned.

(6) Police rules laying down the duties of escorts will be carefully explained to all escorts before they proceed on duty and gazetted officers will select all escorts over special classes of prisoners themselves from among men on whom they can rely to observe orders strictly. Officers in charge of escorts will be particularly instructed not to allow any contact between prisoners and outsiders in any circumstances.

*Note.* - Although this rule deals specifically with the escort of prisoners by rail, it applies *mutatis mutandis* to escorts by all other means of transport.

**18.39. Security and health of prisoners.** - (1) When a police escort travels in a prison van or in a separate compartment to that occupied by the prisoners, two Constables shall be placed on sentry duty over the prisoners, being relieved every two hours.

(2) At every station where the trains stops fifteen or more minutes, the officer commanding the escort shall personally test the window fastenings, see the prisoners are not suffering in health, and arrange for any necessary cleaning of the carriage and the refilling of water tanks and supply of drinking water to the prisoners.

**18.40. Searching prisoners and handing over charge.** - (1) At each relieving station all the prisoners shall be searched in the presense of the senior officer of both the relieving and relieved police escorts and the officers of the Jail Department.

(2) In the case of transfer of prisoners within the province, police officers commanding escorts shall be held responsible that they hand over the iron frames, locks and keys of window gratings to the station master at destination, and that they take receipt; but in the case of transfers beyond the province, such responsibility shall rest with the jail warder accompanying the prisoners. If a frame, lock or key is received in an injured state or is injured by the prisoners on the way, the officer commanding the escort or jail warder, as the case may be, shall report the matter at the end of the journey to the nearest Superintendent of Police who shall explain it to the Chief Commercial Manager. When padlocks, supplied by the police under rule 18.33, have been used, the officer commanding the escort shall hand over the locks in the police lines of destination to be returned to the district

of despatch. If the van or carriage goes outside the province, the locks shall be removed and returned in the same way to the district of despatch.

**18.41. Reservation of rail accommodation.** - (1) If insane persons are sent by railway in police custody, and whenever a party of prisoners and its escort so sent exceeds in number three persons, one or more compartments shall be reserved for such party. - (*Government of India letter No. 1424-311-R, dated 8th April 1879*).

(2) If the prisoners are accused persons being sent by the police for trial, arrangements shall, if possible, be made either to send them so that compartments need not be reserved, or to occupy fully the compartments reserved.

(3) If the escort travels in the same compartment as the prisoners, and the compartment is reserved, the number of persons seated therein shall in no case be in excess of its capacity.

(4) Tickets shall be taken by the original district of despatch for the forward journey of the escort to the railway station of destination of prisoners, irrespective of provincial limits. On occasions, however, when prisoners are dispatched under one escort to various destinations and this escort has to be relieved on route, tickets shall be taken only as far as the relieving station.

(5) In the case of a Punjab Police escort proceeding out of the Punjab or an escort from some province entering the Punjab which has not been relieved at the relieving stations laid down in Appendix 18.49(1), the Superintendent of Police of the district in which the escort is eventually relieved shall advance railway fares to take it back to the recognised relieving station and debit the amount to his Contingent grant. This expenditure shall not be recovered from the province providing the escort.

**18.42. Escorts by road - Responsibility of despatching officer.** - (1) The police officer who despatches an escort over prisoners by road shall be held responsible that a proper and sufficient escort is sent; that, where the escort consists of one or two Constables only, they possess equal or greater physical power to, or than that possessed by the prisoners in their custody, and that proper discretion is used in regard to increasing the escort under special circumstances when the country is disturbed or popular feeling is excited in favour of, or against, the prisoners, or in regard to the offence committed. Prisoners shall not be marched by road in the hot weather between the hours of 10 a.m. and 4 p.m. or in any season when it is raining, or likely to rain, heavily. A and B class convicts and better class under-trial prisoners shall when travelling by road, be taken by motor-lorry or other suitable conveyance.

(2) Police escorts shall on no account be required to carry any property belonging to prisoners. The officer commanding the escort shall take over from the jail or other despatching authority any official documents relating to the transfer, petty cash, whether belonging to prisoners or advanced for the expenses of the journey, keys of fetters, etc., but any property belonging to or necessarily sent with the prisoners shall be transported under arrangements to be made by the despatching authority. The cost of transporting, whether by coolie or otherwise, any such property and the bedding of prisoners shall be recovered from the Jail Department. (See also rule 18.23).

**18.43. Feeding of prisoners.** - (1) Rules for the feeding of persons under police arrest or remanded in police custody are contained in Chapter XXVI. For prisoners under escort between jails and courts the Jail Manual (paragraph 758) prescribes that, when the court to which prisoners are to be escorted is situated at the same station as the jail, the officer in charge of the jail shall be responsible for the supply of the prisoners' food ready cooked. When such court is situated at a distance, the money necessary to purchase food

at the scale prescribed by the Jail Department, shall be made over to the Police officer commanding the escort by the officer in charge of the jail.

(2) Prisoners on transfer are required to be given a cooked meal before starting, and, for a journey exceeding twelve hours, but not exceeding eighteen hours in duration, each prisoner shall receive, before being handed over to the police escort, parched gram and gur, or such other ration as jail regulations may prescribe, to eat on the journey. Police officers commanding escorts shall satisfy themselves that this regulation (paragraph 939, Jail Manual) has been complied with, when taking over prisoners. When the journey on transfer is likely to exceed eighteen hours in duration, money shall be made over to the warder accompanying the prisoners or the officer commanding the escort, as the case may be, by the officer in charge of the jail to enable him to purchase food at the prescribed scale. See also rule 26.27(1).

(3) The police officer to whom money is made over under sub-rules (1) and (2) above shall acknowledge its receipt and, on conclusion of the escort duty shall submit, together with his duty report, an account of his expenditure, supported by detailed receipts or satisfactory explanation of failure to obtain such receipts.

(4) A jail official shall accompany prisoners on transfer when their number exceeds ten. In this case he shall be responsible for all arrangements for food and water. When the prisoners are less than ten, a jail official should see them off at the railway station and will be responsible for seeing that they start with -

- (a) one zinc pail full of water, if the van does not possess a permanent drinking water tank;
- (b) one *lota* full of water for each prisoner;
- (c) one zinc pail full of water at the latrine for cleaning purposes.

In cases where no jail official accompanies prisoners the police officer in charge of the escort shall inform station masters of important stations in advance on the route of any requirements in the way of water, food etc., that may be needed on the journey.

(5) It is the duty of the police officer in charge of the escort to see that prisoners who have not been in jail previously have their food before they are taken to the jail if they are likely to arrive there too late for a meal.

<sup>1</sup>**[18.44. Strength of escorts by road.** - When the prisoners are escorted by road or foot there shall be at least one Constable per prisoner with 1 Head Constable after every ten Constables and one Sub-Inspector after every 20 Constables. In case of one prisoner there shall be two Constables.

Prisoners shall always sleep under shelter which shall be provided where necessary by the Jail Department before the prisoners are taken over.]

**18.45. Escort over prisoners by motor bus or passenger lorry.** - The strength of escorts over prisoners transported by motor bus or other vehicle not specially constructed as a prison van shall be not less than that prescribed in rule (18.37) for escorts over prisoners by rail; provided that, if the circumstances of the journey to be performed are such as to entail danger of rescue or to necessitate special precautions, the strength of the escort shall be increased at the discretion of the Superintendent of Police. In cases where it is necessary to march the prisoners by road between the place of departure or destination and

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1. Substituted vide correction slip No 113 dated 25-8-1959.

the terminus of the journey by motor vehicle, the arrangements prescribed in rule (18.48) for reinforcement shall be followed.

**18.46. Escort for prison vans.** - The strength of escorts over prisoners transported in specially constructed motor prison vans shall be one head constable and three foot constables for each such van.

**18.47. Intimation for the relief of escorts.** - (1) Every Superintendent who furnishes an escort shall send intimation as soon as possible to the Superintendent whose duty it will be to relieve such escort, of -

- (a) the strength of such escort;
- (b) the nature of the duty, that is, the number of the prisoners being escorted or the amount and nature of treasure, etc.
- (c) the mode of transit, the destination;
- (d) the probable date and hour of arrival; and
- (e) the number of handcuffs required.
- (f) whether prisoners are dangerous.

If a letter by post would not give three clear days' notice, such intimation shall be telegraphed, but the strength of the escort need not be telegraphed unless it is abnormal. Intimation shall be in Form 18.47.

(2) In the case of districts in the United Provinces, the initiation, both postal and telegraphic, should be addressed not to the Superintendent of Police but to the Reserve Inspector. Telegrams for him should be addressed "Police Lines".

(3) Reliefs for inter-provincial escorts must always be provided and not refused or withheld on the ground that the men cannot be spared. Compliance with requisitions must be strictly exacted.

**18.48. Reinforcement of escorts.** - As escorts travelling by rail are of reduced strength, an escort of ordinary strength shall escort the persons or property in charge to the railway train, and again from the railway train at the termination of the railway journey. When an escort leaves by train, a telegram shall be despatched by the officer in command of the escort to the Superintendent whose duty it is to provide an escort to guard the persons or property from the railway station where the railway journey terminates, in all cases in which proper arrangements have not been completed before the despatch of such escort.

**18.49. Regulations as to relief of escorts.** - (1) Escorts over prisoners or treasure sent by railway shall not ordinarily be relieved so long as the journey to destination is not of longer duration than 12 hours and is within the province.

(2) When an escort has to be relieved under the above rule, the transfer shall ordinarily be made at a station which is the headquarters of a district, and if possible at a station where a change of railway or train is effected.

(3) The relief guard shall assist the relieved guard to watch the prisoners or treasure during the transfer.

(4) Escorts over prisoners or treasure sent by railway proceeding out of, or coming into, the Punjab shall be relieved at the places shown in Appendix 18.49(4).

**18.50. Authorities for provisions of guards.** - Police shall not be provided as guards,

escorts or for any other duty except as authorized in this chapter or elsewhere in the Police Rules.



**APPENDIX No. 18.48(4)<sup>1</sup>**

Escorts over V.I.Ps. or prisoners or treasure sent by railway out of or into the Punjab shall be relieved at the following stations :-

*(a) Escorts proceeding out of the Punjab :-*

1.	Through Saharanpur to any Railway Station in U.P.	Shall be relieved at Saharanpur if the Punjab escort is proceeding to any Railway Station in the Uttar Pradesh and has not to pass through or to go to Delhi. In case, the Punjab escort is proceeding to any Railway Station in the U.P. through Delhi, it will be relieved at Delhi by the U.P. escort
2.	Through Delhi by the Northern Railway, to any Railway Station in U.P.	The U.P. Police will take over from the Punjab Police at Delhi on the following Northern Railway routes passing through the U.P. (a) Delhi- Ghaziabad-Meerut-Saharanpur (b) Delhi-Ghaziabad-Aligarh
3.	Through Mathura by the Northern Railway and the Central Railway	On the Central Railway (Delhi-Mathura-Jhansi-Bombay route) the Punjab Police will provide the escort up to Mathura and will be relieved there (Mathura) by the U.P. Police.
4.	Through Mathura by the Northern Railway and the Western Railway	On the Western Railway viz., Delhi-Mathura-Bharatpur-Bombay route, the Punjab Police will provide escort upto Mathura and will be relieved there (at Mathura) by the Rajasthan Police
5.	Through Hissar on the Hissar-Siwani-Sadulpur section to any Railway Station Rajasthan	Punjab Escort shall be relieved at Hissar by the Rajasthan escort, if the Punjab escort is proceeding to any Railway Station in Rajasthan on the Hissar-Siwani-Sadulpur section
6.	Through Hanumangarh to (or via) Rajasthan	Rajasthan Police will take over escort at Railway Station Hanumangarh, on the Bhatinda-Hanumangarh section, of the Northern Railway from the Punjab Police
7.	Through Rewari on the Delhi-Ahmedabad line (Meter Gauge)	The Punjab escort would be relieved by the Rajasthan Police escort at Rewari
8.	Through Loharu on the Loharu-Sadulpur-Rattangarh-Bikaner route	Punjab escort would be relieved at Loharu by the Rajasthan escort if the Punjab escort is proceeding to any Railway Station in Rajasthan on the Loharu- Sadulpur-Rattangarh-Bikaner route
9.	Through Loharu on the Loharu-Jhunjhunu-Sika-Reengus-Jaipur route to any Railway Station in Rajasthan	Punjab escort would be relieved at Loharu by the Rajasthan escort if the Punjab escort is proceeding to any Railway Station in Rajasthan on the Loharu-Jhunjhunu-Sika-Reengus-Jaipur route
10.	Through Pathankot to Jammu and Kashmir State	On detraining at Pathankot, the VIP will either have to travel by air or by car. In the former case, the Gurdaspur District Police will escort the VIP by road up to Dhangu airport and in the latter case upto Lakhampur on Gurdaspur J. & K. border, where the escorts will be relieved by the Jammu and Kashmir Police.

