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The Police Rules, 1934

- Chapter I-Organization
- Chapter II-Establishment
- Chapter III-Buildings
- Chapter IV-Clothing
- Chapter V-Equipment
- Chapter VI-Arms and Ammunition
- Chapter VII-Mounted Police
- Chapter VIII-Leave
- Chapter IX-Pension
- Chapter X-Account
- Chapter XI-Office Routine
- Chapter XII-Appointment and Enrolment
- Chapter XIII-Promotions
- Chapter XIV-Discipline and Conduct
- Chapter XV-Rewards
- Chapter XVI-Punishments
- Chapter XVII-Headquarter Establishment and Reserves
- Chapter XVIII-Guards and Escorts
- Chapter XIX-Training and Examination
- Chapter XX-Inspection and Supervision
- Chapter XXI-Preventive and Detective Organization

CHAPTER I-Organization

PART I. - DEPARTMENTAL ORGANIZATION

1-1. Constitution - For the purposes of section 3 of the Police Act (V of 1861) the Punjab is divided into "General Police District" namely:---

(a) the Provincial Police District.

[1](b)* * * * *]

All ranks of Police employed in the province are appointed or enrolled under section 2 of the Act.

1-2. Inspector General - ¹[The Inspector-General of Police, responsible for the command of the Police force, its discipline administration. He is responsible for advising the Provincial Government in all matters connected with it.

The Inspector-General of Police is assisted by such number of Additional Inspector-General Deputy Inspectors-General and Assistant Inspectors-General as the Provincial Government may from time appoint].

1-3. General Police District – divisions of - The Provincial Police General district is divided into administrative establishment; a Training College (including the Provincial Finger Print Bureau); a [Special Branch, a Crime Branch]. The District Police Establishment Railway Police General District is divided into a Central Intelligence Agency and such number of Sub-Divisions as the Provincial Government may authorize from time to time]¹.

1-4. Administrative division - The District of the province are grouped in Ranges and the administration of all police within each such range is vested in a Deputy Inspector-General under the control of the Inspector-General of Police.

The Railway Police District is administered, under the control of the Inspector-General of Police, by an Assistant, Inspector-General of Police, who has the powers of, and is responsible for the duties allotted to, a Deputy Inspector-General of a range. The limits of the Railway Police Districts are the railway limits within the Punjab.

1-5. Limits of jurisdiction and liability to transfer - All Police officers appointed or enrolled in Pakistan general police district constitute one police force and are liable to, and legally empowered for, police duty anywhere within the province. No sub-division of the force territorially or by classes, such as mounted and foot police, affects this principle.

Though not liable to permanent transfer beyond the limits of the Punjab. Every police officer is empowered by section 3, Police Act III of 1888, when necessary, to exercise the powers, functions and privileges of a police officer in any part of Pakistan. In the exercise of such function a police officer is deemed to be a member of the police force of the province in which he is at the time.

1-6. Deputy Inspectors-General – duties and functions of - "The Deputy Inspector-General of Police, Crime" Special Branch and Crime Branch and Special Branch.

The Deputy Inspector-General, Crime Branch is responsible, through the staff of his department, for the intelligence organization of the criminal administration; in this capacity he is called upon to assist both the Provincial Government and the district.

The Deputy Inspector General of a range is responsible to the Inspector-General for the administration, training and discipline of the police of this range and for the efficiency of their organization and operations for the prevention and detection of crime. In the exercise of this responsibility a Deputy Inspector-General will interfere as little as possible with the executive authority of the Superintendents under him, and will permit such modifications of practice and organization to suit local conditions as he may consider advisable, and as the law and these rules allow. He will use his powers of control to secure a uniform standard of efficiency and the fullest co-operation between districts and branches of the force in the circulation of information and in action against criminals.

To ensure that efficiency shall not be impaired by undue variation in methods of practice in different parts of the province. Deputy Inspectors-General of ranges and of the Crime Branch shall maintain close touch with each other by informal meetings and formal conferences. They shall freely exchange information relating to the criminal administration, and shall ensure that co-operation between ranges and branches of the force is as close as that between the districts within a range. Before issuing any circular order having the effect of altering in principle any matter of departmental practice or affecting the administration of the law, Deputy Inspectors-General shall obtain the approval of the Inspector-General. Copies of all such circular orders and of instructions of general importance, whether previously approved by the Inspector-General or not, shall be sent to the Inspector-General and other Deputy Inspector-General for information.

1-7. Relations of Deputy Inspectors-General with Commissioners and District Magistrates - In his dealings with Commissioners and District Magistrate, the Deputy Inspector-General is the representative of the Inspector-General. Within the field in which the Inspector-General is the adviser of the Provincial Government, the Deputy Inspector-General should be the adviser of the Commissioners and District Magistrates, whose jurisdictions lie within his range. His knowledge and authority should at all times be at their disposal for promoting police efficiency and for concerting measures for the better control of crime. Cases in which differences of opinion arise between a Deputy Inspector-General and a Commissioner or District Magistrate on matters in which the orders of Government are advisable shall be referred through the Inspector-General.

1-8. Superintendent of Police - The Superintendent of Police is the executive head of the district police force. He is directly responsible for all matters relating to its internal economy training and management, and for the maintenance of its discipline and the efficient performance of all its duties.

In every district there shall be one or more Superintendent and such number of Assistant Superintendents, Deputy Superintendents, Inspectors, Sergeants, Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables as the Provincial Government may direct.

1-9. Assistant and Deputy Superintendents - The authority and duties of Assistant and Deputy Superintendent of Police are the same and interchangeable. They derive their powers from the fifth definition in section 1 of the Police Act (V of 1861) and from section 551 of the Code of Criminal Procedure. Assistant and Deputy Superintendent of Police are posted to districts and other duties at the discretion of the Provincial Government to be trained and to assist the Superintendent in the discharge of his responsibilities, and the authority of the Superintendent is delegated to them to the extent prescribed by these rules.

1-10. Police Station Jurisdiction - District and the railway police sub-divisions are divided into police station jurisdictions according to administrative convenience and in order to meet the requirements of the Code of Criminal Procedure [section 4 (1)(s)]. The boundaries of these jurisdictions have all been fixed from time to time on the authority of the Provincial Government, and are unalterable save under the same authority. Outposts are located where necessary for the control of crime and are subordinate to the police stations in the jurisdictions of which they are located. Normally, a police station is in charge of a sub-Inspector of police and an outpost is commanded by an assistant sub-Inspector head constable.

No alteration in the number of police stations and outposts or in the boundaries of police station jurisdictions may be made without the sanction of the Provincial Government. Proposals for such alterations shall be submitted, in the form outlined in Appendix 1-10, by Superintendents of Police, through the District Magistrate to the Deputy Inspector-General of the range. The latter, after forwarding it to the Inspector-General of Police, through the Commissioner of the division.

1-11. Changes in distribution - Temporary changes to the disposition of the police force within a district may be made by Superintendents with the concurrence of the District Magistrate, but no permanent alterations shall be made without the previous sanction of the Inspector-General. Any temporary changes made under the authority of this rule shall be reported unofficially to the Deputy Inspector-General through the channel of the weekly diary of the Superintendent of Police (Rule 21-9).

1-12. Power of Sub-Inspectors - Sub-Inspectors in charge of police stations exercise all the powers of an officer in charge of a police station. Additional sub-inspectors in police stations may be deputed by the officer in charge under officers in virtue of the powers granted under section 551. Code of Criminal Procedure, to investigate cases and such officers then have the powers to investigate, which are granted under Chapter XIV, Code of Criminal Procedure, to any officer making an investigation under that chapter. Sub-inspectors, and officers junior to a sub-inspector, may arrest under the orders of the officer in charge of a Police station under section 55, Code of Criminal Procedure, the persons detailed in that section.

The definition of "officer in charge of a police station," in section 4(1) (p). Code of Criminal Procedure, empowers other police officers, in certain circumstances, to exercise the powers of such an officer.

The powers of sub-inspectors, who are not officers in charge of police station and junior officers, in dealing with unlawful assemblies, are explained in Rule 14-56(3).

1-13. Classes and ranks of police officers - The expression "gazetted police officers" is applied to police officers appointed under section 4, Act V of 1861, and includes the Inspector-General, Deputy Inspector General, Assistant Inspectors General, Superintendent and Deputy Superintendents.

The expression "enrolled police officer" is applied to police officers appointed under section 7, Act V of 1861, and includes inspectors, sergeants, sub-inspectors, assistant sub-inspector, head constables and constables.

The expression "uppers subordinate" includes all enrolled police officers of and above the rank of assistant sub-inspector.

The expression "lower subordinate" includes all other enrolled police officers.

PART II- RELATIONS BETWEEN POLICE AND MAGISTRATES

1-14. The Commissioner - The Commissioner exercised through his district Magistrates a general control over the administration of his division in criminal as in other matters, and is specially responsible for the maintenance of co-operation between the police and the magistracy. ¹[* * * *] He is expected to give attention to special reports and measures for dealing with special types of crime. ²[¹* * * *] the location of additional police quartered in disturbed areas and the work of the prosecuting agency.

It is the duty of the Deputy Inspector General of the range to keep the Commissioner of the division fully informed of all matters of importance concerning the efficiency of the police and the state of crime.

1-15. The District Magistrate - The District Magistrate is the head of the criminal administration of the district, and the police force is the instrument provided by government to enable him to enforce his authority and fulfil his responsibility for the maintenance of law and order. The police force in a district is, therefore, placed by law under the general control and direction of the District Magistrate who is responsible that it carries out its duties in such a manner that effective protection is afforded to the public against lawlessness and disorder.

In the exercise of this control the district Magistrate is required to inspect police stations. He shall exercise no executive authority in matter which concern solely the internal administration and training of the force, or in questions of discipline as between police officers and their departmental superiors, but his general control extends to all other matters. In all that affects the relations between the police and the public or the keeping of the public peace, the District Magistrate must be consulted and his orders complied with.

He may (a) require the Superintendent to furnish him with any documents relating to the conduct of any subordinate enrolled police officer in any case in which the conduct or character of such police officer is likely to affect his dealings with the public or the prevention and detection of crime; (b) direct the Superintendent to enquire into any allegation of misconduct or neglect of duty on the part of any subordinate enrolled police officer in any case in which such misconduct or neglect of duty affects, or is likely to affect, such officer's dealings with public, or the prevention and detection of crime, and to submit the record to superior police authority; and (c) direct the Superintendent to furnish information on any matter connected with crime, the criminal classes, the prevention of disorder or the distribution of the police force, or on any other matter not connected solely with the internal administration of the force.

It exercising his powers of control, the district Magistrate should avoid doing anything to weaken the authority of the Superintendent. All communications between the District Magistrate and the police shall, whenever possible, be conveyed through, and all instructions and orders to them shall similarly be issued from, the Superintendent.

NOTE

The above rule covers the position of district Magistrates in relation to the railway police. The District Magistrate has no departmental authority over such police, but his responsibility for the criminal administration of his district includes that portion of the railway police jurisdiction which lies within it. He has, therefore, the same authority to call for information and to inspect police stations which he has in respect of the district police, and the same interest in the prevention, detection and prosecution of railway crime as in the case of district crime.

1-16. Duties of Superintendent towards District Magistrate - The primary duty of the Superintendent of Police is to afford the District Magistrate the utmost possible assistance, both himself and through the police force under his command, in the preservation of the peace and the prevention or detection of crime. He shall keep in close and constant personal touch with the district Magistrate and shall keep him fully and promptly informed both by personal conference and by written reports, of all matters relating to crime and public order. While it is his duty to initiate action of the police in such matter, he must keep the District Magistrate informed and be guided by his orders.

The Superintendent of Police shall keep the District Magistrate informed of his movements generally when away from headquarters, and shall conform to his wishes should the District Magistrate, for reasons connected with the criminal administration of the district, require the Superintendent of Police to proceed to any place in the district or to remain at headquarters at any time.

1-17. Authority of District Magistrate in regard to postings, & c - All postings, removals and transfers of officers in charge of police stations within a district, shall be made by the Superintendent with the approval of the District Magistrate.

If the district Magistrate considers the presence of a police officer of or below the rank of sub-inspector prejudicial to the welfare of the locality in which he is posted, he may direct his transfer elsewhere within the district. In the case of dis-satisfaction with the work or conduct of officers above the rank of sub-inspector, District Magistrate shall communicate their complaint to the Deputy Inspector General of the range.

1-18. Sub-divisional and subordinate Magistrates - The authority of a sub-divisional or a subordinate magistrate over the police is strictly limited to the powers given him by law in the exercise of his judicial functions. Any adverse comments on the proceedings of the police, which he may make, shall be communicated to the Superintendent through the District Magistrate. Similarly, if he considers that any police officer should be called on to explain his conduct, he shall report the facts of the case to the District Magistrate, who will take such action, as he considers necessary.

1-19. Sub-divisional and subordinate Magistrate - Co-operation with - Sub-divisional and subordinate are held strictly responsible, under the control of the District Magistrate, for the maintenance of the peace of the area which is made over so their charge; though they have no extra-judicial authority over the police, they are not merely Judges. The law gives them many more powers than those required for hearing cases, and they are interested in every crime in their jurisdiction from the moment of its commission. The maintenance of law and order and the suppression of crime depend upon the joint efforts of the public, the magistracy and the police and not upon the energy of any one of these alone. The most intimate and friendly co-operation between the police and the magistracy as a whole, and between particular magistrates and the police stationed in the area of their jurisdiction, is essential. Superintendents of Police must encourage such co-operation by every means and must sternly check all contrary tendencies. Gazetted officers and upper subordinates should cultivate friendly personal relations with all magistrates with whom their work brings them in contact, and every opportunity should be taken to keep magistrates informed of the state of crime in their *ilagas*. Conferences between magistrates and police officers, at which difficulties on either side can be discussed and remedies devised, should be encouraged; police officers coming in with *chalans* should frequently take the opportunity of obtaining an interview with the *ilaga* Magistrate and discussing with him the state of crime in their jurisdictions; and prosecuting officers, who form a valuable link between the investigating officer and the magistracy, should be instructed to pass on to magistrates any information of interest of importance regarding criminal matters of which they may be aware.

NOTE

The remarks of the Indian Police Commission, 1902-03, on the subject of relations between the police and magistrates are published as Appendix 1-19.

1-20. Rights of sub-division and subordinate Magistrates to inspect police records - Sub-Divisional and subordinate magistrates are not authorized to inspect police stations or to record remarks or criticisms in inspection books provided that the District Magistrate, which the concurrence of the Deputy Inspector-General, may permit a Sub-divisional Magistrate, who is a senior Assistant Commission, to make such inspectors, and to record his remarks in the inspection book. A Sub-divisional, or Ilage Magistrate, may, however, in his executive capacity, call for any of the records and registered which deal with crime for a police station, and may request the officer in charge of a police station to come to him and explain them. The orders of Government regulating the production of police records in courts of law are contained in rules 27-24.

1-21. Police to obey all orders issued in judicial capacity - The police shall obey and execute all lawful orders issued to them by judicial officers in the exercise of the powers conferred on them by law.

APPENDIX No. 1-18

FORM OF GAZETTE NOTIFICATION ALTERING POLICE STATIONS JURISDICTION

[3][No change in the jurisdiction of Police Stations effective till a Gazette Notification that been published by the Provincial Government. The Notification should show the complete jurisdiction of affected Police Stations for convenience of the Police. Care should be taken to see that the jurisdiction of the Police Station does not cut across the boundaries of the Civil Sub-Division in which the Police Station is located]

The Governor in Council is please, under the provisions of clause (5) of sub-section (1) of section 4 of the Code of Criminal Procedure, to direct the transfer of the villages enumerated in column 3 of the sub-joined schedule, and situated in the *zails* mentioned in column 2, from the local areas of the police station mentioned in column to the local areas of the police stations mentioned in column 5 thereof, with effect from the date of the issue of this notification:---

2. Recommendations for alterations in police stations jurisdictions shall be supported by the following information:---

- (a) A map on which the proposed alterations are clearly marked.
- (b) A statement showing the crime for the past three years of the police stations affected, with an explanation of the effect on these figures of the changes proposed.
- (c) A statement showing area and population of the police stations affected as before and after the proposed change.

¹[3. "In framing such proposals the main object should be to secure an even and manageable distribution of crime between police stations, accessibility between police station and its villages, and the police station and court of the Magistrate incharge of the jurisdiction.

APPENDIX No. 1-18

EXTRACT FROM THE REPORT OF THE INDIAN POLICE COMMISSION, 1902-03

124. *Omitted.*

This is the connection which the law intends to exist between the magistrate empowered to take cognizance of police cases and the police. It involves the first information being sent to this magistrate, his being able to watch the case from the first, to order investigation where the police are not investigating, or to investigation up to the very last. His connection with the case is intended to begin with the first information and to continue to the end; through out he is intended to exercise an intelligent interest in the. These provisions are very generally lost sight of. The intention of the law is defeated when the first information is sent, not as required by section 157 to the magistrate having jurisdiction, but nominally to the District Magistrate, really to a prosecuting inspector or other official at the headquarters, who files it until the case is sent up finally for trial. It is also defeated when the magistrate assumes what he imagines to be a judicial attitude, and never looks at a paper or takes any interest in the case until it comes before him in court, and proceeds to dispose of it with regard only to what is put before him by the parties without any effort to do what more he can to arrive at the truth. A valuable check on police work and valuable powers in criminal administration are thus lost.

125. The intention of the law is that the police and the magistracy should work together, the former investigating the case for the magistrate, and the latter conducting the magisterial enquiry or trial, weighing the evidence collected by the police, sifting further any points that have been missed or inadequately treated, hearing all that the accused has to say or adduce on his own behalf, and deciding the case in the interest of truth and justice.

126. *Omitted.*

The courts should be encouraged to take notice of any misconduct on the part of a police office, or of any reasonable suspicion that he has been guilty of such misconduct. Unless such misconduct is established after hearing any explanation the police officer concerned may have to offer, or unless reference to it is necessary for the elucidation of the case, it is only just to him that no notice of it should be taken in the judgment; but a separate note should be at once forwarded to the District Magistrate, who should pay due attention to it, conducting by competent and impartial agency any enquiry that may be necessary, and absolving from blame any police officer who may after all be found innocent of fault, but taking adequate notice of any misconduct that may be established.

NOTE

The principles enunciated in the concluding portion of the above quotation have been accepted by the Provincial Government and are embodied in Chief Court Circular No. 7-3428-G, of 19th September 1903, which reads as follows:---

Chief Court Circular No. 7-3428-G, dated the 19th September 1903.

Dated Lahore, the 19th September 1903.

To – All Sessions Judges, District Magistrates and Subordinate Criminal Courts in the Punjab.

The attention of the presiding officers of all criminal courts is called to the following extract from the proceedings of His Honour the Lieutenant-Governor of the Punjab in the Home (Police) Department, No. 1632-S, dated 30th August 1903:---

“ The Lieutenant-Governor agrees with the Inspector-General of Police that it is undesirable for magistrates to 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. If remarks to which exception can be taken come to the notice of the Inspector General of Police, they should be referred for the orders of the Lieutenant-Governor, who will invite the attention of the Hon’able Judges of the Chief Court to any case in which action can appropriately be taken.”

The Hon’able Judges trust that all courts will be careful in future to observe the rule laid down in these remarks. District Magistrates should themselves take whatever action seems desirable in any case coming to their notice in which the spirit of the rule has been infringed by any court subordinate to them.

CHAPTER II-Establishment

2-1. Permanent establishment how fixed – The permanent establishment of a district is fixed on a careful calculation of the actual number of men required for fixed duties *plus* the percentage approved by Government as a reserve to provide for casualties and training in the various ranks. The establishment of each district is shown in a distribution statement in Form 2-1, issued by the Inspector General.

2-2. Fixed duties – (1) The term “fixed duties” includes:---

- (a) Cantonment and city police.
- (b) Rural police stations and their subordinate posts.
- (c) Headquarter establishment; guards; escorts; specialists (e.g., traffic staff); armed reserves, and mounted police.
- (d) Office and court duties.

(2) Under division A the establishment required shall be calculated separately for (1) the investigation and station house staff (2) the watch and ward staff. No general scale can be laid down. In calculating the investigation and station house strength the principles by which the strength of rural police stations is fixed (sub-rul 3 below) shall be followed as far as possible, but additional provision will frequently be necessary for duties such as telephone orderlies, extra clerical staff, detective staff, a permanent lock-up-guard, & c. In estimating the beat staff it is necessary to plot out on a map after close study of local conditions, the number of fixed points (other than special traffic points) day and night beats, and patrols required for each town or cantonment. Careful consideration shall be given to economizing men by providing intermittent patrols instead of fixed points of beats, and by providing means of locomotion to enable a few men to cover a considerable area, wherever possible. When the

number of beats, & c., has been fixed, the establishment necessary to furnish them shall be calculated on the basis of every man performing eight hours duty in each period of twenty-four hours. On this basis, the necessary calculations can be made for, and rotation of duties fixed between day and night duties, duties lasting throughout the twenty-four hours, and intermittent duties. Supervision over the watch and ward staff shall be provided at the rate of 1 head constable to every 10 Constables; 1 assistant sub-inspector to every 5 head constables and 1 sub inspector to every 100 constables. No ratio between police and population is prescribed, except that in the case of towns with a population of over 30,000 the total strength of police for watch and ward should not ordinarily exceed one constable to every inhabitants. In each case local conditions, such as the volume of commercial activity, the importance and frequency of fairs and festivals, the general criminality of the neighbourhood and the like must be considered.

(3) The strength of rural police stations (division B) is based mainly on the incidence of crime. A normal police station is held to be one registering an average of seventy-five cases a year. For such a police station the minimum staff shall be 1 sub-inspector, 1 assistant sub-inspector, 1 head constable (clerk and 12 foot constables. In police stations, where crime is very light the number of constables may be reduced to ten. For every fifty cases above the normal figure shown to be the annual average of a police station, the staff shall be increased by 1 assistant sub-inspector and 2 constables. This standard calculation may be varied for adequate reasons in special cases. The staff of outposts shall be calculated strictly in accordance with the duty it is required to perform.

(4) In division C, headquarter establishment shall be calculated in exact detail of authorized posts to be filled. Under this heading shall be included all enrolled personnel of the Lines establishment, instructors, orderlies, of all descriptions, and upper subordinates, who do not come under any other division. Guards shall be calculated at the actual strength required to form each guard, four constables being allotted to each sentry post, the number of constables allotted to each sentry post being fixed in accordance with rule 18.5(5) and a second head constable being provided for each guard which furnishes more than two sentries. The strength required for escorts shall be calculated on the scales laid down in Chapter XVIII in relation to the average demands in the district for treasure and prisoners escorts, other than the escorting of under-trial prisoners to and from the Court. Provision may be made, if necessary, for escorts at sub-divisions as well as at head quarters. The staff of specialists shall include the special detective staff or traffic staff and such other personnel as may be authorized for particular duties not included in any other division. The strength required for traffic duties shall be calculated on the lines prescribed in sub-rule (2) above for watch and ward duties; other special staff shall be calculated in strict accordance with actual duties to be performed.

(5) Court and office duties (division D) shall be calculated according to the actual number of posts to be filled both at district headquarters and at sub-divisions and other magisterial headquarters on the scale prescribed by Police Rules or other competent authority. In addition, establishment shall be provided, on the scale prescribed in Chapter XVIII and on the basis of the average daily number, for the escort of under-trial prisoners to and from the Courts, and the guarding of such prisoners in Court, at district headquarter and all other places where such escorts are permanently required.

(6) In the calculation of fixed duties no provision shall be made for reserves or for reliefs otherwise than as provided in the foregoing sub-rules. Deficiencies in strength of short duration shall be met by curtailment of duties; those of longer duration, caused by leave, other than casual leave resignations, etc., shall be made good from the reserves referred to in rule 2.3 below.

2-3. Reserves – Reserves in the various ranks are fixed to provide for casualties and training. Reserves in the ranks of gazetted officers are included in the cadres, as fixed by the Government of Pakistan. [4] * * *. That in the rank of sub-inspectors at 15 percent of the sanctioned number of Pakistani inspectors and sub-inspectors; that in the rank of head constables at 14 percent of the sanctioned number of assistant sub-inspectors and head constables and that in the rank of constable at 16.5 percent of the number of constables sanctioned for fixed duties The strength of armed reserves and mounted police is fixed for each district in accordance with the orders of the Provincial Government.

2-4. Authorized duties – In calculating establishment every duty for which proper authority exists shall be included, and authority shall be obtained from the Inspector-General for any duty the necessity of which can be established, if it is not already authorized. Police shall on no account be supplied, except as provided in rule 2-16 or for other emergent and purely temporary occasions, for duties which are not so authorized.

2-5. Permanent additions to the ordinary force – All proposals for the revision of establishment shall be submitted officially through (1) the district Magistrate, (2) Deputy Inspector General of Police, (3) Commissioner and (4) the Inspector General of Police for the orders of Government. A proposition statement in Civil Account Form No.5 shall be submitted in cases which relate to a general revision of establishment or which cannot be set out clearly without it. Proposals for minor changes in establishment are required to be accompanied only by statement showing the increase or reduction in the annual cost, which the proposal involves.

2-6. Method of submitting proposal – (1) Proposals shall be accompanied by a copy of the distribution statement – Form 2-1 and a concise and comprehensive statement showing the object of the proposed revision and the date from which it is intended that it shall have effect. Whenever the figures for the reserve represent less than the percentages prescribed in rule 2-3 calculated on the revised establishment, application shall be made for the necessary increase to bring up the reserve to the authorized scale. In the case of proposals for the reduction of establishment, reserves shall be similarly adjusted. The channel of submission shall be as in rule 2-5 above.

(2) Proposals affecting upper and lower subordinates shall be submitted on separate forms.

2-7. Initial and annual charges – In all application for revision of establishment due provision shall be made for initial charges of Rs.200 in the case of each upper subordinate and Rs. 10 in the case of each lower subordinate on account of clothing; and Rs.15 on account of beds and boxes in the case of each lower subordinate added to the strength. Provision shall further be made for the following annual charges:---

- (1) Clothing allowance, at Rs. 25 for each upper subordinate and Rs. 8 for each head constable and constable.
- (2) Equipment allowance, at Rs. 2 for each constable and constable.
- (3) Horse equipment allowance, at Rs.7 for each mounted head constable and constable.
- (4) Rewards, at Rs.1 for each enrolled police officer.
- (5) Other contingent expenditure, at 10 per cent on the salary of the pro-posted establishment.
- (6) Other necessary incidental expenditure, e.g., rent of quarters, as in the case of the railway police.

2-8. Calculating rates of pay and grades – In calculating the cost of pro-posted revisions of establishment the pay of appointments shall be estimated at the mean rate of pay of the time-scale of the rank concerned. In the case of ranks for which selection grades are authorized such proposed new appointments shall be shown in each of such grades as may be required to maintain the authorized percentages thereof. In the case of proposals for reduction of establishment similar adjustments shall be made. The allotment of posts to selection grades shall be made in districts officers for the rank of constables, in range offices for the rank of sub-inspectors and in the Central Police Office for other ranks.

PART II – ADDITIONAL POLICE

2-5. Additional Police under sections 13 and 14 – (1) Sections 13 and 14 of the Police Act V of 1861, regulate the employment of police officers at the cost of individuals, and the appointment of police officers in the neighborhood of railways and other works. Such police are designated "Additional Police," whether extra policemen in excess of the regular establishment are enlisted or not.

(2) If extra men are enlisted they shall be deemed part of the district police force and shall, if suitable and eligible, be absorbed in the regular establishment as vacancies occur, being replaced by new enlistments, who are subject to discharge on reduction of the additional police.

(3) Superintendents are required to give early information to Deputy Inspectors General of their inability to provide for additional police coming under reduction in order that arrangements may be made to absorb them in other districts where vacancies may exist.

2-10. General rules – (1) Government undertakes no responsibility in respect of persons or property protected by additional police neither shall police officers be deemed responsible for the contents of buildings, boxes and the like committed to their charge.

(2) Additional police shall not be supplied to guard or escort treasure or valuable property unless proper arrangements to the satisfaction of the Superintendent are made for its safety, neither shall they be supplied for the protection of buildings, boxes and the like, which are not securely locked or fastened.

(3) The duties of the police regard to the protection of property shall be confined to the watching of outer locks and fastening and to the prevention of unauthorized access to them. The keys of locks shall not be entrusted to the police.

(4) Whenever additional police are supplied the Superintendent shall ensure that proper accommodation is provided by the applicant.

(5) they shall be furnished for police duties only, and in such number as the Superintendent may deem necessary in regard to the duties to be performed, and the Superintendent shall at the same time arrange to recover the cost as laid down in Chapter X and bills shall be prepared in form 10-21.

2-11. Additional police supplied to private or corporate bodies – (1) Additional police applied for by private persons, corporate bodies, or commercial companies, shall be supplied or not at the discretion of the Superintendent, subject to the general directions of the magistrate of the district. Applications shall be made in Form 2-11(1) A or B according to the purpose for which they are required.

If necessary, extra police shall be enrolled for this purpose.

(2) Additional police may not be given under this rule without payment in full and in advance.

2-12. Requisite police arrangements to be made at all time – Whenever police arrangements are necessary in the interests of law and order, or to maintain the public peace, police must be supplied in such numbers as the Superintendent of Police shall consider sufficient, irrespective of whether a private application has been submitted.

2-13. Supply of police under section 13 – When police arrangements are required for the maintenance of order, and protection of property on behalf of promotions of private gatherings or entertainments, such as marriages, social functions, race meetings, etc, such promoters, shall be invited to apply in form 2.11(1) A or B for additional police at their own cost under section 13 of the Police Act. If the Superintendent of Police, after consulting the district Magistrate if necessary, considers such additional police necessary over and above such force of police as he may consider sufficient on public grounds under rule 2.12 above, he shall recover from the applicant charges on the scale given in sub-rule (2) below, and shall supply police accordingly. Bills shall be prepared in form 10.21.

5[(2) The scale of charges referred to above is as follows:--

	Rs.	
Inspector	25	Pay day of five hours or per night of four hours.
Sub-Inspector	18	-do-
Assistant Sub-Inspector	15	-do-
Head Constable	13	-do-
Constable	13	-do-

If the duty lasts more than five hours per day or four hours per night, relief will be provided and double rates charged.

(3) All sums recovered under this rule shall be credited to the “XXIII-Police collections of payments for services rendered – Receipts on account of additional police under sections 13, 14 and 15 of Police Act, V of 1861,” and at the end of the month, recovery shall be made from the treasury on special additional police pay bills for disbursement to the actual police officers, in accordance with the principles laid down in Inspector General’s letter No.106-S/95-4.B-27-A, dated the 31st May 1928, namely that remuneration shall only be given when extra duties performed involve less than 24 hours absence from normal duty. Thus if a constable is deputed to attend a private function, such as a wedding, which involve his absence normal duty throughout the whole of one working day, say from sunrise to midnight, he will be considered as having performed over-time duty and will be entitled to extra remuneration, but should the duty involve his absence from sunrise to sunset of the following day, he will not be considered as on over-time duty and will be entitled to no remuneration in addition to his pay. Superintendent may, however, use their discretion in dealing with cases in which, in their opinion, the 24 hour rule cannot in fairness be applied.

(4) In deciding when to supply police at the public expense, and when to charge the promoters of particular function, Superintendents shall be guided by the general principle that the regular police establishment is required to perform all the duties of maintaining public order, which fall within the scope of section 31 of the Police Act. When special arrangements are necessary or desired over and above those which the general public interests demand, the person or persons responsible for the assembly concerned should pay for additional police. The law does not permit of compulsion being exercised in this matter, but Superintendents may tender their advice and indicate that no more police than are necessary to prevent obstruction to the general public will be provided unless paid for.

NOTE

Government has ordered that “if any sect requires, in religious processions organized by the, the assistance of the police to maintain order, so such an extent as to necessitate extra expenditure by bringing a larger police force together, or otherwise, the cost should invariably be charged to the persons requiring the extra police protection and the same should be paid before the procession is allowed to take place” (Home Department No. 1073 of 14th March 1978). This order does not mean that charge shall be levied for the supply of police to processions of ancient and regularly exercised custom in cases where the supply is not in excess of that given for a series of years, and the practice has been to give such supply for a long period without charge.

2-14. Supply of police under section 14 – Cases coming within the scope of section 14 of the Police Act, 1861, must be referred through (1) District Magistrate, (2) Deputy Inspector-General of Police and (3) Commissioner, to the Inspector-General of Police orders.

2-15. Supply of police free of charge in emergencies – Superintendents may at their discretion supply additional police to departments and officers of Government

from the regular police establishment in cases of emergency and for duties of a strictly temporary and non-recurrent nature without charge.

2-16. Entertainment of and charges of extra establishment – If the police are required for a lengthy period, application shall be made to the Inspector-General for the entertainment of extra men with the sanction of the Provincial Government. The charges for additional police so supplied, when permission is given to entertain extra men, shall be in accordance with the rules in Chapter X except that no charge shall be made for pensions.

2-16-A. Payment of extra cost of Police employed at fairs managed by local bodies – Ordinarily the cost of police deputed for duty at fairs managed by local bodies is met provincial revenues, but in the case of important fairs which bring in profit of Rs. 5,000 or more, the travelling allowance of the police employed and the cost of temporary accommodation and transport, etc., but not the pay, shall be recovered from the local body concerned.

In the case of such fairs managed by District Boards the Superintendent of Police shall recover the amount in direct communication with the District Board concerned. District Boards can meet such charges under clause (a) of sub-section 2 of section 37 of the Punjab District Boards Act, 1883.

In the case of fairs managed by Municipal Committees, the Superintendent of Police shall submit a detail of inch charges to the Inspector-General of Police who will arrange for their recovery through the Ministry of Local Self-Government under clause (d) of sub-section (1) of section 52 of the Punjab Municipal Act, 1911. All sums recovered on this account will be credited to Government under the head “XIII Police–Collection of payments for services rendered.”

2-17. Addition police under section 15 – (1) Section 15 of the Police Act 1861, regulates the quartering of police in disturbed or dangerous tracts. The orders contained in sub-rules 2-9(2) and (3) apply to them.

(2) Applications for the location of such police shall be made in Form 2-17(2). The Superintendent making the application shall see that all the information required by the form is filled in and shall submit it to the Inspector-General through (1) District Magistrate (2) Deputy Inspector-General and (3) Commissioner, for the orders of Government.

NOTE

Application for the exemption of *individuals* (as opposed to classes) from payment of additional police tax need not be submitted to Government through Commissioners of Divisions.

2-18. Particular to be given in applications – (1) Application for the location of police in disturbed or dangerous tracts shall be accompanied by:---

(a) accurate details, as required by the form, of the population, financial resources, criminality, etc., of the villages concerned, and the detailed charges proposed on account of police. In the case of proposals including several villages, the statistics of each shall be given separately.

(b) Particulars of individuals of classes of inhabitants, if any, whom it is proposed to exempt, with reasons for such exemption.

(c) the tahsildar's report as to the ability of the community concerned to bear the charge.

(d) A full explanation of the grounds for the proposal and the manner in which it is proposed to employ the police asked for. When the proposal affects several villages the explanation should make clear the grounds for including each.

(2) The strength of the police proposal shall in all cases be sufficient to secure the objects aimed at in the proposal, and provision shall be made for an officer in command of the detachment of sufficient status to exercise adequate control. If the financial capacity of the community is insufficient to pay for a force which can exercise effective control, other methods such as action under the preventive sections of the law [or under the Criminal Tribes Act] must be resorted to.

2-19. Location of additional police under section 13 – When a notification appears in the *Punjab Gazette* ordering the location of an additional police post in a disturbed or dangerous area, the Superintendent concerned shall, on receipt of such gazette, take immediate measures, for the establishment of such post, and shall report to the Inspector General, the date on which it is established, sending copy to the District Magistrate concerned.

2-20. Rules for additional police posts – (1) The Superintendent shall frame rules for the guidance of the additional police, with special reference to the object for which they are located, and shall define the local area of the post. Such rules shall be submitted through the District Magistrate to the Deputy Inspector General of Police for approval.

(2) An additional police post shall be considered an outpost subordinate to the police station in the jurisdiction of which it is situated.

2-21. Continuance of additional police – (1) Recommendations for the continuance of an additional police post for a further period shall be submitted in Form 2-21(1) through the channel prescribed in sub-rule 2-17(2), so as to reach the Deputy Inspector General at least two months before the date when sanction for the post is due to expire.

(2) Full reasons for the continuance of the post shall be given, and a note of all crime committed within the jurisdiction since its establishment shall be included.

2-22. Additional police reserve – (1) the parties charged with the cost of additional police enrolled under sections 13, 14 or 15, Act V of 1861, must also pay the cost of a reserve calculated at one-sixth of the number of constables required for fixed duties. This charge nable a reserve to be maintained against casualties in the additional police, which would otherwise throw an undue burden on the contingency reserves of the regular force.

(2) A reserve, equal to one-sixth of the total number of additional police constables sanctioned in each district from time to time shall be enrolled and kept at the headquarters of the district. This reserve must be increased or reduced proportionately to increases and decreases in the strength of additional police.

(3) Deputy Inspector General are authorized to control the additional police reserves of all districts in their ranges, utilizing reductions in one district to meet increases in another, or providing trained men for newly sanctioned additional police detachments by transfer from reserves of other districts, the men so transferred being replaced by new enrolments in their district.

(4) Deputy Inspector General shall arrange for a careful check in their offices of impending fluctuations, and no reduction of additional police reserves shall be carried out by Superintendent without a prior reference to the Deputy Inspector General.

(5) When a force of additional police is enrolled for so short a time or is so small that a reserve is unnecessary, no reserve constable shall be enrolled and the surcharge of one-sixth shall not be made.

2-23. Extra kits for additional police – The Deputy Inspector General may sanction a fixed number of extra kits and sufficient equipment to be permanently maintained in each district for additional police. Expenditure under this rule shall be charged to the Clothing and Equipment Fund.

2-24. *Thikri pahar* and Special police under section 17 – (1) In any village in which crime is prevalent the Superintendent of Police may approach the district Magistrate to introduce the provisions of the Village Patrol Act No. VIII of 1981. It must be borne in mind, however, that *thikri pahra* essentially and emergency as opposed to and every day routine measure, When imposed on villagers as a continuous routine it becomes irksome and is consequently perfunctorily performed. The compulsory

provisions of Punjab Act VIII should only be employed as last resource.

(2) When in any place or part of a district conditions exist or are apprehended such as are described in section 17, Act of 1861, the Superintendent of Police Shall approach the District Magistrate for the appointment of special police under that section.

(3) Non-officials employed for purposes of maintaining order and on the duties of special police shall ordinarily be enrolled under section 17, Act V of 1861, but, where a sudden crisis renders recourse to assistance from the ordinary civil population a matter of immediate necessity in the public interest, the aid of respectable and trustworthy persons may be enlisted forthwith in the maintenance of law and order without enrolment, if the danger and urgency of the situation, in the opinion of the District Magistrate, justifies their employment without the formality of enrolment.

The rules regarding enrolment, discipline, etc., of such special police are given in Appendix No. 2-24(3).

APPENDIX No. 2-24(3)

RULES FOR THE ENROLMENT AND EMPLOYMENT OF POLICE OFFICERS

1. When the entertainment of special police officers becomes necessary, or desirable, efforts should be made to appoint volunteers under section 17 of the Police Act (V of 1861) up to the numbers and in the various ranks required. No unwilling person should be appointed unless sufficient volunteers cannot be found.

2. Under section 17 of Act V of 1861, residents of a disturbed area may be appointed special police officers of any rank, but no such police officers shall be appointed to a rank equal to that of the senior officers of the regular police present on the spot.

3. Special police officers shall be subordinate to, and be under the orders of, the senior officer of the regular police present on the spot.

4. Special police officers should ordinarily be chosen from among the respectable, loyal, and influential persons of the neighbourhood whose authority is likely to be respected by the masses and who are likely to use their influence to prevent disturbances. It is not desirable to choose ring-leaders of contentious factions unless such ring-leaders are really influential persons and in no case should a special officer be appointed as a punitive measure.

5. When special police officers are appointed, the more influential and useful from amongst them may be appointed to senior rank above the others, and be required to enforce discipline as laid down in police rules among the special police officers appointed under their command.

6. Whenever possible special police officers of good social standing should be encouraged to bring with them their tenants and dependants, who will ordinarily be enrolled as special police officers of the lower subordinate grades, a post being to the special police officer through whose agency the lower subordinates are enrolled, subject to the provision of rule 2 foregoing.

7. Special police officers of the lower subordinate ranks will ordinarily be armed with batons or lathis at the discretion of the Superintendent of Police.

8. An armet or brassard with the letter S. P. and Serial No. should be issued to such special police officer other than those appointed to rank as upper subordinates.

NOTE. Special police officers of the rank of upper subordinate may, with advantage, be given a Sam Browne belt with a revolver or sword if such articles are available.

9. A special police officer of the rank of upper subordinate will be entitled to receive all courtesies due to an officer of his rank, but his authority will extend only to special police officers under his orders and not to officers of the regular police. Influential persons of superior social standing who may be enrolled, should, as a rule, be employed on staff and supervising duties and given relatively higher rank than others of lower status similarly enrolled. Such persons should not have menial or unreasonable duties assigned to them, but the object should be to employ them in the manner best suited to make their personal influence effective.

10. *Discipline* – The requirements in this respect should usually be light. Any conditions of the office which might be regarded by local residents as offensive and unnecessarily irksome should not be insisted on. Physical drill, for instance, would in most cases be inappropriate and the saluting of petty officers unnecessary, while parades or attendance at the police station, when necessary, should be so regulated as to cause as little inconvenience as possible.

11. A copy of sections 17 to 21 inclusive of Police Act (V of 1861) and also a copy of rules relating to the enrolment, etc., of special police officers shall be given to each special police officer as soon after enrolment as may be possible.

12. Superintendent of Police entertaining special police will arranged for their feeding by the purchase and distribution of food according to the following scale:-

1-¹/₂ lbs. atta, or in lieu rice 1-¹/₂ lbs.

4 oz. dhal.

4 oz. fresh meat (or in lieu 4 oz. gur).

¹/₂ oz. tea.

¹/₂ oz. salt.

2 oz. ghee.

1 oz. gur.

1-¹/₂ lbs. fuel.

Spices 1/6 oz. chillies

1/6 oz. turmeric or 1-¹/₂ oz. in all as available.

1/6 oz. garlic

or by a cash payment of the cost of these articles at a rate to be notified by the Inspector-General when special police are entertained.

Form No. 2-1

Police Department _____

District _____

DISTRIBUTION STATEMENT OF THE _____ DISTRICT AS

SANCTIONED BY INSPECTOR GENERAL OF POLICE ON _____.

1	2	3	4	5	6	7	8	9
Serial No.	Name of Police Station or Post or Description of Duty.	European Inspectors	Indian Inspectors	Sergeants	Sub-Inspectors	Assistant Sub-Inspectors	Head Constables	Foot Constables
	A.							
1	CANTONMENT AND CITY POLICE. <input type="checkbox"/>							
	City <input type="checkbox"/> ... *							
2	(b) <input type="checkbox"/>							
	City							
3	(b)							
4	City							
	(b)							
5	Cantonment							
6	(a) <input type="checkbox"/>							
7	(b) <input type="checkbox"/>							
8								
	B.							
9	POLICE STATIONS AND THIER SUBORDINATE							
10	POSTS.							
11	Police Station							
							
	Police Post							
12	Police Station							
13							
14	Police Station and son on.							
15	Police Station							
16							
17	Police Station							
18							
19	Police Station and son on.							
20							
	C.							
21	Treasury guard at sadr							
22							
23	Tahsil Guard at							
							
24	Tahsil Guard at							

25					
26	Tahsil Guard at		
					
27	Magazine Guard		
28					
29	Personal Guards +		
					
	Lines establishment +		
					
30	Officers' Orderlies +		
					
	Bicycle orderlies +		
					
31	Judicial lock-up		
					
32	Sanctioned for escort of prisoners and treasure		
					
33	Armed reserve		
34					
	Sanctioned for other fixed duties *		
					
	Mounted Police (Horse) where sanctioned (Camel)		
					
	Traffic Staff		
					
	Motor Mobile Patrol Staff		
					
35	District Inspectors		
					
	Sanctioned for other fixed duties		
					

D.

OFFICE AND COURT DUTIES.

Police office staff	...	(a) at headquarters	...
...
		(b) at sub-division	...
...
Court duties	...	(a) at headquarters	...
...
		(b) at sub-division	...
...
Sanctioned for escort of under-trial prisoners to and from courts
Total "Fixed duties A, B, C and D
...

Ordinary reserve in the rank of Sergeant and 10% of the number of European Inspectors and sergeants sanctioned, for fixed duties; in the rank of Sub-Inspector at 15% of the number of Indian inspectors and sub-inspectors sanctioned for fixed duties; in the rank of head constable at 14% of the number of assistant sub-inspectors and head constables sanctioned for fixed duties and in the rank of constable at 16.5% of the number of constables sanctioned for fixed duties

Total sanctioned strength of permanent

	establishment							
--	---------------	-----	-----	--	--	--	--	--	--	--

* Division A, (a) is the Investigation and Station house staff including telephone orderlies, detectives, permanent lock-up guards, etc.
 (b) is the watch and ward staff.

+ Serial No. 17–Detail, Serial No. 18–Detail, Serial No. 19–Detail, Serial No. 20–Detail, Serial No. 23–Detail

Note: – All duties of a regular by recurring nature are classed as “Fixed Duties” and should be included under heads B,C and D

FORM No. 2.5

FOR SPECIMEN SEE FORM No. 5 CIVIL ACCOUNT CODE.

 FORM No. 2.11 (1) A.

FORM OF APPLICATION FOR POLICE ASSISTANCE AT PUBLIC OR PRIVATE ENTERTAINMENTS AND FUNCTIONS.

To,

The Superintendent of Police,

Dated

Dear Sir,

I BEG to request that I may be provided with police assistance on the occasion of a _____ which will take place at _____ on _____ between the hours will be about _____ and the number of vehicles to be handled by the police will be about _____.

I promise to pay for the services of the police supplied according to the scale of charges which has been fixed by the Inspector General of Police with the approval of Provincial Government.

Yours faithfully,

Note.- Copies of the scale of charges approved by Government can be obtained on application.

FORM No.2.11 (1) B.

APPLICATION FOR ADDITIONAL POLICE.

<p><i>Police Department.</i></p> <p style="text-align: center;">Foil</p> <p>No. ()</p> <p>Additional Police required for private persons or corporate bodies.</p> <p>District. _____</p> <p>Dated _____</p>			<p style="text-align: right;">_____ <i>District.</i></p> <p style="text-align: center;"><i>Counterfoil</i></p> <p>No. ()</p> <p>Application for additional police required for private persons or corporate bodies.</p> <p style="text-align: center;">POLICE OFFICE</p> <p style="text-align: right;">Dated _____ 19</p>		
Name of Application	Designation__	Residence__		Name of Applicant__ Designation _____ Residece__	<p>This note is to be printed on the back of the counterfoil of the forms printed for actual use.</p> <p style="text-align: center;">NOTE FOR INFORMATION OF APPLICANT</p> <p><i>Duties for which required</i></p> <p>1. The Police Department invariably considers the application to include protection for the day as well as for the night, unless it is specified to the contrary.</p>

<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> <div style="width: 20%;"></div> <div style="width: 20%;"></div> <div style="width: 20%;"></div> <div style="width: 20%;"></div> </div> <p>For what purposes required</p> <p>Strength fixed by Police Officer</p> <hr/> <hr/> <p>Cost, Rupees</p> <p>See Bill No.</p>	<p>2. The amount charged will be the amount specified in the accompanying bill.</p> <p>3. Applicants should given under the following heads particulars of what is to be protected, and should state when and where the police are required, whether they are to be employed at one or more fixed points or whether they are required for occasional escort duties.</p> <p><i>Building</i> ___ Number and position, ___ whether occupied ___ whether they contain valuable property, ___ whether securely fastened.</p> <p><i>Work required.</i> ___ Description and value of property, ___ whether protection is needed inside as well as outside.</p> <p><i>Stores in deposit.</i> ___ Where placed, ___ description, ___ value, ___ how secured.</p> <p><i>Treasure.</i> ___ Average value, ___ where placed, ___ how secured.</p> <p><i>Stores in transit.</i> ___ Description, ___ how carried, ___ value, ___ where going, ___ by what means of transit.</p> <p><i>Miscellaneous property.</i> ___ position, ___ description, ___ value, ___ whether in transit or deposit ___ how secured.</p>
--	---

Form No. 2-11 (1) B – concluded

4. PROPOSED STRENGTH AND COST OF ADDITIONAL POLICE

Serial No.	Strength	Annual cost
		Rs. a. p.
1	Inspector at Rs.210 per mensem 	
2	
3	Sub-Inspector at Rs. 95 per mensem 	



4
	Assistant Sub Inspector at Rs. 49 per mensem
5
	Head Constable at Rs. 35 per mensem
6
	Selection grade at Rs.21 per mensem
7
8	Foot Constables
9
	Time-scale at Rs.18 per mensem
10	Total pay of establishment
11
12	Horse, etc., allowance for mounted head constable at Rs.
13	Horse etc., allowance for mounted constable at Rs.
14	Clothing at Rs.15 per man
15	Foot equipment at Rs. 5 per man
16	Mounted equipment at Rs.7 per man
	Contingencies at 1/10th of pay of establishment
	Leave contribution (12 ¹ / ₂ percent) of total (average pay of establishment, <i>i.e.</i> , ¹ / ₂ of total pay of establishment
	Pension contribution, 8 ¹ / ₂ percent of total maximum pay of officers in each rank
	Conveyance allowance at Rs. per mensem for <u>Inspector,</u> <u>Sub-Inspector and</u> Assistant Sub-Inspector
	Grain compensation allowance at R. permensem per man
	Total annual cost
17	Initial charges:-
	Uniform allowance for Inspector, Sub-Inspector and Assistant Sub-Inspector at Rs. 200 each
	Clothing allowance at Rs. 15 per man
	Equipment allowant at Rs.5 per man
	Mounted equipment at Rs. 7 per man
	Beds and boxes at Rs. 15 per man
	Total initial charges
	Hutting charges (initial or recurring as the case may be)
	Total Annual and Initial cost
	GRAND TOTAL

Note:- (1) The hutting charges should be calculated so as to include not only the actual rent paid for the quarters occupied by the police, but also the cost of repairs, white washing and petty alterations to the buildings.

(2) No charge on account of pension is made for police supplied to departments of Government.

(3) For periods of less than 12 months, annual charges for clothing and equipment will be levied on the following scale:-

Less than 1 month	No charge.
From 1 to 3 months	1/4 charge.
From 3 to 6 months	1/3 charge.
From 6 to 9 months	1/2 charge.
From 9 to 12 months	Full charge.

(4) Initial charges shall only be made when extra police are entertained, and such charges shall be at full rates.

(5) IN those cases (for instance, guards supplied to the Imperial Bank of India) in which a fixed number of additional police are supplied throughout the year and the accounts are adjusted monthly, the charges for clothing, equipment and rewards shall be calculated at on-twelfth of the annual rates.

FORM No. 2.17 (2).

POLICE DEPARTMENT. _____ District

APPLICATION FOR THE QUARTERING OF ADDITIONAL POLICE IN
DISTURBED OR DANGEROUS AREAS.

1. Village _____, Police Station _____, distance and direction from Police Station _____, land revenue Rs. _____ Canal rates Rs. _____, Population Male/Female _____, Court house _____, Patwar Khana _____, post office _____.

2. Figures showing criminality of village _____.

- (a) Number and description of offences committed in the village during the last three years ___ (Vide Register No. 1).
- (b) Number and description of offences traced to the village during the last three years. For definition of words " cases traced to the village" see rule 22.59 (1).
- (c) Number of residents of such village under Police Surveillance (Register No.X).
- (d) Total number of convictions recorded in Register No. IX, Part V, against residents of the village.
- (e) Percentage of convictions column (d) to population.

3. Additional police posts located in the district during the past 3 years.

Village _____ --- From---
to _____

4. Proposed strength, cost and period of location of the additional police posts:---

Serial No.	Strength	Annual cost		
		Rs.	a.	p.
1	Inspector at Rs.210 per mensem
2	Sub-Inspector at Rs. 95 per mensem
3	Assistant Sub Inspector at Rs. 49 per mensem
4	Head Constable at Rs. 35 per mensem
5	Selection grade at Rs.21 per mensem
6	Foot Constables
7	Time-scale at Rs.18 per mensem

8	
9	Total pay of establishment	
10	Horse, etc., allowance for mounted head constable at Rs.	...	
11	Horse etc., allowance for mounted constable at Rs.	
12	Clothing at Rs.15 per man	
13	Foot equipment at Rs. 5 per man	
14	Mounted equipment at Rs.7 per man	
15	Contingencies at 1/10th of pay of establishment	
16	Leave contribution (12 ¹ / ₂ percent) of total (average pay of establishment, i.e., 1/8 of total pay of establishment	
	Pension contribution, 8 ¹ / ₂ percent of total maximum pay of officers in each rank	
	Conveyance allowance at Rs.	per mensem for <u>Inspector,</u> <u>Sub-Inspector and</u> Assistant Sub-Inspector	
	Grain compensation allowance at R.	permensem per man	
		
		Total annual cost	
17	Initial charges:-		
	Uniform allowance for Inspector, Sub-Inspector and Assistant Sub-Inspector at Rs. 200 each	...	
	Clothing allowance at Rs. 15 per man	
	Equipment allowant at Rs.5 per man	
	Mounted equipment at Rs. 7 per man	
	Beds and boxes at Rs. 15 per man	
		Total initial charges	
		...	
	Hutting charges (initial or recurring as the case may be)	
		Total Annual and Initial cost	
		...	
		GRAND	
	TOTAL	...	

Note;- (1) The butting charges should be calculated so as to include not only the actual rent paid for the quarters occupied by the Police, but also the cost of repairs, white washing and petty alterations to the buildings.

(2) For periods of less than 12 months, annual charges for clothing and equipment will be believed on the following scale:-

Less than 1 month	No charge.
From 1 to 3 months	Do
From 3 to 6 months	Do
From 6 to 9 months	Do
From 9 to 12 months	Do

5. Period for which the post is recommended.
6. Opinion of the Tashildar as the cost of the post not being excessive in reference to the revenue and prosperity of the of the village (the description, strength and cost of municipal or village police already existing in the place should be mentioned.)
7. Grounds of application –
(To be followed by opinion of District Magistrate, Deputy Inspector General of Police and Commissioner in that order.)

FORM No. 2.21 (1)

APPLICATION FOR THE CONTINUANCE OF ADDITIONAL POST.

Police Department. _____ District

Application for the continuance of the additional post established under gazette Order No. _____ of _____.

At the village of _____ in district.

Commencing on the _____ of _____ 19 ____ .

Terminating on the _____ of _____ 19 ____ .

Period of extension proposed

Strength of post proposed

Cost of proposed post for full period of extension.

Report by the Superintendent on the result of the location of the post and statement of the grounds on which it is proposed to continue the post.
(After this report and statement, the opinions of the District Magistrate, the Deputy Inspector General and the Commissioner will be recorded in that order).

CHAPTER III-Buildings

GENERAL RULES

3-1. References to Government regarding buildings – All references to Government regarding buildings shall be accompanied by the opinion of the Superintendent concerned and that of the Deputy Inspector General.

3-2. Standard designs – As far as possible the standards designs for various buildings, as approved by Government, shall be adhered to. Such designs may be obtained for reference from the Public Works Department or from the offices of the range Deputy Inspector General.

3-3. Lock-ups and other subsidiary buildings not police buildings – (1) Judicial lock-ups, other than those situated in tahsils or district courts, and all subsidiary buildings connected with them, including police guard rooms, are judicial buildings. Mortuaries are under the control of Medical Department. Lock-ups and subsidiary buildings situated in tahsil and district courts are revenue buildings. Necessity for repairs or alterations to buildings of these two classes should be brought by the Superintendent of Police to the notice of the District Judge Deputy Commissioner, respectively.

Places of worship on police premises – (2) No place of worship or other building, not being a Government building, shall be erected by members of the police force or other persons in the police lines or other police premises without the sanction of the Provincial Government obtained through the Inspector-General. A list of all such places of worship (including praying platforms) on police premises, giving dimensions, area, boundaries and a brief history shall be maintained in each district and in the offices of Deputy Inspectors-General. No additions or enlargements to such buildings or encroachments on Government land shall be permitted without the sanction of the Provincial Government.

3-4. Classification of work – (1) All references regarding building should be made under one of the following heads:---

- (a) Major Works – Include all original works costing more than Rs. ¹[25,000]
 - (b) Minor Works – Include all original works costing not more than Rs. [6][25,000]
 - (c) Special Repair – Include all repairs which can not be considered as coming under sub-head (d).
 - (d) Petty Construction and repairs.- Include all ordinary periodical and petty repairs and all construction carried out by daily labour or by contract under the orders and supervision of the Superintendent.
- (2) Separate reference shall be submitted regarding each separate project or work.

3-5. Police Works Department and Civil Grants – Annual grants for minor works and special repairs are placed by the Public Works Department at the disposal of the Inspector General of Police, who distributes them at his discretion to the Deputy Inspector General of the [7][Special Branch, Crime Branch, Telecommunications, Commandant Punjab, Reserve Police and Police Training College Sihala and Assistant Inspector General of Police, Welfare and Qomi Razakar Organizations] ranges retaining a portion to finance important works costing over Rs. 5000 and to provide a reserve for emergency. An annual contingent grant, distinct from the Public Works Department grant, is made by Government for petty construction and repairs in each district. This grant is distributed among Deputy Inspector General by the Inspector General who retains a proportion of the total amount as his reserve Deputy Inspector in turn distribute their grants among districts after retaining such portion as is necessary to form a reserve. This reserve is distributed at a later stage to carry out urgent repairs when ordinary district grants prove for any reason inadequate. Similarly, the Inspector General's reserve is distributed to Deputy Inspector General and, sometimes direct to district, when necessary, apply to the Deputy Inspector General for an additional grant from these reserve in the manner prescribed in rule 10-170(2).

3-6. Powers of Deputy Inspectors General to grant funds for approved works and special repairs – Deputy Inspector General are authorized to sanction funds out of the distributed allotment for administratively approved works costing not more than Rs. 5000 and for any special repair project which has been administratively approved and for which the estimate has been prepared by the Public Works Department.

3-7. Administrative approval – (1) Application for administrative approval to major works, minor works and special repairs should be made at any time when the necessity for such works becomes apparent. The following officers are delegated with powers to accord administrative approval and the proposals should be submitted to them through proper channel:---

Serial No.	Nature of powers.	To whom delegated.	Extent.
1.	To convey administrative approval to proposals for works other than residential buildings under paragraph 5.9 of the Punjab Public works Department Code.	Inspector General of Police.	(i) For works of petty and annual repairs as well as original works or special repairs to the buildings in the charge of Police Department falling under the Major Head "29 – Police" and to the extent of Rs. 30000/- only. (ii) For works appertaining to Police lines and Police stations and miscellaneous buildings of the Police Department falling under the minor head "Original Works –Building- Police" of the major head "50-Civil Works" and to the extent of Rs. 25000/- only.
2.	To convey administrative approval to works for non-residential buildings.	Deputy Inspector General of Police	(i) For works of all petty and annual repairs as well as original works or special reapris to buildings in the charge of the Police Department falling under the minor head "Works" of the Major Head "29 – Police" and to the extent of Rs. 15000/- only.
3.	To convey administrative approval to estimates of capital expenditure on the construction or purchase of residences for Government servants.	Superintendent of Police, Principal, Police Training School and Assistant Superintendent of Police incharge Provincial Additional Police. Inspector-General of Police.	(ii) As in (ii) against serial No. 1 above and up to Rs.1,000/- only. (iii) For works described in (i) above to the extent of Rs. 300 only. To meet the requirements of the Police Department, and subject (i) to a limit of Rs.2,000/- for the total cost of the building and (ii) to the proviso that the rental value of the building calculated according to the Fundamental Rules 45-A and 45-B or any subsidiary Rules there-under shall not exceed to percent of the average emoluments of the class of tenant for whom the buildings is intended.
4.	To convey administrative approval to estimates of expenditure on works in connection with existing residential buildings.	Chief Engineer Public Works Department. Buildings and Roads Branch.	To meet the requirements of all the departments and subject (I) to a limit of Rs.2,000/- for the total cost of the building, and (ii) to the proviso that the rental value of the building calculated according to Fundamental Rules 45-A or any Subsidiary Rules there-under, shall not exceed 10 percent of the average emoluments of the class of tenant for whom the building is interded.

5.	To accord administrative approval to estimates of expenditure on works in connection with existing residential building.	Superintending Engineers, Public Works Department, Building and Roads Branch.	Up to a limit of Rs. 200 in each case irrespective of the capital cost of the building which includes the cost of sanitary, water supply and electrical installations provided that the rental value of the building calculated according to Fundamental Rule 45-a or Subsidiary Rules thereunder shall not exceed 10 per cent of the average emoluments of the class of Government servants for whom it is intended.
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The money limits specified in these delegations relate to the entire estimated cost of a work including both original works and repairs, if any, and not merely to the cost of the portion relating only to original works.

(2) Proposal for administrative approval not covered by the delegation mentioned in the foregoing table shall be referred to the Provincial Government in the Home Department.

(3) An application for administrative approval for a building should either refer to a standard plan and estimate or be accompanied by a rough plan and approximate estimate (to be obtained from the Executive Engineer). A clear description of the work should be given and the application should also state the necessity for the work.

(4) When proposals are being prepared with a view to obtaining administrative sanction for building projects the position in regard to acquisition of the site shall be carefully studied. If the process of acquisition, whether compulsorily or by private negotiation, is likely to involve delay before possession can be obtained, the fact should be clearly stated in the proposals, so that the desirability may be considered of allotting funds for the acquisition in advance of those for included in the estimated cost.

3-8. Major works – (1) Proposals for new major works shall first be submitted unofficially through the proper channel for the general approval of the Inspector General. If approved, the Executive Engineer should be asked to prepare a rough plan and estimate. These shall then be submitted officially to the Inspector General for the administrative approval of Government.

(2) On receipt of administrative approval the works will be included in the register maintained for the purpose in the office of the Inspector General and detailed plans and estimates will be prepared by the Public Works Department.

3-9. Minor Works and special repairs in the execution of which professional skill is needed – Any minor works or special repairs in the execution of which expert supervision is needed should be carried out by the Public Works Department. In the execution of such works the following procedure shall be adopted – (*vide* paragraph 8.62 of the Public Works Department Manual of Orders):---

- (a) The Superintendent of Police shall first of all submit a report on each proposed work to the Deputy Inspector General for his approval and enquiry as to the possibility or otherwise of funds being available in the near future. After the Deputy Inspector General has accorded his or submit rough plans and estimates. Requisitions on Executive Engineers to prepare estimates and projects for which there is no reasonable possibility of funds being provided during the ensuing financial year should be avoided.
- (b) The Superintendent of Police shall countersign the estimate in token of his approval and submit it with the plan to the Deputy Inspector General, who shall either return the project for emendation or, if he approves of it and the estimate is more than Rs. 5000, forward the plan and estimate, after countersigning the latter, to the Inspector General.
- (c) The Inspector General, and, in cases where the estimate is for Rs. 1000 or less, the Deputy Inspector General may accord administrative approval and shall return the estimate to the Superintending Engineer for technical sanction and preparation of a detailed plan and estimate. The latter will be forwarded to the Executive Engineer by the Superintending Engineer, who will also ask the Deputy Inspector General to allot funds according to the provision of rule. 3.6.
- (d) If the estimated cost is more than Rs. 10000/- the Inspector General shall act as in paragraph 2.7 of the Punjab Police works Department Code. He shall obtain the administrative approval of the Provincial government in the Home Department and the technical sanction of the competent authority in the Public Works Department, thereafter allotting funds from his Public works Department, allotment for minor works or special repairs as the case may be.

NOTE

Proposals for the construction of, or additions and alterations to, residential buildings will be submitted in the same manner as prescribed for major works or minor works and special repairs, as the case may be. All such projects will be carried out of the Public Works Department. The administrative approval shall be accorded as provided in rule 3-7(1).

3-10. List to be maintained – (1) Each Deputy Inspector General shall maintain the following lists in Form 3-10(1).

- (a) List of administratively approved minor works and special repairs.
- (b) List of administratively approved additions and alterations to existing residential buildings.

(2) The Inspector General maintains a list of administratively approved major works in Form 3-10(2).

(3) Lists, in order of urgency, of minor works, special repairs, and additions and alterations to existing residential buildings, which it is proposed to undertake in the following year, shall be submitted by each Deputy Inspector General to the Inspector General by the 1st August in each year. Superintendent of Police shall also report to the Deputy Inspector General the date of commencement of all works for which funds have been allotted to the Public works Department and the date when the completed work was accepted.

3-11. Communication of allotment of funds for minor works and special repairs to various officers – The authority allotting funds for specific minor works and special repairs, or conveying administrative approval to such works or repairs, shall communicate the sanction to the Accountant General, and the Secretary to Government, Public Works Department, as well as to the officers of the police department concerned.

3-12. Petty construction and repairs – An annual allotment for petty construction and annual repairs is included in the annual allotment statement of police contingencies. This can be supplemented from time to time by appropriation from the reserve under the same head at the disposal of the Deputy Inspector General.

3-13. Power of the Superintendent, Deputy Inspector General and Inspector General to sanction estimates for petty and annual repairs, etc. – (1) The following gazetted police officers may sanction within the sum allotted under Rules 3-12, regular estimates for petty and annual repairs to police buildings and or original works and special repairs not exceeding at one time on any one buildings, or any one project, the amount specified opposite their designation:---

	Rs.	
Superintendent of Police. [8] [* * * * *].	...	2,000
Deputy Inspector General, [9] [Commandants, Punjab Reserve Sihals.]	... 5,000	Police and Police Training College,
Inspector General.	...	10,000

(2) This authority extends to both residential and non-residential buildings, but does not extend to,---

(i) The execution of works whether skilled civil engineering supervision required.

NOTE

Such supervision is not considered necessary in the case of simple works which can normally be entrusted to skilled artisans employed by the Police Department.

(i) The construction of buildings for head quarter offices.

(ii) The construction of works in connection with residential buildings for which capital and revenue accounts are maintained (e. g, gazetted officer's houses) and all new residential buildings.

(iii) The construction of such works as the Finance Department may call upon the Public Works Department to execute.

NOTE

(1) Before works under this order are executed the administrative approval of the competent authority must be obtained.

(2) An up-to-date record of expenditure against sanctioned estimates shall also be maintained.

3-14. Payments on account of petty construction and repairs – (1) When petty construction or repairs are carried out through a contractor, detailed estimates and, where necessary plans shall be insisted upon. Portions of the total sum sanctioned for the work may be advanced on receipt vouchers (from 10-33 (1)) obtained from the contractor, but no second advance shall be given until the Superintendent is satisfied that reasonable progress has been made with the work, and final payment shall not be made until the work has been thoroughly checked by a gazetted officer or inspector. Such officer shall satisfy himself that the work has been completed in every respect as to quality and quantity of materials and the extent of the work, according to the estimate.

(2) When money is allotted to police officers for carrying out work under their own supervision, advance payments up to the full sanctioned sum may be similarly made, on the receipt of form 10-33(1) of the police officer concerned, acting in the capacity of contractor, but for purposes of departmental check a detailed account in Form 3-14 (2) of actual expenditure on labour and materials shall be submitted. The work shall be thoroughly checked at the earliest opportunity by a gazetted officer or inspector with this detailed account, and such officer shall satisfy himself that the work has been executed and the money actually disbursed in accordance therewith.

3-15. Rents treated as police contingent charges – The rent of any building or land hired for public purposes shall be paid under the authority of the Inspector-General. A certificate from the Executive Engineer, as required by clause 15(a) of Appendix 5 of the Civil Account Code, shall be attached to the contingent bill containing the first charge in each year. Buildings rented as residential quarters shall be placed in charge of the Public Works Department and their rent shall be met from the Public Works Department budget, vide, paragraph 484 of the Public Works Department Account Code.

3-16. Payment of rent to other departments – The police department shall not pay rent to another department of Government for land or building, except the commercial departments as mentioned in paragraph 1(B) of Appendix 6, Civil Account Code.

3-17. Supplementary certificate to be signed by officers on assumption of office regarding rent of residential buildings – All officers occupying residential buildings leased by Government should satisfy themselves that the buildings have been brought on the books of the Executive Engineers concerned, who are responsible for recovering the rent from the occupants and paying it to the land-lord and also for letting such buildings to new occupants. When it becomes necessary to negotiate for, and to draft new leases in respect of, residential buildings, the Executive Engineer should invariably be consulted, as he will be responsible for seeing that the lease is properly signed and duly registered.

In cases where a building leased or rented by Government for the residence of a police officer is used partly as an office and partly as a residence, or *Vice Versa*, the full rent shall be paid by the Executive Engineer and charged to the minor head "Repairs". The rent of the portion used as an office shall be adjusted by book transfer by credit to Revenue and debit to the contingent grant of the Police Department.

When an officer takes over charge of an office, entitling him to occupy a residential building leased or owned by Government, he should, apart from the usual charge certificate on assumption of office, sign a supplementary certificate stating that he becomes responsible for the rent of a particular building from a given date. There relieved officer should state similarly that his responsibility for the rent has ceased. A copy of this certificate should be sent to the Executive Engineer as well as to the officers to whom copies of the charge certificate are sent. If an office does not carry with in any responsibility for the rent of a building the supplementary certificate will be blank and will be signed with a line drawn across it. In cases where the relieving officer has not to occupy the building, the responsibility of the relieved officer for rent will not cease until he has furnished the above certificate and has handed over the key to the Executive Engineer concerned.

3-18. Other accommodation for office – (1) When, in consequence of no suitable public building being available, a police officer provides accommodation for his office in his private residence, that proportion of the rent which is assessed by the Executive Engineer as being the rent of the accommodation occupied as an office may be claimed from Government.