*(b) Escorts coming into the Punjab or passing through the Punjab State :-*

1.	Through Saharanpur to any Railway Station in the Punjab on the Saharanpur-Ambala route	The U.P. escort will be relieved at Saharanpur by the Punjab escort, if the former is proceeding from any Railway Station in the Uttar Pradesh and has not to pass through or to come to Delhi. In case, the U.P. escort is proceeding to any Railway Station in the Punjab through Delhi it will be relieved at Delhi by the Punjab escort.
2.	Through Delhi by the Northern Railway to any Railway Station in the Punjab State	The U.P. Police escort will hand over to the Punjab Police at Delhi on the following Northern Railway routes passing through the U.P. (a) Delhi- Ghaziabad-Meerut-Saharanpur (b) Delhi-Ghaziabad-Aligarh
3.	Through Mathura by the Northern Railway and the Central Railway to any Railway Station in the Punjab	On the Central Railway (Delhi-Mathura- Jhansi- Bombay) route the Punjab Police will take over from the U.P. escort at Mathura

1. Appendix Substituted vide Correction slip No 112 dated 22-7-1959

4.	Through Mathura by the Northern Railway and the Western Railway to any Railway Station in the Punjab State	On the Western Railway (Delhi-Mathura- Jhansi-Bombay) route the Punjab Police will relieve the Rajasthan Police escort at Mathura
5.	Through Hissar on the Sadalpur-Siwani-Hissar Section to any Railway Station in the Punjab State	The Punjab State will take over from the Rajasthan Police escort at Railway Station Hissar on the Hissar-Sadalpur section
6.	Through Hanumangarh (or via Rajasthan) to any Railway Station in the Punjab State	The Punjab Police will take over at Railway Station Hanumangarh on the Bhatinda-Hanumangarh section of the Northern Railway from the Rajasthan Police
7.	Through Rewari on the Delhi-Ahmedabad line (Meter Gauge) to any Railway Station in the Punjab State	The Punjab Police would relieve the Rajasthan Police escort at Rewari
8.	Through Loharu on the Loharu-Sadalpur-Ratangarh-Bikaner route, to any Railway Station in the Punjab	Rajasthan escort would be relieved at Loharu by the Punjab Police escort, if the former is proceeding to any Railway Station in the Punjab on the Loharu-Sadalpur-Ratangarh-Bikaner route.
9.	Through Loharu on the Loharu-Jhunjhunu-Sika-Reengus-Jaipur route to any Railway Station in the Punjab State	The Punjab Escort would relieve Rajasthan escort at loharu, if the latter is proceeding to any Railway Station in the Punjab on the Loharu-Jhunjhunu-Sika-Reengus-Jaipur route
10	Through Pathankot from Jammu and Kashmir State	The VIP will either travel by air or by car to Pathankot. In the former case, the Gurdaspur District Police will escort the VIP by road from Dhangu airport upto Pathankot Railway Station. In the latter case, the Gurdaspur District Police escort will take over from the J. & K. Polie at Lakhanpur

**FORM NO. 18.21**

POLICE DEPARTMENT \_\_\_\_\_ DISTRICT  
 COMMAND CERTIFICATE OF AN ESCORT O AN ESCORT PROCEEDING IN  
 CHARGE OF \_\_\_\_\_ TO \_\_\_\_\_

1	2	3	4	5	
Strength of Escort	Nos	Name of officer in command	Nature of duty	Mode of transit and where to be relieved	Note of special orders
Gazetted Officers ..					
Inspectors ..					
Sergeants ..					
Sub-Inspectors ..					
Assistant Sub-Inspectors					
Head Constables { Mounted					
{ Foot					
Constables { Mounted					
{ Foot					
Total ..					

(Standard Form)

Reports of arrival and of relief to be noted on reverse.

DISTRICT POLICE OFFICER :

The \_\_\_\_\_ 19

*Superintendent of Police*

**FORM NO. 18.47**

POLICE

19 .

DEPARTMENT

**APPLICATION FOR RELIEF OF ESCORT**

FROM

*Superintendent of Police,*

To

*Superintendant of Police,*

Dated \_\_\_\_\_

No. \_\_\_\_\_

Received \_\_\_\_\_

Informs him that an escort of the following strength -

Number

Inspectors	..	..	..
Sergeants	..	..	..
Sub-Inspectors	..	..	..
Assistant Sub-Inspectors		..	..
Head Constables	{ Mounted	..	..
	{ Foot	..	..
Constables	{ Mounted	..	..
	{ Foot	..	..
Total	..		

will leave this district in charge of \_\_\_\_\_ to proceed to \_\_\_\_\_ and travel by \_\_\_\_\_

*Superintendent of Police*

(Standard form.)

## **Chapter 19**

### **Training and Examination**

**19.1. Importance of training.** - Successful police work depends very largely on each individual officer acting correctly on his own initiative. The police force of a district or province can be compared to an intricate machine the efficiency of one cog of which may mean in some important instance the inefficiency of the whole. It follows, therefore, that the training of each individual officer to do the work allotted to him is of the highest importance.

Superintendents of Police shall give their attention to the training of all officers and men serving under them. The object of such training shall be to inculcate in police officers habit of physical health, activity, discipline, self-reliance, observation, punctuality, sobriety, courtesy and straight-forwardness of dealing in the execution of their work as also a knowledge of the technical details of the work required of them. Training shall be a continuous process carried on in the course of work. All gazetted officers and upper subordinates are responsible that junior officers serving under them are given instruction and opportunities of acquiring experience of as many branches of police work as possible. Officers are required to communicate instruction received at the Police Training School and elsewhere to other officers serving under them.

**19.2. Training of recruits.** - (1) Except in exceptional circumstances, which shall be reported to the Deputy Inspector General of the range, recruits shall not be passed into the ranks until they have undergone six months' training and instruction.

(2) The following training and instruction shall be given to recruits :-

- (a) A course of drill and instruction on the lines laid down in Chapter I of the Police Drill Manual, Punjab, 1929. A separate programme and time-table shall be made out for each squad of recruits and shall be kept to throughout the course.
- (b) A course of instruction in the headquarters lines school as laid down in rule 19.10.

**19.3. Examination of recruits.** - (1) At the completion of the training laid down, recruits shall be examined on parade by a gazetted officer or reserve inspector in each of the subjects taught in the course mentioned in rule 19.2.(2)(a) and marks awarded.

(2) An officer shall be appointed by the Superintendent of Police to examine recruits in each subject taught in the headquarters lines school.

The list of recruits examined according to this rule, together with the marks awarded, shall be forwarded to the Superintendent of Police who shall decide in the case of the first examination whether the men shall be passed, discharged under rule 12.21 or given further training. As regards the second examination he shall ordinarily discharge a recruit under rule 12.21, grant him a certificate of education of the 1st or 2nd class to be inserted in his character roll or remand him for a further period of instruction.

A certificate of education of the 1st class shall mean that the recruit is sufficiently educated to enable him to learn the duties of an assistant clerk of a police station. A certificate of education of the 2nd class shall mean that the recruit is able (1) to read and write simple Urdu sentences; (2) to tell the time on a clock; (3) to read Roman figures and numerals and to do very simple sums of addition, subtraction and division. In cases in which recruits are illiterate or nearly so Superintendents of Police may pass them into the ranks without a certificate of education when they are above the average standard in other respects.

**19.4. Training while in reserve.** - On his passing into the ranks under rule 19.3 a recruit shall ordinarily be included in the first armed reserve in accordance with rule 17.9(2). During the further six months he remains in the reserve the recruit will be required to continue his education in the headquarters lines school.

**19.5. Further training of Constables.** - (1) The fact that a recruit has been passed into the ranks under rule 19.3 shall not be taken to mean that he is a fully trained Constable. A Constable under three years' service is at any time liable to discharge under rule 12.21. During the whole of this period he shall be kept under close supervision and reported on at intervals of six months in Form 19.5(1) by the Sub-Inspector or Inspector under whom he is working through his gazetted officer to the Superintendent of Police.

The orderly Head-Constable shall maintain a list of Constables under three years' service. He shall submit the name of each man a month before he is due for confirmation to the Superintendent together with his personal file which shall contain the form 19.5(1) referred to in this rule.

Gazetted officers are expected to make themselves acquainted, as far as possible, with the characters and careers of all Constables under three years' service and shall be responsible that the names of men unlikely to make efficient police officers are brought to the notice of the Superintendent.

(2) On being transferred from the lines after completion of his training in the first reserve, a Constable under three years' service shall be instructed in the practical duties of a Constable by the Inspector or Sub-Inspector under whom he is serving. He shall be sent out of beat, patrol, traffic and other duties with a selected senior Constable who shall be made to feel his responsibility for the instruction of the younger man.

**19.6. Annual training of Constables.** - (1) Every Constable posted at a police station, or out-post, shall be called into lines annually for one month's training in drill and instruction in the headquarters school. He shall be examined by a gazetted officer or reserve inspector before returning to his police station. Any Constable failing to satisfy the officer holding this examination shall be retained in lines for a further period of one month, his police station sending no Constable in his place.

(2) Constables transferred to lines for training under this rule shall not be employed on other duties except in emergencies.

(3) During this course particular attention shall be paid to the following matters :-

- (a) The general smartening up of each Constable by attention given to the manner he wears his uniform and a short course of physical training if he is not over 35 years of age.
- (b) A short course of squad drill and musketry instruction.
- (c) The Constable shall be put through the annual musketry course with the .410 musket laid down in the Police Training School Manual.
- (d) A refresher course of elementary law and procedure at the lines school.

**19.7. Fatigues by recruits.** - (1) Recruits shall not be employed on fatigue duties in the lines, except general fatigues on which all men off duty are employed, or in emergencies, when no other men are available. In this and other respects the greatest importance shall be attached to the recruits' training not being interfered with and to his getting reasonable hours for rest and recreation. But such fatigues shall in no case be permitted to interfere with the attendance of any recruit at the headquarters lines school or his appearance on parade.

(2) When necessary, recruits may be posted in turn as unarmed sentries on their barrack rooms.

(3) The employment of recruits for fatigue purposes at officers' bungalows or quarters, or as orderlies to officers, is strictly prohibited, and Deputy Inspectors-General at their inspections shall insist on the strict observance of this rule.

**19.8. The headquarters lines school.** - In every district a headquarters school shall be established in the lines under the charge of a suitable Assistant Sub-Inspector. This Assistant Sub-Inspector shall be designated head instructor and shall ordinarily be posted to this duty for not less than one year. He shall be responsible under the general supervision of the Lines officer or reserve inspector that the school functions regularly according to the programmes and time-tables made out by the gazetted officer in charge of the lines or the reserve inspector.

**19.9. Lines school classes.** - The school shall be divided into two main portions for literate and illiterate Constables. If there is a large number of men under instruction these may be further sub-divided into classes according to the educational standards of the men. The highest class of all shall consist of recruits who have studied up to the Entrance Examination of the Punjab University or any higher examination. These recruits shall be employed as assistant instructors and put in charge of classes of illiterate or semi-illiterate Constables for the teaching of reading, writing and arithmetic. The time-tables shall be so arranged that those recruits acting as assistant instructors may receive instruction in professional subjects and general intelligence training. Good work done in the school by recruit assistant instructors may be rewarded according to the discretion of the Superintendent of Police.

**19.10. Lines school syllabus.** - The following subjects shall be taught in the headquarters school :-

1. Illiterate Constables and recruits -
  - (a) Elementary reading, writing and arithmetic in Urdu;
  - (b) Roman letters and numerals;
  - (c) Elementary law and procedure as it affects the Constable;
  - (d) General duties of the Constable, especially as regards his specific duties on beat, patrol and traffic duty; his relations with the public, the serving of processes; the carrying out of searches; the proper method of describing a person; the various numbers and marks on motor and other vehicles and how to read the clock and distinguish colours;
  - (e) Matters of departmental discipline;
  - (f) Lessons in "observation" by means of practice in tracking and by methods employed by the Pelman Institute and the Boy Scout Association.
2. Literate Constable and recruits -
  - (a) Elementary law and procedure;
  - (b) General duties of the Constable especially as regards his specific duties on beat, patrol and traffic duty, his relations with the public; the serving of processes; the carrying out of searches; the proper method of describing a person; the various numbers and marks on motor and other vehicles and how to read the clock and distinguish colours;
  - (c) Police Rules;

- (d) Practical police work on the lines of lecturers to the Lower School of the Police Training School, but of a more elementary nature;
- (e) Lessons in "Observation" by means of practice in tracking and by methods employed by the Pelman Institute and the Boy Scout Association.

**19.11 Participation of officers in instruction.** - (1) As far as possible gazetted and non-gazetted officers at headquarters shall be employed to lecture and teach in the headquarters school. A programme shall be drawn up by the Superintendent of Police specifying the officers who shall lecture and the days and subjects allotted to them. With the help of this programme the gazetted officer in charge of the lines shall make out programmes and time- tables for the various classes detailed in rule 19.10.

(2) In instructing at the headquarters schools officers shall bear the following principles in mind :-

- (a) All matters taught should be in strict relation to duties which have to be carried out by Constables and Head Constables.
- (b) Recruits will learn most easily by practical illustration and demonstration.
- (c) Until the most elementary matters are mastered it is useless going on to more advanced subjects.

**19.12. Employment of teachers of the education department.** - When circumstances permit teachers at primary schools may be employed in their spare time to teach illiterate Constables and recruits in the headquarters school. These teachers may be suitably remunerated from the grants of Superintendents for "Rewards to private persons".

**19.13. Training of selected Constables.** - (1) With the object of selecting suitable Constables for admission to list A (rule 13.6) Constable with 1st Class certificates of education shall be given further training as follows, as soon as possible after passing their recruits course :-

- (a) They shall be posted to clerical duty at headquarters under responsible supervision, i.e., they should be posted to either supernumerary or minor posts in the vernacular office, or to work under the orderly Head Constable or the reader, or to the office of a headquarter police station or to clerical duty in the lines. The object of this posting is to test the Constable's industry and intelligence and his capacity for the work of an office.
- (b) While posted as above, they shall attend the headquarters school for two hours daily, at times to be fixed so as not to interfere with the official office hours. At the school they shall be taught the rudiments of law and police rules and shall receive lectures from selected officers on varied subjects connected with the duties of a police Constable.

(2) The period of training prescribed above shall last from two to three months. At the end of that period the prosecuting Inspector, or other officer under whose supervision an educated Constable has been posted for part (a) above shall report in form 19.5(1) as to his progress, and the estimate which has been formed of his industry, intelligence and character. An examination shall be held by a gazetted officer or, if one is not available, an Inspector, to test the results of the course prescribed under (b) above. This examination shall be partly written and partly oral and shall be aimed at testing the intelligence of the examinees in applying what they have been taught to practical conditions. The officer conducting the examination shall add to the report, submitted on each Constable in respect of part (a), his own estimate of the man's ability. These reports and the results of the examination shall then be submitted to the Superintendent for orders. In making his decision the Superintendent shall be guided by the consideration that the training which will automatically follow from the admission of a Constable to list A has as its object the

production of a man fitted for the rank of Head Constable. No man should be held to have passed the tests prescribed in this rule unless, in addition to having given proof of education sufficient to enable him to take the lower school course at the Training School, he has performed the ordinary duties of a Constable at a police station for at least six months, and is judged likely on general grounds to be fitted, after further training, to command, instruct and exercise responsibility as a Head Constable.

**19.14. Preliminary training of candidates for the lower school at Phillaur.** - The selection of Constables made under rule 13.7 shall be made at least three months before the men are due at the Police Training School. It shall be made after the men competing have been called into lines and put through a short "refresher" course of drill and instruction in the headquarters school, at the end of which they shall be examined in competition. After regard has been had to those candidates nearing the age limit, selection shall be made, as far as expedient, according to the result of this competition. The men selected shall be posted to police stations as Assistant to station clerks or on similar duty until they are due to be sent to the Police Training School.

**19.15. Cancelled.**

**19.16. Cancelled.**

**19.17. Training of trackers.** - In order to maintain an adequate supply of skilled trackers in the force, efforts should be made to select police Constables with an aptitude for the work and attach them to a police officer, who is a professional tracker, for practical instruction. Such of the elements of tracking as can be learnt from text books - such as those used by the Boy Scout Association - should be taught in headquarters school; arrangements should be made for practical instruction and tests under the guidance of a professional tracker or of an instructor who has qualified by the methods of the Boy Scout Association or other similar organisation.

**19.18. Instruction of recruits on first joining.** - The chief drill instructor and Lines school-master shall be responsible for instructing all recruits within the first month of their service in the purport of Section 7 of the Police Act, under which they are appointed, the general and special obligations of their service and the penalties to which they are amenable under the Police Act and Police Rules. Especially in the case of uneducated recruits this instruction shall be given in general terms and in the simplest language, but it is essential that all newly appointed police officers should have received, prior to the preparation of their character rolls under rule 12.29, sufficient instruction to enable them to appreciate the purport of the agreement which they are then called upon to sign.

**19.19. Staff of drill instructors.** - In each district a competent staff of drill instructors shall be maintained. No Constable or Head Constable shall be employed as a drill instructor for a longer period than two years at a time with an interval of at least one year in between. In districts where two drill instructors are sanctioned for lines there shall be at least four trained instructors in the district and in other districts this proportion shall be maintained.

**19.20. Training of drill instructors.** - (1) There shall be two courses each year for drill instructors at the Police Training School -

- (1) From 1st April to 15th August.
- (2) From 1st October to 15th March.



Superintendents shall personally select smart literate Head Constables and Constables of good moral character and physique, who possess an aptitude for drill, to attend this course. Constables selected shall be such as are considered by the Superintendent likely to become efficient Head Constables for general police duty purposes. Before deputing men for training in the drill instructors course they shall be tested and certified to have reached the following minimum standard of athletics :-

- (a) 100 yards in 13-2/5 seconds.
- (b) High Jump 4 feet.
- (c) Long Jump 15 feet.

Should no men of the above standard be available in any district the Superintendent shall apply to the Deputy Inspector-General for a man to be transferred from another district either before or after training.

(2) A refresher course for trained drill instructors is held at the Police Training School from January 3rd to February 16th and from May 1st to June 15th each year.

**19.21. Physical training instructors.** - The Principal of the Police Training School, in returning men of the drill instructors class to their districts, shall indicate in his report men whom he considers likely to make good physical training instructors. Such men may be returned to the Police Training School for the physical training course which shall be held from 1st November to 23rd December each year.

Should any district have no suitable candidates for this course the Superintendent shall apply to the Deputy Inspector-General for a man to be transferred from another district either before or after training.

<sup>1</sup>**[19.22. Drill and Physical training at the Police Training School.** - (1) - The Principal, Police Training College, may retain for service at the College any Head Constable or Constable deputed from districts for training under rule 19.20. Without the approval of the Inspector-General no drill or physical training instructor may be retained for service at the College for more than three years at a time, there being an interval of at least one year before he is again so employed. The Principal, Police Training College, Phillaur, is empowered to admit Drill Instructors, Physical Training Instructors, Riding Instructors [and Driving Instructors]<sup>2</sup> posted at the Police Training College, Phillaur, Recruits Training Centre, Jahankhelan and Recruits Training Centre, Bahadurgarh directly into the lower school course, in the Police Training College, Phillaur, after they have served for a minimum period of three years in any one or more of the aforementioned three Police Training Institutions, provided they are sufficiently educated and their service in these institutions has been satisfactory.

(2) All promotions of drill and physical training instructors made at the school shall be temporary and all such men shall revert to their substantive ranks on return to their districts. Drill Instructors returned from the Phillaur Drill Staff should not be employed, even temporarily, as Drill Instructors in districts without the sanction of Range Deputy Inspectors- General of Police.

(3) All lower subordinates employed as drill and physical training instructors at the Police Training School shall be shown on the promotion lists A, B or C of their districts as "Seconded to the Police Training School." They shall be considered equally with other men of their districts for promotion. For this purpose the Principal, Police Training

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1. Substituted vide Punjab Government Notification dated 12.8.1981.

2. See Punjab Government Notification dated 14-7-1982.

School, will furnish an annual report in form 19.22(3) on all drill and physical training instructors to the Superintendents of the district concerned. In the case of upper subordinates confirmed as such, these reports shall be submitted to the Deputy Inspector-General of the range from which the men were deputed to the Police Training School for inclusion in their personal files.

**19.23. Selection of drill and physical training instructors for Police Training School.** - Drill and physical training instructors trained at the Police Training School will, on passing their courses, be included in a list to be maintained by the Principal, Police Training School. This list will show their qualifications, and remarks as to whether they are considered fit for employment as instructors at the school shall be added by the Principal.

On vacancies occurring on the staff in consequence of rule 19.22 above, these shall be filled by selection from successful students of the drill instructors class or from the list maintained under this rule.

**19.24. Training of buglers.** - In districts where local arrangements with regiments cannot be made, Superintendents of Police may depute suitable recruits under the age of 19 to the Police Training School for training as buglers. Before sending such recruits for training, however, efforts shall be made to ascertain that they have the makings of a bugler.

**19.25. Training of upper subordinates.** - (1) Inspectors, Sub-Inspectors and Assistant Sub-Inspectors, who are directly appointed, shall be deputed to the Police Training School to undergo the course of training laid down for such officers in the Police Training School Manual and are liable to discharge if they fail to pass the prescribed examinations or are badly reported on.

(2) On successfully completing the course at the school, upper subordinates will be posted to districts for practical training. The following programme of instruction shall be followed :-

COURSE A. - Prosecuting Inspector's work -

- (a) Maintaining registers.
- (b) Checking challans.
- (c) Making a police brief.
- (d) Working as assistant prosecuting inspector.
- (e) Working as assistant prosecuting inspector in the Sessions Court.
- (f) Personally prosecuting cases.

COURSE B. - Police Lines -

- (a) Working as orderly head constable, keeping up files and registers and doing the actual work of the orderly head constable.
- (b) Reserve inspector's and Lines Officer's duties, doing the actual work.

COURSE C. - Office of Superintendent -

- (a) Working as assistant clerk in English office.
- (b) Working as record-keeper.
- (c) Working as return-writer.
- (d) Working as assistant reader to Superintendent.
- (e) Working as assistant accountant.

COURSE D. - Training at a Police Station -

- (a) Working as station clerk for two months.
- (b) Assisting in the investigation of cases and learning the duties of officer in charge of a police station under the immediate supervision of the officer in charge of such a station for a period of six months.
- (c) Working as additional investigating officer in a police station for one year, or, in the case of an inspector, as additional district, city or reserve inspector.

Officers undergoing courses A, B and C shall attend all parades in lines.

(3) Ordinarily course A shall last for 3 months, courses B and C and 6 weeks each and course D for the remaining probationary period. Directly appointed upper subordinates will thus be under training for 3 years before they are confirmed.

(4) On the completion of each course the probationer shall be examined by the Superintendent, who shall satisfy himself that the officer has obtained efficiency before allowing him to commence another course, and a concise report regarding the progress made shall be submitted to the Deputy Inspector-General in Part IV of form 19.25(5).

(5) On the termination of the prescribed period of probation the Superintendent shall submit, to the Deputy Inspector-General for final orders the full report required by Form 19.25(5) on the probationer's working and general conduct, with a recommendation as to whether he should or should not be confirmed in his appointment. In the case of inspectors such reports shall be forwarded to the Inspector-General.

The progress and final reports shall be filed with the character rolls of the officers concerned.

**19.26. Training of Prosecuting Sub-Inspectors.** - (1) (i) Directly appointed Prosecuting Sub-Inspectors shall be on probation for a period of three years. They shall normally be appointed in the end of February or the beginning of March and shall be deputed to attend the 12 months Prosecuting Sub-Inspectors course at the Training School commencing from the 15th March each year.

(ii) Officiating Prosecuting Sub-Inspectors directly appointed against temporary or deputation vacancies will also be deputed to attend this Prosecuting Sub-Inspectors course at the Training School as soon as possible after appointment.

(iii) With the sanction of the Deputy Inspector-General of Police or Assistant Inspector-General, Government Railway Police, Assistant Sub- Inspectors and Sub-Inspectors with not more than six years' service in that rank and with a thoroughly good knowledge of English, which must be spoken and written fluently, may be permitted to attend the Prosecuting Sub-Inspectors' Course at the Training School along with the directly appointed Prosecuting Sub-Inspectors with a view to qualifying for employment as Prosecuting Sub- Inspectors.

No police officer shall be deputed to the Training School for undergoing the Prosecuting Sub-Inspectors' Course who, apart from possessing the necessary educational qualification, does not possess a thoroughly good reputation for honesty and general character, and who has not shown himself to be capable investigating officer.

(2) Training at the School shall be given in -

**COURSE OF TRAINING**

- (a) Drill (all subjects except Musketry).
- (b) Equitation.
- (c) Revolver firing.
- (d) Delivery of an opening address.

- (e) Local and Special Laws.
- (f) Medical Jurisprudence.
- (g) The Finger Print System.
- (h) Police Rules.
- (i) Scientific Aids to Investigation.
- (j) Plan Drawing.
- (k) Preparation of Memoranda, drafting of appeals and revisions, etc.
- (l) Evidence Act.
- (m) Indian Penal Code and Criminal Procedure Code.
- (n) High Court Rules and Orders, Volume III.

**Practical training of directly appointed Sub-Inspectors.** - (3) On successfully completing the course at the School, directly appointed Prosecuting Sub-Inspectors will be posted to rural police stations for six months' practical training under experienced selected Sub-Inspector, after which they will work for 1½ years as Prosecuting Sub-Inspectors. On the conclusion of this period, provided they have given satisfaction, they shall be confirmed in their appointments. Their confirmation shall, however, depend on the reports received from the Principal, Police Training School, and from the Superintendent of Police of the district to which they are posted. The Principal shall make a report on the capacity and character of each officer as evidenced by his conduct while under training at the School, and the Superintendent of Police shall submit half-yearly reports showing his progress in practical work.

(4) In the case of officers who are appointed officiating Prosecuting Sub-Inspectors against temporary or deputation vacancies and are subsequently absorbed in substantive vacancies the Inspector-General of Police may, by special order in each case, permit periods of officiating service as Prosecuting Sub-Inspector to count towards the period of probation provided the courses of training and the examinations prescribed in rule 19.28 have been undergone and passed.

**19.27. Training of European Inspectors and Sergeants.** - (1) European and Anglo-Indian Sergeants and Inspectors appointed under rule 12.4 shall be on probation for three years. As soon as possible after appointment they shall be deputed for training in the upper school at the Police Training School and shall go through the six months' course prescribed in the Police Training School Manual. Any probationary Sergeant or Inspector failing to pass his examination, or who may be adversely reported on by the Principal shall ordinarily be discharged. Reports shall be submitted half-yearly in from 19.25(5) by Superintendents of Police or the Assistant Inspector-General, Government Railway Police, on all such probationers serving under them, to the Inspector-General who will discharge any officer who proves to be unsatisfactory.