(2) When a Superintendent of Police allots accommodation (other than a mere open varandah) in his residence as a waiting room for visitors on official business, the Inspector-General may, if satisfied of the suitability of such accommodation, sanction the payment by Government of the rent of the waiting room and the rent of the room in which visitors are received. The assessment of the portion of the rent to be paid by Government and its payment to the land-lord will be arranged by the Executive Engineer.

[10] 3-19. Provision of married quarters – Government is under no obligation to provide free accommodation to Police Officers of any rank. If Government accommodation is provided their families, rent will be charged at the rate prescribed by Government from time to time. The accommodation in barracks shall be treated as duty accommodation and no rent shall be charged for it].

¹[3-20 and 3-21] *Omitted.*

3-22. Disposal of claims for family quarters or house rent allowance – In determining the priority of claim for family quarters or for the grant of house rent allowance, the Superintendent of Police shall be guided by the following consideration in the order given below:---

- (a) The length of service of the applicant;
- (b) the general conduct of the applicant;
- (c) the permanency and nature of his duty at headquarters;
- (d) the number of members of his family (wife, sons and daughters only);

Provided that no allowance shall be granted unless,---

- (i) the house is within reasonable distance of the applicant's place of duty;
- (ii) a superior officer, not below the rank of sub-inspector, certifies monthly that the wife (and family, if any) of the recipient of the allowance is residing with him, and that no official quarters are available.

¹[3-23] *Omitted.*

3-24. Rules regarding installation of electricity in police buildings – (1) All proposals for the installation of electric lights and fans in non-residential buildings shall be submitted, accompanied by a rough plan showing where the lights and fans are to be installed and a rough estimate of the cost involved, to the Deputy Inspector-General who will accord administrative approval if the cost involved does not exceed Rs.5,000/-, otherwise he will forward the proposal to the Inspector-General for administrative approval. When the proposal has been approved, the Electrical Engineer to Government shall be asked to prepare detailed plans and estimates with a view to the allotment of funds.

(2) Proposals for the installation of electric lights and fans in residential buildings shall also be submitted, accompanied by a rough plan showing where the lights and fans are to be installed and a rough estimate of the cost involved, to the Deputy Inspector-General who will obtain the administrative approval or the Electric Engineer to Government if the cost involved does not exceed Rs.100; otherwise he will forward the proposal to the Inspector General for obtaining the administrative approval of the Provincial Government in the Public Works Department.

Electric installation shall not ordinarily be provided in quarters, whether married or single, of assistant sub-inspectors and head constables, or in married quarters of constables.

[1][3-25] *Omitted*

3-26. Police Rest – houses – (1) When police rest-houses are not being occupied by officers of the department, they may be used by gazetted officers of any other department, and by a District Engineer, whose duties require them to visit the localities in which such rest-houses are situated on the understanding that an officer of the Police Department has a prior claim to the accommodation available. The occupation of police rest-houses extends only to an officer and his wife and not to their family or members of their party without the written permission of the Superintendent of Police concerned, and then only on the understanding stated above. ¹[Besides charges for Electricity etc., rent per-room shall be charged as Rs. 30 per diem].

(2) A list of the furniture and other articles, supplied for the use of the buildings, shall be hung in every police buildings, and shall be countersigned by the Superintendent.

3-27. For rules regarding the occupation of Public works Department rest houses see Punjab Public Works Department, Buildings and Roads Branch Manual of Orders, Chapter 9.

3-28. Register of police lands – A register in form 3.28 shall be maintained by each Superintendent of all land which is Government property occupied by the police, showing the exact area of each plot so occupied. The register should give the exact measurement and boundaries, and, in the case of rural lands, the *khasra* numbers. Officers in immediate charge of the properties in question are required to check periodically the entries in the register, and to report at once any instances in which encroachments have been made.

NOTE

In accordance with the rules of the Public Works Department at title deeds of houses or lands purchased for public works purposes are deposited with the Deputy Commissioners of the district in which such lands or buildings are situated.

¹[3-29] *Omitted*

3-30. Boundries to be demarcated – The boundaries of all police lands shall be carefully demarcated, as funds may permit, by permanent masonry marks or walls, and, until such marks or walls can be created, by small trenches and hedges. All such lands shall be recorded in the nazul register in English with a note that they are in the occupation of the police.

3-31. Sale of produce, etc., from police lands – Punjab Government Consolidated Circular No. 6 requires that the value of the produce of lands in the occupation of Government departments should be realized for the benefit of Government and credited to the treasury as police land fund revenue. The object in view is not that supervising and executive police officers should occupy themselves in the attempt to farm land at a profit, but that all natural products, such as loppings of trees, grass and fruit should be disposed of for the benefit of Government and should not be misappropriated.

The police department requires land for the housing, training and recreation of the force and for the pitching of temporary camps in the vicinity of police buildings. In addition to space for parades and the pitching of camps of where necessary it is desirable to occupy sufficient ground in the vicinity rural police stations to permit of a small garden being kept up, in which vegetables and the like may be grown by the staff for their own consumption. A total area of approximately two acres is sufficient for all these requirements, and land in excess of this amount should not normally be acquired. Where land is held by the police in excess of requirement, the fact should be brought to the notice of the Inspector-General.

3-32. Cleanliness and keeping of animals in police buildings and quarters – (1) Police buildings and quarters shall be kept perfectly clean, and the furniture and other property in them shall be arranged in an orderly way. The ground in the vicinity of police buildings shall be kept clean and free from objectionable matter.

- (2) Except in pounds and stables, horses and other animals shall not be kept inside police buildings, of enclosures, or in objectionable proximity to them.
- (3) Police officers residing in police buildings or quarters shall not keep any buffaloes, cows or other animals without the sanction of the Superintendent of

Police, which shall be granted only when proper accommodation exists for such animals to which they must be confined. In no case shall permission be granted to erect accommodation for animals. Animals must be removed from police land and from near police buildings if the owners desire to take from the stables, or other accommodation, in which they are kept. Police officers permitted to keep animals shall pay for any damage caused by such animals to Government property. (For cleanliness or damage to Government family quarters see rule 14-57).

FORM No. 3-10 (1)

(a) LIST OF ADMINISTRATIVELY APPROVED MINOR WORKS AND SPECIAL REPAIRS OF THE _____ RANGE FOR WHICH FUNDS ARE REQUIRED IN THE NEXT TWO YEARS.

(b) ADDITIONS AND ALTERATIONS TO EXISTING RESIDENTIAL BUILDINGS.

1	2	3	4	5	6	7	8
Serial No.	Description of work	Civil district	Locality or Town	Number. & date of letter according administrative approval	Number. & date of letter according technical sanction	Amount of sanctioned estimate, or in cases of works not technically sanctioned cost of work.	Remarks
	C						

(To be drawn by hand. Offices should draw out the "peshani" to allow columns to be of correct proportions.)

FORM No. 3-10 (2)

LIST OF ADMINISTRATIVELY APPROVED MAJOR WORKS OF THE POLICE DEPARTMENT FOR WHICH FUNDS ARE REQUIRED IN THE NEXT TWO YEARS.

Serial	Description	Civil	Locality	Administrative approval accorded in Punjab Government letter	Amount for which administrative	Technical sanction accorded by Punjab Government, Public Works Department, letter	Amount of sanctioned	Remarks

No.	of work	District	or town	No.	Date	approval has been given	No.	Date	estimate	
						Rs.			Rs.	

(To be drawn by hand. Offices should draw out the "peshani" to allow columns to be of correct proportions.)

FORM No. 3-14 (2)

PART I

ACCOUNT OF REPAIRS OF POLICE BUILDING (NAME)

Column 1 – Date.

2 – No. and description of material purchased.

3 – Rate.

4 – Cost of material purchased.

5 – Total (columns 4 and 5).

6 – Remarks (Here state number of vouchers attached)

PART II

ABSTRACT SHOWING THE PRESENCE OF DAILY LABOURERS IN CONNECTION WITH THE REPAIRS TO POLICE BUILDINGS (NAME)

1	2	3	4	5							6
				Dates of the month of 19 .							
Serial No.	Name of labourer	Kind of work	Daily rate.	1st	2nd	3rd	4th	5th	6th	And so on.	Remarks
			Rs. a. p.								

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FORM No. 3-20

REGISTER OF APPLICATIONS FOR FAMILY QUARTERS OR HOUSE RENT IN LIEU THEREOF.

Police Department

District.

1	2	3	4	5	6	7	8
Serial No.	Date of application	Name and rank of applicant	Date of appointment in Police service	Applicant's home residence	Detail of applicant's family for whom accommodation required	Nature of duty at headquarters	Final orders of Superintendent of Police.

FORM No. 3-28

REGISTER OF LAND BELONGING TO GOVERNMENT IN THE OCCUPATION OF THE POLICE.

Column 1 – Locality.

- 2 – Area.
- 3 – Boundaries.
- 4 – Whether marked by boundary pillars.
- 5 – Information in columns 2 and 3 whence obtained.

(This register to be prepared by hand)

CHAPTER-IV Clothing

4-1. Specification of uniform – [12][Uniform for officers of the Police. For the purpose of uniform the Police Service of Pakistan (Uniform) Rules, 1952, and for the purpose of Decoration and Medal Schedule to the Decoration Act, 1975 (Act XLIII of 1975) shall apply].

4-2. Muster patterns – (1) Muster patterns of all material and articles of clothing prescribed for enrolled police officers will be supplied by the Inspector - General, at the time of approval of such patterns, to ¹[“Each Superintendent of Police, commandants Police Training College Sihala and Punjab Reserve Police and Incharge Police Recruits Training Centers]. A label bearing the name of the article and a reference to the order sanctioning its issue shall be firmly attached by the seal of the Central Police office to each pattern so issued. Similar sealed muster patterns will be supplied by the Inspector - General to firms for each article which they are authorized to supply.

Deputy Inspector - General shall inspect sealed patterns and satisfy themselves that they are of the latest issue and that obsolete patterns have been destroyed or sold.

- (2) No changes shall be made in the pattern or material of any article of uniform prescribed for police officers except under the orders of the Inspector - General.

4-3. Modifications permitted in regulation uniform – Detailed instructions regarding the wearing of uniform by gazetted officers and the modifications in the standard kit, which are authorized by the Provincial Government, are contained in Appendix 4-3. Police officers are not permitted to wear as uniform any article of clothing, which is not authorized in this chapter and its appendices, but, subject to this proviso, the dress worn on different occasions may be varied by the order of the Superintendent of Police, within the limits prescribed in rule 4-4.

4-4. Uniform to be worn on all duties – (1) Police officers of all ranks shall wear uniform on all parades and on all duties of a ceremonial nature or which involve the exercise of their powers as police officers; provided that this rule shall not apply to police officers specifically deputed on plain cloths duty. The wearing at any time of a mixture of uniform and plain clothes, or of unauthorized various of uniform, is absolutely prohibited.

- (2) The nature of uniform to be worn on duty shall be regulated by the order of the Superintendent of Police according to climatic conditions and the nature of the duty, subject to the rules in this chapter and its appendices, and provided that all men parading or proceeding on duty together shall be clothed alike. Deputy Inspectors-General shall require that the spirit of these orders be observed, but should not otherwise limit the discretion of Superintendent.

(3) These orders apply strictly to police officers exercising their legal powers in rural areas. The protection of section 353, Pakistan Penal Code, shall not ordinarily be afforded to any police officer who may be assaulted, unless the Superintendent of Police is satisfied that such officer was at the time properly dressed in an authorized uniform and equipment. For all duties performed in the public view police officers of all ranks shall be so turned out that there can be no possibility of mistake as to their being police officers. For such duties through the comfort of officers and men in climatic and other circumstances must be considered, smartness shall not be sacrificed.

(4) Officers and men appearing in Courts of law as prosecutors, witnesses orderlies or escorts, and clerks on duty at city, cantonment or civil lines police stations, shall wear uniform. Other officers shall not ordinarily wear uniform on office duties.

(5) Police regulation uniform shall not be worn at fancy dress balls, nor shall such uniform be lent for use or worn by their owners in dramatic performances or other entertainments. There is, however, no objection to uniform of obsolete pattern being worn on such occasions.

4-5. Grant for the purchase of uniform, Saddlery and horses – The following grants for the Purchase of uniform and of a horse and saddlery when an Officer is required to keep a horse, have been sanctioned by Government for Gazetted Officers of the Police Service of Pakistan and the Provincial Police Service.

Officers	Uniform	Horse and Saddlery
1. Police Service of Pakistan Officers directly recruited and promoted from the Provincial Service.	Rs. 15,000	Rs. 600 (When required to keep a horse)
2. Provincial Police Officers (Deputy Superintendent of Police)	Rs. 500	Ditto

(2) (i) An officer on appointment to the Police Service of Pakistan shall be entitled to receive an initial grant of Rs. 1,500/- and, if he applies for it loan of the same amount to enable the Officer to acquire the full kit. The loan will be recovered in 36 equal installments commencing from the month following the month in which it is drawn with an additional installment for recovery of interest.

(ii) At intervals of 3 years from the date of appointment or from the date on which the uniform is first maintained, whichever is later, a P.S.P. Officer shall be entitled to a renewal grant of Rs.300/- for summer uniform.

(iii) At intervals of 7 years from the date of appointment or from the date on which the uniform is first maintained, whichever is later, P.S.P. Officer shall be entitled to a renewal grant of Rs.250/- for winter uniform.

(3) The P.S.P. Officers who were in service on 23rd August, 1965 would fall in the following three categories and would be paid renewal grant in the manner described below:---

(i) Those who had not at all drawn the old renewal grant of Rs.350/- before 23rd August, 1965 as they had not completed 10 years service;

(ii) Those who had drawn the old renewal grant of Rs. 350/- more than three years before 23-08-1965 and;

(iii) Those who had drawn the old renewal grant of Rs. 350/- within three years before 23rd August, 1965.

Officers of the first two categories may be paid the renewal grant (both summer and winter uniform) as on 23rd August, 1965. This means that the grant made after 23rd August, 1965 should be deemed to have been made on 23-08-1965 for the purpose of counting subsequent spells of 3 and 7 years. The Summer uniform grant of Rs. 600/- should be repeated every three years and the winter uniform grant of Rs. 1,500/- should be repeated every seven years counting from 23rd August, 1965. Officers of the their category should be paid the renewal grant in the manner described as under:---

(a) In lieu of the summer uniform grant of Rs. 600/- they should be paid Rs. 250/- on the date on which they completed three years since they draw the old renewal grant of Rs. 350/-. Thereafter they should be paid grant of Rs. 300/- at intervals of three years.

(b) The winter uniform grant of Rs. 1,500/- should be paid to them as on 23rd August, 1965 and repeated every 7 years counting from that date.

(4) (i) An Officer on appointment to the Provincial Police Service of West Pakistan shall be entitled to received an initial grant of Rs. 500/- and, if he applies for it, a loan of grant the same amount to enable the Officer to acquire the full kit. The loan will be repaid by him in 36 equal in almost commencing from the month following the month in which it is drawn with an additional installment for recovery of interest.

(ii) At intervals of three and seven years, a Provincial Police Officer shall be entitled to a grant of Rs. 200/- and Rs. 350/- for renewal of summer winter uniforms respectively. The period of 3 years and 7 years will be calculated from the date on which the first grant was drawn before 9-4-66.

(5) The Provincial Police Officers in service on 9th April 1966 would be paid renewal grants in the manner described below:---

The period of 3 years (for summer uniform and 7 years (for winter uniform) will counted from the date on which the last grant of Rs. 200/- under the old rule was drawn and if such a date falls before 9th April, 1966, the grant will be payable on 9th April, 1966 and not at any earlier date.

Note – The enhanced initial outfit grant and grant for the periodical renewal of uniform in respect of the Provincial Police Service Officer takes effect from 9th April, 1966, without retrospective effect.

(6) The grant to both Police Service of Pakistan and Provincial Police Service Officers for horse and saddlery is renewable at intervals of seven years. Provided that no Officer who is due to retire within next five years or who holds administrative post for which maintenance of a horse is not essential, is eligible to receive a grant for the purchase of a horse and saddlery.

(7) It is discretionary with the Provincial Government to with old the grant for the horse and saddlery and also the grant for uniform from any officer who is due to retire within next five and two years respectively.

Note 1 – Before a Police Officer is allowed to draw an allowance for the renewal of his uniform a certificate to the effect that his uniform and equipment have been maintained in good order and condition, shall be furnished to one Audit Office concerned by his immediate Controlling Officer for purposes of audit. In the case of Superintendent of Police, the certificate shall normally be supplied by a Deputy Inspector - General of Police and in the case of a Deputy Superintendent by the

Superintendent of Police Incharge of the District Unit which he is serving.

Note 2 – The renewal of the uniform grant to an Officer promoted from the Provincial Police Service to the Police Service of Pakistan shall be payable at the rate admissible to Police Service of Pakistan Officer and from the date when the renewal grant originally fell due, as if the Officer in question had not been so promoted.

(8) Every application for renewal of the grant of account of horse and saddlery must be accompanied by a certificate stating that a charger is being maintained and has ordinarily been maintained for a total period of seven years from the date the charger was first maintained.

Note 1 – In application for the renewal for uniform and horse and saddlery grants, the date should be one from which uniform and horse was first maintained.

Note 2 – In reckoning the period of seven years for the renewal of the grant for the purchase of a horse the word ordinarily used in Rule 4-5(8) should be taken to cover period of leave during which a horse has not been maintained.

1 Khaki Pagri.

1 Khaki Fringe

1 Khaki Kullah.

2 White vests.

1 Pair of white canvas shoes. For Teargas Squad.

1 Durree.

1 Mosquito Net.

1 Haver Saeck.

1 Water Bottle.

1 Pair of shirts.

The extra beret, shirt and pair of slacks shall be withdrawn on a man's transfer from the reserve for issue to his relief. The shirt and pair of slacks if found unserviceable at the time of their surrender shall be sold as old stores. In the case of a man posted in the tear gas smoke squad the two most serviceable of their three issues of shirts and slacks, which a man will possess while in the squad, shall remain on his transfer from the squad as part of his full kit, the least serviceable issue being without to be sold as old stores.

(b) The upper subordinates posted to reserves shall be issued with one extra beret one gray cotton shirt and one pair of Khaki drill slacks provided that they served in such posts for a period of at least four months in any one financial year.

(2) I extra clothing authorised by this may be maintained in districts on a scale sufficient for the 1st and 2nd reserves.

(3) Every directly appointed probationary upper subordinate shall be supplied at the Police Training College with full uniform every article of which shall be inspected by the Commandant or a gazetted officer. He will also be supplied with the articles mentioned in para 4(a) below.

(4) (a) All upper and lower subordinated deputed from districts to the Police Training College shall take with them their full uniform and the following articles will be issued to them in their districts at government expense.

Khaki safa	1
Mazri shirts (in P. R. Khaki)	2
Bush Shirts (for U/s)	2
Khaki Pattis (for H.Cs and U/s)	1
Thick knitted vests	1 (Winter Season only)
Safa fringe	1
Cotton vests (white)	2
Half patti (Cotton and footless woolen)	1 Pair
Khaki shirts	2
Kullah	1
Breeches (to H.Cs deputed annually to the P.T.C for Intermediate Class).	2 Pairs
(To directly appointed probationary u/s) White Canvas Shoes.	1 Pair
Cotton Stockings	
Beret	1 Pair
Grey Cotton shirts	1
	2

(b) In the case of students of the drill instructors class detained temporarily at the Police Training College as Assistant Drill Instructors (on district strength) a

second issue of any of all the extra articles mentioned in clause (a) above, shall be made by superintendents of Police at the request of the Commandant, Police Training College, irrespective of the normal periods of wear prescribed by Police Rule 4-11 (1).

(c) The under mentioned extra articles of uniform will be issued additional to normal kit to Head Constables on the drill staff of the Police Training College and to all lower subordinates employed in the drill staff at Recruits Training Centres:---

Puttis Wollen (to the Assistant Riding Master)	1
Khaki Kullah	1
Physical Training Vest (Thin)	1
Physical Training Vest (Thick)	1
Socks	2 Pairs
Belt Waist Black (Leather	1
Chevrons	1 Pair
Beret	1

Officers	Uniform	Horse and Saddlery
Silver buckle	1	To be replaced in accordance with P.R. 4-6(1)(b)
Whistle with lanyard	1	
Shoulder Badge (Police)	2	
Shalwar blue flat	2	1 Year
*Peak Cap with Badge	1	2 Years
Dopata light blue 2 yards	2	1 Year
*Cross Belt	1	10 Years
* Leather belt number plate	1	10 Years
*Cap blue China Style with badge	1	1 Year
Shoulder Badge (Mohafiz)	1	
Name Plate for U. S.	1	

4-6. Free issue of articles of uniform and equipment to upper subordinates – (1) Upper subordinates of first appointment, or first promotion to that status except office Superintendent / Head Clerk, Head Constable promoted to officiate as Assistant Sub-Inspector shall be provided at the expense of the clothing and equipment funds with a free issue of uniform and equipment at the following scale:---

- (a) Initial issue of two khaki coats, two bush shirts, two shorts and one of every standard article of clothing and equipment as prescribed in Part IV of Appendix 4-1. Other option articles of uniform authorised by rule 4-3 may also be supplied. [13][Provided that initial annual expenditure per head for an upper subordinate shall not exceed Rs. 1,490.95 and recurring expenditure for upper subordinate per annum shall not exceed Rs. 275.49 paisa.]

A register in form 4-6(1) (a) shall be maintained by the Officer Superintended Head Clerk to provide a proper check on expenditure on this account. Before the renewal or issue of articles of clothing and equipment is sanctioned, he shall certify that the total annual expenditure does not exceed an average Expenditure given above.

Proceeding sub-inspectors shall be issued with gaiters and a pair of beeches but will be issued with 3 pair of Khaki drill slacks instead as initial issue.

- (b) Free replacement shall be allowed according to the periods prescribed in Rule 4-11. [14][* * * *] Clothing and equipment for which no period is fixed shall be free only on being certified by a survey committee to have been lost or rendered unserviceable by fair wear and tear or under circumstances involving no neglect on the part of the officer concerned.
- (c) Uniform for Upper Subordinates shall be issued by the Lines Tailor and carefully fitted, but officers may be permitted to draw material of the prescribed pattern from Store on payment and have it made up privately for supplementary articles or replacement articles or replacements of uniform provided at their own expense. The cost in such cases shall be recovered in instalments.
- (d) The following articles of uniform have been prescribed for issue to the Lady Inspector, Government Railway Police, Punjab:---

[15] The following articles of uniform have been prescribed for issue to the Lady Police (Upper and Lower subordinates):---

Serial No.	Particular of articles to be issued	Quantity	Duration of Year
1	Jacket, Flanne	1	2 years
2	1	1 year
3	Tie blue	2	1 year
4	Shirts Blue flat Coller (Coller attached)	1	4 years
	Filed Service Cap		

5	Shoes Black (Regulation)	2	1 year
6	Socking blue (Cotton)	2 pairs	1 year
7	2 pairs	1 year
8	Socking blue (Woolen)	1	1 year
9	Gloves Woolen	1	3 years
10	Cardigan Jacket	1	8 years]
	Great Coat		

Upper subordinates posted to Murree shall in the cold weather wear khaki serge coats and breeches. The pattern shall be exactly the same as the khaki drill uniform. The serge uniform will be issued in addition to the khaki uniform. When an officer is transferred from this Hill Station he will leave his serge uniform behind to be used by other officers transferred to the district as the case may be.

- (e) Head Constables promoted to officiate as Assistant Sub-Inspectors shall deposit in the Police Lines the uniform issued to them as Head constables. It shall be retained for re-issue to them if they are reverted. Officiating Assistant Sub-Inspectors of Police shall be provided at the expense of clothing and equipment funds with the articles of uniform mentioned hereafter:---

1 Great Coat	1 Pair stockings
2 Khaki Tunics	1 Belt
1 Khaki Safa	1 Pair Boots
1 Khaki Kullaha	1 Set shoulder badges
1 Khaki Safa Fringe	1 Set buttons
1 Khaki Bush Shirts	1 Pair breeches

On substantive promotion Assistant Sub-Inspectors shall receive the balance of the uniform admissible to them and the uniforms issued by them as Head Constables shall be issued to other Lower Subordinates. If reverted to the rank of Head Constable the uniform issued to them while officiating as Assistant Sub-Inspectors shall be returned to store. They shall then receive a re-issue of Head Constables uniform.

(2) A check list in form 4-6(2) shall be maintained for each upper subordinate showing the issue or replacements of clothing and equipment which have been made to him and the dates on which each article was issued. Each entry will be attested by a gazetted officer. The check list shall be attached to the officer's Character Roll.

(3) All articles of uniform or equipment issued to upper subordinates are the property of Government and shall be surrendered on reversion or reduction to the rank of lower subordinate, dismissal or retirement. In the case of upper subordinates, who are specially permitted by the Inspector - General to wear uniform on ceremonial occasions after retirement, Superintendents of Police are empowered to permit them to retain one suit of khaki uniform complete with *pagri*, beret cap, etc., but without great coat.

4-6 (A). clothing Allowance for the staff of the Special Branch and Crime Branch – Upper and Lower subordinates on the staff of the Special Branch and Crime Branch are not provided with free annual issue of uniform but received the following Cash Payments from the clothing fund to enable them to make-up their own clothing:---

	Rs.
Inspector, Sub-Inspectors and Assistant Sub-Inspectors	275.49 per annum.
Head Constables and Constables	267.57 per annum.

[16]4-7. Recruits Kit – Each recruit on enrolment shall be supplied with the following articles of clothing:---

1 Great Coat	1 Leather belt
1 Cardigan Jacket	1 Pair boot ankle
2 Pair Khaki Drill Shirts	1 Pair chapple black
3 White Vests	1 Whistle with Leather strap
1 Pair white canvas shoes	1 Polo Stick
1 Pair of khaki knicker bockers	1 Pair shoulder Badge (Police)
1 Pair of half putties (Cotton) and footless hoes (Woolen)	1 Number Plate
1 Kit bag	1 Insignia Punjab Police (Mohafiz)
2 Beret caps with badge	1 Laminated Identity card with photograph
2 khaki slacks	2 Pairs of socks to each recruit on enlistment followed by a further issue of two pairs on the termination of recruits course.
2 Socks (Woolen)	
1 Flannel shirt	1 Pair of socks at the end of every

1 Jersey woolen subsequent six months.

1 Mosquito net

Recruit undergoing training at the Recruits Training at the Recruits Training Centres, shall be provided following extra articles:---

- | | | |
|---|-------------------|----------|
| 1 | Canvas | 2 Pairs. |
| 2 | Cotton vest white | 3 |
| 3 | Khaki Shirt | 2 |
| 4 | Shirt Mazri | 2 |
| 5 | Khaki Slacks | 1 |
| 6 | Beret Cap | 1 |
| 7 | Half Hose | 1 |
| 8 | Putti blue cotton | 1 |
| 9 | Durree | 1 |

[17] the great coat shoes and Beret cap shall be issued from the full kit mentioned hereafter. A sufficient number of the remaining articles shall be maintained in each district for the use of recruits, being replenished, as far as possible, from clothing surrendered as time expired, or otherwise surplus, provided it is in thoroughly good condition.]

4-8. Full kit of lower subordinates – The full kit to be issued to each lower subordinate on joining the ranks and to be maintained by him thereafter shall consist of the following articles:---

- | | |
|---|--|
| 1 Cardigan Jacket. | 2 Kamarbands (Mounted Police only) |
| 1 Great Coat | 2 Pairs of half Pattis (Cotton) and footless horse (Woolen). 2 |
| 3 Safa | Khaki shirts |
| 3 Khaki Knickor Bockers.
(Breeches for mounted police) | 1 Pair of boots ankle in the 1 pair of chaplies black in the case of all Constables and un-mounted Head Constables and 2 Pairs of ankle boots black in the case of Mounted Head Constables and Constables. |
| 2 Shoulder badges. | |
| 2 Mazri shirts | |
| 2 Safa Fringes | |
| 1 Pair of socks | |
| 1 Blue overall for Armourers and Assistant Armourers | |
| 2 Safa Bandas | |
| 2 Red Kullah. | Extra for men employed on Drill staff |
| 1 Kit bag | |
| 1 Shirt | |
| 1 Khaki Slack | |
| 2 Cotton Vests | For gunmen deputed for the protection of Governor of Punjab. |
| 1 Pair canvas shoes | |
| 1 Rain Coat | |
| 1 Gold Kullah | |
| 2 White Shalwars | |
| 2 Blue Pugrees (In PR White) | For men employed on traffic duties in districts and on highways. |
| 1 Pair Black shoes | |
| 1 Achkan white drill in summer | |
| 1 Achkan Surge blue in winter | |

- 1 Traffic Police insignia
- 1 Peak Cap
- 3 Shirts white Irish Lylon
- 3 Blue slacks Panama
- 1 Jersey blue
- 1 Belt leather with metal plate
- 1 Name plate black with name in white words
- 1 Tunic White drill

Woolen gloves for each lower subordinate posted at hill stations in the hilly parts Rawalpindi district for wear in the winter.

One waterproof coat for much lower subordinate posted at hill stations and in the hilly parts of Rawalpindi district and those employed on traffic duty in the districts where a regular traffic staff is sanctioned].

4-9. Clothing to be shown at kit inspections – (1) Lower subordinates shall lay out their kits and one suit of plain clothes as kit inspections according to the approved diagram issued on the authority of the Inspector - General. The plain-clothes shown deed not be of standard patter, but shall include a *pagri* and shall be suitable for walking out dress.

(2) A kit inspection diagram shall be supplied to every police station, post, standing guard and barrack in each district.

[18]4-10. Issue and wearing of chevrons and badges – (1) Chevrons are authorized as follows:---

- (a) Head Constables on passing the Intermediate Courses stripes and a five-pointed star.
- (b) Probationary and confirmed Head Constables 3 stripe.
- (c) Officiating Head Constables 2 stripes.
- (d) Constables on list (c) and CII-I stripe, to be worn on both sleeves midway between the elbow and shoulder point towards the elbow.

(2) Badges of the St. John’s Ambulance Association shall be worn by those entitled to wear them midway between the elbow and the shoulder on the right sleeve Head Constable shall wear such badges immediately above the chevrons.

(3) Marksman’s badges shall be worn on the left sleeves above the point of the cuff.

(4) Chevrons and badges shall be issued as required at the expense of the clothing fund].

(a) In sub-rule (1), for the existing table and footnote, the following shall be substitute.

Article	Period
Cardigan Jecket	3 years
Khaki drill knicker bookers or-cord breeches for mounted police ...	2/1/2/years
Kullah (Red)	2 years
...	3 years
Safa (Blue	2 years
Safa Bands and fringes	2 years
Kamarbands (for mounted men only)	6 months
Great Coat	
Article	Period
Chaplies	1 year
Boots (ankle)	3 years
Mazri Shirts (In P.R. Khaki)	1 year
...	3 years
Pattis (for mounted police)	3 years
...	
Half Puttis (cotton)	1 year
Footless hose (Woolen)	1 year
1 Blue overall	6 months
...	1 year
White Canvas Shoes	1 year
...	

Gold Kullah	2 years
White Shalwar	When rendered unserviceable
Pair of Black Shoes	1 years
Rain Coat	1 ¹ / ₂ years
	6 months
Woolen Gloves	5 years
Khaki Drill Slacks	2 years
Socks	1 year
Waterproof Coat	1 year
Achkan	3 years
Cloth belt	1 year
Beret	1 year
Jersey	2 years
White Pagri	1 year
Shalwar	4 years
Gray Flannel Shirt	1 year
Gray Cotton Shirt	6 months
Khaki Serge Slack	6 months
Khaki Drill Slack	
Woolen Socks	
...	
Thick Knitted Vest	

Note – Laces supplied with black boots may be renewed after six months if replacement is certified as necessary by a competent authority.

(2) If any article of clothing mentioned in the statement above is held, after formal enquiry, to have been rendered unserviceable within the prescribed period through ordinary wear and tear and not through unfair usage, it shall be replaced at the expense of the clothing fund under the orders of Deputy Inspector General.

(3) Of the three issues of khaki kurtas and knicker-bockers, required by rule 4.8 to form part of a full kit, one shall be kept for wear as full dress when ordered : the other two shall be in wear for ordinary duties, to permit of each being washed as required. One twill shirt and one pair shorts shall be issued new every year, the second issue, prescribed by rule 4.8 and required to be shown as kit inspection, being that of the previous year.

(4) Efforts should be made to make all renewal issues of articles of Clothing and Equipment due in any one year at one time, at least to men stationed at places other than district headquarters. This will present no difficulty in cases in which duration periods are fixed in terms of whole years. [19][* * *].

[20][4-12. (1) (a) Men posted to the 1st and 2nd armed reserved and teargas smoke squad be issued with the following articles in addition to those contained in their full kits:---

1 Khaki Pagri	
1 Khaki fringe	
1 Khaki Kullah	
1 White Veats	
2 Pair of white canvas shoes	For 1 st and 2 nd Armed Reserve.
1 Durree	
1 Mosquito net.	
1 Haversack.	
1 Water bottle.	
1 Pair of canvas gaiters.	
1 Beret.	
1 Grey Cotton shirt	
1 K. D. Slack.	

Note 3 – Police Service of Pakistan Officers in an administrative post is entitled to count any such period forwards the renewal grant for horse and saddlery, provided that he eventually reverts and is no confirmed in the administrative post, and provided also that he maintains a horse during the officiating period.

(9) Grant for the Purchase of uniform and saddlery will be sanctioned to Deputy Superintendents on as substantive promotion or on acting promotion in long term vacancies where there is no likelihood of reversion of the Officer concerned, provided that in case of reversion the Official concerned will be liable to refund proportionate case of uniform for the unexpired period of its life which is 3 years for summer uniform and 7 years for winter uniform.

(10) An officer of the Provincial Police Service on promotion to the Police Service of Pakistan shall be entitled to the difference between Rs.1,500/- and the amount already drawn for the purchase of uniform.

(11) In every case in which a grant is given the office receiving the grant shall furnish the Audit Officer concerned with a certificate to the effect that the full amount received has been spent in cases where the grants are not fully utilized the saving effected should be at once refunded to Government.

4-13. Issue of Haversacks – [The Superintendent of Police shall keep in pool four haversacks in each Police Station and twenty-four per Police Line. Whenever a man goes on duty he shall use the haversack and when he returns he shall deposit it back].

4-15. Statement showing the issue of clothing – A statement shall be prepared annually and hung up in the office of the Superintendent showing the issue of clothing made during the two previous years and proposed during the ensuing three years.

4-16. Receipts for articles issued – An account of clothing shall be kept in a personal ledger account in form 4.16 Sufficient pages will be allotted to each man for a period of 8 years, and all issues of articles of clothing shall be entered as made. Separate receipts shall be obtained for issues to men posted away from Headquarters in form No. 4-16 and necessary entries shall be made in the ledger on their receipt. This will enable the date of the previous issue of any article to any particular man to be readily ascertained. These folios will be maintained for sixteen years.