(2) There shall be a refresher course for three months from the 1st October at the Police Training School for senior sergeants seeking to qualify for the rank of Inspector. The course shall be a practical and specialist one and on the lines of the gazetted officers' course, the intention being to turn out good investigating and controlling officers, and shall include a sound grounding in the accounts chapter of the Police Rules.

Ordinarily all Sergeants shall pass this course before admission to list F (rule 13.15).

Selections for this course will be made by the Inspector-General of Police about three months before the course is due to begin, to enable selected officers to read their law and rules before proceeding to Phillaur.

**19.28. Prosecuting Sub-Inspectors' Examination.** - (1) The Prosecuting Sub- In-

spector examination will be held annually at the Police Training School at the end of the normal school year, i.e., in February or March. Officers must satisfy the Principal that they have attained a sufficiently high standard in Drill, Equitation and Revolver Firing in addition to obtaining the requisite percentages in the tests detailed in paragraph (3) below.

(2) The examination will be conducted by the Board assembled for the examination of the Upper School.

(3) The tests prescribed for Prosecuting Sub-Inspectors are given in the following table, which also shows the time allowed and the marks obtainable:-

Sl. No.	Subject	Time allowed	Marks obtainable
1.	(a) Reading a Police file and challan of a case and preparing notes for an "opening speech" followed by (b) An opening speech in English of not less than 10 minutes or more than minutes ¼ hour's duration before the Examining Board	5 hours 10-15 minutes	100
2.	General Paper No. 1 consisting of ten questions involving a detailed working knowledge of all Acts and Rules normally used in Police work (No books allowed)	3 hours	200
3.	General Paper No. 2 similar to General Paper No. 1 but including more intricate questions (Books including, commentaries allowed).	3 hours	200
4.	Medical Jurisprudence (8 questions)	2½ hours	150
5.	Finger Print Bureau Manual, Parts I and II including comparison of finger prints) (10 questions)	3 hours	200
6.	Police Rules, Volumes I and II (10 questions)	3 hours	200
7.	Police Rules, Volume III (10 questions)	3 hours	200
8.	Scientific Aids to Investigation (5 questions and Practical test)	3 hours	160
9.	Plan Drawing	3 hours	100
10.	Preparation of Memoranda, Drafting of appeals and revision, etc.	Tests during Training	200

Tests 1, 2, 3, 6 and 7 will be held by the Board of Examiners. The remaining tests will be held by the Principal.

(4) Candidates who obtain 50 per cent marks in each subject and 60 per cent in the total aggregate shall be held to be qualified for employment as Prosecuting Sub-Inspectors. Those who obtain 60 per cent in each subject and 70 per cent in the total aggregate shall be considered to have passed with credit. A Prosecuting Sub-Inspector may not be promoted to the rank of Prosecuting Inspector unless and until he is certified to have passed the Prosecuting Sub-Inspectors' Examination with credit. If he fails to achieve this standard in the first instance, he may thereafter be given two further opportunities of doing so.

(5) The examination papers will be set by selected officers of the department to be nominated by the Inspector-General of Police. These officers will forward their papers in sealed covers to the Principal of the Police Training School at least a fortnight before the date fixed for the examination. The Board shall hear and award marks for the opening speech; the answers of the candidates in other subjects shall be marked under the supervision of the Board of Examiners. The result of the examination shall be forwarded to the Inspector-General of Police, who will himself decide whether candidates shall be passed or rejected.

**19.29. Cancelled.**

**19.30. Musketry - Method of instruction.** - The method of instruction in musketry shall be as laid down in the Police Drill Manual. Apparatus required such as tripods, aim correctors, black-boards, etc., shall be indented for from arsenals on the scale laid down in Equipment Tables for Police and Jails.

**19.31. Musketry ranges.** - In each district there shall be a musketry range for the .410 musket, constructed according to the instructions contained in the Police Training School Manual.

**19.32. Targets.** - The targets used in the musketry courses prescribed in rule 19.33 are described in detail in the Police Training Manual.

**19.33. Musketry courses.** - There shall be two musketry courses fired yearly in districts as follows :-

Course (A) shall be fired by all recruits during their training and annually by the Mounted Police and the two armed reserves formed in accordance with Rule 17.9, and double the strength of the Government Railway Police emergency reserve. No men will be required to fire the course if they have already fired it within the past 12 months as recruits.

Course (B) shall be fired annually by not less than 75 per cent of lower subordinates in each district excluding the Mounted Police and the two armed reserves and in the Railway Police double the strength of the emergency reserve. Recruits shall only pass the elementary posts of this course as laid down in the Revised Rules regarding musketry and Revolver Practice of the Police Training School Manual.

**19.34. Annual course with the .410 musket.** - (1) The annual course (B) shall be conducted throughout the year, so that it may be completed by the end of December. It shall be conducted at the headquarters of districts and of the Government Railway Police and shall be superintended by a gazetted officer whenever possible, otherwise by the reserve inspector or other competent upper subordinate selected by the Superintendent of Police or, in the case of the Railway Police, by the Assistant Inspector-General, Government Railway Police.

(2) The details of this course, the method of scoring, precautions to be taken against accidents, the duties of supervising officers and the registers of range practices are all contained in the Police Training School Manual. All instructions contained therein shall be carefully noted and complied with. Gazetted officers, reserve inspectors and Lines officers shall make themselves thoroughly acquainted with these instructions.

**19.35. Musketry Returns.** - (1) Each Superintendent shall submit an annual target practice return on the 15th January, in Form 19.35(1), to the Deputy Inspector-General. The Assistant Inspector-General, Government Railway Police, shall prepare a similar return. The target practice of trained police officers and recruits shall be exhibited separately on such returns. In column 5 of the return shall be entered the "Figure of Merit" of trained men and recruits, separately. The figure of merit shall be calculated according to the following formula :-

$$\text{Figure of merit} = \frac{\text{Numbers of points obtained} \times 100}{\text{Highest possible score per men} \times \text{Number of men firing}}$$

<i>Example.</i> -	Number of points obtained	...	3,150
	Highest possible score per man	...	36
	Number of men firing	...	150

$$\text{Figure of merit equal to } \frac{3150 \times 100}{36 \times 150} = 58.33$$

*Note.* - In determining the district figure of merit in the case of police officers firing the course more than once their first scores only shall count.

- (2) Deputy Inspectors-General, after communicating to Superintendents such instructions in regard to these returns as may seem to them to be necessary, shall record in their own offices.
- (3) On receipt of all such returns for the range, the Deputy Inspector-General shall forward an abstract, showing the figure of merit for each district in the range, to the Inspector-General for information and for publication in the Police Gazette. the Assistant Inspector-General, Government Railway Police, shall submit a similar abstract to the Inspector-General. No district, in which the number of men exercised during the year is less than 75 per cent of the sanctioned strength, shall be entitled to show a figure of merit.

**19.36. Cancelled.**

**19.37. Annual course with .303 Rifle.** - The detail of the annual musketry course (A) and the method of scoring are given in the Police Training School Manual.

*Note.* - A course for recruits with the 22 miniature rifle with instructions as to the miniature range and targets is prescribed in the Police Training School Manual. Whenever possible recruits should be put through the miniature course before being taken on the long range.

**19.38. Rewards for shooting.** - In districts and the Government Railway Police, rewards to the aggregate value of Rs. 25 may be given to the three best shots in the district. Such prizes shall be of the following values and may be charged in the General Contingent Bill under "Rewards" :-

	Rs.
1st prize ..	12
2nd prize ..	8
3rd prize ..	5

**19.39. Marksman's badges.** - All police officers qualifying as marksmen shall be awarded a marksman's badge. For the course with the smooth-bore musket the badge shall be a badge of crossed rifles; for the course with the H.V. Rifle the badge shall be a badge of crossed rifles and staff. The senior badge alone shall be worn by any police officer who may have earned both. All musketry badges will be worn on the left arm.

The award of such badges shall be entered in character rolls, the year of award being shown.

Any officer in possession of a badge who fails at the next annual course to maintain his standard of shooting shall forfeit his badge.

**19.40. Classification of shooting.** - The classification of shooting shall be as follows:-

Course	Marksman	1st class shot	2nd class shot
303 H.V. Rifle	68	54	40
410 Musket	70	66	55

**19.41. Training in firing on mobs.** - At the conclusion of the annual musketry course (B) each lower subordinate shall be put through the drill prescribed in Chapter VIII of the Drill Manual and shall fire 20 rounds of blank and 5 round of ball in accordance with Chapter VIII of the Drill Manual. All upper subordinates and officers present at headquarters shall be given practice in using the words of command prescribed for this drill.

**19.42. Revolver practice.** - (1) All gazetted officers and upper subordinates shall be taught to become efficient in the use of their revolvers. Instruction shall be in accordance with the orders contained in Chapter VI, Police Drill Manual, 1929.

(2) The annual target practice, which shall be under the personal supervision of a gazetted officer, shall take place at the same time as the meetings of non-gazetted officers prescribed in rule 20.19.

(3) The course to be fired and the method of scoring are contained in the Police Training School Manual.

**19.43. Training of Probationary Assistant Superintendents of Police.** - The training of probationary Assistant Superintendents of Police shall extend over two years, divided into the following four periods :-

*First period (1st November to 31st May)*

This period of seven months will be spent at the Police Training School, Phillaur, where probationary gazetted officers will be trained in accordance with the instructions contained in the Police Training School Manual.

Probationary gazetted officers recruited in England will join the School for this course as soon as they arrive in the Punjab from England. Probationary gazetted officers recruited in India will ordinarily be posted to the School immediately on their appointment to the service.

*Note.* - Between the date of their appointment and the commencement of this School Course, probationary gazetted officers recruited in India will be posted to selected districts for practical training on the lines laid down below for the fourth period.

*Second period (1st June to 30th September)*

For this period of four months probationary gazetted officers will be posted to selected districts where they will continue systematically their study of Urdu, Criminal Law, Departmental Rules, Police Accounts and Medical Jurisprudence, under the supervision of the Superintendent of the district and the Deputy Inspector-General of the range. During this period, the Superintendent of Police will also arrange for these officers to study closely the whole working of a police station, two police stations at least being thoroughly inspected under his guidance with detailed reference to Chapter XIX to XXVIII inclusive of the Police Rules. Facilities will also be arranged during these months for a practical study of the rules and regulations relating to district police accounts.

*Third period (1st October to about the middle of December)*

This period will be spent at the Police Training School, Phillaur, where they will go through the courses laid down in the Police Training School Manual.

*Fourth period (December to the 1st November of the following year)*

For this period, officers will be posted to selected districts for practical instruction. In addition to the practical study of all branches of the working of the district police, probationary gazetted officers shall devote at least two hours daily to the study of Punjabi (or Pushtu, if posted to the North-West Frontier Province) under the guidance of a competent instructor, until they have qualified in this language.

For the guidance of Superintendents to whom the training of probationary gazetted officers has been entrusted, the following specimen courses of training are given. It is not intended that these courses shall be strictly adhered to but that Superintendents make out similar courses suited to the individual officers concerned, the circumstances of the district and the stage of training already reached by the probationers.



*For the first 4 months of his training*

- A. (1) He should attend morning parade at least 3 times a week and recruits parades at any time during the day at least twice during each week.
- (2) He should also supervise the work of the headquarters school and visit the latter during school hours at least twice during the week.
- (3) He should visit all guards at headquarters once by night and once by day during each week.
- (4) He should personally distribute the pay of the headquarters at least once.
- (5) Once personally check all arms, ammunition and stores with the registers concerned under the direction of the Superintendent of Police.
- (6) Attend throughout at the hearing of at least two Sessions cases of importance and submit a daily report to the Superintendent of Police of the proceedings of the Court.
- (7) Check the cash book referring to Chapter X of these rules.

*For the second 4 months of his training*

- B. (1) Attend for one week while the Superintendent is dealing with his morning post, noting the action taken on each letter and referring to Police rules where necessary.
- (2) He will once inspect, under the supervision of the Superintendent of Police, and referring to police rules, the English and Vernacular offices and will submit a report.
- (3) He will check, under the supervision of the head of the prosecuting agency, four challans in important cases and take them to the Superintendent of Police for criticism.
- (4) He will accompany a selected inspector or sub-inspector during the investigation of at least three cognizable cases, and should prepare, in English, diaries and forms in the cases, not for use in the cases, but to be submitted to the Superintendent of Police and to be commented on by him.

*For the third 4 months of his training*

He should be put in charge of four continuous police stations of the district. At his first inspection of each of these police stations the Superintendent of Police shall be present and shall tour with him, visiting villages and instructing him in the duties of a gazetted officer on tour, as detailed in rule 20.7.

During this period, when at headquarters, he will interest himself in the work of the Central Investigating Agency.

Superintendents of Police to whom the training of probationary gazetted officers is entrusted will be held personally responsible for so controlling and directing their training that the text-book and theoretical training received at the Training School shall be adjusted and applied to the practical work of a gazetted officer.

It is further the personal duty of the Superintendent to give to probationers serving under him that help and guidance in matters of personal conduct, behaviour towards superiors and subordinates and the acquisition of sound judgment and tact, without which few young officers can fully develop their powers to the best advantage of the service.

**19.44. Course of training and examination for Deputy Superintendents.** - Probationary Deputy Superintendents of Police who have received direct appointments will undergo the same course of training and be required to pass the same examinations as probationary Assistant Superintendents.

**19.45. Language examinations for Probationary Assistant Superintendent of Police.** - (1) Each probationary Assistant Superintendent of Police is required to pass, within two years of his appointment, the same examination in Urdu, and, within 3 years of his appointment, the same examination in Punjabi (including the written test) as that prescribed for Assistant Commissioners. The dates and times of these examinations, which are held twice annually in Lahore, will be notified in advance in the Punjab Gazette.

Assistant posted to the North-West Frontier Province shall pass in Pashtu (by the Higher Standard) within -

- (a) three years of their appointment, if posted to the North-West Frontier Province, during the first 2 years of their service.
- (b) one year of their being posted to the North-West Frontier Province, should such posting take place, when they have completed more than 2 years' service.

It shall not be compulsory for any Assistant Superintendent of Police while posted to the North-West Frontier Province to qualify in Punjabi.

(2) No Assistant Superintendent of Police will be allowed to draw his second increment of pay until he has passed his departmental examinations in Law, Police Rules, the Finger Print system, drill, musketry, revolver practice, equitation and First Aid to the injured, and the prescribed examination in Urdu. No Assistant Superintendent of Police will be allowed to draw his third increment of pay until he has passed these examinations and, in addition, the prescribed examination in Punjabi, or, should he have been posted to the North-West Frontier Province within two years of his first appointment, the prescribed examination in Pashtu. But this rule may be suspended by the local Government in any special circumstances. Increments of pay in the abovementioned cases shall be granted with effect from the date following that on which the examination ends.

(3) An Assistant Superintendent of Police posted to the North-West Frontier Province when he has more than 2 years' service will be entitled to draw his next increment of pay, provided that he is not under stoppage under sub-rule (2) above, when it becomes due to him. The drawal of further increments will thereafter be dependent on his having qualified in Pashtu. An Assistant Superintendent of Police who has not qualified in Punjabi, reverting for any reason to the Punjab, will be required to qualify in that language.

**19.46. Other examinations in oriental languages.** - (1) He shall take the second examination in Punjabi held after his return. Should he fail to qualify he shall be allowed two further chances, but on failing in the fourth examination after his reversion he will cease to draw further increments of pay until he qualifies.

(2) With the special permission of the Punjab Government, a limited number of officers of the Punjab Police who are either quartered in the Dera Ghazi Khan, Mianwali and Attock Districts or likely to be so quartered, may appear at the examination by the higher standard in Pashtu. Such officers will, on passing the examination, be entitled to a reward of Rs. 500. The examinations are held at Peshawar, Dera Ismail Khan and Lahore on the first Monday in April and the last Monday in October and following days. Applications to appear shall be forwarded to the Inspector-General not later than the 1st March and 1st October.

Other officers, including European and Anglo-Indian Deputy Superintendents of Police, may appear for the examination with the sanction of the Inspector-General, but will not draw any reward on passing. Any officer who has passed the examination will, on appointment to the North-West Frontier Province, be entitled to draw language pay at the rate of Rs. 100 per mensem, except when serving in the Hazara District; provided that an officer who has already received a cash reward for passing the examination will not be allowed to draw language pay until he has refunded the whole amount of such reward.

*Note.* - Detailed instructions regarding examination in Pashtu are contained in Government of India, Foreign and Political Department, Notification No. 2321-Est. B of 23rd October, 1918.

(3) Officers of the Imperial branch of the Indian Police are eligible to appear at and receive the nonoraria authorized for passing any of the following examinations in oriental languages :-

1 Standard	2 Languages	3 Donations Rs.
1. Preliminary	Persian and Arabic	300
2. Higher Standard	Sanskrit	500
3. Interpretership, 2nd Class	Punjabi	750
	Urdu	750
4. Interpretership, 1st Class	Persian and Arabic	900
	Punjabi	1,500
	Urdu	1,500
5. Degree of Honours	Persian and Arabic	1,800
	Urdu	3,000
	Sanskrit	5,000
	Persian and Arabic	5,000

Officers who are natives of India are not eligible for reward for passing in the vernacular of the district in which they were born or educated. The local Government shall determine in each case what languages come within this definition. No officer will be permitted to earn a reward for passing an examination by the higher standard or the proficiency standard after the completion of fifteen years' service. In the case of an examination for the degree of honours standard, there shall be no limit of time, and an officer will be permitted to earn a reward by passing this examination at any time within the period of his service.

Examinations are held in Lahore, Lucknow and Calcutta twice annually in March and September or October, except in the case of the proficiency standard in Punjabi for which the examination is arranged by the Director of Public Instruction, Punjab, in Lahore only twice yearly in the last week of April and first week of November. Dates and particulars can be ascertained on application to the Secretary to the Board of Examiners, Calcutta. The full regulations governing these examinations are contained in notification No. 36440, dated 19th December, 1934, published in Punjab Government Gazette of 21st December, 1934.

**19.47. Oriental language test for European and Anglo-Indian subordinates.** - European and Anglo-Indian subordinates are required to pass, as part of their final examination at the Training School an examination in Urdu of a standard, which will ensure that they can converse with reasonable fluency and grammatical correctness, and can understand reports read to them in vernacular. Such officers will receive instruction in Urdu from members of the school staff, under the directions of the Principal.

**FORM No. 19.5(1)****SIX-MONTHLY REPORT ON TRAINING OF CONSTABLES**

Report on the working of Constable No. \_\_\_\_\_ (name) \_\_\_\_\_

1. On what duties employed during the period under report ? .. \_\_\_\_\_
2. Has he acquired a working knowledge of those portions of the law and police rules required of constables ? .. \_\_\_\_\_
3. Is he always alert on duty ? .. \_\_\_\_\_
4. Mention any occasions on which he has had to be admonished by officers under whom he has been working ? .. \_\_\_\_\_
5. Is he of good moral character ? .. \_\_\_\_\_
6. Has he made serious efforts to assimilate instructions, given to him ? .. \_\_\_\_\_
7. Is he keen and smart in appearance ? .. \_\_\_\_\_
8. How does he conduct himself with the public; i.e., is he polite with them, and helpful; or impolite, overbearing and unhelpful ? .. \_\_\_\_\_
9. Defects, if any .. \_\_\_\_\_
10. Remarks .. \_\_\_\_\_

*Signature.**Rank.***FORM No. 19.20(2)****POLICE TRAINING SCHOOL, PHILLAUR****CERTIFICATE OF PROFICIENCY IN DRILL AND PHYSICAL TRAINING.**

Term ending \_\_\_\_\_ 19

**PART I**

Certified that \_\_\_\_\_, has undergone the prescribed course of instruction and is qualified for the post of a Drill Instructor and P.T. Instructor.

\_\_\_\_\_ Class.

Note. - This Certificate qualifies the holder to be employed as a Drill Instructor and P.T. Instructor for three years only from the date of issue, unless for holder passes a refresher course, the passing of which will

re- validate this certificate for a further period of three years,

Phillaur,

The \_\_\_\_\_ 19

Principal,  
Police Training School, Phillaur.

**PART II**

<i>Subject</i>	<i>2nd class</i>	<i>1st class</i>	<i>Special</i>
Drill	_____	_____	_____
Physical Training	_____	_____	_____
Musketry	_____	_____	_____
Lathi fighting	_____	_____	_____
Physical Efficiency	_____	_____	_____

Remarks :-

**PART III**

**REFRESHER COURSE**

<i>Date</i>	<i>From</i>	<i>From</i>	<i>From</i>
	<i>To</i>	<i>To</i>	<i>To</i>

Classification  
 Physical Efficiency  
 Physical Training  
 Drill

Remarks :-

Principal	Principal	Principal
P.T.S.	P.T.S.	P.T.S.
Date _____	Date _____	Date _____

**FORM No. 19.22(3)**

ANNUAL REPORT ON DRILL AND PHYSICAL TRAINING INSTRUCTORS.

Annual Report on\* \_\_\_\_\_ No. \_\_\_\_\_ (name) \_\_\_\_\_ of the of the \_\_\_\_\_ district, forwarded under police rule 19.22(3) for information.

The above\* \_\_\_\_\_ has been seconded for service as a  $\frac{drill}{physical\ training}$  instructor in the Police Training School, since \_\_\_\_\_

He is  $\frac{fit}{not\ fit}$  for promotion for the reasons given below :-

\*(Rank).

*Principal, Police Training School, Phillaur.*

**FORM No. 19.25(5)**

PROGRESS REPORT OF A PROBATIONARY ASSISTANT SUB-INSPECTOR,  
 SUB- INSPECTOR OR INSPECTOR OF POLICE

**PART I**

1. Name and Provincial/Range No. \_\_\_\_\_
2. Father's name and profession \_\_\_\_\_
3. Religion and caste \_\_\_\_\_
4. Residence { Village \_\_\_\_\_  
 { Police Station \_\_\_\_\_  
 { District \_\_\_\_\_
5. Date of birth \_\_\_\_\_
6. Height and chest measurement \_\_\_\_\_
7. Where educated, with name of school or schools, statement of educational qualifications and examinations passed \_\_\_\_\_

8. Other qualifications (Mention Territorial Force or Boy Scout qualifications, athletic distinctions, ability to ride and any other special attainments) \_\_\_\_\_

9. Names and degree of relationship of, and appointments held by, relatives in Government or other employ \_\_\_\_\_

10. Home of family \_\_\_\_\_

11. Full particulars of family, including a brief statement of claims, if any, \_\_\_\_\_

*Deputy Inspector-General of Police.*

Dated the \_\_\_\_\_ 19 . , \_\_\_\_\_ Range

FORWARDED to the Principal of the Police Training School, Phillaur, together with the Character Roll, Service-Book and Certificate of Appointment of the Probationer.

It is requested that the Principal will complete the Character Roll and Service-Book by entering a personal description of the Probationer, his next- of-kin, etc., and by obtaining his finger impressions wherever required.

A Health Certificate will be produced by the Probationer on his joining at Phillaur. An attested copy of this certificate should be attached to the Character Roll.

*Deputy Inspector-General of Police.*

Dated the \_\_\_\_\_ 19 . \_\_\_\_\_ Range

## PART II

1. Appointed as Probationary Inspector/Sub-Inspector/Assistant Sub-Inspector of Police with effect from \_\_\_\_\_, vide Order Book No. \_\_\_\_\_, dated \_\_\_\_\_.

2. Half-yearly progress report by the Principal of the School :-

(a) First half-year :-

Dated the \_\_\_\_\_ 19 . ' \_\_\_\_\_ *Principal*

(b) Second half-year :-

Final Report :-

Result of training \_\_\_\_\_

Order of passing \_\_\_\_\_

General remarks as to character, qualifications, etc. :-

Dated the \_\_\_\_\_ 19 . \_\_\_\_\_ *Principal*

FORWARDED to the Deputy Inspector-General of Police, \_\_\_\_\_ Range, together with the Character Roll and Service book.

Dated the \_\_\_\_\_ 19 \_\_\_\_\_, *Principal*

## PART III

1. \_\_\_\_\_ is transferred for further training to the \_\_\_\_\_ district with effect from \_\_\_\_\_

2. \_\_\_\_\_ is discharged from the Police force with effect from \_\_\_\_\_ on the ground of \_\_\_\_\_

Note. - Whichever of the above entries is inapplicable should be erased.

3. Special instructors, if any \_\_\_\_\_

Dated the \_\_\_\_\_ 19 \_\_\_\_\_, *Deputy Inspector-General of Police*  
*Range*

FORWARDED to the Superintendent of Police, \_\_\_\_\_ District, together with the Character Roll and the Service-Book of the Probationer.

Dated the \_\_\_\_\_ 19 \_\_\_\_\_, *Deputy Inspector-General of Police*  
*, Range*

**PART IV**

FORWARDED together with the Character Roll and the Service-Book to the Deputy Inspector-General of Police, \_\_\_\_\_ Range [*vide* Police Rule 19.25(5)].

*Course "A"*

Report by the Superintendent of Police.

Orders by the Deputy Inspector-General,  
\_\_\_\_\_ Range.

*Superintendent of Police* \_\_\_\_\_ *Deputy Inspector General of Police.*  
\_\_\_\_\_ District. \_\_\_\_\_ Range  
Dated \_\_\_\_\_ 19 \_\_\_\_\_, Dated \_\_\_\_\_ 19 \_\_\_\_\_

*Course "B"*

Report by the Superintendent of Police.

Orders by the Deputy Inspector-General,  
\_\_\_\_\_ Range

*Superintendent of Police* \_\_\_\_\_ *Deputy Inspector-General,*  
\_\_\_\_\_ District. \_\_\_\_\_ Range  
Dated \_\_\_\_\_ 19 \_\_\_\_\_, Dated \_\_\_\_\_ 19 \_\_\_\_\_

*Course "C"*

Report by the Superintendent of Police.

Orders by the Deputy Inspector-General,  
\_\_\_\_\_ Range

*Superintendent of Police,* \_\_\_\_\_ *Deputy Inspector-General,*  
\_\_\_\_\_ District. \_\_\_\_\_ Range  
Dated \_\_\_\_\_ 19 \_\_\_\_\_, Dated \_\_\_\_\_ 19 \_\_\_\_\_

*Course "D"*

Report by the Superintendent of Police.