[21]4-17. Issue of extra uniform to drivers – Orderlies employed by Officers as motor drivers may be issued with the following extra articles of clothing which may be replaced after the expiry of the duration periods prescribed in rule 4-11:

Serial No.	Particular of articles to be issued	Quantity
(1)	Shirts Khaki Twill	2
(2)	Shirts Khaki Drill	2 pairs
(3)	Putties cotton	1 pair
(4)	Safa Khaki Malmal	3
(5)	Kullah Khaki	1
(6)	Fringes Khaki	1
(7)	Boots	1 pair
(8)	A pron for motor cleaning (blue)	1
(9)	Slacks Khaki Drill	2 pairs
(10)	Jersey Warm	1
(11)	Warm gloves (leather)	1
(12)	Warm patties	1 pair
(13)	Double breasted coat (khaki) drill cloth 4 yards, 27 inches sewing charges Rs.2	2

Serial No.	Particular of articles to be issued	Quantity
(14)	Great Coat (cloth 3 yard)	1
(15)	Buttons for Coat Khaki	8
(16)	Buttons of great coat	8
(17)	Overall	1
(18)	Beret	1
(19)	Chaplies	1

4-18. Articles of clothing issued to lower subordinates are property of Government – All clothing issued to lower subordinates at the expense of the clothing funds is the property of Government.

4-19. Number of kits to be maintained – (1) Full kits corresponding to the number of lower subordinates sanctioned for the district shall be maintained; provided that no kits shall be kept for men solely for duties for which uniform is not required.

(2) When the general issue of any article forming part of a full kit, which in store on account of vacancies or otherwise, raises the number of such articles in that kit above the scale laid down in rule 4-8, the issue at earliest date shall be withdrawn and added to the old clothing in stock.

(3) Full kits, up to the number sanctioned by the Deputy Inspector - General, may be maintained in each district for additional police. A note of the number of such kits authorized to be kept shall be made at the beginning of the English stock book of clothing.

4-20. Repairs of clothing – Repairs of clothing shall be carried out by the tailor with materials of the standard pattern issued from the clothing store. The cost of repairs due to fair wear and tear shall be borne by the clothing fund but the cost of repairs due to negligence shall be recovered from the individual responsible.

[22][4-21. Disposal of time expired clothing - (1) Time expired clothing other than those articles of which the period of wear has been extended in accordance with rule 4-11, shall invariably be called in and surveyed. The most serviceable articles should be taken into store and either kept as surplus stock to replace losses, or issued, tailor to be converted into bastanis or shorts or re-issue as recruits or additional police clothing provided these are in thoroughly good condition. Articles which are declared as un-serviceable kit for use by the survey committee in accordance with the procedure laid down in 4-28 be sold by open auction.

- (2) The sale proceeds should be credited to Government under the relevant receipt.
- (3) Distinguishing features shall be removed from all articles of uniform they are sold].

4-23. Deleted.

4-24. Replacement of articles destroyed or lost – (1) Articles of clothing destroyed on sanitary grounds, or in the course of duty, may be replaced at the

4-27. Approved firms and contractors – (1) The Inspector - General will, from time to time publish in the Police Gazette the names of contractors from whom clothing and material are to be purchased, the rates to be paid and the terms of the contract.

(2) A printed statement showing all approved items of clothing and equipment, other than equipment supplied by the Ordnance Department, their source of supply, price and other particulars, is obtainable from the office of the Inspector-General of Police. One copy of this list shall be each range Deputy Inspector-General and two copies by each Superintendent of Police, for use in office and in the lines. Corrections in the list shall be made by hand, as alterations in orders regarding clothing and equipment are notified by the Inspector-General.

(3) The statement referred to above will show the maximum rates authorized by the Inspector-General for making up articles of clothing from materials issued to the tailor from store. Rates within these maxima shall be fixed for each district, with the approval of the Deputy Inspector General, and entered in red ink below the maximum rates in the printed statement.

[23][4(4) Supplies of clothing and other material shall be purchased form local market on competitive rates].

4-28. Goods to be surveyed – (1). All goods delivered by contractors, including new clothing delivered by the lines tailor after being made up, shall be surveyed by a committee consisting of a gazetted officer, an inspector and a sub-inspector.

(2) Such committee shall have all packages received from contractors opened in its presence and shall satisfy itself that the consignment is complete in quantity and according to the muster pattern in quality.

(3) The committee shall prepared and sign a report in Form 4-28(3) either accepting the consignment as correct (in which case, beyond signing the consignor's delivery voucher or corresponding document, no action is necessary) or rejecting it in whole or in part. In the latter case, the report with full reasons for the committee's opinion and a fair sample of the goods rejected shall be sent, with the muster pattern to the Deputy Inspector - General for orders. The Deputy Inspector-General's decision shall be final, unless in any case the terms of the supplier's contract require a reference to higher authority. When shortage in quantity only is found by the committee, the discrepancy shall be reconciled by direct correspondence with the consignor, the matter being referred to the Deputy Inspector-General, if agreement cannot be reached.

4-29. Contracts with firms and Lines tailors – (1) When articles of uniform are to be supplied by firms of suppliers, an agreement shall be entered into in standard Form 4-29(1) between the contractor and the Inspector-General of Police on behalf of the Governor of the Punjab. The some form may be used for contracts for the supply of other articles, such as beds or boxes required to be manufactured locally according to a standard pattern. Contracts in this form can only be entered into by the Inspector-General of Police and not by a Superintendent of Police.

(2) All Lines tailors, who are already employed, or may hereafter be employed, as such, shall be required to submit to the Inspector - General of Police through the Superintendent of Police a tender for services to be rendered by them in Form 4-29(2)A, and they shall also execute an indemnity bond in Form 4-29(2)B . After the render has been accepted by the Inspector - General of Police, it will be returned to the Superintendent of Police for record in his office and the Superintendent of Police shall supply a duplicate attested copy of it to the tender.

4-30. Grant and wearing of medals and decorations – (1) Orders regarding the grant of civil decorations are contained in Chapter-XV. Orders regarding the wearing of decorations and medals are contained to Appendix 4-1. Superintendent are responsible that all police officers serving under them who are in possession of any decorations or medals to which they are entitled are properly mounted according to the regulations referred to above. Brooches for medal ribbons, and for mounting medals, when more than one is to be worn, may be issued to upper and lower subordinates as an initial issue at the expense of the clothing fund. Spare ribbon is supplied with medals when issued. Replacements of brooches shall be at the cost of the individual concerned. Medal ribbons, which as a result of fair wear and tear require placement shall be replaced at the expense of the clothing fund, otherwise at the expense of officers.

- (2) Decorations and medals shall invariably be shown at kit inspections.

4-31. Replacement of lost medals – If a police officers loses his war or other medal. Board consisting of the Superintendent as president, and two upper subordinates a members, shall make enquiry and submit a report in Form 4-31. If such medal was lost on duty and from causes entirely beyond the control of the police officer concerned, the Board may recommend the supply of a new medal at the public expense. It is necessary that the replacement of medal at should be carefully safeguarden, and it is seldom that they can be permitted to be replaced at the public expense. Loss by theft, loss of baggage, due to defective fastening and the like, is not to be considered as replaceable at the public expense. When a police officer willfully, or by culpable neglect, makes a way with or lose a medal, the loss shall be dealt with as a criminal or disciplinary offence, according to the circumstances, and if such police officer is held guilty and punished, he shall be required to serve three years clear of a major punishment before he can be recommended for the grant of a new medal at his own expense; in such cases the period of three years will commence from the termination of the punishment.

- (2) All recommendations under this rule shall be submitted through the Deputy Inspector-General to the Inspector-General.

4-32. Indents for medal ribbon – (1) Indents for war medal ribbon required for police officers shall be prepared in the prescribed Pakistan Army Form, copies of which can be obtained from the Army Clothing Department, through the Central Police Officer, and shall be submitted by Superintendents of Police in time to reach the Inspector – General by the 1st, March in each year. Such indents shall bear D.E.O.S Memo No. 65579-Q 14-J, dated the 28th, March 1927, as authority, and shall show the correct description of ribbons required. In doubtful cases samples should accompany the indent. Nine inches is the minimum quantity of medal ribbon, which may be intended for. A consolidated indent will prepared in the Central Police Officer for the whole province and forwarded to the Chief Ordnance Officer, General Headquarter Rawalpindi on or about the 1st, April in each year. The ribbon indented for will be supplied by the Chief Ordnance Officer, General Headquarter, Rawalpindi direct to the Superintendent of Police concerned, who should accept the consignments after duly checking them, and sign and return the receipt vouchers.

(2) Ribbons for Quaid-e-Azam Police Medal and the President's Police Medal shall be obtained on payment from G.M.Chaudhri, Shah Rah-I-Quaid-Azam, Lahore.

4-33. Cash account of clothing funds – The cash account of the clothing fund shall be kept in the manner prescribed by rules in Chapter X.

4-34. Registers and accounts to be kept – Each Superintendent shall maintain the following accounts:---

(i) An account of the material and cost of making up such articles of clothing as are not bought readymade, in a register in Form 4-34(i). This register furnishes a check on the expenditure of material from store, and also shows the cost of any particular issue of made-up articles.

Separate pages shall be given to each description of article. On one side shall be shown the amount, rate of cost, and total value of each issue of material to the tailor or other contractor. On the other side of the register shall be entered the number, cost per article and total cost of each consignment of finished articles, handed in by the tailor or contractor and transferred to the stock of made up clothing.

The cost of each made-article is the cost of the amount of material required according to the prescribed scale, for making it up, together with the authorized tailoring charges. To balance the two sides of register it is necessary to add on the issue side, in column 4, the amount of the tailoring charges. The balance shall be struck when each transaction is completed by the head clerk. Each book after completion shall be preserved for five years.

(ii) A clothing stock account in English of new articles of clothing and materials received shall be kept by the Office Superintendent / Head Clerk in form 4-34(ii) and shall be preserved for ten years, receipts shall be entered when the coming head committee proceedings prescribed by Police Rule 4-28(3), duly endorsed by the clothing head constable that the articles passed have been taken on stock and accompanied by the bill if possible, similarly endorsed, are received in the English Office. After entering the articles enumerated in the committee proceedings in his stock book 4-34(ii) the Office Superintendent / Head Clerk will endorse the proceeding accordingly and also the bill if it accompanies the. He will then pass the papers to the accountant for payment orders.

Once a week the clothing head constable will produce his register and form 4-16 and 4-35 to the Office Superintendent / Head Clerk and the latter will check and enter the total issues of each article during the past week in his own clothing stock book, form 4-34(ii). Issues on payment will, however, be entered separately, in accordance with note 2 at the bottom of form 4-34(ii). To support entries of issue of cloth or other materials to the tailor, the clothing head constable will produce to the Office Superintendent / Head Clerk the sanction of a competent officer. As a safeguard against a second issue on this sanction the clothing head constable will endorse the sanctioning order, with the quantity and date of issue at the time of making the entry in the register. The Office Superintendent Head Clerk will check this endorsement and add his endorsement that entry has been made in his own stock book, thereafter returning the papers to the clothing head constable.

Every new article of clothing, whether received ready-made, or made up locally from material issued from stock, shall be brought on the clothing stock book over the signature of a gazetted officer prior to issue, separate pages being assigned to each description of article. The addition to stock of all consignments of material received shall also be initialed by a gazetted officer.

4-35. Urdu stock account of clothing and equipment – An Urdu stock account of receipts and issues of clothing and equipment, both new and second hand, and of complete kits of men on leave, etc., shall be maintained in form 4-35 by the clothing clerk head constable and preserved for 5 years. This stock account shall be divided into three parts, as follow:---

Para 1. – Made up clothing – In the remarks column of the register a reference to the stock account prescribed in rule 4-34(1) shall be given.

Para 2. – Second hand clothing and equipment received for sale or destruction – In the remarks column a reference to the order of the gazetted officer directing the sale or destruction shall be given, and also the sale-proceeds, with the number and date of the receipt issued under rule 10-14(1).

Para 3. – Complete kits of men on leave, sick in hospital, on special duty in other districts, etc., and kits stored on account of vacancies.

Each issue made to an individual shall be assigned a separate line, and the account shall be balanced on the last working day of each month and certified as correct by the reserve inspector is posted, by the Lines officer.

4-36. Verification of stock by a gazetted officer – All stocks of materials, made-up clothing and old clothing in stock shall be verified on the 31st March of each year by a gazetted officer, and the results of such verification shall be recorded in the stock register concerned over the dated initials of such officer.

4-37. Statement of transactions of clothing fund – At the end of each financial year statements exhibiting the transactions of the clothing fund for the past year shall be prepared in each district in Form 4-37(1) (A and B and entered in the cash book after the balance for the year in question. A copy of the balance sheet of the Clothing Fund should be submitted to the Inspector-General of Police.

(2) Deputy Inspector-General after inspecting districts will forward to the Inspector-General a copy of their remarks on the condition of the clothing fund.

APPENDIX No. 4-1

PART I

Uniform for Officers of the Indian Police.

Helmet – Wolsely pattern, covered with Khaki. No metal fixings. Brown leather chin strap $\frac{3}{8}$ inch wide.

Pagri – A pagri of six folds of khaki with a dark blue flash, a quarter of an inch wide, at the top, between the helmet and pagri; the whole when tied not to exceed three inches in width.

NOTE

As an alternative to the helmet Indian officers may wear a pagri of khaki silk with a blue edge and gold *lungi* ends a kullah, when, should be of gold to match. Burmese officers may similarly wear a *gaung baung*.

Jacket – Khaki gaberdine single-breasted, cut as a lounge coat to the waist very loose at the chest and shoulders but fitted at the waist. Military skirt to bottom edge. A silver-plated hook on each side at the waist. Collar to be cut as in an ordinary civilian lounge coat. Two cross patch breast pockets above $6\frac{1}{2}$ inches wide and $7\frac{1}{2}$ inches deep to the top of the flap, with a $2\frac{1}{2}$ inches box pleat in the centre fastened at the top with a small Indian Police pattern button; flap, with button hole to cover pocket $2\frac{1}{4}$ inches deep and $6\frac{1}{2}$ inches wide. Two expanding pockets below the waist (place at the sides $9\frac{1}{2}$ inches wide at the top, $10\frac{1}{2}$ inches at the bottom. 8 inches deep to the top of the pocket, fastened at the top with a small Indian Police pattern button; flap, with button hole, to cover pocket, $3\frac{1}{2}$ inches deep and $10\frac{3}{4}$ inches wide, the top of the pockets to be tacked down at the corners in such a manner that the pocket can be expanded at the top also if necessary inside watch pocket, fastened at the top with a small Indian Police pattern button; flap, with button hole to cover pocket $2\frac{1}{4}$ inches deep and $6\frac{1}{2}$ inches wide. Four medium Indian Police pattern buttons down the front, pointed cuffs, 5 inches high at the point and $2\frac{1}{2}$ inches behind. Shoulderstraps to same materials as garment, fastened with a small Indian Police pattern button. The jacket to be worn with a soft khaki collar and shirt and dark blue silk sailor-knot tie. A plain gold safety pin may be worn under the tie to keep the soft collar in place.

Breeches – Khaki woolen * Bedford cord, strapped with buckskin to match.

Boots – Brown field, soft, legs stiffened to a depth of 4 to 6 inches from the top, laced at the instep, with nine pairs of eye-lat holes, brown leather garters; no gusset and straps at the top of the leg and no toe-caps.

Spurs – Light hunting, with steel chains, brown straps and shields.

Belt – Sam Browne of army regulation pattern, but with white metal mountings.

Sword – Straight Infantry pattern, with hals basket hilt in white metal, and device “I.P” and crown.

Sword Knot – Brown leather, with acorn.

Scabbard – Brown leather, infantry pattern.

Whistle – Of the usual Police pattern, to be worn attached to a khaki lanyard and carried in the left breast pocket.

Badges – Silver metal

Inspector-General	One crown and two stars
Deputy Inspector-General	One crown and one star
Superintendent in receipt of basic pay of Rs.950 a month and over, provided that a Superintendent promoted from entitled to wear a crown from the date the directly recruited officer of the Indian Police next below him on the provincial cadre becomes entitled to wear the same.	One crown
Superintendent (Whether substantive or officiating) in receipt of basic pay of less than Rs.950 a month.	Three stars
Assistant Superintendent	Two stars
Probationary Assistant Superintendent	One star

The crown to be one inch broad. The stars to be of the “Star of India” (five pointed) pattern and one inch broad.

Officers of all ranks will wear a silver departmental badge “I. P.” in half inch block letters at the base of the shoulder strap.

The following additional articles of uniform and equipment should be provided and worn when special circumstances or orders so direct.

Trousers (slakes) – Khaki gaberdine to match jacket, Army regulation pattern. (See Note 1. Review Order).

Boots – Ankle, plain brown leather, with plain tow-caps. To be worn with trousers.

Belt – Second shoulder strap to Sam Browne belt. To be worn when revolver is carried.

* Samples of Gaberdine and Woolen Bedford Cord of approved shade will be kept on view at the India Store Depot, Bevedere Road, Lambeth, S.E.I. Indian Police Officers recruited in England when ordering uniform should impress upon the makers necessity for consulting the India Store Depot, regarding the correct material, shade, etc., samples will also be sent to all Provincial governments.

Revolver – or (at the option of each officer) an *automatic pistol* with brown holster and ammunition pouch.

Forage cap – Dark blue cloth with three cloth welts, $4\frac{1}{2}$ inches total depth, diameter across the top $10\frac{3}{8}$ inches for a cap fitting $21\frac{3}{4}$ inches in circumference, cap may vary in size of head above or below the before mentioned standard, e.g., for a cap $22\frac{1}{4}$ inches in circumference, the diameter across the top to be $10\frac{5}{8}$ inches, and for a cap 21 inches in circumference, the diameter to be 10 inches. The sides to be made in four pieces and to be $21\frac{1}{8}$ inches deep between the welts. A band of black bohair oakleaf lace $1\frac{3}{4}$ inches wide to be placed between the two lower welts. Indian Police pattern badge to be worn in the centre of the band in front. The cap to be set up on a band of stiff leather or other material $1\frac{3}{4}$ inches deep. Chinstrap of black patent leather $\frac{3}{8}$ inch wide buttoned on to two gorget buttons of Indian Police pattern placed immediately behind the corners of the peak.

The peak of the cap will be of the following pattern:---

Inspector-General	Patent leather, emproidered all round with plain silver embroidery. Depth in the middle 2 inches. To drop at an angle of 45 degrees
For Deputy Inspectors-General and Superintendents in receipt of basic pay of Rs. 950 a month and over, provided that a Superintendent promoted from the provincial police service shall be entitled to wear a peak of this description from the date the directly recruited officer of the Indian Police next below him on the provincial cadre becomes entitled to wear the same.	As for Inspector General but embroidered on front edge only.
For all other officers	Plain patent leather peak.

To be worn with a khaki cover of same material and shade as jacket.

Overcoat – Drab mixture cloth, milled and water proofed; double breasted, to reach to the point of the knee, 18 to 20 inch deep, with lapel and step, fastening with one hook and eye. Four large buttons on each side, three to button and one under turn. Two bottom pockets with flap; one inside breast pocket at each side; sword slit at left side; loose turn back cuffs of single material 4¹/₂ inches deep; shoulder straps of the same material as the garment fastened with small buttons. Badges of rank and buttons in silver metal. The collar is provided with a cloth tab to button across the opening at the throat when required. The coat is lined with drab flannel.

NOTE

It is at the option of individual officers to provide themselves with this article of uniform where the climate renders it necessary.

Serge Jacket and Sarge Trousers – Where the climate renders these desirable officers may also provide themselves with jacket and trousers made of drab serge.

WORKING DRESS

Working Dress – Uniform is of the same pattern as Review Order but in place of gaberdine and woolen cord, drill will be used for the jacket and slacks and cotton Bedford cord for the breeches.

The helmet, boots, belt, sword, scabbard, swordknot, pistol, whistle, badges and forage cap, etc., are the same as for *Review Order*.

MESS DRESS – COLD WEATHER

Mess Jacket – Dark Blue cloth, pointed cuffs, 5 inches high at point and 2¹/₂ inches behind, of the same material. Roll collar of black silk. Shoulder straps of blue cloth tacked under the collar, with badges of rank as in Review Order, but without shoulder letters. Miniature medals and decorations to be worn on the left lapel, one inch below the point of the shoulder, over-lapping if necessary, but not projecting beyond the lapel. Collar badges should be placed ³/₄ inch below the medals.

Mess Waistcoat – White marcella, corners, cut away, open at the front and without collar, to be fastened with 4 small Indian Police buttons 1¹/₂ inches apart.

Collar and necktie – Collar, plain white linen, with black tie.

Overalls – Dark blue cloth of the same shade as that of the jacket, with tow stripes of ³/₄ inch plain mohair braid ¹/₄ inch apart down the outside seam. Black leather foot straps with steel buckle.

Boots – Wellington, black, patent leather.

Spurs – Box, with plain rowels.

Forage Cap – As in Review Order, but with a white cover.

Badges – Of same size as in Review Order.

MESS DRESS – HOT WEATHER

Mess Jacket – White drill, without braid or buttons. Roll Collar. Shoulder straps of similar material with small Indian Police pattern button at the top. One inside breast pocket. Sleeves cut plain with pointed cuffs 5 inches high at point and 2¹/₂ inches behind. Badges of rank and collar badges as in cold weather mess dress.

Waistcoat – As in cold weather mess dress.

NOTE

Where the climate renders this desirable officers may wear a plain dark blue silk Kamarband in place of a waistcoat.

Collar and necktie – As in cold weather mess dress.

Oversalls – Whites drill with black leather foot-steps, or as for cold weather, according to climate.

Boots, Spurs and Forage Cap – As in cold weather mess dress.

HORSE FURNITURE

Bit – Universal.

Bridle – Ordinary double.

Girths – Dark blue.

Saddle – Ordinary hunting, fitted with necessary nickle D's.

Frog – Of brown leather, attached to the shoe case (near side) for carrying the sword scabbard; shoe case fitted with a leather steadying strap.

Note.-1 – Officers in possession of full dress uniform on the date of the issue of these regulations, may continue to wear in one such occasion as presentation at Court, levees and weddings. Other officers are not permitted to purchase full dress uniform and should wear at Courts and evening State functions, either Alternative Dress of Velvet Court Dress (old style) as laid down on pages 5 and 6 of the office of the office of the Secretary to the Governor-General (Public notification No., F-9/11/36-Public (G), dated the 30th June. 1997. In no case should full dress uniform be worn on duty.

Note.-2 – No officer, now in the service, will be required to provide himself with any article of the new uniform until the corresponding article of his present equipment is worn out.

Note.-3 – Such modifications in the working dress but not Review Order or Mess Dress, as may suit local circumstances may be permitted by Provincial Governments or Administrations for informal work. Such orders might authorise, for example, the wearing of water-proofs, leggings, khaki ties, Cawnpore Tent Club helmets, Jodhpur breeches, shorts drill uniform, etc.

Note.-4 – On ceremonial occasions such as those on which military officers wear their medals with field service uniform, Police officers should wear medals and decorations with khaki working dress.

Note.-5 – The cloth for the over coat must vary in different provinces. Provincial samples of over coat cloth will be on view at the India Store Depot, Belvedere Road, Lambeth, S.E.I.

Note.-6 – Trousers and ankle boots will be worn when on dismounted duties where complete Review Order is undesirable, *e.g.*, when escorting H.E. the Viceroy or Governor of province by train.

Note.-7 – The Forage cap will be worn with Review Order when the occasion renders the wearing of a helmet unnecessary, *e.g.*, on evening duties, etc.

Note.-8 – The revolver and ammunition pouch will not be worn with Review Order unless specific orders are issued. In circumstances where the carrying of this weapon is necessary but should not be ostentatious, it should be carried in the breeches or trousers pocket.

APPENDIX

The Indian Police Device for use on badges and on buttons

I. P.

Badges

For cap, $1\frac{5}{8}$ inches in height.

For Collar, $1\frac{1}{4}$ inches in height.

Buttons

Convex, die struck and embossed.

Larg	40 lines.
Medium	30 “
Small	24 “
Gorget	20 “

PART II

GAZETTED OFFICERS – PROVINCIAL SERVICE

(1) Deputy Superintendents and probationers, shall wear the same uniform and accoutrements and use the same horse furniture as officers of the Imperial Service, except as follows:---

(a) *Police device badges.*- The existing pattern cypher “P.P.” surmounted by crown.

(b) *Buttons.*- The existing pattern with cypher “P.P.” surmounted by crown.

(c) *Letter badges.*- Half inch silver block letters “P.P.”.

(2) *Badges of rank.*- Deputy Superintendents shall wear two stars and probationers one star of the pattern prescribed for officers of the Imperial Service.

(3) Indian Deputy Superintendent of Police shall not wear helmets. They will wear a khaki silk *pugri* with a blue edge gold *lungi* ends, together with gold *kulla*, as prescribed for Indian Officers of the Indian Police. For night work and fatigue duties, however, they may wear a plain khaki *pagri*.

PART III

HORSES

All gazetted officers, except Prosecuting Deputy Superintendents, shall provide themselves with at least one horse not less than 14 hands 1 inch in height or mounted duties, unless specially exempted for doing so by the Inspector General.

PART IV

Upper Subordinates:---

(1) Full dress,---

(a) *Coat* of khaki drill of the same shade as that prescribed for lower subordinates and of similar pattern to the khaki working dress frock prescribed for gazetted officers, except that the collar shall be rolled fastening at the neck with hook and eye. To be cut loose so as to permit of warm under-clothing being worn during the winter.

(b) *Riding breeches* – Khaki drill.

(c) *Gaiters for Inspector, Sergeants and Sub-Inspector only* – Black leather spring leggings, fastening with a strap at the top.

(d) *Half puttis* (cotton) and footless hose (woolen) for Assistant Sub-Inspector only Khaki half puttis and footless hose of the approved pattern.

(e) *Black leather ankle boots* – Black service boots with light soles and no heel tips of the approved pattern procurable from Messrs. Cooper Allen & Co., Cawnpore.

(f) *Spurs*- (for Inspectors, Sergeants and Sub-Inspectors).- Steelhunting without rowels, as for Gazetted Officers with blank leather straps.

(g) *Safa.*-

- (i) For *Indian Inspectors and Sub-Inspectors*.-Of dark blue khassa with one foot of red salu at one end and two feet at the other. The width of the safa shall be 2 feet 9 inches and the length not less than 6 yards.
- (ii) For *Assistant Sub-Inspectors*.- Khaki plain muslim of the approved pattern.
- (h) *Safa Fringe*.-
- (i) For *Indian Inspectors and Sub-Inspectors*.- One foot of red salu followed by one inch of blue Khassa; then half an inch of silver braid and a silver fringe two inches deep of the prescribed pattern.
- (ii) For *Assistant Sub-Inspectors*.- Silk, Khaki.
- (i) *Safa and (Palla) for Indian Inspectors and Sub-Inspectors*.- Made of real silver thread 18 inches deep of approved pattern.
- (j) *Khulla*.-
- (i) For *Indian Inspectors and Sub-Inspectors*.- Silver work on a red ground of the approved pattern.
- (ii) For *Assistant Sub-Inspectors*.- Plain Khaki of approved pattern.
- (k) *Hemlet*.-(For European Inspectors and Sergeants only):--
Hat Pith Solar Khaki with Khaki Pagri, Khakim boss and brown leather chin strap and silver "P.P." bangles of prescribed pattern.

NOTE

The Pagri will consist of six folds of khaki muslim and when tied the whole shall not exceed 3 inches in width. The hemlet badges shall be worn on the pagri.

- (l) *Belt*.- Black leather Sam Browne belt with one shoulder strap over the right shoulder.
- (m) *Badges*.- Upper Subordinates shall wear at the base of all Shoulder Straps silver plated half inch block letters "P.P.". Above the letters "P.P." Assistant Sub-Inspector shall wear on each shoulder, one silver plated star, Sub-Inspectors and Sergeants two stars and Inspectors three stars; the stars to be of the approved pattern.
- Probationary Assistant Sub-Inspectors shall not wear stars while under training at the Police Training School, Phillaur. They will be presented with a pair of stars at the passing out parade. The stars will form part of the uniform thereafter.
- (n) *Buttons*.- white metal ball buttons with the "P.P." cypher.
- (o) *Great Coat*.- Of the same pattern as for Gazetted Officers, but with "P.P." buttons, and prescribed badges.
- (p) *Whistle*.- Of the usual police pattern to be worn attached to a lanyard and carried in the left breast pocket.
- (q) *Slacks khaki drill*.- With out turn ups with a pocket on each side.
- (2) Working dress.- The same as prescribed for full Dress with the following modifications:--
- (a) A plain khaki safa, Khaki silk safa fringe and khaki and silver kullah of the prescribed pattern may be worn by Indian Inspectors and Sub-Inspectors instead of the safa prescribed for full dress.
- (b) Europeans Inspectors and Sergeants may wear a Forage cap of blue cloth with a khaki cover, of the same pattern as that worn by Gazette officers, but with red piping round the edge of the mohair braid.
- (c) The variations sanctioned by paragraphs 2 to 5 and 7 of Appendix 4.3, Part II, may be adopted all upper subordinates at the discretion of Superintendent of Police.
- (3) Plain black leather revolver holsters and ammunition pouches and layards will be supplied with revolvers when issued. (See rules in chapter VI). The holster will be worn on the left and the ammunition pouch on the right of the belt.
- (4) Horse Equipment.
- (a) The horse equipment for Inspectors, Sergeants and Sub-Inspectors shall be of the pattern prescribed for mounted police officers in the list referred to in rule 4-27 (2).
- (b) the pony equipment for Assistant Sub-Inspectors shall be of the pattern prescribed for such officers in the list referred to in rule 4-27 (2).
- (5) Upper subordinates posted to the Simla district and to Kasauli, Kyelange, Suraj, Dalhousie, Balun, Bakloh and Murree shall in the cold weather wear khaki serge coats and breeches. The pattern shall be exactly the same as dreill khaki uniform. The serge uniform will be issued in addition to the khaki uniform. When an officer is transferred from any of these hill stations he will leave his serge uniform behind to be used by the other officers transferred to the station as the case may be.

PART – V

LOWER SUBORDINATES

- (1) All articles of uniform supplied to lower subordinates shall be according to muster pattern. Detailed specification for the making up of certain articles are given below:--
- (a) *Kurta* – A khaki drill *Kurta* with patch pockets and four white metal police buttons down the front collar band, fastening with hook and eye at the neck; shoulder strap fastened with a police button and with half inch block letters "P.P." at the base of each shoulder strap. The *Kurta* to be cut loose to permit of warm under clothing being worn, the shirt to reach to the first joint of the wearer's thumb, when the arms are held straight to the side, fingers extended.
- (b) *Pantaloon* – of khaki drill made knickerbocker pattern, to be made with waist band about 3 inches deep, and strap and buckle at each side; loops for a belt may be added, but pyjama strings should not be worn; cut full at the knee to allow not more than 4 inches fall over; continuations about 3 inches deep fastening with buttons and to be covered by the patts.

- (c) *Safa and safa band*— of calico dyed dark-blue with one foot of red *salu* at one end., the width of the *safa* to be 2 feet 9 inches and the length 15 feet. The *Safa* band will be red *salu*, a feet 9 inches in width and about 2 feet in length. It will be folded in 8 folds so as to from a band about 3 inches broad by 33 inches in length to be worn round the *pagri*.
- (d) *Safa fringes* – of red *salu* 2 feet 9 inches in width and 8 inches in length, followed by a strip of blue 1 inch deep and a red fringe 2 inches deep, of the approved pattern, To be folded in four and attached after the *safa* and *safa* band has been tied.
- (e) *Kulla* – of red colour of approved pattern. Sikhs in lieu of a *kulla* may be given a small red *pagri* 2 yards in length and 5 ½ inches in width to be worn under the blue *safa*.
- (f) Shorts of khaki drill cut like the pantaloons at the waist ; two side pockets are allowed.
- (g) *Shirts* – of khaki twill of prescribed quality. Length of shirt to be 2” below the tip of the thumb at the “Attention” position. Polo shape collar. Skirt to cut square, the seam opening to be 9” lon. Four buttons in front. Two pockets 6 ¾ X 6” – top of pocket to be in line with the bottom edge of the second buttons. The bottom of the pocket to reach on inch below the last, *i.e.*, fourth button. Shoulder straps to be about 6” in length. The fastening button of the strap to be visible below collar. Sleeves to reach the inside of the elbow when forearm is bent at right angles to upper arms.
- (h) *Boots and chaplis* – Head Constables shall wear black ankle boots with khaki puttis. Foot Constable shall wear black chaplis of approved pattern or boots.
- (i) *Bastani* – of khaki drill of double thickness 44 inches square with a piece of khaki niwar tape, 3 yards long and half an inch wide, sown on to one corner.
- (j) *Great Coat* – of drab blanketing with sleeves; stand-up collar to coat. Four police buttons down the front; the skirt of the coat to reach half-way between the knee and ankle.
- (k) Blouse of khaki cellular, Army B. D. pattern.
- (l) Trousers of khaki drill, Army B. D. pattern.
- (m) Gaiters – Khaki canvas, Army B. D. pattern.

Head constables shall wear the same uniform as constables with the addition of chevrons and shall be supplied with a small plain cane not exceeding ½ inches in diameter and 3 feet in length in place of batons.

(2) Lower subordinates posted to the Simla district and to Kasauli, Kyelang, Suraj, Dalhousie, Balun, Bakloh and Murree shall wear in the cold weather a khaki serge kurta and a pair of knickerbockers. The pattern shall be exactly the same as the khaki uniform will be issued in addition to the khaki uniform. When an officer is transferred from any of these hill stations he will leave his serge uniform behind to be used by other officers transferred to the station as the case may be.

PART – VI

MOUNTED OFFICERS

The same uniform shall be worn by mounted head constables and constables as that prescribed for head constables and constables of the foot police, with the following notifications:--

- (a) The khaki drill *kurta* and twill shirt shall be cut to reach the point of the knee, with an opening at the seam from the waist downwards.
- (b) Khaki cord Jodhpur pattern breeches shall be worn instead of pantloons, and patti tops of brown leather shall be worn. Pattis shall be tied from the knee downwards, *i. e.*, with the tape fastened round the ankle. Ankle boots of approved pattern shall be worn by all ranks.
- (c) Great coats shall be opened at the seam from the waist downwards.
- (d) *Kamarbands* of red *salu*, four yard long shall be worn below the waist belt, with an end hanging at the right side.
- (e) The belt for mounted officers shall have a shoulder strap and the frog shall be attached by slings.

PART – V

MEMORANDUM OF INFORMATION AS TO THE WEARING OF THE INSIGNIA OF THE ORDER OF THE STAR OF INDIA AND THE INDIAN EMPIRE AND OF MEDALS BY CIVILIAN MEMBERS OF THOSE ORDERS AND HOLDERS OF MEDALS

(The instructions applicable to military officers are contained in the Army Regulations, India, Volume VII, and should also be followed by officers of the Indian Police.)

Gentlemen not entitled to wear uniform should conform as nearly as possible so the practice prescribed for those wearing uniform.