Orders by the Deputy Inspector-General,  
\_\_\_\_\_ Range

*Superintendent of Police,**Deputy Inspector-General,*\_\_\_\_\_ *District*\_\_\_\_\_ *Range**Dated* \_\_\_\_\_ 19 ,*Dated* \_\_\_\_\_ 19

Full report by the Superintendent of Police \_\_\_\_\_ District, on termination of the prescribed period of probation [vide Police Rule 19.25(4)].

*Superintendent of Police,**Dated* \_\_\_\_\_ 19, \_\_\_\_\_ *District.*

Final orders of the Inspector-General of Police in the case of Inspectors, and of the Deputy Inspector-General of Police, in the case of Sub-Inspectors and Assistant Sub-Inspectors as to confirmation in his appointment or otherwise, of the Probationer [vide Police Rule 19.25(5)].

*Deputy Inspector-General of Police,**Dated* \_\_\_\_\_ 19 . ,\_\_\_\_\_ *Range,**Dated* \_\_\_\_\_ 19*Inspector-General of Police, Punjab.*

Returned, together with the Character Roll and Service Book, to the Superintendent of Police, \_\_\_\_\_ District (through the Deputy Inspector-General of Police, in the case of Inspectors).

- NOTES. - 1. The Character Roll and Service Book and the Certificate of Appointment under the Police Act will be prepared in the office of the Deputy Inspector-General by whom all entries in Part I of this form will be made. (The form of application and other original papers regarding the probationer's appointment will remain in the Deputy Inspector-General's Office).
2. The entries in Part II will be made by the Principal of the School. (The date of the probationer's appointment will be the date on which he reports his arrival at the School, after the commencement of the term; and this date will be entered in the Certificate of Appointment before delivery to the probationer).
3. The entries in No. 2(a) of Part II will consist of brief remarks concerning the probationer's progress generally, and will be made at the end of the first half-year (b) will be filled up after the final examination.
4. Part III will be filled up in the office of the Deputy Inspector-General.
5. In Part IV, the Superintendent of Police, when recording his remarks about the probationer, should give reference to any report or correspondence concerning him which may have taken place during the period of training.
6. This form will remain permanently attached to the Character Roll of the officer concerned. In the case of men rejected all papers will be returned to the Deputy Inspector-General for record in his office.



**FORM No. 19.35(1)**

POLICE DEPARTMENT  
MUSKETRY RETURN

\_\_\_\_\_ DISTRICT  
YEAR ENDING DECEMBER 31ST, 19

1		2		3					4	5	6
Total actual strength on 31st December, excluding the Mounted Police and reserves who fire the 303 course		No.	Number of men firing	Percentage of column 2 on column 1	NUMBER OF MEN COMPLETING FULL COURSE						REMARKS
					Marks men	1st class shots	2nd class shots	Efficients	Total	Total number of points obtained by men in column 2	
Trained Lower Sub-ordinates											
Head Constables											
Constables											
Recruits											

(Standard Form)

N.B.H.Ps. for trained men .. 65

H.Ps. for recruits .. 85

Dated \_\_\_\_\_

\_\_\_\_\_  
*Superintendent of Police*

## **Chapter 20**

### ***Inspection and Supervision***

**20.1. Cold weather inspection by Deputy Inspectors-General.** - Deputy Inspectors-General shall carry out formal and informal inspections in alternate years of each district in their jurisdiction. For the formal inspection Form 20.1 should be taken as a guide. The informal inspections should comprise a stay of few days at the headquarters of the district and should include an examination of the action taken on order passed in the last formal inspection report, and of any matters of interest which have arisen since the last visit to the district by the Deputy Inspector-General. Reports of both formal and informal inspections should be submitted to the Inspector-General without delay.

**20.2. Cancelled.**

**20.3. Stay of Deputy Inspectors-General at hill stations.** - (1) In the hot weather, i.e., the period between the 15th April and the 15th October, Deputy Inspectors-General are permitted to spend 3½ months at a hill station within their ranges, on the understanding that the remaining 2½ months must be spent at their headquarters or on tour in the plains. The period prescribed should not be extended on any account, and if between the 15th April and the 15th October officers are in the hills away from their headquarters in broken periods, such absences (being other than absences on leave duly sanctioned by Government under the Fundamental Rules) should be added together in computing the whole period during which a stay in the hills is permissible.

(2) A Deputy Inspector-General may choose his own date of arrival at, and departure from, the hill station; but if he leaves for the hills earlier than the 15th May, or stays in the hills later than the 15th October, he should report the reasons for this arrangement to the Inspector-General for the information of Government. He should keep the Inspector-General and the Commissioner informed of his movements.

**20.4. Routine of headquarters.** - (1) In districts where a gazetted officer is posted in charge of Lines he shall ordinarily attend all morning parades and shall visit the parade ground frequently at hours when recruits' parades should take place according to programme. In districts where there are only two gazetted officers the one at headquarters shall ordinarily attend morning parade in Lines at least twice every week.

(2) Kit inspections by a gazetted officer shall be held once a month in Lines and at all police stations, standing guards, and posts at headquarters.

On these occasions a careful inspection shall be made of all arms in the possession of the police.

(3) Officers are expected to pay frequent visits to the police lines with a view to supervising (a) the work going on in the headquarters lines school, (b) the training of recruits, (c) the welfare of sick men in hospital, (d) the training of the 1st Reserve and other men in musketry, etc., (e) the organization of games and sports, and (f) also for holding orderly room and checking work of the lines staff and Government stores. They are also responsible that the lines present a generally smart and well-ordered appearance.

(4) In the districts of Lahore, Amritsar, Rawalpindi, Multan and Ambala a Lines Daily Report Register shall be maintained by the reserve inspector in Form 20.4(4). This register will be submitted to the Superintendent of Police or gazetted officer in charge of lines for his perusal, signature and any orders he may wish to pass regarding the routine or discipline of the lines.

The report will show, as far as possible, the duties performed by officers and men in police lines the day before and the number of officers and men present in lines. It should act as a check on the wastage of man-power.

**20.5. Inspection of police stations.** - (1) Every police station and post in a district shall be thoroughly inspected by a gazetted officer twice in each year.

At least one such inspection shall be carried out by the Superintendent.

At such inspections of police stations a return for each quarter's working since the last inspection shall be made out and submitted with an inspection report in Form 20.5(1) to the Deputy Inspector-General, attached to the weekly diary of the Superintendent.

In discussing crime, offences against the person and against property shall be commented on separately, and theft of, and illicit traffic in, cattle and other animals, shall be dealt with separately from offences against other classes of property. Attention shall be paid to the technical efficiency of the investigating staff and co-operation with neighbouring police stations and the district central Investigating agency. In commenting on the working of police officers in such inspection reports care shall be exercised to avoid basing an opinion merely upon statistical results, percentages of convictions and similar data which are apt to be misleading.

Reports of inspecting officers should be written with a view to conveying instruction and guidance for the future to the officer, whose work has been inspected. Such reports should invariably be shown to the officers inspected, either at once or on their return from higher authority, and should be translated into the vernacular if the officer inspected is unable to understand English. It is especially important that inspection reports on police stations and notes in the gazetted officers' Minute Book should be helpful and constructive and that these reports and notes should be carefully studied and acted upon by the officer in charge of the police station.

Two results of an inspection should be :- (1) that the inspecting officer should have come to a definite conclusion as to the state of crime (satisfactory or unsatisfactory) and the chief causes of such crime; (2) that the officer in charge of the police station should have received active assistance, facilities and suggestions from the inspecting officer towards the improvement of the state of crime.

(2) Informal inspections of police stations and posts shall be made as frequently as the Superintendent may consider necessary and desirable, having regard to the circumstances of each particular police station and post. At such inspections, officers shall not spend more time than is necessary in examining registers, but shall try to make themselves acquainted with the personnel of the police station or post as the case may be and shall enquire into the discuss matters concerning current crime, cases and procedure with the officers 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.

(3) Except for purposes of investigation, or other special reason, a police station or post shall not ordinarily be visited by a gazetted officer more than once in the same month.

(4) At the end of every quarter each Superintendent shall submit, through the District Magistrate, to the Deputy Inspector-General, an inspection return in Form 20.5(4) showing the inspection duty performed during the quarter by the gazetted officers in the district.

**20.6. Check list of inspections.** - A check list of inspections in Form 20.6 shall be com-

piled and maintained in the office of the Deputy Inspector- General from such quarterly returns.

**20.7. Cold weather touring.** - (1) In a district where there are two or more gazetted officers one such officer shall ordinarily be away from headquarters on tour between 15th October and 15th April. In a district where there is only one gazetted officer he shall ordinarily spend 100 days on tour between these dates.

Great value is attached by Government to the touring of gazetted officers and, in districts where conditions allow, Superintendents of Police shall make out tour programmes for themselves and their gazetted officers. These programmes shall cater for tours of about six weeks duration and shall provide for halts of two or three days at places not necessarily the headquarters of police stations. They shall be so arranged that as many villages as possible in the district will be visited by a gazetted officer during the course of the year. Should it be necessary for a gazetted officer on tour to return to headquarters for any reason, this must be regarded as only a temporary break in the tour and the programme shall be resumed as soon as possible.

(2) The work of a gazetted police officer in tour in addition to the inspection of police stations shall include -

- (a) The acquiring of a knowledge of the people, their factions, criminals, villages and geography so as to be able to check the work of subordinates.
- (b) The encouragement of the local people to take advantage of his accessibility and give him information.
- (c) The enquiring in the presence of headmen into the character of persons under surveillance and of persons whose history sheets are maintained by the police.
- (d) The check of investigations made by the police by occasionally visiting the scenes of old cases, interviewing complaints and witnesses and referring to case diaries.
- (e) The enquiring into rumours or complaints of police malpractices or corruption.
- (f) The bringing up-to-date of confidential note books.
- (g) The checking of the Criminal Tribes Registers and the interviewing of members of criminal tribes.
- (h) The inspection of additional police posts and the checking of patrolling done from them. Also enquiring into the desirability of the establishment of such posts in disturbed and abnormally criminal areas.
- (i) The checking of "tikri pahra" where this is in force and its institution where desirable.
- (j) The inspection of premises licensed under the Arms Act.

**20.8. City and Cantonment Inspectors. - Duties of.** - (1) City and cantonment inspectors are not only supervising and inspecting officers, but have the same responsibilities as officers in charge of police stations and are bound by the orders laid down in rule 22.1.

(2) In addition to the duties, etc., defined in the rule quoted, they shall inspect once in every quarter, or as frequently as prescribed by law or special order of the Superintendent, the shops, premises and stocks of all licence-holders carrying on business within their jurisdictions under the Arms, Explosives, Petroleum and Poisons Acts and shall report such inspections to the Superintendent.

**20.9. City and Cantonment Inspectors - Records to be maintained by.** - They shall maintain and keep in their personal custody the following books in English :-

- (a) Daily Diary, in which shall be entered their movements and proceedings. The entries of each day shall bear a serial number.
- (b) Permanent Note Book in which shall be entered matters which are of use to themselves or their successors, particulars regarding noted bad characters, any special class of crime prevalent, special preventive measures adopted and political and seditious movements. A separate page or pages shall be given to each subject, and an index to the contents shall be given on the first page.

The permanent note book shall contain matters of more than passing interest and form a more or less permanent record of information as well as a history of local conditions.

**20.10. District Inspectors.** - (1) District Inspectors are allotted to districts in order, firstly, to assist the Superintendent in the control of preventive and detective operations, secondly to learn, and be tested in the duties and responsibilities of supervising officers, in view of the fact that the rank of Inspector forms the chief field of recruitment to the gazetted ranks.

(2) District Inspectors shall be employed to supervise, under the direct control of the Superintendent, the work of the police in particular areas or, if local conditions at any time make it desirable, in connection with specially prevalent classes of crime. Normally a district Inspector should be placed in charge of a selected group of police stations, and his responsibility for exercising control in this area should be the same as that of a Deputy Superintendent attached to a district.

(3) While the control of crime is the first duty of a district inspector, it is essential that his professional efficiency should be general and should approach the standards required of a gazetted officer. He must, therefore, attend parades whenever possible and render himself efficient in drill and musketry, and in imparting instruction on those subjects to his subordinates. He is also required to familiarise himself with the work of the different branches of the office of the Superintendent and to assist, when at headquarters, in supervising the work of the accountant and orderly head constable.

**20.11. Special duties of District Inspectors.** - (1) A district inspector will read and pass orders on all first information and final reports, case diaries, daily diaries and other papers connected with the control of the crime in the police stations in his charge. He shall forward to the Superintendent such of these papers as that Officer may by general or special order require, and shall keep a running note book of offences as prescribed for gazetted officers in rule 25.17(3).

(2) The following matters shall receive the inspector's special attention:-

- (a) The collection of material for proceedings against bad characters, and the preparation and check of history sheets.
- (b) The comprehensive survey and classification of crime throughout the area in his charge, and the comparison of such crime with crime in adjacent areas including the jurisdiction of the railway police, with a view to bringing to light the operations of gangs and mobile criminals.
- (c) The supervision of important investigations and, where necessary, the taking over from the local sub-inspector of the investigation of special cases.
- (d) The direction of energetic action against absconders and proclaimed offenders.
- (e) The detailed scrutiny of all *chalans*, including those in cases of preventive security, from the area in his charge, and close co-operation with the prosecuting branch to ensure the best possible presentation of police cases.
- (f) The collection of material for applications for the location of additional police

posts, and the organization and control of all such posts located in the area in his charge.

- (g) Reporting and enquiring into complaints of corruption, high-handedness and other malpractices by police officers subordinate to him, and conducting, according to the prescribed procedure, such departmental enquiries as may be entrusted to him by the Superintendent.
- (h) Inspection of licences or licensees' premises as required by law and as ordered by the Superintendent. Premises licensed under the Excise, Opium and Dangerous Drugs Act should not be inspected by police officers, the Excise Staff being responsible for such inspections.
- (i) Reporting on the state of public feeling and on political and confidential matters.

(3) District inspectors shall frequently visit the police stations in their charge and tour in the jurisdictions of those police stations. They shall submit reports, as a result of these tours, on the general condition of crime in the police stations, but shall not prepare statistical returns or formal inspection reports. Formal inspections of such police stations shall be made by the Superintendent, who may use the inspector to assist him by making a detailed check of the less important registers. It shall be the duty of inspectors to ensure that all orders given by the Superintendent in the course of his inspections are understood and promptly carried out.

**20.12. District Inspectors-Limitation of powers of.** - (1) The Superintendent of Police shall not delegate as much power to a district inspector as to a gazetted officer but on the other hand shall exercise a much closer supervision over police stations in charge of an officer of this rank, who shall ordinarily work directly under the Superintendent rather than under a junior gazetted officer.

(2) Correspondence concerning the internal administration of the police force and petitions on personal matters will not ordinarily pass through the district inspector, but the Superintendent may require that officer to enquire and report on any such matters. As a general principle it should be understood that correspondence on the subject dealt with in Volumes I and II of these rules will not be sent to the inspector either by the Superintendent or by sub-inspectors unless his comments on a specific reference are specially required. He will ordinarily deal direct with correspondence on subjects included in Volume III, forwarding to the Superintendent all cases which it is beyond his power to decide.

(3) The orders in the above sub-rule do not relieve the inspector of responsibility for insisting on the efficiency, discipline and smartness of the police subordinate to him in all branches of their work. While it is not desirable to detract in any way from the direct control of the Superintendent in matters of administration and discipline, full support must be given to the inspector in maintaining his authority with his subordinates.

**20.13. Records to be kept by District Inspectors.** - The district inspector shall submit a weekly diary to the Superintendent on plain paper of foolscap size; in it the inspector's daily movements and activities, with brief reference to important work done in respect of the control of crime, together with notes on matters of a political or confidential nature other than those relating to crime, shall be entered. The diary shall be duplicated with carbon paper, the duplicate copy being retained by the inspector in an annual file, to be destroyed one year after the last entry. Each district inspector shall also make entries, as circumstances may require, in the confidential note-books which shall be maintained at the headquarters of each district or sub-division separately for each police station. Such note-books shall be permanent records, kept by the gazetted officer or inspector in supervisory charge of the police station concerned for the time being, and containing matter of the kind which is required by Rule 21.8 to find a place in the confidential note-book maintained by the Superintendent for the district as a whole.

**20.14. Inspection of licensed premises under the Arms Act.** - (1) Under Rule V of Rules made by the local Government under the Indian Arms Act, 1978, the shops, premises and stocks of all licensed manufacturers and dealers shall be inspected once in every quarter by a police officer not below the rank of Deputy Superintendent. At least one inspection in each year shall be performed by the Superintendent of Police.

In district in which there is no Assistant or Deputy Superintendent of Police quarterly inspections may be carried out by an inspector.

The full rules under the Arms Act are printed as Appendix 20.14 of this chapter.

(2) Under these rules registers in Forms E, F, G, H and I are required to be kept up in the office of Superintendents of Police and information from these registers supplied to police stations for inclusion in register No. 17 (rule 22.68).

**20.15. Proposals for the improvement of police organization.** - It is the duty of Deputy Inspectors-General to the initiate proposals for the improvement of the police organization in their ranges and to co-ordinate such proposals so that, as funds become available, they may be distributed to the best advantage and in accordance with the relative urgency of requirements. Deputy Inspectors-General should furnish the Inspector-General, in advance of the season for the preparation of budgets and supplementary demands, with proposals affecting establishments; buildings and land, clothing and equipment or the provision of technical aids to the police, and funds for rewards and similar expenditure in combating crime. The Inspector-General will decide whether to accept and recommend such proposals, but it is for Deputy Inspectors-General to put them forward. Each separate proposal should be submitted to the Inspector-General in a self-contained form, after all necessary details have been worked out and the opinions of those concerned obtained. To save unnecessary labour on cases which have little chance of obtaining early sanction, it is usually desirable that an outline of proposals, which are important but not of extreme urgency, should be put before the Inspector-General unofficially in the first instance. The Inspector-General can then, if he approves of the proposal on its merits, indicate whether, in view of the requirements of the province as a whole and of the financial position, it should be put forward officially or held in abeyance.

**20.16. Provincial Police Conference.** - Ordinarily a provincial conference of police officers will be held in alternate years during the cold weather. The Inspector-General will preside at such conferences and such subjects will be discussed as he may decide.

Gazetted officers who may be particularly interested in particular subjects or branches of police work may volunteer or be invited to prepare papers which will form the bases of discussions at the conference. Such papers and the result of discussions will be published in the Punjab Criminal Intelligence Gazette for the information of all police officers.

**20.17. Range Conferences.** - Deputy Inspectors-General may arrange from time to time to hold conferences of gazetted officer within their ranges and may also arrange with other Deputy Inspectors-General for inter-range conferences. Such conferences, however, shall be held only in order to discuss definite matters of common concern, where a definite improvement in co-operation or methods of prevention and detection of crime can be anticipated as an outcome.

**20.18. Meetings of gazetted officers.** - Superintendents of adjoining districts shall meet to discuss measures of co-operation as often as may be necessary in the interest of efficient working.

The proceedings of such meetings shall be briefly recorded in a minute book to be maintained for the purpose in each district, and a copy shall be attached to the weekly diary of the Superintendents concerned. At the reverse end of the minute book a record of meetings between inspectors and officers in charge of police stations shall be maintained in Form 20.18.

**20.19. Meetings of non-gazetted officers.** - Superintendents shall also arrange for half-yearly meetings at headquarters of all officers in charge of police stations. At these meetings officers will be examined in riding and revolver shooting and all new rules and orders will be discussed and explained to them.

### **APPENDIX No. 20.14**

*Notification No. 8408 Home/General, dated the 5th March, 1929.* - The following revised rules which have been made by the Governor in Council under the Indian Arms Act, 1878 (Act XI of 1878) are hereby published for general information, in supersession of the rules published with Punjab Government notification No. 943, dated the 10th July, 1907, No. 15486, dated 10th May, 1922 and No. 23576, dated the 9th October, 1923 :-

#### *RULES*

##### *Powers.*

I. The Governor in Council is pleased to empower all Magistrates and all police officers not below the rank of officer in charge of a station to detain arms, ammunition or military stores under Section 6.

II. The Governor in Council is pleased to empower all police officers not below the rank of officer in charge of a station to conduct searches under Section 25.

III. All police officers of rank not below that of officer in charge of a station are appointed, in virtue of their office, to conduct searches under Section 30.

##### *Stock and account books to be kept by licensed manufacturers and dealers*

IV. All persons holding licences to manufacture, convert, sell or keep for sale arms, ammunition or military stores shall maintain stock books and accounts of receipts and issues in Forms A and B of the Appendix to these rules and all persons holding licences to sell or keep for sale arms, ammunition or military stores shall maintain stock and account books in Forms C and D.

The pages of these books shall be numbered and before any entries are made the books shall be exhibited, together with the manufacturer's or dealer's licence, to the District Magistrate or to a subordinate Magistrate.

Such Magistrate will sign the first and last pages of each book and seal them with his official seal.

V. The shops, premises and stocks of all licensed manufacturers and dealers shall be inspected once in every quarter by a Police Officer not below the rank of Deputy Superintendent. In a district in which there is no Assistant or Deputy Superintendent of Police quarterly inspections may be carried out by an Inspector. At least one inspection in each year shall be performed by the Superintendent of Police.

At the time of inspection the books shall be initialled by the inspecting officer.

Any irregularity or breach of the rules which may be noticed shall be at once reported to the District Magistrate.

VI. (1) Whenever a licensee makes a sale of arms, ammunition or military stores he shall within 48 hours make a report thereof to the Superintendent of Police of the district



in which the licensee has his place of business, factory or shop and shall in such report state -

- (a) the name, description and residence of the person who takes delivery of the article sold;
- (b) the nature and quantity of the articles sold;
- (c) the date of sale;

and such report shall be signed by the licensee.

(2) Similar details of purchases of arms made by Indian Chiefs and Notables of Indian States shall be communicated by the Arms Dealer immediately after the transaction direct to the political officer in charge of the State to which the purchaser belongs. Copies of the list of Independent and Native States showing the designation and address of the political officers in charge of them are supplied to the District Magistrates and each vendor of arms should be provided with a copy.

VII. Under proviso (a) to sub-rule (3) of rule 42 of the Indian Arms Rules, 1924, the Governor in Council is pleased to direct that licences in Form XI and Form XII of Schedule VII of the said rules, may be renewed by the Commissioner of the division in which the licensee resides or carries on business.

VIII. On receiving notice of sale under clause 2, section 5, by a person lawfully possessing arms to any person not prohibited from possessing the same, the Magistrate or police officer may make inquiries as to the correctness of the purchaser's name and address, and if necessary obtain a report from the Superintendent of Police of the district in which the purchaser lives.

### *Deposit of Arms*

IX. When any arms, ammunition or military stores have been deposited at a police station under Section 16 of the Act, the officer in charge of the station shall affix to each weapon or article a ticket showing the name of depositor and the date of deposit, and shall give the depositor a duplicate or copy of the same.

After seven days if the owner has not obtained a licence authorizing him to possess them, the arms, ammunition or military stores shall be forwarded to the headquarters of the district and kept in the malkhana of the District Magistrate or in the Police Magazine.

The Sheriff or other ministerial officer to whom they are entrusted shall keep a register in which the articles so deposited shall be described and entered under serial numbers, and fresh tickets shall be affixed showing the owner's name and the corresponding number of the register.

X. (i) Arms and ammunition, the possession of which has become unlawful, may be deposited with such licenced dealers only as possess a supplementary licence from the local Government in Form M attached to these rules.

(ii) Such licences may be granted by the District Magistrate of the district in which the applicant resides to the holder of a licence in Forms IX, X, XI or XII in Schedule VII attached to the Indian Arms Rules, 1924.

XI. The depositor shall, within a week of deposit, deliver to the District Magistrate of the district in which he resides a receipt obtained from the licensed dealer for the articles deposited.

XII. (1) Arms, ammunition or military stores deposited under Section 16(1) of the Indian Arms Act, 1878, with an officer in charge of a Police Station shall be forfeited to His Majesty on the termination of one year from the date of deposit.

(2) Arms, ammunition or military stores deposited under Section 16(1) of the Indian

Arms Act, 1878, with a licensed dealer shall be forfeited to His Majesty on the termination of three years from the date of deposit :

Provided that the District Magistrate of the district in which articles are deposited may for special reasons extend the periods mentioned in sub-rule (1) or sub-rule (2) by not more than six months, or, where the articles are deposited in consequence of the decease of the owner and the articles are inherited by a minor, until the termination of the latter's minority.

### *Arms and Military Stores seized*

XIII. Arms, ammunition or military stores seized under Sections 11, 25 or 26 shall be dealt with according to the procedure laid down in rule IX.

### *Disposal of Confiscated Arms*

XIV. Arms ammunition or military stores that have become forfeited to His Majesty under rule XII or that have been confiscated under Section 24, shall be disposed of as follows :-

- (1) Arms, ammunition and stores which can be utilized by the police or by any department under Government may be retained and brought into use with the sanction of the local Government. Arms, ammunition and stores not so retained may be sold to licensed dealers or other persons entitled to possess them.
- (2) Any rifled firearms or rifle barrels not so disposed of shall be sent to the nearest ordnance officer to be broken up. Other arms shall be broken up locally and the materials sold.
- (3) Any ammunition or stores not disposed of under the provisions of sub-rule (1) shall be destroyed.

### *Rewards to Informers*

XV. When any arms or other articles are confiscated under Section 24, the convicting Magistrate shall, immediately upon conviction, pay a reward of not less than half the value of the confiscated articles to the person or persons who may have given information which led to the detection of the offence, or who may have assisted in the arrest of the offenders and seizure of the arms or other articles.

Magistrates should arrange for such payments by recommendation to the Police Department, at whose disposal there is a provision for such rewards under head 20-B - Police.

XVI. Any Magistrate convicting an offender of any offence under the Act may at his discretion, grant a reward not exceeding the amount of fine imposed, in such proportions as he may think fit, to any person or persons who have contributed to the arrest of the offenders or the seizure of the arms or other articles. Arrangements for payment should be made as in rule XV.

### *Registers of Licences.*

XVII. Every District Magistrate shall keep up in Form E of the Appendix to these rules a register of all licences to manufacture, convert, sell or keep for sale any arms, ammunition or military stores granted by him or by the local Government under rule 38 of the Indian Arms Rules, 1924, and shall keep up in Form F a register of all licences to sell or keep for sale granted by him or by the local Government under the same rule.

All Superintendents of Police shall keep up similar registers in English. Magistrates of districts will supply to their Superintendents of Police copies of all such licenses issued by them or by the local Government.