I

OFFICIAL FULL DRESS

- Knights Grand Commander* wear at investitures of the Orders and upon all great and solemn occasions the Mantle, Collar, with badges attached, and Star. On “Collar Days” the Collar, with badge attached, and Star; on all prescribed in the Statutes, worn over the right shoulder.
- Knights Commander* wear the Star on the left breast and the badge suspended from the ribbon which will be worn round the neck inside the collar of the coat and which should extend so as to show about one inch below the lower edge of the collar in front.
- Companions* Wear the badge similarly suspended by a ribbon round the neck.
- Gentlemen who are *knights Commander* or *Companions* or more than one Order will wear only one ribbon and badge *i.e.*, the senior one, round the neck inside and under the collar of the uniform coat, so that the badge hangs about an inch outside and below the front of the collar. All other badges will be worn, one below the other, commencing about an inch below the senior badge, each suspended on about three inches of ribbon emerging from between the buttons of the uniform coat. A small eye should be stitched inside the coat to which the ribbon is fastened by a hook.
- A gentleman who is a *knight Commander* of one or more Orders and is also a companion of one or more other Orders will wear his Companion’s badges or badges in due order below his Knight’s badge or badges.

6. *Possessors of medals* wear the full size medal on the left breast.

II

OFFICIAL EVENING UNIFORM ("MESS DRESS" CIVILIANS).

1. *Knights Grand Commander* wear, on all occasions, the Star on the left breast and the badge suspended from a riband of the breadth prescribed for a Knight Grand Commander, worn over the right shoulder and under the coat but over the waistcoat,
2. *Knights Commander* wear the Star on the left breast and the riband (preferably miniature width) and badge, the badge being suspended about one inch below the tie.
3. A *Knights Commander* or *Knight Commander* wears one badge only round the neck and, if he has more than one Order, he wears the miniature of *all* the Orders he has on the lapel of his coat, including that of the badge round his neck.
4. *Companions* wear the full size badge suspended by a ribbon (preferably miniature width) round the neck beneath the white tie. The badge should have about one inch below the tie.
5. Gentlemen who are *Knight Commander* or *companions* of more than one Order will wear only one badge round the neck which will as a rule be the *senior badge*, unless a junior one should appear to be more appropriate to the occasion. The ribbon, from which this badge is suspended is worn under the white tie, the badges hanging about an inch below. All badges are worn also, in *miniature*, on the lapel of the coat.
6. A gentleman who has only one Order and no medals will not wear the miniature of the badge which he wears round his neck.
7. *Possessors of medals* wear, on ordinary occasions, the miniature on the lapel of the coat; on more formal occasions when special instructions to the effect have been issued, the full sized medal on the left breast.

III

OFFICIAL UNDER UNIFORM – DAY

1. *knights Grand Commander, Knights Commander and Companions* wear a piece of the ribbon of the breadth prescribed for a Companion of the Order and half an inch in length.
2. *Possessors of medals* wear a piece of the ribbon half an inch in length.

IV

Police Officers who have been awarded Indian titles should, when in khaki working dress, wear, on ceremonial occasions, the title badges attached to a brooch, and on other occasions, the title ribbon only.

NOTES



A – The Star of an Order should be attached to the coat two finger's breadth below the lower edges of badges or medals, if any are worn, and if there is a second star, it should be attached at the same distance below the first. Gentlemen who are *Knights Grand Commander* or *Knights Commander* of more than one Order, wear the Stars of their precedence, on the left breast, one above the other, or, where owing to their number that is not possible, in the manner and other noted in the margin.

B – If a decor is already a *Knight Grand Commander* or a *Knight Commander* of an Order and is to receive the Stars of a senior Order, he should on the occasion of his investiture, wear the Star (and not the ribbon and badge) of the junior Order low enough on his left breast to permit of the Star of the senior Order being affixed above it.

On the occasion of his investiture a decor must not wear the badge of the lower class of the Order in which he has been promoted.

C – Medals are worn in their order of precedence, the first medal being placed farthest from the left shoulder. The length of the ribbon by which a medal is attached should not exceed one inch, unless owing to the number of clasps, it is necessary to issue a longer ribbon. The top of the ribbon should be on a line between the first and second buttons of the coat.

D – Ribbons are worn on the left breast, and when there are more ribbons than one to be worn, they are sewn on the cloth of the coat in a row, without intervals. They should not overlap, and when there is not sufficient room to wear the ribbons in one row, they should be worn in two or more rows, the lower being arranged directly under the upper.

CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD,

ST. JAMES'S PALACE, S.W-1

The following list shows the order in which Orders, Decorations and Medals should be worn, but it is no way affects the precedence conferred by the Statutes of certain Orders open the Members thereof.

BRITISH ORDERS OF KNIGHTHOOD, ETC. –

[24] Order of the Garter.

¹ Order of the Thistle.

¹ Order of St. Patrick.

¹ Order of the Bath.

[25] Order of Merit (immediately after Knights Grand Cross of the Order of the Bath).

Order of the State of India.

Order of St. Michael St. George.

Order of the Indian Empire.

Order of the Crown of India.

Royal Victorian Order (Class I, II & III).

Order of the British Empire (Class I, II & III).

² Order of Companions of Honour (immediately after Knights and dames Grand Cross of the Order of the British Empire).

Distinguished Service Order.

Royal Victorian Order (Class-IV).

Order of the British Empire (Class-IV).

Imperial Service Order.

Royal Victorian Order (Class-V).

Order of the British Empire (Class-V).

NOTE

The above applies to those Orders of similar grades. When the miniature or riband of a higher grade of a junior Order is worn with that of a lower grade of a senior Order, the higher grade miniature or riband should come first, e.g., the miniature or riband of a K.C.I.E. will come before a C.B. and a G.C.M.G. before a K.C.B. Not more than four Stars of Orders and not more than three Neck Badges may be worn at any one time in Full Dress Uniform.

Baronets' badge – (The Badge is worn suspended round the neck by the Riband in the same manner as the neck Badge of an Order and takes precedence immediately after the Badge of the Order of Merit. The badge is not worn in miniature and the Riband is not worn with Undress Uniform).

Knights Baronets' badge – (The Badge to be worn after the Star of a Knight Commander of the Order of the British Empire. It is not worn in miniature and is not worn with Undress Uniform).

DECORATIONS,---

Royal Red Cross (Class I).

Distinguished Service Cross.

Military Cross.

Distinguished Flying Cross.

Air Force Cross.

Royal Red Cross.

ORDERS, MEDALS, ETC., GIVEN ONLY IN INDIA –

Order of British India

[26] Indian Order of Merit (Military)

Kaisar-I-Hind Medal

Indian Titles Badges or Miniatures of Indian Titles Badges.

ORDER OF BURMA –

ORDER OF ST. JOHN –

ALBERT MEDAL –

MEDALS FOR GALLANTRY AND DISTINGUISHED CONDUCT –

Medal for Distinguished conduct in the Field.

Conspicuous Gallantry Medal.

King's Police and Five Services Medal, for Gallantry.

George Medal/

Edward Medal.

Distinguished Service Medal.

The Royal West African Rifles Distinguished Conduct Medal.

The King's African Rifles Distinguished Conduct Medal.

Indian distinguished Service Medal.

Military Medal.

Distinguished flying Medal.

Air Force Medal.

Constabulary Medal (Ireland).

Medal for Gallantry in Saving Life at Sea.

¹Indian Order of Merti (Civil).

Indian Police Medal, for Gallantry.

Burma Police Medal, for Gallantry.

Colonial Police Medal, for Gallantry.

Burma Gallantry Medal.

EFFICIENCY AND LONG SERVICE DECORATIONS AND MEDALS –

Royal Marine Meritorious Service Medal.

Royal Air Force Meritorious Service Medal.

Royal air Force Long Service and good Conduct Medal.

Indian Long Service and good Conduct Medal (for Indian Army).

The Royal West African Frontier Force Long Service and Good Conduct Medal.

The King's African Rifles Long Service and Good Conduct Medal.

Indian Meritorious Service Medal (for Indian Army).

Volunteer Officers' Decoration.

Volunteer Long Service Medal

Volunteer Officers' Decoration (for India and the Colonies).

Volunteer Long Service Medal (for India and the Colonies).

Colonial Auxiliary Forces Officer's Decoration.

Colonial Auxiliary Forces Long Service Medal.

Medal for Good Shooting (Naval).

Militia Long Service Medal.

Imperial Yeomanry Long Service Medal.

Territorial Decoration.

Efficiency Medal.

Special Reserve Long Service and Good Conduct Medal/

Decoration for Officers of the Royal Naval Reserve.

Decoration for Officers of the Royal Naval Volunteer Reserve.

Royal Naval Reserve Long Service and Good Conduct medal.

Royal Naval Volunteer Reserve Long Service and Good conduct Medal.

Board of Trade Rocket Apparatus Volunteer Long Service Medal.

The African Police Medal for Meritorious Service.

Special Constabulary Medal.

Royal Naval Auxiliary Sick Berth Reserve Long Service and Good Conduct Medal.

Royal Fleet Reserve Long Service and Good Conduct medal.

The King's Medal (for Champion Shots in the Military Forces).

Colonial Police and Fire Brigades Long Service Medal.

Royal Naval Wireless Auxiliary Reserve Long Service and Good Conduct Medal.

Trans – Jordan Frontier Force Long Service and Good Conduct Medal.

Union of South Africa Commemoration Medal.

MEDALS BELONGING TO ORDER –

- Royal Victorian Medal (Gold and Silver).
- Imperial Service Medal.
- Royal Victoria Medal (Bronze).
- Service Medal of the Order of St. John.
- Badge of the Order of the League of Mercy.
- Voluntary Medical Service Medal.

FOREIGN ORDERS (IN ORDER OF DATE AWARD).

FOREIGN DECORATIONS (IN ORDER OF DATE OF AWARD).

FOREIGN MEDALS (IN ORDER OF DATE OF AWARD).

[\[27\]](#) BRITISH EMPIRE MEDALS –

CANADA MEDALS –

- Life Saving Medal of the Order of St' John,

[\[28\]](#) WAR MEDALS (IN ORDER OF DATE) –

POLAR MEDALS (IN ORDER OF DATE) –

JUBILEE, CORANTION AND DURBAR MEDAL –

- Queen Victoria's Jubilee Medal, 1887 (Gold, Silver and Bronze).
- Queen Victoria's Police Jubilee Medal, 1887.
- Queen Victoria's Jubilee Medal, 1887 (Gold, Silver and Bronze).
- Queen Victoria's Jubilee Medal, 1897.
- Queen Victoria's Commoration Medal, 1900 (Ireland).
- King Edward VII's Coronation Medal, 1902.
- King Edward VII's Police Corporation Medal, 1902.
- King Edward VII's Durbar Medal 1903 (Gold, Silver and Bronze).
- King Edward VII's Police Medal, 1903 (Scotland).
- King's Visit Commemoration Medal, 1903 (Ireland).
- King George V's Coronation Medal 1911.
- King George V's Police Coronation Medal, 1911
- King George Police Commemoration Medal, 1911 (Ireland).
- King George V's Durbar Medal, 1911 (Gold , [\[29\]](#) Silver and Bronze).
- King George V's Silver Jubilee Medal, 1935.
- King George VI's Coronation Medal, 1937.
- King George V Long and Faithful Service Medal.
- King George VI Long and Faithful Service Medal.

POLICE MEDALS FOR VALUABLE SERVICES –

- King's Police and Fire Services Medal, for Distinguished Service.
- Indian Police Medal, for Meritorious Service.
- Burma Police Medal, for Meritorious Service.
- Colonial Police Medal, for Meritorious Service.

EFFICIENCY AND LONG SERVICE DECORATIONS AND MEDALS –

- Long Service and Good Conduct Medal.
- Naval Long Service and Good Conduct Medal.
- Medal for Meritorious Service.

Indian Long Service and Good Conduct Medal (for Europeans of Indian Army).

Indian Meritorious Service Medal (for Europeans of Indian Army).

SUPPLEMENT TO THE MEMORANDUM OF INFORMATION AS TO THE WEARING OF THE INSIGNIA OF THE ORDERS OF THE STAR OF INDIA AND THE INDIAN EMPIRE AND OF MEDALS BY CIVILIAN MEMBERS OF THOSE ORDERS AND HOLDERS OF MEDALS.

WEARING OF GRDERS, DECORATIONS AND, MEDALS IN MORNING DRESS.

All numbers of the various Orders of Knighthood, etc., and all persons who have been awarded Decorations and Medals may, should they wish to do so, wear their Insignia, Decorations and Medals with Morning Dress on official occasions and at Public Functions.

The rebands of the Orders, Decorations and Medals may be worn on all occasions at the discretion of the holder.

The method of wearing the Insignia of orders, also Decorations and Medals on Official occasions and at Public Functions, with Morning Dress is as follows:--

Knights Grand Cross] Should wear the star only on the left breast of the coat.
Knights Grand Commander		
Knights Commander	

Members of the Order of Merit and Companion of Honour] Should wear the riband (preferably of miniature width) to which the badge is suspended under the tie, which should be a bow, the badges hanging diagram, page 114 of Dress Insignia Worn at Court (1921).
Companions of the several orders of Knighthood.					
Commanders of the Royal Victorian Order	...				
Commanders of the Order of the British Empire.					

Companions of the Distinguished Service Order.] Should wear the Badges, Decorations and Medals on the left breast of the coat.
Officers of the Order of the British Empire.					
Members of the 4 th and 5 th Classes of the Royal Victorian Order and the Order of the British Empire	
Companions of the Imperial Service Orders	...				

Those who have been decorated with –] Should wear the Badges, Decoration and Medals on the left breast of the coat.
The Victoria Cross		
The Distinguished Service Cross	...				
...					
The Military Cross		
The Distinguished Flying Cross	...				
...					
The Air Force Cross		
Persons who have been awarded Medals	...				

The method of wearing the rebands of Orders, Decorations and Medals, which will be the same in all cases, is as follows:---

A piece of the riband 1 1/2 inches wide, or the width of the medal riband, and half an inch in depth, mounted on a bar of metal in the form of a brooch to be worn on the left breast of the coat.

WEARING OF ORDERS, DECORATIONS AND MEDALS BY LADIES

IN MORINING DRESS

All Members of the various Orders, etc., and all those who have been awarded Decorations and Medals may, should they wish to do so, wear their Insignia, Decorations and Medals with Morning Dress on Official Occasions and at Public Functions.

The method of wearing is as follows:---

Dames Grand Cross] Should wear the Badges, Decoration and Medals on the left side of the dress about 8 inches above the waist.
Dames commanders	

Members of the Order of Merit, Crown of India, and companions of Honour.

Member of the 3rd, 4th or 5th Classes of the Order of the British Empire, and Companions of the Imperial Service Order.

Ladies who have been decorated with the Victoria Cross, the Royal Red Cross, or who have been awarded Medals.

Should wear the Badgee, Decorations and Medals on the left side of the dress about 8 inches above the waist.

The ribands of the Orders, Decorations and Medals may be worn on all occasions at the discretion of the holder.

The method of wear, which will be the same in all cases, is as follows:---

A Piece of the riband, one-and-a-half inches wide, or the width of the medal riband, and half an inch in depth, mounted on bar of metal in the form of a brooch, to be worn on the left side of the dress.

In Evening Dress ladies may wear Orders, Decorations and Medals in miniature on occasions when Insignia are worn ; but when gentlemen wear Levee or Full Dress, Ladies should wear full-size Orders, Decorations and Medals, as described on pages 107 to 109, of Dress and Insignia Worn at Court (1921).

NOTE

The above intimation only refers to Morning Dress and does not later the regulations with regard to wearing Orders, Decorations and Medals with Uniform or with Evening Dress.

APPENDIX No. 4-3

I. Supplementary regulations regarding the wearing of articles of uniform prescribed for gazetted officers in Appendix 4.1 are as follow:---

- (1) Indian officers of the all Indian Service who elect to wear a *Pagri* in uniform, shall also wear it with Mess dress. Such officers may wear a khaki cambric *pagri* with working dress on all occasions except those when full medals are worn.
- (2) Officers attending officially as spectators at Military ceremonial parade^s will wear "working dress, Khaki" with field boots, spurs and swords and medal ribbons; decorations and medals will not be worn.
- (3) The sword frog of the "Sam Browne" belt will only be worn when the sword is worn. A sufficient number of turns should be made with the strap of the sword knot to absorb all the strap with the exception of the acorn.
- (4) The pattern of field boot prescribed in Appendix 4-1 differs slightly from that prescribed in "Dress Regulations" of the Army in India. The pattern authorized in the edition of that publication corrected up to November 1925, may be worn by Police officers; no other modification of the prescribed pattern is permitted.
- (5) Spurs will be worn on all occasions when field boots are worn, and with Mess dress. The hunting spur worn in working dress should be of stainless steel with flat-sided neck from 1 inch to 1¹/₄ inches in length. When field boots are worn, brown leather straps shall take the place of chains for spurs.
- (6) Rules regarding revolvers are contained in Chapter VI; officers shall provide themselves with a brown leather ammunition pouch to be carried on the belt.
- (7) Breeches (Bedford cord or Khaki drill) shall be fastened at the knee with laces and eyelet holes. A pattern of Cavalry Cord approved for breeches will be maintained in the office of the Inspector General of Police.
- (8) Khaki cap covers shall be worn with working dress and white with Mess dress.
- (9) Badges of rank with Mess dress shall be of metal and of miniature size. Plain gold studs and links to be worn with dress, two shirts studs to show.
- (10) Gloves shall not be worn on parades with drill uniform. If worn with Serge (on occasions when such uniform is allowed to be worn) or with greatcoats they shall be of brown leather or buff wash leather.
- (11) Mourning bands of black crepe, 3/4 inches wide, will be worn on the left arm above the elbow at military funerals, and when otherwise ordered. Officers, including European upper subordinates, in private mourning, may wear mourning bands if they so desire.
- (12) Swords shall not be worn within the precincts of a Court of Justice.
- (13) A whistle with khaki lanyard will be worn on all occasions with working dress.
- (14) A plain leather covered cane, 2 feet in length, will be carried on all occasions when the sword is not worn.
- (15) The chin strap should normally be worn up when, however, owing to the nature of the duty on particular occasions, it is desirable that it should be worn down, all officers will conform to the decision of the senior officer present.

II. The following variations from the standard uniform prescribed for gazetted officers in Appendix 4-1 are approved by the Punjab Government:---

- (1) Drab serge jacket and trousers may be maintained by officers who desire to do so, for wear in office, fortnight patrolling and for similar duties. Serge uniform shall not be worn on parades or other duties with the men, nor on ceremonial occasions, nor when meeting high officials. On all such occasions the prescribed khaki drill jacket shall be worn, with warm clothing under it or with the great-coat if necessary. The serge jacket may be worn also with breeches and boots under the above restrictions. The Inspector – General and Deputy Inspectors – General are permitted to wear serge uniform when carrying out inspections.

NOTE

A pattern of the approved material for serge uniform will be kept in the office of the Inspector-General.

- (2) Shorts with ankle boots and half puttis (cotton) and footless hose (woolen) of the same shade as issued to the men, may be worn at the discretion of Superintendents of Police on all ordinary parades and duties at all seasons including attendance in courts of law, and may be worn in attendance on His Excellency the Governor and other officials and inspecting officers between April 15th and October 15th.
- (3) Shorts with khaki stockings and shoes; and Jodhpur breeches with ankle boots or shoes may be worn in camp and for fatigue duties at all seasons and duties in the hot weather.
- (4) Khaki shirts, worn with the top button open, without a tie and with shoulder straps and badges of rank may be worn on the occasions specified in (3) above. Badges of rank may be of worsted instead of metal.
- (4) (a) Bush shirts of approved pattern and material with belts of the same material with silver or white metal buckle may be worn for all duties in rural duties, excepting the inspection of police stations in the cold weather instead of approved pattern jackets.
- (5) The cloth belt shall always be worn with uniform but may be removed in office. The Sam Browne belt shall be worn on parades and on similar formal occasions.
- (6) Khaki Pith topis with a Blue flash may be worn for all duties through, out the year instead of the Wolseley helmet.
- (7) Waterproofs of any pattern may be worn when necessary, provided they are of khaki color.
- (8) A service dress khaki cap of the Army pattern with an I. P. badge and small buttons on each side may be worn with working dress instead of the forage cap with a Khani vocer.

NOTE (1) – Paragraphs 2, 3, 5 and 7 above are also applicable to upper subordinates. They will wear bush shirts in place of shirts in place of shirts Khaki as mentioned in paragraph 4 above and their badges of rank will be of metal and not worsted.

(2) Bush shirts with belts of the same material, worn, with silver or white metal buckle may be worn by Upper Subordinates on all duties in the hot weather, metal badges of rank being worn on the shoulder straps.

(3) Upper Subordinates stationed at District Headquarters may wear stacks khaki drill of the approved pattern as an optional articles.

FORM No. 4-6 (1) (a)

Register showing the cost articles of clothing and Equipment (Optional and others) renewed to Upper Subordinates during a particular financial year.

No. of Upper Subordinates _____ Financial Year _____ Total Renewal Grant _____

Date of Issue	Name and number of the Upper Subordinates	Article issued	Cost of articles		Progressive total for the financial year		Remarks
			Rs.	Ps.	Rs.	Ps.	
1	2	3	4	5	6	7	

FORM No. 4-6 (2)

POLICE DEPARTMENT

_____ DISTRICT

ISSUE OR REPLACEMENTS OF CLOTHING AND EQUIPMENT

To

INSPECTOR
SERGEANT
SUB-INSPECTOR
ASSISTANT SUB-INSPECTOR

1	2	3	4	5	6	7
Date of Issue	Article issued or replaced	Date of present issue or replacement	Date of previous issue or replacement	Signature of recipient	Signature of gazetted officer	Remarks

--	--	--	--	--	--	--

FORM No. 4-16

POLICE DEPARTMENT

_____ DISTRICT

No. _____ Rank _____ Name _____

1	2	3	4	5	6
Date of Issue	Description of article of clothing issued	Description of article of equipment issued	Signature of recipient	Signature of office in whose presence the issue was made	Remarks

FORM No. 4-28 (3)

POLICE DEPARTMENT

_____ DISTRICT

PROCEEDING OF A COMMITTEE CONVENED TO SURVEY _____

RECEIVED FROM _____ ON _____

1	2	3	4	5	6
Serial No.	Quantity or number indented for	Quantity or number received	Quantity or number passed	Quantity or number rejected	Report

President _____

Member _____

Member _____

Dated _____

The _____ 19__

FORM No. 4-28 (3)

POLICE DEPARTMENT

_____ DISTRICT

AGREEMENT

These articles of agreement made and entered into on the _____ day of _____ 19____, between the Governor of the Punjab _____ of the one part and A. B. of _____ of the other part.

Witness, that in consideration of the stipulation hereafter contained, and by the said Governor of the Punjab and the said A.B., respectively to be observed and performed, the said A.B. hereby undertakes to make up and deliver (specification, number and description of articles).

2. That all the said articles shall be made equal in quality and similar in colour and size to a sealed muster pattern now desposited with _____ at _____ and shall be made and finished in a workman-like manner to the sarisfaction of the Superintendent of Police of _____.

3. That of the hole-number of articles agreed to be made up and delivered _____ will be delivered within _____ days and the remainder within _____ days of the date of this agreement.

4. That all deliveries shall be made at the office of the said Superintendent of Police at _____ between the hours of 10 a.m. to 4 p.m. on working days only.

5. That every article shall be made and finished in all respects to the entire satisfaction of the said Superintendent of Police, and he shall be at liberty to reject any article if he does not approve, and such rejection shall be final and conclusive.

6. That the said Superintendent of Police shall give a written receipt, signed by him, within _____ days of delivery exhibiting the number of articles delivered and the numbers accepted and rejected, and such receipte shall be conclusive evidence of the acceptance and rejection of the number of articles specified as accepted and rejected.

7. That all articles thus rejected shall be taken back and removed by the said A.B. and nothing shall become due to or recoverable by the said A.B. in respect of any article so rejected.

8. That all articles thus accepted shall be paid for by the said Superintendent of Police at the rate of Rs. _____ for each article, within six days after and exclusive of the date such acceptance.

9. And it is hereby lastly agreed than, if, and so often as the said A.B. shall make default in the due performance of any one or more of the stipulations herein before contained and by him to be performed and observed, then and in any such case the said Superintendent of Police shall be at liberty to assess the amount, not exceeding Rs. _____ that shall represent the damages arising from any such default on the part of the said A.B. and the assessment of the said Superintendent of Police shall be final and conclusive as to the amount of such damages. Such amount shall thereupon become payable by the said A.B. to the said Superintendent of Police. And the said Superintendent of Police shall be at liberty to deduct and retain any amount so assessed from any sum of money that may be or may become due and payable at or after the time of such failure, to the said A.B. by the said Superintendent of Police, whether by virtue of this agreement or otherwise.

10. And in order to assist the said A.B. towards the due performance of his undertaking it is hereby further agreed that the said Superintendent of Police shall advance to the said A.B. such sum of money, not exceeding the sum of Rs. _____, at nay time as the said A.B. shall from time to time in writing require as advance, to be applied by the said A.B. to the purposes of this contract, and not otherwise.

11. Provided that the said Superintendent of Police shall not be required nor be bound, to make any such advance unless and until the said A.B. shall have given security approved by the said Superintendents of Police, to the amount of Rs. _____, for the due performance of his contract and the proper application of such advance.

12. Provided also that the said Superintendent of Police shall not be required, nor be bound, to make a second or further advance, unless and untill it shall have been shown to his satisfaction by the said A.B. that every previous advance has been properly applied by the said A.B. for the purposes of his contract, and not otherwise.

13. And the said A.B. hereby agrees that he will give such security as aforesaid and that the will apply every such advance to the purposes of this contract, and not otherwise.

NOTE No. 1 – Forms may be obtained from the Superintendent, Government Printing, Punjab.

NOTE No.2 Contracts in this form can only be entered into by the Inspector-General of Police, Punjab.

FORM No. 4-29 (2) -A

POLICE DEPARTMENT

_____ DISTRICT

Tender for services to be rendered by the tailor of the Police Lines at _____.

To,

The Inspector-General of Police, Punjab.

Sir,

I/We _____ tailor contract of _____ hereby agree that on the acceptance of this tender, I/We _____ shall, in accordance with such acceptance, perform at all times during the period of my/our employment as Lines tailor such work in connection with the making up, fitting, altering or repairing of articles of uniform, and generally such other work as pertains to a tailor's trade, as the Superintendent of Police _____ may order in writing subject to the terms and conditions set forth in this tender and in the schedule hereto annexed.

2. Within _____ days after the acceptance of this tender I/we undertake to execute an indemnity bound in Form No. 4-29(2)-B or in such other form or manner as may be prescribed, or to give such security in cash or otherwise as may be required, by the Superintendent of Police, to the extent of Rs. _____, the said bond to be liable to be enforced by the said Superintendent against ourselves and sureties jointly and severally, or the said security in cash or otherwise, as the case may be, to be liable to be forfeited by him, in the event of my/our not complying with any of the terms or conditions of this tender, and I/we agree that the decision of the said Superintendent and his successors in office from time to time, as regards whether just cause has arisen for the enforcement of the bond or the forfeiture of the security aforesaid, and as to the extent of such enforcement or forfeiture, shall be final and binding upon me/us.

As witness se my /our hands this _____ day of _____ 19.

Signature: _____

In the presence of:---

Witness to the above signature:

(1)

Description:---

Address:---

(2)

Description:---

Address:---

SCHEDULE

The terms and conditions of this tender are as follows:---

- (1) The Lines tailor shall be required to make u all articles of uniform and to execute all repairs to clothing from material measured and supplied to him from the Government clothing Store, and shall give a receipt for the material so supplied.
- (2) He shall be held responsible for the value of the material or other Government property issued to him and shall be accountable for the value of all material and Government property which is not return to the Superintendent of Police in the shape of completed and accepted articles.
- (3) The rates of tailoring charges shall be paid according to the scale fixed from time to time for each article by the Superintendent of Police in agreement with the tailor:
Provided that such rates shall not exceed the maxima laid down by the Inspector General of Police.
- (4) Orders shall be placed with the tailor periodically, and the shall be required to have the work done in the Police lines.
- (5) An articles ordered shall be made similar to a sealed muster or other approved pattern and shall be delivered at the office of the Superintendent of Police on such date or such dates as may be fixed in the orders. The Superintendent of Police shall be the final authority, on a report by the Survey Committee under Police Rule 4-28, to reject any article which does not fulfil this condition.
- (6) The direction of the Superintendent of Police as to the period within and place at which articles are to be delivered shall be binding on the tailor and the case of default in this respect he shall be liable to punishment, over and above the making good of the value of any material or Government property for which he is responsible, by forfeiture of the whole or such part as may be considered reasonable of the security deposit referred to in this tender, on a report of a Survey Committee under the Police Rule cited above.
- (7) The tailor shall have the right of preferring an appeal to the Deputy Inspector General of the Range, against the forfeiture of the security only.
- (8) The tailor's bills for all articles shall be paid for by the Superintendent of Police at the rates agreed upon after being checked by such officers as the Superintendent of Police may depute. Any alterations required to articles made by the tailor shall be done free of charge.

FORM No. 4-29 (2) -B

POLICE DEPARTMENT

_____ DISTRICT

KNOW ALL MEN BY THESE PRESENTS that we _____ (1) and _____(2) are jointly and severally bound to the Governor of the punjab in the sum of Rs. _____ to be paid to the said Governor of the Punjab has successors in office or assigns for which payment to be made we bind ourselves and each of us in the whole; out and each of our heirs, executors, administrators and successors jointly and severally by these presents this _____ day of _____ 19 .

WHERE the said _____ (1) is employed as a police Lines tailor at _____ and in that capacity has the care, charge and responsibility for the safe custody of cloth supplied to him for the making of uniforms, etc.

AND WHEREAS the said _____ is charged with the duty of properly at efficiently making uniforms form the said cloth in the Police Lines at _____ as required and without unreasonable delay in delivery.

NOW the condition of this bond in such that if the above bounden _____(1) shall duly account for all the cloth handed to him to be made into uniform etc., and shall properly and efficiently make or cause to be made in the Police Lines _____ the uniforms as required and without unreasonable delay in delivery this bond of obligations shall be void; otherwise it shall remain in full force

Signed

(Police Lines Tailor)

Witness –

(1) _____

(2) _____

Signed

(Surety)

Witness:---

(1) _____

(2) _____

FORM No. 4-31
POLICE DEPARTMENT

RETURN OF POLICE OFFICERS TO WHOM IT IS RECOMMENDED THAT NEW MEDALS SHOULD BE ISSUED AT EXPENSE, TO REPLACE OTHERS LOST.

DISTRICT _____ DATE _____

Constabulary No., Rank and Name.	Description of Medal	Description of Clasp.	Corps in which the Medal was earned, and Regimental number and rank at the time	Brief statement of cause of loss, with recommendation of Board

Signature of Boards

President _____
Member _____
Member _____

FORWARDED TO THE _____

Superintendent of Police.

(Form to be either hand drawn or printed locally.)

FORM No. 4-34 (i)

POLICE DEPARTMENT

_____ DISTRICT

ACCOUNT OF MATERIAL AND COST OF MAKING UP CLOTHING SUPPLIED TO THE POLICE FORCE.

DR.

CR.

1	*2	3			4			1	2	3			4		
Date	Description	Total of Each			Total			Date	Description	Total of Each			Total		

Note – In Column 2* after each entry a reference to register 4-34(ii) should be given.

FORM No. 4-34 (ii)

POLICE DEPARTMENT

_____ DISTRICT

STOCK ACCOUNT OF NEW ARTICLES OF CLOTHING AND MATERIALS RECEIVED

AND ISSUED

1			2	3	4	5	6	7
Classification of entries:- A. Receipts B. Issues C. Balances			Years of issue to which belonging and the number			Reference to the item in Register 4-34(i) showing transfer of materials subsequently made up into coats, pants, etc.	Reference to the item in Register 4-35 showing transfer to it of clothing for issue, sale or destruction	Explanation of issues
			19 .	19 .	19 .			
A	B	C						

Note 1 – The balance to be struck after each transaction.

Note 2 – When materials or articles of clothing are issued to individuals on payment a reference shall be given in column 7 to the number and date of the departmental bill issued or entry made in Lines Officers list of deductions (rule 4-22).

FORM No. 4-37 (i) A

POLICE DEPARTMENT

_____ DISTRICT

ABSTRACT STATEMENT SHOWING THE CASH TRANSACTIONS OF THE CLOTHING FUND DURING THE FINANCIAL YEAR 19

1	2	3	4	5	6
Receipts	Amount	Total	Disbursements.	Amount	Total
	Rs. a. p.	Rs. a. p.		Rs. a. p.	Rs. a. p.
Balance on 1 st April 19 .			Paid for clothing ...		
Clothing allowance for additions to the strength of the Force at Rs. 10 per head constable and constable.			Paid for carriage of clothing material.		
Annual clothing allowance for the District Police, at rs. 8 per head constable and constable.			Paid to men ceasing to be members of the Clothing Fund.		
Amount received from Government under rule 10-113(c) Police Rules.			“Other payments”–		
Amount received on account of clothing allowance of additional police of all kinds.			(a) Repairs to clothing.		
Amount received for account of clothing to replace deficiencies.			(b) Advances recoverable on account of clothing issued on payment or other advances.		
Allotment from Inspector General’s reserve.			(c) Other miscellaneous petty payments.		
“Other receipts”–			Balance in hand on 31 st March 19 .		
(a) Sale proceeds of old clothing.					
(b) Refunds of advances or of cost of articles issued on payment.					
(c) Other Miscellaneous petty amounts.					
Grant Total ...			Grant Total ...		

(Form to be drawn)

Dated _____

The _____ 19 ____

Superintendent of Police

FORM No. 4-37 (i) B

POLICE DEPARTMENT

_____ DISTRICT

BALANCE SHEET OF THE CLOTHING / EQUIPMENT FUND ON THE 31ST MARCH 19__.

1	2	3	4	5	6
Receipts	Amount	Total	Disbursements.	Amount	Total
	Rs. a. p.	Rs. a. p.		Rs. a. p.	Rs. a. p.
Cash balance in hand on 31st March 19 .			Due for clothing / equipment supplied.		
Cash due from Police Officers on account of clothing / equipment supplied on payment.			Clothing deposits of members who enlisted prior to 1 st April 19 , at Rs.16 each.		
Estimated amount recoverable from Government or clothing deposits under rule 10-113 (c) calculated at Rs. 8 per member of the Clothing Fund who enlisted prior to the 1 st April 19 .			Estimated cost of clothing / equipment the issue of which is due or has been sanctioned, but which has not yet been supplied.		
Due from other than Police Officers.					
Stock – Value of new clothing / equipment in hand.			Balance stock and cash.		
Value of full kits in stock in excess of sanctioned strength at Rs. 16 each.					
Value of second-hand clothing / equipment in hand					
Grant Total ...			Grant Total ...		

(Standard Form)

Dated _____

The _____ 19__

Superintendent of Police

CHAPTER–V Equipment

5-1. Articles provided from the equipment fund – All authorized articles of equipment are shown either in “Equipment Tables, Civil Police & Jails,” if supplied by the Ordnance Department, or in the supplied list referred to in rule 4-27(2), if obtainable by direct purchase.

5-2. Muster patterns – (1) Muster of all articles of foot equipment, except beds and boxes, shall be kept in the office of the Assistant Inspector-General, Government Railway Police, each Superintendent and the Principal, Police Training School. Muster patterns of all articles of horse equipment except saddles shall also be kept in districts where there are police mounted on houses. A muster pattern saddle shall be the Senior Superintendent of Police, Lahore, and may be obtained for comparison by other Superintendents of Police if saddles supplied appear noticeable different from the authorized pattern in quality or otherwise. Muster patterns of all articles of camel saddlery shall be kept by the Superintendents of Police of the Hissar and Mianwali districts and articles supplied by contractors, if they appear materially

different from authorized patterns in quality or otherwise, may be sent to those districts for comparison with the muster patterns by the survey committee. Inspection diagrams of horse and camel kits are obtained from the Superintendent, Government Printing, Punjab.

(2) The procedure for the issue, sealing and checking o muster patterns of equipment shall be as prescribed in rule 4-2 in regard to clothing.

5-3. Supply of articles to enrolled police officers – All equipment supplied to enrolled police officers shall be in accordance will the muster patterns in all respects.

5-4. Replacements – (1) The minimum periods for which certain articles of equipment are expected to last under normal conditions of fair wear and tear are given in the table referred to in rule 4-27. Only unserviceable articles shall be replaced, however, even when technically time expired.

(2) All equipment lost, destroyed or reported unserviceable shall be reported on by a survey committee constituted in accordance with rule 6-22 in the form referred to in that rule. The committee shall consider whether replacement has become necessary owing to fair wear and tear, or conditions over which the policeman to whom the equipment was issued had no control, or o misuse or neglect, and shall apportion the cost between the Government fund and the individual accordingly. Reports of such committees for replacement of cost shall not be acted on until an order has been issued by the Superintendent of Police in the order book giving effect to them.

5-5. Stamping of articles of equipment – All equipment issued to enrolled police officers is the property of Government and shall be stamped as follows before issue in letters and numbers a quarter of an inch in height; provided that the initial issues to upper sub-ordinates referred to in sub-rule 5-4(3) shall not be so stamped:---

- (a) All articles, not specially mentioned below, with the district cypher and the year of issue.
- (b) Belts and sword bayonet frogs with the belt plate number, district cypher and the year of issue on the backs.
- (c) Ammunition and expense pouches: with a serial number, the district cypher and the year of issue, on the inside of the flap.
- (d) Handcuffs: with a serial number, which shall also be stamped on the key, and the district cypher.
- (e) Handcuff chains with the serial number and district cypher on the handle. So far as possible handcuffs and chain of corresponding numbers should be kept together.

5-6. Beds and boxes numbers to maintained – (1) Beds and boxes shall be maintained at the rate of one for each lower subordinate authorized in the distribution statement, and shall be issued to lines, police stations, etc., in accordance with authorized distribution of establishment. Spare beds and boxes not to exceed in number 5 percent of the total strength of lower subordinates may be maintained in lines, for the use of policemen temporarily accommodated there.

(2) Beds and boxes for additional police shall be made up as required. On the disbandment of such additional police heir beds and boxes shall be absorbed in the fixed allotment to replace shortages.

(3) All officers are prohibited from taking Government beds and boxes for te use of themselves or their private servants.

(4) A statement showing the number of beds and boxes allotted shall be hung up in every barrack, guard room, police station and post.

(5) Each bed and box in a police station and its subordinate post and guard rooms shall be marked with the police station cypher and a serial number, while those kept in lines, barrack and in guard rooms at headquarters shall be marked with the lines cypher and a serial number. The box allotted to each bed shall have the same serial number and cypher as the bed.

5-7. Patterns o beds and boxes – Beds shall be 6 feet long and 2 feet 6 inches wide, measured from the inside fo he legs. Beds and boxes shall be of uniform pattern of the type which has become standardized by long usage in the police department. Boxes shall be made of wood 1" thick, internal measurements being 2' X 1 ½' X 1' –4" and shall be raised from the ground two inches by two pieces of wood along the sides of the same thickness as the box.

NOTE

In all modern police barracks, wall cupboards are supplied as well as boxes. As far as possible constables shall be forbidden to keep private boxes in barrack rooms.

5-8. Purchase and repairs of beds and boxes and cleaning materials – (1) The cost of purchase and repairs of beds and boxes shall be met from the equipment fund.

Urgent petty repairs to beds and boxes shall be carried out promptly under the orders f the lines officer or officers in charge of the police station and paid for from his permanent advance, the amount being recouped as prescribed rule 10-109(2) from the equipment fund.

(2) Damage to bed and boxes resulting from fair wear and tear shall be made good at the expense of the equipment dune. The cost of repairing damag resulting from carelessness, neglect or mischief shall be born by the person who, in the opinion of the Superintendent, is responsible for such damage.

(3) Materials required for the cleaning of equipment may be purchased at the expense of the equipment fund. This does not include cleaning material for articles of equipment issued as part of full kits, e.g., belts and boots.

5-9. Supply of horse equipment to upper subordinates – (1) Each upper subordinate required to maintain a horse shall, on first appointment to that rank, be supplied at the cost of the equipment funds, with a full horse kits of the prescribed pattern. A sword and S. B. belt shall be similarly supplied.

(2) Upper subordinates appointed before 1st April 1928 were not issued with horse equipment, but were required to provide it at their own expense, Officers appointed on or after that date have been so provided.

All horse equipment provided at the expense of Government is the property of the equipment fund of the district concerned and shall not be permitted to leave the district. As funds permit, each district shall acquire the full number of horse equipments required for upper subordinates of the district. Should any upper subordinate appointed before 1st April 1982 be in possession of horse equipment in goods condition this may be acquired by the equipment fund. A survey committee consisting of a gazetted officer and two upper subordinates shall fix the price with due regard to the age and condition of the equipment.

5-10. Supply of Government cycles – (1) Government cycles of a standard pattern for the use of the police department are issued to districts according to their requirements. The proper care and maintenance of these cycles is of great importance and any loss or damages concerning them shall receive the same attention as in the case of arms. The Lines officer at headquarters, and station house officers and clerks in police stations, shall be held responsible for reporting all cases, other than punctures and similar running repairs, which should be put right immediately by the man concerned, of loss or damage to cycles under their care, and an entry shall be made in the daily diary giving exact details of the loss or damage. The cycles being a regular part of police equipment, the procedure prescribed in rule 5-4(2) shall invariably be followed when such cases are reported.

All lower subordinates are expected to be efficient in the use and proper care of a cycle. Cycles can be freely used for patrolling, preserving, message carrying and

other duties in which their employment can economize time and man power. Gazetted officers and inspectors shall pay particular attention to the condition of cycles at their inspections, both formal and casual, and shall mention the matter in their reports. Expenditure in connection with the purchase of Government bicycle shall be met from the reserve allotment at the disposal of the Inspector-General under the secondary unit of appropriation 'Purchase of bicycles – audited Contingencies'. Bicycles may also be purchased locally from the Equipment Fund with the sanction of the Inspector General of Police when the funds under 'Purchase of bicycles – Audited Contingencies' are inadequate. Expenditure on repairs to bicycle, including the cost of component parts, shall be met from the allotment for 'Contract Contingencies'. Standing orders shall be issued in every district regarding the cleaning and maintenance of cycles and shall be strictly enforced.

(2) A History Sheet shall be maintained for each Government cycle in Form No. 5-10(2) which shall be checked and signed by Gazetted Police Officers and Inspectors during their inspections.

5-11. Annual statements of the equipment fund – (1) At the end of each financial year statements in Form 5-11 and 3-37(1)B, showing the transactions of the equipment fund for the past twelve months shall be prepared in each district and entered in the cash book after the balance for the year in question. A copy of the Balance Sheet of the Equipment Fund should be submitted to the Inspector-General of Police.

(2) Deputy Inspectors-General after their inspections of districts shall submit a copy of their remarks on the condition of the equipment funds to the Inspector-General.

5-12. Equipment stock register – (1) An equipment stock register shall be maintained by the clothing clerk head constable in Form 5-12(1) in which shall be shown separately under heads (a) horse equipment (b) camel equipment (c) foot equipment and cycles, each article supplied from the equipment fund.

The equipment stock register shall be balanced and audited on the 31st March and 30th September by the reserve inspector, or in districts where there is no reserve inspector, by the Lines officer, who shall certify under each head that he has taken stock and that the balance shown in the register is correct. This certificate shall be countersigned by the Superintendent or a gazetted officer empowered by the Superintendent to do so.

(2) A statement in English showing the permanent distribution for the whole district of articles of equipment, other than articles in the personal keeping of individual police officers, shall be prepared and pasted in the equipment stock register after the half-yearly balance is struck.

5-13. Application of orders in Chapter-IV to Chapter-V – The orders in Chapter-IV regarding the clothing fund, clothing contracts, etc., shall as far as possible, apply *mutatis mutandis* to the equipment fund and articles of equipment.

5-14. Issues of articles of equipment – All issues of equipment shall be made in the same way as issues of clothing, as provided in Rule 4-16.

5-15. Purchase and acquisition of miscellaneous stores – For the distribution and checking of all Government stores the district police lines is the channel. All stores newly acquired must be sent in the first instance to lines and entered in the appropriate registers. All stores needing repairs, other than emergent repairs such as those referred to in rule 5-8(1), or ordered to be condemned must also be sent to lines. In this way registers of Government property maintained in lines will act as a check on all Government property throughout the district.

5-16. district Miscellaneous Stores Register – A register to be called the District Miscellaneous Stores Register in Form 5-16(1) shall be maintained by the head clerk in English and, in the lines, by the kot head constable in Urdu. In it shall be entered all Government property in the possession of the police of the district including investock, except horses borne on the chanda fund, arms, ammunition, equipment or clothing. Form 5-16(1) shall be ruled in ordinary folio size paper. The register shall contain continuous entries from year to year. Each entry shall be attested by the Lines officer in the column for remarks. At the time it is made the balance of the particular store affected shall be made out. At the end of each page all the balances shall be shown in the last line and carried forwarded to the next page.

(2) On the 10th April and 10th October of each year the balances under all stores shall be shown in one line, and shall be verified, by count, by the reserve inspector or a gazetted officer, and this fact and his signature shall be recorded in the register in the column for remarks. When verifying this balance by count, the reserve inspector or gazetted officer will have before him (a) stock taking balances due from police stations on 31st March and 30th September (b) the distribution register of miscellaneous stores prescribed in rule 5-17.

To facilitate this check, on or about the 15th March and 15th September, the head clerk shall send out to each police station a blank return form, *i.e.*, a printed list of articles corresponding to the headings of the miscellaneous stores register. These forms will be completed and returned by police stations.

A certificate shall be forwarded to the Deputy Inspector General of Police that this verification has been carried out.

(3) deputy Inspectors-General at their inspections shall call for this register and see that entries have been regularly made and verify the record of actual count. They shall, if possible, verify by actual count the balance of one or more items.

(4) to enable this check to be carried out regularly, on 5th April and 5th October of each year the Lines officer shall bring to the notice of the superintendent of Police the non-receipt of stock-taking lists of property from any police stations.

(5) This register shall be divided into parts for each description of article shall be reserved at the end.

5-17. Distribution Register of Miscellaneous Stores – A register to be called the Distribution Register of Miscellaneous Stores shall be maintained by the head clerk in English, and by the kot head constable in Urdu, in form 5-17/ This register shall be divided into parts for each description of article, such as tents, livestock, furniture, etc., and pages for miscellaneous articles shall be reserved at the end.

After the six monthly check on 10th April and 10th October prescribed in sub rule 5-16(2) balances shall be struck in the Distribution Register of Miscellaneous Stores to indicate the latest distribution of property.

5-18. Lines Miscellaneous Stores Register – A register in Form 5-16(1) shall be maintained in lines by the kot head constable. In it shall be entered all Government [property in lines or under the control of the reserve inspector or lines officer including livestock. On 31st March and 30th September the stock-taking balance shall be reported to the head clerk for use in the check referred to in rule 5-16(2).

In the case of property issued for regular use a note shall be made in the remarks column showing the police officer in whose direct charge such property is.

5-19. Temporary Issue and Receipt Register – A register shall be maintained by the kot head constable in form 5-19 of all miscellaneous property issued temporarily. In this register shall also be entered all property received by the Lines Officer for sale, repairs or distribution, etc. All receipts shall be shown in black and all issues in red ink. The remarks column shall give a reference to the items in the equipment stock or other register, both when articles are issued and when returned to stock.

The register shall be checked and signed once a fortnight by the reserve inspector or Lines officer, who shall note the articles not yet returned or pending disposal. The register shall be destroyed seven years after the last date of entry.

5-20. Scale of tents – The scale of tents allowed for each district will be published from time to time by the Inspector-General in the *Police Gazette*.

The minimum periods of duration of tents shall be:---

Swiss cottage tents and light field service tents	6 years
Pals	3 years

Tents shall not be condemned if still serviceable, even though the minimum period prescribed above may have been exceeded.

5-21. Indents for tents – (1) Indents for tents shall be submitted on 20th February in each year, and tents shall be obtained from the Borstal Jail, Lahore.

(2) All tents shall be surveyed by a Central Committee at Lahore in accordance with Punjab Government endorsement No. 17417-C and I., dated 10th September 1917. On tents being passed and reaching their indenting district they shall be marked on each separate part with the words “Punjab Police” and the cypher of the district, and year of receipt.

(3) Within four days of tents being received at the headquarters of the indenting district intimation of their safe arrival shall be sent to the Inspector General of Police with a view their cost being paid.

5-22. Government property in barracks – Each barrack shall be under the charge of a head constable, selection grade constable or assistant drill instructor, appointed by the Lines officer, who shall be responsible for all Government property therein, for the discipline of its inmates and for its cleanliness Officers who occupy separate quarters shall be held strictly responsible for all Government stores in such quarters.

5-23. Stock Book of miscellaneous Government property in officers of Inspector-General, and Deputy Inspector-General – (1) A Miscellaneous Stores Register, as prescribed in rule 5-16(1), will be maintained in the office of the Inspector-General and of each Deputy Inspector-General showing the livestock, European and other miscellaneous and moveable property in their custody, including iron safes, European locks, European scales and weights, tents, ordnance stores, machines of European manufacture, e.g., typewriters, bicycles, duplicators, scientific and mathematical instruments, boats, vehicles, bugles, dark lanterns, etc.

The following articles shall not be entered in this register:---

- (a) Books and articles of petty value.
- (b) Stores, such as stationery for the audit of which there are independent arrangements (P.G.C.C. No.29)

(2) Stock shall be taken and the register balanced and audited on the last days of March and September by the office superintendent or the head clerk, who shall certify under each head that he has taken stock and that the balance shown in the register is correct. This certificate shall be countersigned by the head of the office who shall satisfy himself as to the condition of the articles on stock. To facilitate identification, each article shall be marked with the name of the concerned.

FORM No. 5-10 (2)

_____ Cycle _____ Maker's No. _____

District Serial No. _____ Purchased from Messrs. _____ on _____ for Rs. _____

1	2	3		4	5	6
		COST OF REPAIRS				
Police Station or person with whom in use when repairs became necessary	Particulars of repairs effected by whom and date	Borne by Government	Borne by defaulter	Progressive expenditure on repairs	Initials of inspecting officers	Remarks

Note — 1 — The cycle will be produced before the Reserve Inspector or Lines Officer in the condition in which it is received from the Police Station for repairs, etc. At the same time the Armourer will put up an estimate for the repairs. The inspecting officer will sanction the repairs or otherwise pass orders as he thinks fit.

2 — On the completion of repairs the cycle will be produced again before the inspecting officer. It will then be decided whether the expenditure incurred on the repairs is to be borne by Government or by the defaulter. Full details of repairs will then be entered in columns of the History Sheet and will be initialled by the inspecting officer.

Movements

Date	To whom made over	Signature of receiving officer

FORM No. 5-11

POLICE DEPARTMENT.

_____ DISTRICT

ABSTRACT STATEMENT SHOWING THE CASH TRANSACTIONS
OF THE EQUIPMENT FUND DURING THE FINANCIAL YEAR.

--	--	--	--	--	--

1	2	3	4	5	6
Receipts.	Amount	Total	Disbursements.	Amount	Total
	Rs. a. p.	Rs. a. p.		Rs. a. p.	Rs. a. p.
Balance on 1 st April 19 .			Paid for horse equipment		
Horse equipment allowance at Rs. 7 each.			Paid from foot equipment (give details of each issue, etc)		
Foot equipment allowance at Rs. 2 each.					
By sale of old articles of equipment/					
By equipment allowance of additional police.					
Other receipts not specified above.					
			Balance in hand on 31 st March 19 .		
GRAND TOTAL..			GRAND TOTAL..		

(Form to be drawn by hand).

Dated _____

Superintendent of Police.

The _____ 19

FORM No. 5-12(1)

POLICE DEPARTMENT.

_____ DISTRICT

EQUIPMENT STOCK REGISTER

RECEIPTS

LINES REGISTER NO.5

EXPENDITURE

	Balance	
	Sale price credited on
	Unserviceable & sold	
31-3-19	Balance	Verified
	
	Balance	
	

(To be ruled on ordinary folio size paper)

FORM No. 5-16(1)

POLICE DEPARTMENT.

_____DISTRICT

DISTRIBUTION REGISTER OF MISCELLANEOUS STORES

Name of article

1		2	3																			
Date of		Nature of receipt or expenditure	Allocation																			
Receipt	Expenditure		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			Lines	Police Station	Police Station																	

(Bilingual Standard Form)

Note – Articles supplied to the Police Hospital and Guards, etc., at headquarters, under the control of the Reserve Inspector shall be shown as in lines column 3 (1), and articles at out-posts, road-posts, etc. As in the Police Station within the jurisdiction of which such posts, etc., are situated.

FORM No. 5-19

LINES REGISTER NO. 12

REGISTER OF ARTICLES ISSUED TEMPORARILY AND OF TRANSMISSION OF PROPERTY

1	2										3	4	5
Date on which received or issued	Number of articles, whence received and for what purposes or to whom issued and why										Signature of the officer to whom	Data of return of the articles or date of final disposal;	
	1	2	3	4	5	6	7	8	9	10			

	Brief nature of receipt or issue giving names number, and rank of the officer to whom issued or from whom received	Muskets (Complete)	Swords (Complete)	Lathis							article have been issued	and signature of the Kot Head Constable for Lines Officer	Remarks

Note — 1 — Receipts to be shown in black and issues in red ink.

Note — 2 — The remarks column should give a reference to the items in the Equipment Stock or other register both when articles are issued and when returned to stock.

CHAPTER—VI Arms and Ammunition.

6-1. General scale of arms, ammunition and stores for maintenance – The armament of the police is fixed by orders of the Central Government, without which authority no changes in the nature and amount of such armament may be made. The authorized scale of arms, ammunitions, equipment for the carrying and stores for the repair and maintenance of arms is shown in “Equipment Tables of Civil Police and Jails,” published under the authority of the Central Government and obtainable from the Central Publication Branch, Government of India, Calcutta. At least two copies of this publication shall be in the possession of each range Deputy Inspector General and Superintendent of Police, and authorized corrections as issued from time to time.

6-2. Source of supply of arms, ammunitions, etc. – (1) All items shown in the Equipment Tables shall be obtained by indent, in the manner prescribed in the rules which follow, from the Ordnance Department. Police armament is supplied on payment, charges being met from funds administered by the Inspector General. In respect of certain items the Inspector General may decide, from time to time, obtain supplies from sources other than the Ordnance Department. Such exceptions to the general principle that the Equipment Tables are the authority for demands will be notified in the *Police Gazette* or otherwise.

(2) In every police office concerned a special permanent file shall be maintained containing copies of orders by the Inspector General authorizing exceptions to, or deviations from. The Equipment Tables Except in the office of range Deputy Inspector’s General, this file shall be kept in duplicate, one copy being in the English Office and the other in the headquarter lines office.

6-3. Distribution of arms to districts – The distribution of arms to districts is fixed by the Inspector General in accordance with the principles approved, from time to time, by the Central Government. Each district shall maintain a printed statement showing the total armament of the district as so fixed and its permanent distribution within the district as approved by the Deputy Inspector General of the range. This statement shall be countersigned in duplicate by the Deputy Inspector General and one such countersigned copy shall be hung up in the office of the Superintendent and the other in the armoury. Relevant extracts, duly signed by the Superintendent of Police personally shall be hung up in the armoury, or equivalent place where arms are stored, of the lines and of every police station, post or standing guard where arms are maintained.

6-4. Description of police arament – The classes of armament authorized for the police are as follows:---

- (a) Rifles – short magazine Lee-Enfield, for mounted police, 1st armed reserves and such other police as may be authorized to be so armed.
- (b) Muskets breech loading 410 bore for head constables and constables in the proportion of the total establishment of those ranks for which such armament is authorized (*vide* rule 6.5).
- (c) Riles – short .22 inch R. F. for instructional purposes, in numbers authorized for each district by the Inspector General.
- (d) Pistols – Revolver 455 inch for gazetted officers and upper subordinates according to the scale and condition prescribed in rule 5.5.
- (e) Sword – bayonets pattern 1903 for rifles, short M. L. E., pattern 1903 for 410 muskets (one per musket) and pattern 1887 for side arms for such proportion of establishment as may be authorized.

6-5. Scale of arms districts – (1) The armament of police in districts in calculated according to the following scale:---

Muskets-

- (a) Permanent standing guards. ... One per man.
- (b) Police stations ... The proportion fixed by Government for each class of police stations.
- (c) Reserve at headquarters. ... 20 percent of the total sanctioned establishment of head constables and 40 percent of that of foot constables exclusive of the number of those ranks armed with rifles.

Reserve at Police Training School, 237.303 H. V. Rifles and 500.410

Phillaur.

muskets.

NOTE

The 237.303 H. V. rifles are available for training purposes but they can only be drawn on for issue under the orders of the Inspector General. 110.410 muskets and 6.22 Lee Enfield rifles are also maintained for training purposes.

Rifles-

Mounted police and 1st armed reserve.

One per man

Revolvers-

Upper subordinates other than those employed on clerical and persecuting duties, probationary and officiating sub-inspectors.

One per office

NOTE

The supply of revolvers to gazetted officers is governed by rule 6-11.

(2) The above scale applies to all district except those for which a special scale, either for the whole district or for a portion of its establishment, has been authorized by Government and notified by the Inspector General. The sanctioned scale of revolvers includes a proportion for officers officiating as upper subordinates, and for upper subordinates of additional police (*vide* Memo. 2647/9-21/23 dated 22nd November 1927).

(3) When the establishment of a district is increased or decreased, or when the strength of an police station or guard within a district is altered in such way as to affect the above scale, application shall be made to the Inspector General for sanction to alter armament of the district accordingly, or to the Deputy Inspector General to alter the distribution of arms within the district, as the case may be.

6-6. Changes in fixed distribution – A Superintendent may, in case of necessity, temporarily increase the issue of arms to any place, but all such changes shall be reported to the Deputy Inspector General, who will satisfy himself at his inspections that the authorized permanent distribution is not altered without his sanction.

6-7. Stamping of arms – All arms issued to the police with the exception of revolvers, shall be stamped with the district cypher and a serial number. Rifles and muskets shall be stamped on the butt plate; bayonets shall be stamped on the hilt and bayonet scabbards on the locket.

6-8. Register of distribution of arms – (1) The distribution and movement of individual arms on charge, shall be recorded in Part I of the Arms distribution Register (Form 6-8), to be kept by the kot head constable under the supervision of the line officer. In this register shall be shown only actual arms and those accessories which are issued with them, and the register shall be divided so that a record of each item may be kept separately *vide* instructions in the form. Columns 3 and 4 of the form shall be balanced daily, the balance being shown in red ink, provided that no balance need be struck on any day when no transaction has taken place. The normal transaction is an issue from one sub-column of column 3 balanced by a receipt in another, the district total being unaffected; whenever an entry affecting the latter is made, *e. g.*, the return of a musket to the arsenal or the transfer of a bayonet scabbard to condemned stock-an explanatory entry shall be made a column 5. Care must be taken that when a weapon is moved, the necessary entries are made respecting any accessory moved with it. The Lines Officer shall check this register at frequent intervals.

(2) In Part II of the register shall be maintained a nominal roll of the distribution of revolvers on charge in the district.

(3) A separate register in form 6-8(3) shall be maintained by the Kot Head Constable under the supervision of the Lines Officer, in which a history sheet of each weapon on charge in the district be entered.

6-9. Special orders regarding rifles M.L.E. – (1) All rifles M.L.E. shall be kept in the armoury in a separate rack. A register [Form 6-9 (I)] shall be maintained by the kot head constable under the supervision of Lines Officer showing the names of the men permanently mobilized at headquarters to whom M.L.E. rifles are issued, and the arsenal number of the rifle and files bolt issued to each man. When rifles are issued from the armoury each man shall take the particular rifles registered against his name and will be held responsible for it.

(2) If the kot head constable finds, when a rifle is being returned to store, that it is damaged or that any part of it is lost or damaged. The man shall produce the man surrendering the rifles before the Lines Officer, and cause an entry to be made in the lines diary detailing the loss or damage that has occurred.

(3) Every police officer, who loses or damages his rifles, bayonet, or any part thereof, shall report such losses or damage without delay to the officer commanding his party. A report shall be submitted immediately in writing to the Lines Officer, who will inform the Superintendent of Police without delay. An enquiry shall be made immediately in accordance with instructions laid down in rule 6-22. In the event of the loss of a rifle, rifle-bolt or musket-bolt the police officer directly responsible shall be suspended until the orders of the Deputy Inspector General of Police are received on the report of the Committee of Enquiry. Any police officer, who fails to report forthwith the loss of a rifle or rifle-bolt by a man under his command, shall be suspended and charged with neglect of duty. An officer, to whom the report of such loss is made, shall immediately take all possible steps for the recovery of the rifle or bolt.

6-10. Custody and care of arms – (1) All arms, when not in use, shall be kept in racks in the armoury or other place appointed for the purpose. In the lines the kot head constable, under the direct and personal supervision of the Lines officer; at police stations, the station clerk, under the supervision of the officer in charge of the police station; and at all other places the officer in command of the detachment shall be directly responsible for the custody and care of all arms borne on charge and for the correctness of all issues and receipts.

(2) Detailed instructions for the cleaning of rifles, muskets and bayonets are contained in Appendix 6.10(2). The individual police officer to whom a weapon is issued shall be responsible for cleaning it according to these instructions before and after use. The periodical cleaning and oiling of arms not in use shall be done by fatigues told off for the purpose. The "pull off" of all rifles and muskets shall be tested annually.

(3) Every police officer is personally responsible for the safe custody and care of every weapons, or accessory thereto, issued to him, until it is returned to the custody of the officers responsible for issuing it, as prescribed in sub-rule (1) above.

6-11. Revolvers – (1) Notwithstanding anything in rule 6.10 above, a police officer to whom a Government revolver has been issued shall be personally responsible for its custody and care at all times, even when he shall have disposed of it as provided in sub-rule (3) below, when proceeding on leave.

(2) In addition to the record maintained in Part II of the Arms Distribution Register, the number and make of the revolver issued to an upper subordinate shall be entered in his character roll.

(3) When an officer to whom a revolver has been issued ceases to be a police officer, or ceases to belong to a rank to which revolvers are issued, or proceeds on leave other than casual leave, he shall return the revolvers are issued to him, together with all equipment, ammunition and accessories issued to him with such revolver, to the Lines officer for deposit in the headquarters armoury.

NOTE

Each revolver on charge shall be fitted with a khaki cord lanyard of approved pattern at the cost of the equipment fund.

(4) Each gazetted officer is required to be armed with a revolve or automatic pistol of .450/.455 bore, purchased and maintained at his own expense, either privately or from the Ordnance Department. All gazetted officers are permitted once in their service to purchase at cost price a service revolver, with accessories, from a Government arsenal.

6-12. Ammunition scale – Ammunition for arms held by the police is authorized on the scales shown in the “Equipment Table, Civil Police and Jails.” The allotment shown in table 2 is “service” ammunition; that shown in table 11 is the annual or “practice” supply.

6-13. Distribution of ammunition – (1) The primary division of ammunition on charge is into “service” and “practice” stocks, according to the scale referred to in rule 6-12 above.

(2) Ammunition shall be supplied from the “Service” stock to police stations, outposts, and standing guards where muskets are kept at the scale of ten rounds shall and five rounds, backshot per musket. At police stations and outposts the whole of this stock shall be kept ordinarily in a locked box in the store room, issues being made as required for use. At guards ten rounds ball shall be issued to each head constable and constable of the guard and shall be carried in a pouch, and the stock of buckshot ammunition shall be kept in a locked box in charge of the guard commander, to be issued only when required for use. Buckshot ammunition also be issued to escorts at five rounds per musket.

Each police sentry who is armed with a musket and his relief shall carry in his expense pouch three rounds of buckshot ammunition.

(3) The remainder of the “service” stock and the whole of the “practice” stock, except the expense stock referred to in rule 6-14 shall be kept in the magazine.

(4) The total stock of ammunition of all kinds, with the divisions and distribution of each class, shall be shown in each district in a statement to be countersigned by the Deputy Inspector General of Police and hung up in the magazine and in the office of the Superintendent of Police. Relevant extracts from this statement shall be supplied to each police station, etc, having ammunition on charge.

(5) The Superintendent of Police may, in case of need, temporarily alter the amount of service ammunition kept at any place, but all such alterations shall be reported to the Deputy Inspector General of Police.

6-14. “Expense” stock – (1) A small stock, the amount of which shall be fixed for each district with the approval of the Deputy Inspector General of Police, and shall not ordinarily exceed one full box, shall, in the case of the following classes of ammunition, be issued from the “practice” stock in the magazine to the charge of the kot head constable, to be kept by him in the armoury as the “expense” stock, *viz.*,—cartridges ball .410 bore ; buckshot .419 bore ; blank .410 bore and blank .303 inch. Under no circumstances shall cartridges, ball, .303 inch, be issued to the “expense” stock or stored elsewhere than in the magazine. Cartridges, drill, .303 inch, be kept in the expense stock.

(2) From the expense stock issued shall be made to armed parties proceeding on patrol, escort and other armed duties and to all parties detailed for practice with blank ammunition or on the range. If the expense stock is insufficient for the needs of such parties, it shall be supplemented by an issued from the magazine.

NOTE

The “Quarter Guard” being a permanent guard, shall have its own stock of ammunition under rule 6013(I) and shall not be supplied from the expense stock.

(3) From the expense stock there shall be kept filled in the armoury so many bandoliers (40 rounds ball), pouches (10 rounds ball) expense pouches (3 rounds buckshot) as the Superintendent of Police may be standing order direct, according to the scale considered necessary in each district for emergencies and for issue to normal daily armed duties. The remainder of the expense shall be kept by the kot head constable in a locked box. The ammunition kept in pouches shall, however, always be issued on the first opportunity for expenditure on the range and replenished from the balance of the stock.

(4) The kot head constable shall personally make all receipts and keep the account of this stock in Form 6-14(4). He shall replenish the stock as required from the magazine in exchange for a corresponding number of empty cases, damaged or lost rounds.

6-15. Revolver ammunition – (1) Ammunition is issued free to all officers in possession of service revolvers on the scale shown in the Equipment Tables; in addition all such officers are allowed to purchase 100 rounds annually from the Ordnance Department at cost price. Such purchases, except the initial purchases by each officer, as well as all replenishments of the free issue, must be supported by the deposit of an equivalent number of empty cases or loss statement in I.A.F.A-498 duly authenticated, in lieu thereof..

(2) Officers are personally responsible for their own ammunition, both that issued to them free and any which they may purchase. The total stock of revolver ammunition and its distribution to gazetted and non-gazetted officers will be shown in the statement prescribed in rule 6-14(4), but no detailed account of it will be kept in the magazine. Any officer may, with the permission of the Superintendent of Police, deposit such proportion of his revolver ammunition as he may wish for safe custody in the magazine in a box, or other receptacle, locked or sealed by himself.

(3) Replacement of revolver ammunition expended, whether on service, or practice, shall be made, when supplies are received from the arsenal in compliance with annual special indents submitted for the whole district (*vide* rule 6-25). Empty cases shall be deposited after each expenditure of ammunition with the kot head constable, who shall enter the receipt and the name of the officer making the deposit, in the expense stock register. When cartridges or empty cases are lost, the officer from whose stock they have been lost shall be responsible for reporting the matter and for having the necessary loss statement prepared.

6-16. Ammunition accounts – (1) Ammunition of any class expended in action against criminals, or in any manner otherwise than in annual musketry practice, shall be debited to the service stock. The practice stock is provided solely for training purposes, *viz.*, elementary and range practices and repetitions thereof as duly authorized from time to times. The allotment represents the *maximum* which may be so expended annually.

(2) The service stock must always be kept complete, any expenditure from it being replaced immediately from the expense stock. Should such replacement of service ammunition reduce the practice stock below the amount required for training, a special indent against “Service” expenditure may be submitted [*vide* rule 6-26(4)].

(3) In order that the oldest ammunition on charge may be expended in practice, all ammunition received from the arsenal shall be placed in the service stock, a corresponding transfer of the oldest of that being made to the practice stock. This transfer shall normally be carried out when the annual supply ammunition is received from the arsenal; it shall be combined with the renewal of all service ammunition on issue in police stations, guards, etc.; all such ammunition being withdrawn and transferred to the practice stock in the magazine and being replaced from the next oldest portion of the service stock.

(4) No account of the service stock other than the distributions statement [rule 6-13(4)] is necessary. Transactions affecting the practice stock shall be recorded in the magazine register [Form 6-16(4)]. In this account, so far as possible, bulk transactions only shall be shown. Except in the case of .303 ammunition, the details of which must be kept in the magazine register, issues for whatever purpose from the magazine shall ordinarily be made to the expense stock, and the detailed expenditure shall be recorded only in the accounts of the latter. Similarly, empty cases and damaged rounds shall be collected in the expense stock and deposited in the magazine in bulk in exchange for fresh ammunition.

6-17. Control and inspection of magazines and storage of ammunition there-in – Rules for the control and inspection of magazines are published as Appendix 6-17(A). Each class of ammunition shall be kept together and separate from other classes. In each class service shall be separated from practice stock, and, within each such stock, spaces shall be left between groups of boxes received at different times from the arsenal. Each such group shall be marked with a card showing the date of receipt, date of entry in service, or practice stock as the case may be, and the ordinance mark and date of manufacture. When miss-fires and other defects occur tests shall be carried out according to the rules in the Appendix 6-17(B).

6-18. Disposal of empty cases and defective rounds – Empty cases and defective rounds may be returned to the arsenal at any time and should be so returned periodically as they accumulate, the return being supported by a voucher in each case in I.A.F.Z.-2096 in duplicate. Pending return to the arsenal, empty cases of each class of ammunition and defective rounds shall be kept separately in boxes in the magazine. Before being packed for dispatch they shall be counted and checked with the magazine register. Each class shall be packed separately for dispatched rounds shall not be packed with empty cases. Paper cases of blank .476 shall be burnt and the brass of the bases collected after burning shall be returned to the arsenal, accompanied by a certificate signed by a gazetted officer and showing the number of cases burned. Defective rounds, or condemned ammunition, shall on no account be broken up locally.