The Superintendents of Police will furnish to each officer in charge of a police station copies of extracts, column Nos. (1) to (6), giving the names, etc., of persons licensed within his jurisdiction.

XVIII. All inspections of the shop, premises and stocks of licensed manufacturers and vendors by Inspectors of Police or superior officers shall be reported to the District Magistrate, and shall be entered in the registers.

XIX. Registers of licences granted by the District Magistrate or by any Sub Divisional Magistrate specially empowered by the Local Government in that behalf, under rules 31, 33, 35 and 36 of the Indian Arms Rules, 1924, shall be kept up by him in Forms G, H and I, respectively.

Similar registers will be kept up in English, by the Superintendent of Police, to whom the District Magistrate or the sub Divisional Magistrate specially empowered by the local Government will furnish copies of all such licenses granted by him.

The Superintendent of Police will supply each officer in charge of a station with an extract giving the parts of each register which concern his jurisdiction.

XX. Licensing authorities who receive reports of permanent changes in the address of licence-holders, under condition 11 of the conditions attaching to a licence in Form XVI of Schedule VII of the Indian Arms Rules, 1924, shall cancel the relevant entry in the registers prescribed by rule XIX above, and inform the licensing authority of the district to which the licence-holder changes his residence accordingly. The latter shall register the licence in the manner shown below :-

"Transferred from the district".

If subsequent changes of permanent address are intimated to the issuing authority, he shall transmit the report to the authority with whom he arranged the transfer of the licence.

XXI. All persons enjoying exemption under schedule 1 of the Indian Arms Rules, 1924, shall furnish to the District Magistrate of the district in which they reside, within three months from the date of order of exemption, a list showing the number and description of arms in their possession, and shall thereafter inform the District Magistrate in writing of any increase or decrease in such number within one month from the date on which such increase or decrease takes place. Failure on the part of an exemptee to comply with this rule will render him liable to the cancellation of his exemption. No fee shall be payable in respect of any communication made by an exemptee in accordance with the provisions of this rule.

Every District Magistrate shall maintain a register of such arms in the possession of exemptees.

XXII. With reference to sub-rule (3) of rule 33 of the Indian Arms Rules, 1924, the Governor in Council is pleased to direct that holders of licences in Form XVI, granted in other provinces, and having effect in the Punjab, shall, upon entering any district in the Punjab, send their licences to be endorsed by the District Magistrate, and shall inform him of the probable period of their stay in his district; provided that when the period spent in any district does not exceed fourteen days, no endorsement shall be necessary. No fee shall be paid in respect of any endorsement made in accordance with this order.

XXIII. Returns in Forms K and L shall be prepared for each calendar year and submitted by District Magistrates through Commissioners to the Inspector- General of Police.







**FORM F.**

Is the same as Form E, except that in heading for "licences to manufacture," etc., read "licences to sell or keep for sale," etc.

**FORM G.**

REGISTER OF LICENCES TO POSSESS ARMS, AMMUNITION OR MILITARY STORES GRANTED UNDER RULE 31.

DISTRICT \_\_\_\_\_

-----	8	9	10
The first seven columns as in Form H	Place where arms are to be kept	Terms for which licence is valid	REMARKS

**FORM H.**

REGISTER OF LICENCES GRANTED UNDER RULE 33 TO POSSESS ARMS OR AMMUNITION, AND TO GO ARMED FOR THE PURPOSES OF SPORT, PROTECTION OR DISPLAY IN \_\_\_\_\_ DISTRICT.

1	2	3	4	5	6	7	8
Tehsil	No.	Date	Name of licence-holder	Father's name, caste, etc.	Residence	Number and description of weapons	REMARKS

**FORM I.**

REGISTER OF LICENCES GRANTED UNDER RULES 35 AND 36 TO POSSESS ARMS AND AMMUNITION AND TO GO ARMED FOR THE PURPOSE OF DESTROYING WILD ANIMALS WHICH DO INJURY TO HUMAN BEING, CATTLE OR CROPS IN \_\_\_\_\_ DISTRICT

1	2	3	4	5	6	7	8	9
Tehsil	Form and No.	Date	Name of license-holder	Father's name and caste	Residence	Place for which license is valid	Weapon	Date of expiry of license

  

10 INSPECTION BY MAGISTRATE OF WEAPON AND LICENSE					11
1st year	2nd year	3rd year	4th year	5th year	REMARKS





**CONDITIONS**

**547**

14	15	16	17	18	19	20	21	22	23	24	25
NUMBER AND DESCRIPTION OF WEAPONS CONFISCATED									Value of fines imposed and realized.	Amount paid as rewards to informers, etc.	REMARKS
Total punished (columns 1 to 13)	Rifles	Smooth bore guns.	Pistols.	Swords.	Bayonets	Daggers or knives.	Spears.	Others.			

This return will be submitted yearly through Commissioners to the Inspector- General of Police.

*Deputy Commissioner.*

**FORM M**

[See rule (X)]

FREE OF ALL FEE

LICENSE FOR THE POSSESSION BY LICENSED DEALERS OF ARMS OR AMMUNITION DEPOSITED BY THEIR OWNERS UNDER SECTION 16 OF THE INDIAN ARMS ACT, 1878, AS AMENDED BY ACT XX OF 1919

Name, description and residence of licensee	Description of arms or ammunition	Place (with description), where articles are to be kept	Period for which the licensee is valid
1	2	3	4

(Signature)

The \_\_\_\_\_ of \_\_\_\_\_ 19

*District Magistrate of the District*

**CONDITIONS**

1. This licence is granted subject to all the provisions of the Indian Arms Act, 1878, and of the Indian Arms Rules, 1924.
2. It covers arms of the description given in column 2 only so long as they are kept, in the place described in column 3, but does not authorise the licensee -
  - (i) to go armed.
  - (ii) to keep arms to ammunition which are the property of Government.
3. The licensee shall maintain a register of all arms or ammunition in his possession under this licence showing the name, description and residence of the licensee, the description of the arms or ammunition, and the date of deposit.
4. To every depositor the licensee shall give a receipt in duplicate containing the par-

ticalars mentioned in condition 3, and shall himself send a copy of the entry in his register to the officer in charge of the nearest police station.

5. He shall exhibit such arms and his register on the demand of any Magistrate or any police officer of a rank not below that of Inspector.

6. The licensee shall forthwith give information at the nearest police station of the loss or theft of any arms covered by the license.

7. On the termination of one year from the date of deposit, if the arms or ammunition have neither been returned nor disposed of under section 16(2) of the Indian Arms Act, 1878, the licensee shall inform the District Magistrate of that fact, and shall deal with the arms or ammunition according to his order.

#### FORMS OF CHAPTER XX

##### FORM No. 20.1.

###### *Opening sheet for Deputy Inspector-General's Inspector Report*

Inspection report by \_\_\_\_\_

District \_\_\_\_\_ Date of inspection \_\_\_\_\_ 19

No. of Police Stations \_\_\_\_\_

Sanctioned strength :-

Inspectors _____	{ Mounted _____
Head Constables ..	{
Sergeants _____	{ Foot _____
Sub-Inspectors _____	{ Mounted _____
Constables ...	{
Assistant Sub-Inspectors _____	{ Foot _____

I. Notes should follow, on half-margin foolscap, on the following matters:-

(1) Accounts. (2) Condition and upkeep of clothing and equipment funds. (3) Chanda fund. (4) English office and registers. (5) Character rolls; standard and classes of recruits. (6) Departmental punishments; postings, transfers and leave. (7) Seniority and promotion lists. (8) Training of probationary officers. (9) Crime and police working, with a statement showing fluctuations in the total and main classes of crime in the past ten years. (10) Proclaimed offenders and absconders. (11) Surveillance and preventive measures. (12) Additional police and their management. (13) Prosecuting Inspector's Office and *Malkhana*; working of the Prosecuting branch. (14) Distribution of work among Gazetted Officers and Inspectors; control exercised by the and touring done by those officers. (15) Opinion of the District Magistrate on the working of the police. (16) Confidential office of the Superintendent - (a) condition of records, (b) possession of cipher code and observation of rules, (c) whether riot, alarm and internal security schemes are correct and up to date. (17) Miscellaneous remarks.

II. Separate reports on (a) Headquarter Lines, including school and headquarter guards, (b) Police Hospital, (c) each Police Station inspected by the Deputy Inspector-General, should be attached to the main report.

**FORM No. 20.4(4)**  
LINES DAILY REPORT REGISTER

	Number present in lines	1st	NUMBER OF PARADES			Number employed on fatigues and nature of fatigue	Number on duty with reasons	Sick and on leave
			2nd	3rd	4th			
I. - Recruits								
						Number on escort duty	Number on special duty with nature of duties	
II. - Constables on general duty								
III. - Head constables on general duty								
IV. Upper Subordinates on general duty	Name of officer		Nature of duties on which employed					
V. Patrolling performed with time and guards visited	Reserve Inspector					Lines Officer	Other Officers	
VI. - Headquarters Lines School	Number of recruits present		Number of men from thanas present		Number of men on general duty		Names of officers who lectured	
VII. Escorts arriving from other districts								
VIII. Names of officers and men under suspension.								
IX. Duties performed by mounted police								
X. Any special matter such as shortage of men, transfers ordered but not carried out, etc.								

Signature of Reserve Officer  
Lines Officer

## FORM No. 20.5(1)

POLICE DEPARTMENT.

\_\_\_\_\_ DISTRICT

## INSPECTION REPORT

Inspection report on the \_\_\_\_\_ Police Station.

Statement of crime for quarter ending \_\_\_\_\_

1	2	3	4	5	6	7	8
		CASES					
Section of Code	Offence	Reported	Admitted	Not investigated	Sent for trial	Convicted	Pending in court
	Total of corresponding quarter of previous year						
9	10	11	12	13	14	15	
PERSONS				PROPERTY			
				<i>Value</i>			
Arrested	Convicted	Discharged	Pending	Stolen	Recovered	Remarks	

When and by whom last inspected \_\_\_\_\_ Dates of present inspection and names of Inspecting Officer \_\_\_\_\_

Remarks below on the following matters quoting the corresponding serial No. :-

(i) State of crime generally and working of Police. (2) Preventive measure under security sections and Habitual Offenders' Act. (3) General Headings known or suspected Criminals Sub-heading (a) Surveillance of bad characters and bad character Rolls, (b) History Sheets, (c) Bad Character Rolls and Information Sheets, (d) Proclaimed offenders and absconders, (e) Registered Criminal Tribes. (4) Village Crime Register. (5) Office books. (6) Condition of buildings. (7) Arms and Ammunition. (8) Clothing. (9) Equipment. (10) Horses and bicycles. (11) Other Government Property. (12) Drill and Discipline. (13) Name of officer in charge, with date of assuming charge. (14) Persons in receipt of aid from Police Charities. (15) General Remarks.

Serial No	Subject	Remarks

**FORM No. 20.5(4)**

POLICE DEPARTMENT

\_\_\_\_\_ DISTRICT

Inspection duty performed during the \_\_\_\_\_ quarter of 19

Police Stations in the district. Out posts Posts	Number										
	Stations	Outposts	Road and other posts	Villages	Number of days spent in the interior	Number of miles travelled	Number of cases personally investigated by officers in column I. See note at foot of page.	Explanation of any insufficiency of inspection with names of any Police Stations not inspected within past six months	Remarks by Deputy Commissioner	Remarks by Deputy Inspector General	
Rank of office	Name, Date of Joining district										
S. Police.											
A.S. Police											
A.S. Police											
Dy. Supdt. of Police											
Total											

**Note** . - In columns 2 to 8 opposite names of each officer and total just above the figures relating to the quarter, the total from 1st January in each year shall be entered in red ink.

**Note** . - Only these cases will be entered in column 8 in which the officer referred to in column 1 has visited the locality and reported the enquiries made by him in his weekly Diary No. 1 and given orders for the guidance of the officers in direct charge of the investigation.

*Names of places inspected and visited by Police Officers during the quarter as shown in column 2 and 4 of obverse.*

1	2	3	4	5	6	7	8	9	10	11	12
BY SUPERINTENDENT			BY ASSISTANT SUPERINTENDENT			BY ASSISTANT SUPERINTENDENT			BY DEPUTY SUPERINTENDENT		
Stations	Outposts	Road and other posts	Stations	Outposts	Road and other posts	Stations	Outposts	Road and other posts	Stations	Outposts	Road and other posts

Dated

The \_\_\_\_\_ 19

Superintendent of Police

**FORM No. 20.6****DISTRICT****RANGE****CHECK LIST OF INSPECTION DUTY FOR THE YEAR 19**

(To be prepared by hand)

1	2	3	4		5		6		7		8
			Quarter ending 31st March		Quarter ending 30th June		Quarter ending 30th September		Quarter ending 31st December		
Classi- fica- tions	Serial No.	Names of stations, outposts and posts.	*	Name of inspectin g officer	*	Name of inspectio ng officer	*	Name of inspectin g officer	*	Name of inspecgi ng officer	Remarks
Police Stations											
Out- posts											
Posts											

\*To be filled in from quarterly inspection returns, Form No. 20.5(4)

**NOTE.** - Places not inspected should be marked off with a dash ( - ).**FORM No. 20.18****RECORD OF MEETINGS BETWEEN NON-GAZETTED OFFICERS**

1	2	3	4
Date	Place of meeting	Officers present at the meeting	Report received

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