6-19. Check of ammunition – The keys of the magazine shall be kept by the Lines officer, who shall keep up the magazine register personally. The Lines officer shall, further, personally count the practice stock, including the expense stock, once a quarter, and shall record the fact in the lines diary and by a note in all registers concerned. In districts where there is a reserve inspector, he shall personally check the stocks and registers once a quarter, and, after reconciling any errors or discrepancies he may find, certify on the registers that he has done so and that the accounts are correct and the ammunition shown therein is actually present. In other districts this check shall be carried out by a gazetted officer twice a year.

6-20. Component parts and stores – (1) The Equipment Tables show the component parts and stores authorized for the repair and maintenance of arms. Armourers tools and materials shall be kept in each district according to tables 4 and 5 replacement being obtained as required in accordance with rule 6-25. Tables 7, 8, 9 and 11 show the description and scale of component parts and stores for the periodical cleaning and overhaul of arms and their accessories, which each district is required to maintain.

(2) Tools and stores for lubrication, etc., shall be kept by the armourer and checked at least once a year by means of the Equipment Tables by a gazetted officer. Components shall be kept in locked cabinets in charge of the kot head constable. Issues from the stock of components shall be made to the armourer only on the authority of a gazetted officer (*vide* rule 6-21 below). A stock book of component parts shall be kept in form 6-20(2) by the kot head constable, by means of which the components on charge shall be checked and annual and other replacement indents prepared. The authority for each issue shall be noted in the register and, when the cost of components is recovered from individuals, the entry shall be in red ink.

6-21. Care and repair of arms – (1) In every district one or more qualified armourers (according to the establishment sanctioned in each case) shall be entertained and the Superintendent shall be responsible that their efficiency is maintained. All such armourers shall be men trained at an Indian Electrical and Mechanical Engineering establishment and shall be sent, under arrangements to be made with the nearest Brigadier I.E.M.E., for refresher courses from time to time. Armourers are required to know the names and uses of all components, tools and stores referred to in rule 6-20 above and to be able to carry out all replacements of components, minor repairs, special cleaning and periodical lubrication of arms and accessories held on charge in the district.

(2) The components shown in table 9 shall be maintained only in those districts where the armourer is fully competent to repair revolvers. In other districts repairable revolvers shall be sent to the arsenal.

(3) Ordinary replacements of components lost or damaged in the course of duty with arms, and losses of ammunition not exceeding 5 rounds in any one case, may be replaced on the authority of gazetted officer, who shall in each case prepare a loss statement in I.A.F.A-498 and pass orders whether the cost of repairs is to be borne by Government or by the individual police officer responsible. In the latter case an order of the recovery of the sum involved (ascertainable from the priced vocabulary of Ordnance Stores) shall be issued in the order book, and recovery shall be made in the acquittance roll of the pay next due to the officer concerned.

(4) Whenever a weapon is seriously damaged, *i.e.*; when its repair involves more than the replacement of a loss or breakage such as might occur in normal use a committee of enquiry under rule 6-22 below shall be held.

6-22. Procedure when arms are lost or seriously damaged – (1) When any weapon forming part of police armament is lost or seriously damaged, or when ammunition or fired cases, exceeding five in any one case, are lost, a committee of three officers, of whom at least one shall be a gazetted officer, shall be appointed by the Superintendent to enquire into the circumstances under which the weapon was lost or damaged and to decide whether the cost of replacement shall be borne by the Government or otherwise.

The report of the committee, which shall be in the prescribed form A.F-2, shall be submitted to the Deputy Inspector-General for approval and orders. To the report shall be attached a loss statement (I.A.F.A-498), on the reverse of which the Deputy Inspector-General will pass his orders. This statement shall be attached to the indent sent to the arsenal for the replacement of arms lost or damaged.

(2) When the loss, destruction or damage of any weapon is found by the committee assembled in accordance with sub-rule (1) above to be due to the neglect or malice of any police officer, such committee shall record its opinion, whether the cost of repair or replacement should be borne wholly or in part by the officer at fault. Unless there are special reasons to the contrary, the whole cost shall be charged to the officer at fault.

6-23. Unserviceable arms – When any weapon is found by a committee assembled under rule 6-22 *ante* to be unserviceable and not repairable, whether from fair wear and tear or by the neglect of an individual police officer, an abstract of the report of the committee shall be forwarded to the Chief Ordnance Officer concerned, in I.F.A.Z-2098, for his sanction to the return and replacement of the weapon.

6-24. Signal pistols and ammunition – Signal pistols and signal and illuminating cartridges are authorized on the scale shown in table 2 of the Equipment Tables for purposes of village protection in times of disturbance. This armament shall ordinarily be kept in the magazine at district head quarters, being shown in the distribution statement of arms and ammunition, and shall only be issued to selected villages, when, in the opinion of the Superintendent of Police, with the concurrence of the District Magistrate, circumstances warrant it.

6-25. Indents – (1) All indents for arms, ammunition and ordnance stores shall be in I.A.F.Z.-2091 and shall be countersigned by the Deputy Inspector General before submission to the arsenal concerned. Indents shall be prepared by tables as shown in the Equipment Tables of Civil Police and Jails and separate indent sheets shall be used for each of the Ordnance Sections, the last sheets only being signed. For example, one indent only in necessary for stores in table 2, but a separate sheet should be used for each Section shown in the table from which articles are required, as B-1, B-2, B-3, B-4, C-1 and so on.

(2) Indents may be either for first issues or replacement. Indents for first issue shall be submitted only when an increase of establishment or a duly authorized change in the sanctioned scale justifies them, and in each such case the authority shall be quoted. Replacement indents shall ordinarily be submitted annually in the first week in December to the Deputy Inspector-General, who will countersign and forward them to the Chief Ordnance Officer so as to reach the latter officer on or before the 1st

January, but if immediate replacement is required, as in the case of an unserviceable weapon, or when the stock of a particular component is exhausted, a special indent may be submitted through the same channel at any time.

(3) Replacement indents shall be framed so as to bring the stock of the article indented for up to that authorized in the Equipment Tables. The stocks shown in the those tables represent the full quantity of each articles required to be kept; only that quantity shall be indented for which represents the amount by which the authorized stock has been depleted since the last indent was submitted. Every replacement demanded must be supported by equivalent numbers of damaged weapons or parts, or empty or damaged rounds, or loss statements duly countersigned and accounting for the balance in detail. Loss statements shall invariably be prepared at the time when the loss is reported, and shall be forwarded to the Deputy Inspector-General for orders, together with the committee report under rule 6-22 when necessary. On return by the Deputy Inspector General they shall be kept in the office of the Superintendent and attached with the annual indent, unless replacement of the lost articles is demanded on special indent.

(4) No period is prescribed for the replacement of weapons, accessories or armourers tools; individual articles shall be replaced as they become unserviceable and are condemned by proper authority.

(5) The number and date of the voucher on which stores to be replaced have been returned to the arsenal shall be quoted in all replacement indents.

(6) Indents for small arms and ammunition shall be submitted as under:---

Districts

- | | | |
|----|---|--|
| 1. | Rawalpindi, Campbellpur, Mianwali, Sargodha, Jhang, Muzaffargarh, Multan, Deral Ghazi Khan, Jhelum, and Gujrat. | D.A., D.O.S, Rawalpindi district, Rawalpindi Cantonment. |
| 2. | Lahore, Gurdaspur, Sheikhpura, Amritsar, Lyallpur, Sialkot, Gujranwala, Ambala, Karnal, Simla, Kangra, Hoshiarpur, Jullundur, Ludhiana, Ferozepure, Montgomery, (Sahiwal) Hissar, Rohtak and Gurgaon. | D.A., D.O.S, Lahore district, Lahore Cantonment. |

(7) The description or arms, etc., given in the Equipment Tables shall be strictly followed in indents and supporting documents. Indents shall be marked "Ready to receive in read ink".

(8) In order that the departmental accounts may be correctly adjusted, all articles the cost of which has been recovered from individual police officers shall be replaced by special replacement indent, on which shall be noted reference to the treasury receipts for payment of the sums recovered. [See also sub-rules 6-20(2) and 6-21(3)].

6-26. Special rules for ammunition indents – (1) When empty cases or damaged round have not been returned to the arsenal in full prior to the submission of a replacement indent, a certificate shall be attached to the indent showing the number in hand ; the total indented for should balance the number already returned or accounted for by loss statements.

(2) Each class of ammunition is supplied by the Ordnance Department in packets containing a standard number of cartridges, and the packets are dispatched in sealed boxed containing a standard number of round. These numbers are marked on the packets and boxes. Ammunition shall be indented or in multiples of full boxes (packets in the case of buckshot, blank and revolver ammunition), the balance of less than a full box (or full packet) required to complete the authorized stock being shown in the indent and ammunition accounts as due and to be recovered in subsequent indents.

(3) The stock of ammunition for 303 and 22 rifles is calculated on the number of men trained in the use of those weapons this number is, unless specially ordered otherwise, twice the number of the first armed reserve of the district, *plus* the number of mounted police.

(4) Indents for the replacement of ammunition expended on service (*vide* rule 6-16(2)) shall be made annually or at more frequent intervals, but separately from the annual indent for practice ammunition.

6-27. Stock-taking – (1) All arms, ammunition and ordnance store are required to be to be checked twice year, together with other Government property on charge (*vide* rule 5-16). As soon as the returns of stock-taking have been received from police stations, etc., and not later than the 10th April and 10th October, the reserve inspector or, in districts where there is no reserve inspector, the Lines officers shall personally check the whole stock of arms, ammunitions, accessories, appliances, stores, tools and components kept in the lines and at standing guards, etc., subordinate to the lines. Having noted or reconciled any discrepancies in these stocks immediately in his charge, he shall compare his accounts and the returns from outside detachments with the distribution statements of arms and ammunition for the whole district and with the Equipment Tables, and shall report the result, noting and discrepancies, to the Superintendent. On receipt of this report by the Superintendent, a gazetted officer shall be required personally to verify it. Such Gazetted officer shall enquire into and pass orders on any discrepancies disclosed, taking the orders of the Superintendent if necessary, and shall personally satisfy himself of the correctness of all the articles reported on. The report, when dully verified by a gazetted officer, shall be attached with the reports of the general stock-taking of Government property in the district.

(2) The sock-taking ordered above shall be in addition to the checks ordered in rules 6-6, 6-10 and 6-19.

(3) All arms, ammunition and ordnance stores on charge shall further be thoroughly checked on transfer of charge of reserve inspector or Lines officer, and, when the kot head constable or armourer is transferred, the stocks for which they are directly responsible shall be checked.

6-28. Inspection by Civil Chief Master Armourer – (1) Each district, the Railway Police and the Police Training School will be visited once in three years by a Civil Chief Master Armourer. This officer will inspect one third of he arms on the charge of the Police every three years and report on all arms (including signal pistols, bayonets and bayonet scabbards) armouer's tools and materials brought before him. He will not inspect ammunition or any stores or equipment obtained otherwise than from the Ordnance Department.

(2) Inspections referred to above are carried out at the request of the Inspector General of Police and will be held at District Head quarters, Railway Police Lines and the Police Training School. Superintendents of Police, Assistant Inspector General, Government Railway Police and Principal shall ensure that all arms not inspected at one such inspection shall, without fail, be produced at the next inspection. Prior to the arrival of the Civil chief Master Amourer numerical rolls in I.A.F.O.-1455 shall be prepared in duplicate, showing the district and manufactory numbers and marks on arms to be inspected. An officer not below the rank of inspector shall be present throughout the inspection.

(3) Such inspections are to be paid for by the Provincial Government. If any Superintendent of Police thinks an inspection necessary he should address the Inspector General of Police with a view to his having the district included in the next tour program of the Civil Chief Master Armourer.

(4) The report of the Civil Chief Master Armourer, when received, shall be forwarded by the Superintendent, with any necessary explanations, or reports as to the responsibility for deficiencies and damages brought to light, to the Deputy Inspector General, with whose sanction replacements authorized and other action recommended by the inspecting officer may be undertaken.

(5) Inspection or test of Small Arms Ammunition and explosives by Inspecting Ordnance Officers is carried out in Arsenals. The Inspecting Ordnance Officer will call upon the Superintendent of Police to fill up and submit to him Form G-803 in the case of ammunition (303 rifles, 410 musket and revolver ball, buckshot and blank) and Form G-848 in case of other explosives. This latter form will be required only in those districts which are supplied with bombs, Very light pistols, etc. The Inspecting Ordnance Officer will call for samples as he deems necessary and carry out tests. If the Inspecting Ordnance Officer actually carries out tests the Inspector General of Police should be informed.

(6) I. A. forms referred to in sub-rules (2) and (3) should be included in the indent for India Army forms. Districts should keep a dozen copies of each form in stock.

6-29. Receipts of arms, etc., from arsenal – (1) The seal and weight, as shown in the invoice, of all packages received from an arsenal shall be carefully checked before the package is taken over from the railway or postal authorities; if any discrepancy in weight or signs of tampering are found the package shall be opened in the presence of the Station Master or Postmaster concerned.

(2) Every package received from an arsenal shall be opened in the presence of an officer of rank not less than inspector, who shall personally check the contents and sign the invoice in token of having done so.

(3) Full boxes of ammunition shall not be opened on receipts, if the weight is correct and the seals intact. If the seal has been damaged in transit, the pin with which the lid is attached shall be withdrawn and the lid removed to permit inspection of the inner tin casing; provided the latter is hermetically sealed, the contents shall be assumed to be correct.

6-30. Return of arms, etc., to arsenal – (1) Unserviceable tools and components; empty cartridge cases; empty oil drums and packing cases shall be returned to the arsenal as convenient, without previous intimation. Defective ammunition and unserviceable or repairable arms shall not be returned till the authorization of Chief Ordnance Officer concerned has been obtained on a report in I.A.F.Z.-2098.

(2) In all cases when articles are returned to the arsenal intimation shall be sent by post in the form of a voucher in I.A.F.Z.-2096 and workshop sheet I.A.F.O.-1,370 in duplicate.

(3) Arms, ammunition and other ordnance stores returned to the arsenal shall be sent by passenger train or, if within the authorized weight, by parcel post registered and insured. All articles shall be carefully packed in strong boxed cases in which consignments have been received from the arsenal being used if possible – and sealed with the official seal of the Superintendent of Police in at least two places along the joint between the top and sides of the box and two places along the joint between the top and sides and bottom. Packages sent by post shall further be enclosed in gunny or waxed cloth. A “packing note” in the form obtainable from the Ordnance Department shall be enclosed with each package, after being signed by an officer not lower in rank than the Lines officer, in whose presence the articles have been packed. Consignments by rail shall be sent under the special railway rules, whereby the guard of the train, whenever changed, receives a special receipt for each package from his relief.

(4) The procedure prescribed above shall be followed when arms, ammunition, etc., are transferred from one district to another, otherwise than in the direct custody of a police guard.

(5) Every precaution shall be taken to prevent the inclusion of live or miss-fire rounds with empty cartridge cases returned to the arsenal. Should the arsenal report the inclusion of a live or miss-fire cartridge in a box of empty cases disciplinary action shall be taken against the officer responsible for the packing of the box.

6-31. Precaution against the issue of dummy or blank cartridges with live cartridges – Every officer, who issues ammunition to armed men or parties proceeding on duty, and the commander of each such party shall exercise special care to prevent dummy (drill) or blank rounds getting mixed up with live rounds, either at the time of issue or return of ammunition, and to prevent the substitution of rounds of local or other non-Government manufacture.

6-32. Paper for targets – Paper (blue, black and brown) for targets is procurable as required on payment from the Titagur Paper Mills, Calcutta. Payment shall be met from the contract contingent grant.

6-33. Supply of forms – “I. A.” Forms required for transactions with the Ordnance Department are obtainable on payment from the allotment under the minor head printing work done by the Central Government Press for the Provincial Government of the head “56-Stationery and Printing Reserved” on Calcutta, through the Inspector General of Police.

6-34. Extent of exemption from arms licenses – (1) No police officer may keep private arms without obtaining a proper license from the District Magistrate. (See also rule 14-22).

(2) All gazetted police officers are allowed to keep one service revolver free of license as a part of their equipment. Officers of the Indian (Imperial) Police Service may keep, without a license, one revolver or one pistol in addition to the revolver prescribed as part of their equipment (*vide* letter No. F-21/L., XVI/25-Police, dated 15th June 1926, from the Officiating Deputy Secretary to the Government of India, Home Department, to the Chief Secretary to the Government, Punjab). The revolver issued to upper subordinates are the property of Government and consequently exempt from license.

(3) Presentation of guns and other arms by the police for good work in criminal cases will be made only under the orders of the Provincial Government. Such arms are thus exempted under the Schedule attached to Indian Arms Act – (*vide* letter No. 474/Home – Genl.), dated the 28th May, 1921, from Home Secretary to Government, Punjab).

APPENDIX No. 6-10(2)

INSTRUCTIONS FOR CLEANING MUSKETS B.L. .410 BEFORE AND AFTER FIRING

Requirements:–

Pullthroughs, .303 arms	...	1 per musket
Gauze, wire (4" x 1-1/2")	...	1 per musket
Bottles, oil	...	1 per musket
Sticks, cleaning, chamber, .303 arms No.2	...	1 per 6 muskets
Oil lubricating, G.S.	gails	2 per 100 muskets

with the fingers, into the flannelette.

(c) *Stick Cleaning Chamber*, made of wood about a foot long ; at one end a slot is cut, the other end is cut square to allow a grip to be taken and the stick to be turned by hand. A piece of dry flannelette is paced in the slot and wound round the stick (to ensure that the stick is covered). The stick is then passed through the boltway into the chamber and turned round several times. This is the only effective method of cleaning the chamber.

(d) *Wire Gauze*, in pieces 2 ½ inches by 1 ½ inches, is supplied, but should only be used with the permission of an officer for the purpose of removing hard fouling or rust.

Daily cleaning – the exterior of the rifle will be cleaned daily and all particles of dirt or dust removed from the gas escapes and crevices. The frictional parts will be kept slightly oiled. The bore will be pulled through with a piece of flannelette until the rag is clean, and immediately re-oiled.

Cleaning before firing – All traces of oil will be removed from the bore, and the action wiped with an oily rag.

The cartridge and chamber will on no account be oiled before firing, nor will any lubricant be used with a view to facilitate extraction, as such a procedure is liable to injure the rifle.

Cleaning after firing –

- (i) Remove all fouling and grease from the bore.
- (ii) Pour about 5 or 6 points of boiling water through the bore from breech to muzzle, using a funnel.
- (iii) Thoroughly dry the bore and proceed to clean the rest of the rifle, thus allowing the bore to cool.
- (iv) The breech will be cleaned with a stick cleaning chamber.
- (v) Special attention will be paid to the face of the bolt, gas escapes and bayonet boss.
- (vi) If boyonets it is returned to the scabbard.
- (vii) All metal parts will be carefully wiped and oiled, after which the barret will be pulled through with a piece of oily flannelette. The bore will be found to require special care during the three days following firing.
- (viii) On active service, where boiling water is not normally available, the wire gauze will be used.
- (ix) Care must be used to prevent the browning from being rubbed off the rifle, as this is a great preventive against rust.

Cleaning after firing blank – After firing blank ammunition, special care should be taken that the cleaning is through. Although in this case there is no friction between bullet and bore, and so no internal fouling or “sweating”, there is greater accumulation of superficial fouling from blank than ball cartridge, because there is no bullet in blank ammunition to scour the fouling left by the preceding round. The firing also is in most cases more prolonged, and a greater interval must usually elapse before the rifle can be thoroughly cleaned. When blank firing precedes practice with ball, the rifles will be carefully cleaned before ball practice commences.

General Notes on care of rifle – (a) When the rifle is not in use, the leaf and slide of the back-sight should be lowered.

(b) The mainspring should never be allowed to remain compressed except when the rifle is loaded. The position of the cocking-piece shows whether the mainspring is compressed or not.

(c) The magazine must not be removed from the rifle except for cleaning or other special purposes and, to avoid weakening the spring, cartridges should only be kept in it when necessary. A failure of the spring to raise the platform can usually be overcome by tapping the bottom of the magazine smartly with the palm of the hand. If the failure recurs, the rifle should be taken to the armourer for examination and repair.

(d) The bolts of rifles are not to be exchanged. Each bolt is carefully fitted to its own rifle, so that the parts which take the shock of the explosion have an even bearing, and the use of wrong bolt may affect the accuracy of the rifle. The number stamped on the back of the bolt lever should agree with that stamped on the right front of the body.

(e) No head constable or constable is permitted to take to pieces any portion of the action, except as prescribed for cleaning, nor is he to loosen or tighten any of the screws.

APPENDIX NO. 6-17 (A)

RULES TO BE OBSERVED FOR THE PROPER CONTROL AND INSPECTION OF MAGAZINE

- (1) The magazine shall be at all times kept scrupulously clean.
- (2) A brush or broom shall be kept in the magazine for cleaning out the magazine on each occasion it is opened for the receipt, delivery or inspection of ammunition.
- (3) No lights (other than an electric torch) not smoking shall on any account be allowed inside or in the immediate vicinity of the magazine.
- (4) Oiled cotton rags and waste and articles liable to spontaneous ignition shall not be taken into the magazine.
- (5) Empty boxes shall not be kept in the magazine, nor any loose packing material.
- (6) Boxes of ammunition shall not be thrown down or dragged along the floor, and shall be stacked in wooden trestles. Where there are white-ants, the legs of the trestles should rest in shallow copper, lead or brass bowls containing a little water.
- (7) If the magazine has a lighting-conductor, it shall be tested at least once a year.
- (8) The person in charge of the magazine shall be responsible that the magazine is well and securely locked.
- (9) No unauthorized person shall at any time be admitted into the magazine.
- (10) The following shall be hung up in the magazine:-
 - (i) A copy of these rules.

- (ii) The statement required by rule 6-13(4).
 - (iii) A certificate showing the last date of testing of the lighting conductor.
- (11) The Superintendent of Police shall make at least one unexpected inspection of the Magazine under his charge every half year to see that the above rules are being complied with.

APPENDIX NO. 6-17 (B)

INSTRUCTION FOR THE EXAMINATION AND TEST AND STORAGE OF S. A. AMMUNITION ON CHARGE OF POLICE UNITS

1. Small arms ammunition may be divided into two categories as follows:-

- (a) Ammunition in sealed boxes and in open boxes with their labels intact.
- (b) Pouch or loose ammunition which cannot be identified by make and date.

Category A – (a) Ammunition in this category may be considered serviceable without test up to five years from date of manufacture provided that the boxes are intact and have not been subjected to bad storage conditions. The five year limit may be extended indefinitely provided that the ammunition has been used for practice and has given satisfactory result within the last twelve months.

(b) Ammunition over five years old which has not been used for practice within the last twelve months, or ammunition on boxes which appear to have been subjected to adverse storage conditions as indicated by rusty linings, etc, will be examined and subjected to a firing test.

A sample box from each make and date of manufacture will be opened. The cartridges will be examined visually for evidence of verdigris around the cap and other signs of deterioration. Twenty rounds will be fired from each of 2 rifles or muskets into a bank of earth or other safe place to test for miss-fires, hang fires, split cases, pierced caps, bursts, etc.

(c) If the ammunition looks good and fires without failure, it is serviceable.

If the ammunition looks good and gives a miss-fire, marked hang fire, pierced cap, burst case, split extending to within one inch of the case, or a detached hose disc, a re-test in different weapons will be carried out. If in the re-test, any of the above defects occur, the ammunition is unserviceable. If no defects occur at the re-test, the ammunition is serviceable.

If the ammunition looks doubtful, showing slight verdigris only, and if it passes firing test, it is serviceable. If any defect occurs at the firing test, it is unserviceable, providing the rifle or musket is known to be above suspicion.

If the ammunition looks bad showing marked verdigris around the cap, it is unserviceable.

The examination and test of the sample covers the remaining ammunition of the same make and date except when there is reason to believe that the box opened is not representative of the rest. In that case it will be necessary to examine and test the ammunition from each box.

NOTE 1 – When the number of boxes of one make and date is ten or under, they may be grouped with adjacent dates of the same make provided that the group of dates does not exceed 50 boxes and that the dates do not cover a period of more than 14 days.

NOTE 2 – The sample will be taken from an opened box if available. If the result is satisfactory the whole group will be sentenced serviceable. If the result is not satisfactory the sentence will only cover the actual box from which the rounds have been taken and a fresh box will be opened and treated as the sample for the group.

Category B – Loose rounds on charges, other than those obviously doubtful from handling and carriage in pouches, will generally be treated as one group. Representative samples will be examined and 40 fired and the ammunition sentenced as for Category A. If there is a large number of loose rounds on charge and some have obviously been subjected to worse treatment than the others they should be liked into groups according to "condition," each group being tested and sentenced separately.

2. The foregoing is intended to apply particularly to M. h. Rifles and B.L.-476 bore ammunition.

3. Special instructions for examination of B. L. -410", -303" and -455" revolver ammunition.

(a) The instructions in paragraph I apply also to the above mentioned ammunition with the following exceptions.

The casualties that may occur are miss-fires, hang fires, pierced caps, blow backs, burst cases or split cases.

A blow-back is an escape of gas between the cap and the wall of the cap chamber, if serious, it will be indicated by an escape of gas from the gas escape hole on the left of the barrel body at the moment of firing. The base of the cartridge case will be badly blackened by this casualty.

A burst case is a fracture either at the base or within 1 ½ inches of the base of the cartridge case. Fractures further forward on the case body are known as splits and if only occasional may be ignored. Bursts are to be regarded as serious casualties.

4. When in doubt as to sentence, the matter should be referred to the Chief Ordnance Officer at the nearest arsenal who will arrange for such tests as may be necessary and advise accordingly, or in case of further doubt, refer to the inspector of Ammunition, Kirkee.

5. *Storage –* Boxes containing S. A. A. should be kept raised a few inches from the floor by supporting the bottom layer on battens or other suitable supports ; they should also be kept a few inches clear of the wall.

The store room should be kept clean and dry, ventilation receiving due attention.

Tin plate linings should not ordinarily be opened until the ammunition is required for use or test.

FORM No. 4-31

POLICE DEPARTMENT

_____DISTRICT

Arms distribution Register, Part-I

THE FOLLOWING SHALL BE ENTERED IN THIS REGISTER, SEPARATE PAGES BEING ALLOTTED TO EACH:---

(1) Rifles, M.L.E, (2) Bolts, (3) Bayonets patt. .07 or .03, (4) Scabbards Bayonets patt. .07 or .03, (5) pullthroughs, (6) oil bottles, (7) Rifles .2 inch, (8) muskets, .476 and .410 (9) Bayonets pat. .87, (10) Bayonet Scabbards patt. .03 or .87 (11) Jags, (12) Protectors foresight, (13) Slings.

Name of article _____

Sanctioned No. _____

1	2	3																
Date of	Nature of receipt of Expenditure	ALLOCATION																
Receipt Equipment		(To be sub-divided according to the number of police station guards, etc. (including the lines) where arms are hel																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Note – In column 3 the allocation of each description of article in lines and in each standing guard, Police Station and Post shall be shown separately in a sub-column.

Arms Distribution Register Part ii

REGISTER SHOWING THE DISTRIBUTION OF GOVERNMENT REVOLVERS IN THE POSSESSION OF THE POLICE IN THE _____ DISTRICT.

1	2	3	4	5	6	7
Serial No.	Number make and description of revolver	Whence received and date.	Name No, and rank of the officer to whom it is issued	Authority and date of issue	Date on which the revolver is returned to the armoury and reference to the serial No, of the entry regarding its re-issue.	Remarks.

FORM No. 6.8 (3)

District _____

Serial No. _____

WEAPON HISTORY SHEET

Class of the weapon _____

Mark of weapon	Factory No.		Date of receipt	Inspection by C.C.M.A.		Date of condemnation	Date of exchange i.e., of receipt of new weapon (see note below).	Arsenal Repair		Local Repair		Remarks
	Body	Bolt		Date	Remarks			Item	Date	Item	Date	

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*To be hand drawn

Note I – A – Receipts; B – Issues; C – Balance

Note II – An Urdu register of 100 pages, divided into separate parts for Ball, Buck-shot and Blank Ammunition.

FORM No. 6.20 (2)

STOCK BOOK OF COMPONENT PARTS

(TO BE DIVIDED INTO SEPARATE PARTS CORRESPONDING TO
TABLES 7, 8, 9 AND 11 OF EQUIPMENT TABLES.)

1	2	3	4	5	6
Item Number	Description of part	Authorized Stock	Number issued to armourer	Date of issue	Reference to Loss Statement or authority on which issue was made.

*To be hand drawn

Note I – Columns 1–3 will correspond with Equipment Table.

Note II – Sufficient space should be left between each item in columns 1–3 to permit of several entries being made in columns 4 – 6.

CHAPTER–VII Mounted Police.

7-1. Composition of mounted police – Mounted police consist of such number of sub-inspectors, head constables and constables as may be sanctioned from time to time.

In addition to their pay they receive horse or camel allowances at rates given in rule 10-75.

7-2. Mounted officers – All gazetted and upper subordinate police officers, except assistant sub-inspectors, are mounted officers, except assistant sub-inspectors, are mounted officers, and are required to maintain a standard of efficiency in horsemanship which enables them to perform journeys on horseback and other duties with the mounted police. The Inspector-General may lower this standard or grant complete exemption from it by general or special order in the case of officers appointed solely and permanently for duties which do not involve mounted duty.

All mounted officers are required to maintain saddlery, as prescribed in Chapter V, and a suitable horse, in accordance with the standards laid down in Inspector-General may exempt any officer from keeping a horse for so long as he is employed in a post which does not involve mounted duty and that upper subordinates employed in posts for which no horse allowance is authorized (*vide* rule 10-74) shall be similarly exempted while so employed. Examination may also be granted by the Inspector-General at his discretion to upper subordinates while employed in a Central Intelligence Agency, cantonment, city or large civil station, provided that motor cycle, in lieu of a horse, is kept.

7-3. Qualifications – Recruits for the mounted police shall be obtained either by direct enlistment of men likely to make good horse or camel sowars or by the voluntary transfer of suitable men from the foot police. Ordinarily only such men shall be taken into the mounted police as have already some knowledge of an aptitude for the management of horses or camels. If such men are not already trained foot Policemen, they shall be required to undergo the same course as is laid down for recruits to the foot police as well as receiving the training laid down in rule 7-5 below.

7-4. Utilization of mounted police – (1) The chief uses of mounted police are (a) organized operations against mobile gangs of criminals, (b) patrolling for the prevention of dacoities, highway robbery and the like, (c) the control of crowds and dispersal of disorderly mobs, (d) assistant to the foot police in traffic control, (e) process serving, message carrying and escort duty, where conditions are suitable.

(2) Horse police shall ordinarily be employed only on duties coming under classes (a) to (d) above and, for their better training in these duties, are organized in troops. Camel police are unsuitable for duties coming under classes (c) and (d) above, but can often be used to advantage on duties coming under class (e).

(3) Mounted police may be temporarily transferred anywhere in the province by order of the Inspector-General, and from one district to another in the same range by order of the Deputy Inspector-General, if the conditions of crime of public order warrant it, or for annual training if proper facilities do not exist in the district to which they are permanently posted. Mounted police shall not be employed on orderly duty but, when not required for training or for duties of the nature specified in sub-rule (1), a mounted constable may be used for the conveyance of urgent message on particular occasions. Constables mounted on horses shall, however, under no circumstances, be required to carry heavy post or parcels.

(4) Subject to the condition laid down in the preceding sub-rules Superintendent are empowered to employ e mounted police in their district at their discretion.

7-5. Training of mounted police – (1) Mounted police shall be especially taught –

- (i) to ride and handle their horses in a horse manlike manner;
- (ii) the use of the mounted police baton;
- (iii) mounted squad drill;
- (iv) to saddle and unsaddle and to groom a horse thoroughly;

(v) stable management, *i.e.*, to keep their horses healthy and in good condition and the stable clean and sanitary;

(vi) to lay out their stable gear properly for inspection;

(2) For the instruction of mounted police the principles and general system contained in "Cavalry Training 1924" shall be followed, especially the following chapters:--

Chapter II - Section 34 to and - formations and drill.

Chapter III - Horse mastership, stable management, saddlery and minor ailments,

Chapter IV - Equitation.

Chapter VII - Rifles and revolver drill.

Chapter IX - Sections 147 to 164 - Mounted troop drill.

Chapter XIV - Sections 237, 238 and 244 - Marching and march discipline,

Chapter XV - Sections 256-8 and 263 - Field Training.

NOTE

A copy of this Manual shall be supplied to Superintendents of districts in which Mounted Police are attached.

They shall also receive special instruction in the efficient performance of the duties specified in rule 7-4 and shall ordinarily be removed from the mounted police if they fail in two consecutive years to reach the standard of first class shots.

(3) Arrangements shall be made when possible for sub-inspectors and head constables of mounted (horse) police to be attached to cavalry regiments for training as troop and section leaders to the extent covered by rule (2) above.

7-6. Arms - Mounted police shall be armed with mounted police batons and rifles M.L.E. 303 and bayonets.

7-7. Animals in possession of mounted police - Horses or where ordered by the Inspector General, camels, which are up to the standards laid down in rule 7-17(3), shall be maintained at the rate of one for each sub-inspector, head constable and mounted constable of the sanctioned mounted police establishment.

7-8. Mounted police reserve - The reserve for the mounted police is embodied in the general reserve of head constables and constables and constables sanctioned for fixed duties. Horse and camel allowances will be drawn only for the sanctioned effective establishment, exclusive of any reserve, and subject to there being no vacancies in the corresponding establishment of horses or camels. Recruits for the mounted police will be borne on the dismounted reserve until they are absorbed in vacancies in the mounted establishment. Such vacancies shall be filled immediately on their occurrence by transfer from among trained men of the foot police, so that the corresponding horse or camel allowance may be drawn. Men sick or on leave will continue to draw their horse or camel allowances.

7-9. The Chanda Fund - One General Provincial Chanda Fund shall be maintained under the regulations hereinafter contained.

7-10. Membership of Chanda Fund - (1) The members of the mounted police shall subscribe to the chanda fund. Upper subordinates of the foot police, who are required to be mounted on horses and who draw horse allowance accordingly, may become subscribers either on permanent to upper subordinate rank or at any time subsequently, but shall not thereafter cease to be subscribers so long as they continue to draw horse allowance.

(2) No subscription should be recovered during the period that a member of the mounted police is without a remount and draws no conveyance allowance.

(3) Rate of monthly subscription will be published, from time to time, in the *Police Gazette*.

7-11. Chanda Deposit - (1) When a vacancy occurs in the mounted police the man posted to fill it shall pay into the chanda fund Rs.300 or Rs.250 according as he is joining as a horse or a camel-sowar. In the case of a man joining as a camel-sowar, the Superintendent may at his discretion allow him to produce his own camel provided (a) that there is a vacancy in the establishment of camels, (b) that the camel produced is up to the standard laid down in rule 7-17(3).

(2) Such new member of the fund shall, on payment in full of his deposit, or on the acceptance of the camel produced by him, become entitled, subject to his continued payment of his monthly subscription, to be provided with a horse or camel, according to the amount of his deposit, throughout the period of his membership of the fund.

7-12. Refund of chanda deposit. - When a mounted police officer ceases to be a subscriber to the fund he shall receive back from the fund the amount which he deposited on joining it; provided that,--

(a) The horse or camel allotted to him at the time of his ceasing to be a member of the fund shall be examined by a chanda committee (vide rule 7-16 (1)). If such committee is of opinion that such horse or camel has been rendered permanently unfit for police service, or is at the time of examination unfit for service from injury or illness caused in either case by the misconduct or neglect of the subscriber, it may record a finding that the subscriber should forfeit either the whole or part of his deposit. Such finding shall be submitted to the Deputy Inspector General, whose order in confirmation or modification thereof shall be final.

(b) If, in the course of his service as a subscriber to the fund, a chanda committee shall record a finding that he has been responsible through misconduct or neglect for the death of any horse or camel allotted to him, or for the injury or illness of each animal necessitating its being cast as unfit for police service, he shall, at the time of his ceasing to be a subscriber, forfeit the whole or a part of his deposit according to the final award of the Deputy Inspector General recorded on such finding.

(c) A subscriber who, on joining the fund, has been permitted to bring his own camel in lieu of paying in a deposit shall, if he is still in possession of the same camel or of another camel, produced by himself, have the option, when ceasing to be a member of the fund, of either taking away his camel or offering it to the fund. In the latter case the camel shall be examined by a chanda committee and shall be accepted and taken over by the fund, provided it is found to be, in consideration of its age and length of service, in good condition and to show no signs of neglect or ill-treatment. If the camel is accepted by the fund, the subscriber shall be paid the amount equivalent to the deposit which he would have been required to make, under the rule in force at the time when he joined the fund, had he not brought his own camel.

(d) The refund of chanda deposit, to which a mounted policeman dying while a member of the fund would be entitled, shall be credited to his estate in the police deposit fund.

NOTE

A subscriber shall, on ceasing to be a member, receive no more than the following sum, being the value of the animal which he originally brought to the fund under the rules previously in force :-

Joined prior to 1 st July 1905	Rs. 180 for a horse.
		Rs. 180 for a camel.
Joined between 1 st July 1905 and 30 th September 1910	Rs. 200 for a horse.
		Rs. 120 for a camel.
Joined between 1 st October 1910 and 31 st October 1913	Rs. 200 for a horse.
		Rs. 150 for a camel.
Joined between 1 st November 1913 and 1 st May 1922	Rs. 230 for a horse.
		Rs. 170 for a camel.
After 2 nd May 1932	Rs. 300 for a horse.
		Rs. 250 for a camel.

7-13. Status of optional subscribers – (1) Provided that, on first joining the fund, a horse of an optional subscriber is passed by a chanda committee, after such committee has obtained the necessary veterinary opinion, as up to the standards required, such subscriber shall become entitled to the benefits of the fund in respect of remounting and veterinary treatment, subject to the condition stated in sub-rule (2) below.

(2) (a) The chanda fund shall be under no obligation to take over the horse of an optional subscriber on his death or ceasing to be a subscriber, but may do so, if there is a vacancy and if the horse offered by the subscriber or his heirs is suitable. In the latter case the amount payable by the fund as refund to the value of the horse shall be governed by the foot-note to rule 7-12

(b) Optional subscriber shall not be entitled to have their horses fed under the system prescribed in rule 7-24 but the Superintendent may allow any such subscriber to participate in such system, if he is permanently posted in the lines or other place where such feeding arrangements are in force.

(c) The horses of optional subscribers will remain with them when on leave, or transfer

(d) An optional subscriber requiring a remount may purchase one privately or through a purchasing officer (rule 7-17 (2)). In the former case the horse shall be produced before a chanda committee for acceptance. He shall not be required to take over a horse already borne on the chanda, unless he wishes to do so and the Superintendent agrees to such transaction.

(e) The provisions of rules 7-22, 7-30 and 7-31 regarding docking tails, disposal of foals and cast animals and penalty for neglect in care and feeding shall be binding on optional subscribers.

7-14. Allotment of horses and camels – All allotments and re-allotments of horses and camels, other than temporary allotment, shall be entered in the order book.

7-14-A. Compensation for loss of animals – (1) Compensation is allowed to the chanda fund for the loss of a horse or camel borne on the strength of the chanda provided the loss occurred when the animal was present for duty, and was not preventable by those in charge of the animal.

The loss or total disablement must further have resulted from risk of an exceptional nature such as might be incurred during the pursuit of raiders or long journeys on escort duty.

This rule is inapplicable to loss or disablement caused by accident incurred in the course of ordinary training of duty. The journey must have been carried out under the orders of the Superintendent of Police or other superior authority. Compensation is also admissible when death or destruction is the result of inoculation or other prophylactic treatment carried out by a properly qualified person.

The fact shall be testified to by the Superintendent of Police and, if possible, by a veterinary officer. Compensation will be awarded on the order of the Inspector – General of Police. Compensation will be awarded on the order of the Inspector – General of Police. Compensation will be credited to the chanda fund from funds at the disposal of the Inspector – General of Police.

Compensation is not admissible when death is the result of disease.

(2) The maximum compensation admissible is as follows:--

(a) For horses–

Under 10 years of age or 6 years service, the original price.

Under 11 years of age or 7 years service, less 5 per cent.

Under 12 years of age or 8 years service, less 13 per cent.

Under 13 years of age or 9 years service, less 23 per cent.

Under 14 years of age or 10 years service, less 35 per cent.

Under 15 years of age or 11 years service, less 50 per cent.

Under 16 years of age or 12 years service, less 70 per cent.

NOTE

If a horse is brought on the strength before four years old, compensation is calculated by length of service if over four years by the age limit.

(b) For camels. –

Under 9 years of age or 3 years service, the original price.

Under 10 years of age or 4 years service, less 5 per cent.

Under 11 years of age or 5 years service, less 25 per cent.

Under 12 years of age or 6 years service, less 50 per cent.

Under 13 years of age or 7 years service, less 70 per cent.

(3) The scale of compensation is applicable to owners or camels when the animals are affected with *surrah* and are destroyed by the order of the Superintendent of Police on the written opinion of a veterinary officer that the disease constitutes a public danger.

7-15. Transfer of subscribers – On the transfer of a subscriber, other than an upper subordinate, to another district he shall surrender the horse or camel allotted to him in the district which he is leaving, and shall be allotted another one in his new district; provided that the provisions of rule 7-12(b) shall apply, if the animal which he surrenders is unserviceable through his misconduct or neglect. A statement showing the amount, if any, of the subscriber's deposit which has been declared forfeit under the rule referred to above, and of any arrears of chanda subscription due from him shall accompany him on transfer. Upper subordinates who are subscribers to the Chanda Fund shall ordinarily be permitted to take their horses with them at Government expense on transfer to another district.

7-16. Chanda committee – (1) A chanda committee shall be constituted on occasion demands; it shall consist of the Superintendent himself, or, in his unavoidable absence, another gazetted officer specially designated by him, an Inspector or sub-inspector, and a mounted police officer who shall if possible be of or above the rank of head constable. If the Superintendent does not himself preside, decisions and findings of the committee shall require his countersignature.

(2) Proceedings of the chanda committee shall be recorded in Form 7-16(2). Proceedings under rule 7-12(a) and (b) shall be conducted in the presence of the subscriber concerned; a summary of the evidence and of the explanation of the subscriber shall be recorded, and a considered finding shall be prepared and signed by all the members of the committee.

7-17. Remounts – (1) Horses or camels borne on the Chanda Funds and considered by a Chanda Committee after reference to a Veterinary Officer to be unfit for service due to old age, accident or where the Veterinary Officer considers immediate destruction necessary, destruction should be carried out at once without awaiting the Assembly of a Committee and the orders of the Inspector – General of Police. The Committee shall, with the approval of the Inspector – General of Police, be cast. In cases of accident where the Veterinary Officer considers immediate destruction necessary, destruction should be carried out at once without awaiting the Assembly of a Committee and the orders of the Inspector – General of Police. The Committee shall in such cases report all the circumstances subsequently.

(2) Remounts shall be purchased in such a manner and by such officers as the Inspector – General may from time to time direct. Superintendents requiring remounts to replace horses or camels which have died or been cast shall notify their requirements to one of the officers so designated.

(3) Horses selected as remounts shall be between four and six years of age, not less than 14 hands 1 inch in height, capable of carrying 13 stone, and suitable for police work. No purchase shall be concluded until the horse has been certified as sound and of the prescribed age by a qualified veterinary officer. Camels shall be between six and seven years of age and shall be carefully tested as to their trotting powers and passed sound and of correct age by a qualified veterinary officer before being purchased or accepted on the establishment.

(4) European inspectors as sergeants and upper subordinates employed on duties which do not ordinarily necessitate their riding long distances may be permitted on their Superintendents to mount themselves on suitable horses about to be cast from mounted units of the regular army, but officers so mounted shall not be eligible to join the chanda fund.

7-18. Purchase of remounts – (1) Purchasing officers are authorized to pay Rs.300 for horses and Rs.250 for camels as an average price for all purchases made during any one year. Subject to the required veterinary certificate in each case and to their satisfying themselves that the animals purchased are in every way suitable for police work, they may pay any price provided this average for the year is not exceeded. To enable them to make prompt payments, purchasing officers may be granted advances from the chanda fund by the Inspector-General, which they will recoup by bills in form 10-59.

(2) Superintendents on whose behalf remounts are purchased are not authorized to reject the, but, if they have reason to consider any remount seriously below the required standard, they may report the case to the Deputy Inspector-General. Superintendents should give notice to purchasing officers as long in advance as possible of their intention to cast any animal borne on the fund, so that suitable arrangements for its replacement may be made. When notice cannot be given in anticipation of the vacancy, purchasing officers shall endeavour to supply a remount within one month.

7-19. Assistance to be rendered by Veterinary Department – Superintendents of the Civil Veterinary Department have been directed to afford assistance to police officers free of charge when purchasing remounts at fairs.

Veterinary officers of the Army Remounts Department have also been instructed to render professional assistance free of charge to police officers when purchasing remounts at those fairs which are held in the horse-breeding circles under the control of the Army Remount Department.

7-20. Purchase of branded mares, etc. – Police officers are forbidden to purchase, as remounts for the police or for themselves, any mare or filly branded (E.I.), (G.I.), (G.I/V.), (G.I/P.), (G.I/A.), (G.I/C.), (stable number over (J.C.) or stable number over (L.B.)), unless the owner or possessor of such animal produces a certificate from a competent authority authorizing the sale of such animal on the ground that the animal is barren. Purchasing officers and Superintendents shall be responsible that this order is strictly obeyed. Every facility shall be given to the owners of remounts purchased to compete in classes at shows, and for inspection by officials of the show and of the Civil Veterinary Department and Army Remount Department.

7-21. Purchases for individual officers – Gazetted officers to whom government grants for the purchase of chargers have been made, and other gazetted officers and upper subordinates wishing to purchase chargers may avail themselves of the assistance of purchasing officers in selecting suitable horses. In such cases all arrangements shall be made personally between the purchasing officer and the officer desiring his assistance, and the former shall be under no obligation to act, unless he receives in advance funds to cover the purchase.

7-22. Disposal of foals and cast animals – (1) Cast horses and camels shall be sold, provided that any animal, which by reason of permanent injury cannot be worked without cruelty, shall be destroyed. Foals of horses and camels borne on the chanda are the property of the fund and shall be sold as soon as they have reached a suitable age. Expenses incurred in their keep up to the time of sale shall be borne by the fund. Proceeds of sales under this rule shall be credited to the fund.

(2) The use for breeding of mares borne on the chanda and of all mares entered in the register maintained under the rule 7-32(1) is prohibited; provided that this rule may be relaxed on the authority of the Deputy Inspector-General of the range on the recommendation of a veterinary officer or for other special reasons.

7-23. Veterinary treatment – (1) All charges for medical treatment of horses and camels when such is not rendered necessary by ill-treatment or carelessness on the part of a subscriber, and for the castration of horses and camels when such operations are specially ordered by the Superintendent, shall be borne by the fund.

Veterinary Surgeons and Assistants, however, whether in the Government service or employees of local bodies, have been directed to afford medical and surgical assistance gratis to all police horses brought to them.

(2) As soon as a remount is accepted for the Chanda Fund, the Superintendent of Police, or the purchasing officer, shall have a veterinary sheet prepared for each horse or camel in I.A.F.V.-1752. This sheet will always accompany the animal, and each time the animal is sent to the veterinary officer, the history sheet shall be sent with it for that officer to enter his remarks therein. In no circumstances shall these history sheets be destroyed, duplicates issued or any alterations made in the original description of the animal, without the authority of the Superintendent of Police. Duplicate sheets will be marked as such. This endorsement and any alteration in the description on a sheet, whether original or duplicate, will be signed and dated by the Superintendent of police. Copies of the form referred to above are obtainable from the Central Police Office.

7-24. Feeding and up-keep of horses and camels – (1) The cost of feeding and, in the case of horses, shoeing, and the cost of such articles of stable gear as are not provided under rule 4-27(2) from the equipment fund shall be paid by the recipients of horse or camel allowances.

(2) Scales of feeding shall be laid down and arrangements for the purchase of grain and fodder, as directed in rule 7-25, shall be made in each district in which mounted police are posted. The sub-inspector or head constable in charge of the mounted police shall be personally responsible for the feeding of horses and camels according to the prescribed scale, under the direct supervision of the Superintendent himself, or of a gazetted officer specially designated by him for the purpose.

(3) Accounts shall be kept by the officer in charge of the mounted police in a register in Form 7-24(3) showing the detail of supplies issued and debitably monthly to the horse or camel allowance of each individual mounted policeman. These accounts shall be made up to the twentieth of each month and a statement of the deductions to be made, as shown in column 7 of the register, shall be forwarded on the twenty first to the accountant for incorporation in, and attachment to, the acquittance rolls.

(4) At the time of disbursement of pay the details of each man's account of deductions as shown in the register shall be explained to him by the Lines Officer in the presence of the officer in charge of the mounted police, and any contested item, which cannot be settled on the spot, shall be referred to the Superintendent for orders, disbursement being made meanwhile in accordance with the acquittance roll.

(5) Negligence, inefficiency or dishonesty on the part of a sub-inspector or head constable of mounted police in the exercise of the responsibility laid upon him by this rule shall, in the absence of mitigating circumstances, entail a punishment not less severe than that of reduction.

7-25. Purchase and retail of grain and fodder – Fodder and grain for the mounted police shall be purchased in bulk according to requirements and to conditions as to storage room and availability of supplies. Advances for the purchase will be made from the Remount Fund which will be recouped as recoveries are made from the mounted police to whom fodder and grain are issued. All supplies so purchased shall be examined by a chanda committee as to weight and quality and such committee shall fix the rates at which such supplies shall be retailed to mounted policemen. Rates shall be fixed monthly in advance to cover the average purchase price of supplies issuable during the ensuing month, carriage and any other incidental charges, together with a surcharge of one anna in the rupee to protect the fund against losses in bulk occurring in the ordinary course of storing and handling. Payment for purchases shall not be made until supported by the report of the chanda committee in form 7-16(2). Retail rates fixed by the chanda committee shall be entered in the order book, copies of the order being made over to the officer in charge of the mounted police and hung up in the mounted police barrack for the information of the men.

7-26. Feeding of camels – In districts where the mounted police mounted on camels, the Deputy Inspector-General shall decide, in consultation with the Superintendent of Police, whether to allow each subscriber to the fund to feed the camel belonging or allotted to him by direct purchase of grain and fodder paid for from his allowance, or to introduce the system prescribed for troops mounted on horses. In the former case the accounts ordered in rule 7-24(3) need not be kept.

7-27. Horses and camels of men sick, on leave and under suspension – (1) The horses and camels of mounted policemen sick or on leave shall be made over to the Line Officer or officer in charge of the mounted police, who shall be responsible for the feeding and keeping of such animals. No conveyance allowance shall be drawn for the absentee except to meet expenditure actually incurred on the feeding shoeing and maintenance of the animal and the Chanda subscription for the period of man's absence. The Chanda subscription shall be credited to the Police Remount Fund. Such horses and camels shall be looked after and may be used for instruction or duty by recruit or other men of the mounted police, as ordered by the gazetted officer in supervisory charge. In such cases responsibility under Rule 7-12(b) for loss or injury by misconduct or neglect shall rest with the man so ordered to look after and use the animal, provided that no policeman shall be so held responsible for more than once animal at a time.

NOTE

The Superintendent of Police concerned should attach to the establishment bill in which conveyance allowance is drawn a certificate in the following form :-

Certified that the amount drawn on account of conveyance allowance of mounted policemen sick or on leave does not exceed the actual expenses incurred by the _____
Line officer _____ on the feeding, showing and other

Officer in charge of the mounted police _____ maintenance charges of the animal and the chanda subscriptions for the period of the man's absence and that the amount has been paid to the _____
Line Officer _____ and not to the absence .

Officer in charge of the mounted police.

(2) Mounted police officers placed under suspension, or who temporarily cease to be members of the chanda fund owing to their transfer to post where they are not required to maintain a charger and their substitutes in the post from which they are transferred are not members of the fund, will cease to draw horse, pony or camel allowance, as the case may be, and hand over their mounts to the Lines Officer or the officer in charge of the mounted police, 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 or otherwise temporarily ceasing to be members of the chanda fund." Where there is a system of feeding animals by the purchase of supplies in bulk, the accounts shall be kept as for other animals in a register in form 7-24 (3) by the officer in charge of the mounted police who shall communicate the amount of expenditure so incurred to the accountant who shall draw it on a contingent bill form and pay it to the officer in charge of the mounted police. Elsewhere the accounts shall be kept by the Lines Officer who shall incur expenditure from the permanent advance recouping it in the manner detailed above. A suspended mounted police officer on reinstatement – even if such officer is found not guilty of charges preferred against him will not be given conveyance allowance for the period of suspension. A mounted police officer temporarily ceasing to be a member of the chanda fund will not be given the conveyance allowance admissible when a mount is maintained but may draw any other conveyance allowance to which he may otherwise be entitled under any rules for the time being in force as a non-mounted police officer.

NOTE

The term mounted police officers includes members of the mounted police as well as upper subordinates who keep mounts.

(3) Mounted Police Officers proceeding on leave on average pay not exceeding four months or earned leave not exceeding 90 days under sections II and III of Chapter VIII of Civil Service Rules, Volume I, Part I, as the case may be or undergoing promotion courses at the Police Training School, Phillaur, or on deputation to the Recruits Training Centres or on deputation to the Police Training School, Phillaur, and Sub-Inspectors when posted to the mobile patrols, who are in possession of horses or camels shall hand over their mounts to the Lines Officer or the officer in charge of the Mounted Police who shall be responsible for the feeding and keeping of such animals under the supervision of a gazetted officer. No conveyance allowance shall be drawn for them except to meet expenditure actually incurred on the feeding,

shoeing and maintenance of animals for the period of their absence on leave or training at the Police Training School, Phillaur, or on deputation to the Recruits Training Centres or on deputation to the Police Training School, Phillaur, or in the case of Sub-Inspectors when posted to the Mobile Patrol. The accounts shall be kept in form 7-24 (3), Such horses and camels shall be looked after and may be used for instruction or duty by Mounted Upper Subordinate under orders of the gazetted officer in supervisory charge. In such cases responsibility under rule 7-12 (b) for loss or injury by misconduct or neglect shall rest with the officer so ordered to look after or use the animal, provided that no policeman shall be held responsible for more than one animal at a time. Where, however, adequate accommodation for horses and syces is not available in the Police Lines, the Superintendent of Police may authorise such officers to make their own arrangements for the care and maintenance of animals and draw the prescribed conveyance allowance admissible to each of them. Assistant Sub-Inspectors are not mounted Police Officers, - vide Police Rule 7-2, they get a pony allowance if actually maintaining a mount and are exempted from the operation of this rule.

7-28. Account of purchase and retail of fodder, etc. - (1) An account shall be kept by the officer in charge of the mounted police in form 10-50 (b) of all receipts and expenditure in connection with the feeding of horses or camels, and other operations provided for in rule 7-22 (1). The cash balance of the account shall be kept in the police cash chest tump sum additions and withdrawals being shown in the case chest account (rule 10-12) with a cross reference with the account maintained under this rule.

(2) A copy of this account shall be made monthly in English by the gazetted officer in charge of the mounted police immediately after the receipt of deductions at the time of disbursement of pay to the mounted police. Such gazetted officer shall personally sign the acquittance roll in acknowledgement of receipt of the total sum recovered by such deductions and shall deposit that sum in the cash chest. He shall then present the English account to the Superintendent, who will, after checking the balance shown with the actual balance in the cash chest, file the English account in a yearly file.

7-29. Control by Deputy Inspector - General. - Deputy Inspectors - General at their annual inspections of districts in which mounted police are posted shall examine in detail the working of the feeding arrangement and the accounts connected therewith, and shall report especially on the balance in the cash chest on account of purchase of supplies.

7-30. Penalty for neglect in care and feeding. - (1) When, as a result of enquiry either by a gazetted officer alone or of a chanda committee, it is held to the neglect or misconduct of any mounted police officer, the allowance of such officer shall be forfeited to Government; provided that only such portion of such allowance shall be refunded to the treasury as may be left over after meeting the feeding and other charges debatable thereto and such additional expenses on drugs, medical appliances and veterinary charges as the circumstances may have necessitated.

(2) Orders under sub-rule (1) above shall be subject to confirmation by the Superintendent, but shall not be appealable.

(3) The penalty authorized in sub-rule (1) above may be additional to any disciplinary punishment ordered in connection with the neglect or misconduct involving the incapacity of the horse or camel, and to any order under rule 7-12 (b).

7-31. Docking of tails of horse. - The tails of police horses shall not be docked. If stallions are purchased they shall be castrated.

7-32. Register of horses and camels. - (1) In districts where there are mounted police or optional subscribers to the chanda fund, a register shall be maintained in Form 7-32 (1) of all horses and camels borne on the chanda.

(2) A separator in the same form shall be maintained for all enrolled police officers who, though not members of the chanda fund, are required to maintain horses. Entries shall be made on horses, including remounts in replacement of cast horses, being passed under rule 7-33 below.

7-33. Rules regarding horses of police officers who are not subscribers to the chanda fund. - (1) All horses purchased by police officers as chargers, either with funds advanced to them by Government or in order to qualify for a conveyance allowance (vide rule 10-75), shall be produced before a chanda committee constituted in accordance with rule 7-16(1) and no horse shall be accepted as qualifying the officer producing it for the grant of conveyance allowance, unless it has been passed by such committee; provided that:--

- a). In the case of horses purchased by Assistant Superintendents and Deputy Superintendents of Police, the Superintendent shall himself preside over the committee.
- b). A horse purchased by Superintendent shall be produced before the Deputy Inspector - General instead of a chanda committee.
- c). A horse purchased by a purchasing officer (rule 7-18) shall be accepted without further examination.

2). If, in the opinion of the Superintendent, a horse not borne on the chanda, for which conveyance allowance is drawn, is unfit for the duty it is required to perform, it shall be produced before a chanda committee. If such committee reports the horse to be permanently unfit for the duty required of it, the owner shall be required to dispose of it and produce a suitable horse for examination within one month; provided that this period may be extended by one month by order of the Deputy Inspector - General for adequate reasons. Alternatively to reporting a horse totally unfit, a chanda committee may in such cases make such recommendation as it thinks fit, to provide for the removal of temporary unfitness and as to responsibility for such unfitness. The Superintendent shall deal with such recommendation at his discretion, subject to the proviso that officers, who are not subscribers to the chanda fund, are not entitled to free veterinary services or any assistance from the fund or from Government in their horses.

7-34. Branding of horses and camels. - Horses and camels brought on to the chanda shall be branded in the right ear by the method in use for cattle-branding. Each animal will be branded with the district cypher letters and a district serial under. When an animal is cast from the chanda, it shall be branded in the left ear with the letter "C" and the last two figures of the year in which the casting took place, e.g., "C.28" Ink and branding implements may be obtained on application to the Deputy Inspector - General, Criminal Investigation Department, and paid for from the equipment fund.

Form No. 7-16 (2)

Proceedings of a Chanda Committee assembled at _____ on _____ by order of _____ for the purpose of _____

NOTE

The signature of each officer composing the committee should be attached at the end of the proceedings.

PRESIDENT:

MEMBERS:

The committee having assembled pursuant to order proceed to -

(Standard Form)

FORM No.7-24(3)

POLICE DEPARTMENT.

_____ DISTRICT.

DETAIL OF GRAIN AND FODDER SUPPLIED BETWEEN _____ AND _____ TO MOUNTED POLICEMEN FOR FEEDING HORSES/CAMELS, BORNE ON THE CHANDA FUND AND OTHER MISCLLANEOUS CHAGES TO BE DEDUCTED IN ACQUITTANCE ROLL. (RATE FOR GRANIN / FODDER WITH REFERENCETO ORDER BOOK _____)

1	2	3													
Serial No.	Name, grade and No. of Mounted Policemen	DATE													
Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	
	Initial of sub-inspector and date at foot of each daily column.	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	
1	2	3													
Serial No.	Name, grade and No. of Mounted Policemen.	DATE -concl'd													
Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	
	Initial of sub-inspectors and date at foot of each daily column.	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	

(Standard Form)

FORM No, 7-32(1)

POLICE DEPARTMENT .

_____ DISTRICT.

REGISTER OF HORES AND CAMELS BORNE ON THE CHANDA FUND OF THE ABOVE DISTRICT.

1	2	3	4	5	6	7	8	9	10	11		
Horse or camel	Description of Horse or Camel								Name of committee who passed animal or names of purchasing officer.	Rank name and number of officers to whom the horse or		
	Age oil enrolment		Height		Colour	Particulars of breed, giving name of	Particular mark.	Date of enrolment			Price	Date andr cause of becoming non effective

Years	Months	Hands	Inches	sire	camel is allotted with dates of

(Standard Form)

CHAPTER-VII Mounted Police.

7-1. Composition of mounted police – Mounted police consist of such number of sub-inspectors, head constables and constables as may be sanctioned from time to time.

In addition to their pay they receive horse or camel allowances at rates given in rule 10-75.

7-2. Mounted officers – All gazetted and upper subordinate police officers, except assistant sub-inspectors, are mounted officers, except assistant sub-inspectors, are mounted officers, and are required to maintain a standard of efficiency in horsemanship which enables them to perform journeys on horseback and other duties with the mounted police. The Inspector-General may lower this standard or grant complete exemption from it by general or special order in the case of officers appointed solely and permanently for duties which do not involve mounted duty.

All mounted officers are required to maintain saddlery, as prescribed in Chapter V, and a suitable horse, in accordance with the standards laid down in Inspector-General may exempt any officer from keeping a horse for so long as he is employed in a post which does not involve mounted duty and that upper subordinates employed in posts for which no horse allowance is authorized (*vide* rule 10-74) shall be similarly exempted while so employed. Examination may also be granted by the Inspector-General at his discretion to upper subordinates while employed in a Central Intelligence Agency, cantonment, city or large civil station, provided that motor cycle, in lieu of a horse, is kept.

7-3. Qualifications – Recruits for the mounted police shall be obtained either by direct enlistment of men likely to make good horse or camel sowars or by the voluntary transfer of suitable men from the foot police. Ordinarily only such men shall be taken into the mounted police as have already some knowledge of an aptitude for the management of horses or camels. If such men are not already trained foot Policemen, they shall be required to undergo the same course as is laid down for recruits to the foot police as well as receiving the training laid down in rule 7-5 below.

7-4. Utilization of mounted police – (1) The chief uses of mounted police are (a) organized operations against mobile gangs of criminals, (b) patrolling for the prevention of dacoities, highway robbery and the like, (c) the control of crowds and dispersal of disorderly mobs, (d) assistant to the foot police in traffic control, (e) process serving, message carrying and escort duty, where conditions are suitable.

(2) Horse police shall ordinarily be employed only on duties coming under classes (a) to (d) above and, for their better training in these duties, are organized in troops. Camel police are unsuitable for duties coming under classes (c) and (d) above, but can often be used to advantage on duties coming under class (e).

(3) Mounted police may be temporarily transferred anywhere in the province by order of the Inspector-General, and from one district to another in the same range by order of the Deputy Inspector-General, if the conditions of crime of public order warrant it, or for annual training if proper facilities do not exist in the district to which they are permanently posted. Mounted police shall not be employed on orderly duty but, when not required for training or for duties of the nature specified in sub-rule (1), a mounted constable may be used for the conveyance of urgent message on particular occasions. Constables mounted on horses shall, however, under no circumstances, be required to carry heavy post or parcels.

(4) Subject to the condition laid down in the preceding sub-rules Superintendent are empowered to employ e mounted police in their district at their discretion.

7-5. Training of mounted police – (1) Mounted police shall be especially taught –

- (i) to ride and handle their horses in a horse manlike manner;
- (ii) the use of the mounted police baton;
- (iii) mounted squad drill;
- (iv) to saddle and unsaddle and to groom a horse thoroughly;
- (v) stable management, *i.e.*, to keep their horses healthy and in good condition and the stable clean ad sanitary;
- (vi) to lay out their stable gear properly for inspection;

(2) For the instruction of mounted police the principles and general system contained in “Cavalry Training 1924” shall be followed, especially the following chapters:--

- Chapter II - Section 34 to and - formations and drill.
- Chapter III – Horse mastership, stale management, saddlery and minot ailments,
- Chapter IV – Equitation.
- Chapter VII – Rifles and revolver drill.
- Chapter IX – Sections 147 to 164 – Mounted troop drill.
- Chapter XIV - Sections 237, 238 and 244 –Marching and march discipline,
- Chapter XV – Sections 256-8 and 263 – Field Trainin.

NOTE

A copy of this Manual shall be supplied to Superintendents of districts in which Mounted Police are attached.

They shall also receive special instruction in the efficient performance of the duties specified in rule 7-4 and shall ordinarily be removed from the mounted police if they fail in two consecutive years to reach the standard of first class shots.

(3) Arrangements shall be made when possible for sub-inspectors and head constables of mounted (horse) police to be attached to cavalry regiments for training as troop and section leaders to the extent covered by rule (2) above.

7-6. Arms – Mounted police shall be armed with mounted police batons and rifles M.L.E. 303 and bayonets.

7-7. Animals in possession of mounted police – Horses or where ordered by the Inspector General, camels, which are up to the standards laid down in rule 7-17(3), shall be maintained at the rate of one for each sub-inspector, head constable and mounted constable of the sanctioned mounted police establishment.

7-8. Mounted police reserve – The reserve for the mounted police is embodied in the general reserve of head constables and constables and constables sanctioned for fixed duties. Horse and camel allowances will be drawn only for the sanctioned effective establishment, exclusive of any reserve, and subject to there being no vacancies in the corresponding establishment of horses or camels. Recruits for the mounted police will be borne on the dismounted reserve until they are absorbed in vacancies in the mounted establishment. Such vacancies shall be filled immediately on their occurrence by transfer from among trained men of the foot police, so that the corresponding horse or camel allowance may be drawn. Men sick or on leave will continue to draw their horse or camel allowances.

7-9. The Chanda Fund – One General Provincial Chanda Fund shall be maintained under the regulations hereinafter contained.

7-10. Membership of Chanda Fund – (1) The members of the mounted police shall be subscribed to the chanda fund. Upper subordinates of the foot police, who are required to be mounted on horses and who draw horse allowance accordingly, may become subscribers either on permanent to upper subordinate rank or at any time subsequently, but shall not thereafter cease to be subscribers so long as they continue to draw horse allowance.

(2) No subscription should be recovered during the period that a member of the mounted police is without a remount and draws no conveyance allowance.

(3) Rate of monthly subscription will be published, from time to time, in the *Police Gazette*.

7-11. Chanda Deposit – (1) When a vacancy occurs in the mounted police the man posted to fill it shall pay into the chanda fund Rs.300 or Rs.250 according as he is joining as a horse or a camel-sowar. In the case of a man joining as a camel-sowar, the Superintendent may at his discretion allow him to produce his own camel provided (a) that there is a vacancy in the establishment of camels, (b) that the camel produced is up to the standard laid down in rule 7-17(3).

(2) Such new member of the fund shall, on payment in full of his deposit, or on the acceptance of the camel produced by him, become entitled, subject to his continued payment of his monthly subscription, to be provided with a horse or camel, according to the amount of his deposit, throughout the period of his membership of the fund.

7-12. Refund of chanda deposit. – When a mounted police officer ceases to be a subscriber to the fund he shall receive back from the fund the amount which he deposited on joining it ; provided that. -

- (a) The horse or camel allotted to him at the time of this ceasing to be a member of the fund shall be examined by a chanda committee (vide rule 7-16 (1). If such committee is of opinion that such committee is of opinion that such horse or camel has been rendered permanently unfit for police service, or is at the time of examination unfit for service from injury or illness caused in either case by the misconduct or neglect of the subscriber, it may record a finding that the subscriber should forfeit either the whole or part of his deposit. Such finding shall be submitted to the Deputy Inspector General, whose order in confirmation or modification thereof shall be final.
- (b) If, in the course of his service as a subscriber to the fund, a chanda committee shall record a finding that he has been responsible through misconduct or neglect for the death of the any horse or camel allotted to him, or for the injury or illness of each animal necessitating its being cast as unfit for police service, he shall, at the time of his ceasing to be a subscriber, forfeit the whole or a part of his deposit according to the final award of the Deputy Inspector General recorded on such finding.
- (c) A subscriber who, on joining the fund, has been permitted to bring his own camel in lieu of paying in a deposit shall, if he is still in possession of the same camel or of another camel, produced by himself, have the option, when ceasing to be a member of the fund, of either taking away his camel or offering it to the fund. In the latter case the camel shall be examined by a chanda committee and shall be accepted and taken over by the fund, provided it is found to be, in consideration of its age and length of service, in good condition and to show no signs of neglect or ill-treatment. If the camel is accepted by the fund, the subscriber shall be paid the amount equivalent to the deposit which he would have been required to make, under the rule in force at the time when he joined the fund, had he not brought his own camel.
- (d) The refund of chanda deposit, to which a mounted policeman dying while a member of the fund would be entitled, shall be credited to his estate in the police deposit fund.

NOTE

A subscriber shall, on ceasing to be a member, receive no more than the following sum, being the value of the animal which he originally brought to the fund under the rules previously in force :-

Joined prior to 1 st July 1905	Rs. 180 for a horse.
		Rs. 180 for a camel.
Joined between 1 st July 1905 and 30 th September 1910	Rs. 200 for a horse.
		Rs. 120 for a camel.
Joined between 1 st October 1910 and 31 st October 1913	Rs. 200 for a horse.
		Rs. 150 for a camel.
Joined between 1 st November 1913 and 1 st May 1922	Rs. 230 for a horse.
		Rs. 170 for a camel.

After 2nd May 1932 Rs. 300 for a horse.

Rs. 250 for a camel.

7-13. Status of optional subscribers – (1) Provided that, on first joining the fund, a horse of an optional subscriber is passed by a chanda committee, after such committee has obtained the necessary veterinary opinion, as up to the standards required, such subscriber shall become entitled to the benefits of the fund in respect of remounting and veterinary treatment, subject to the condition stated in sub-rule (2) below.

(2) (a) The chanda fund shall be under no obligation to take over the horse of an optional subscriber on his death or ceasing to be a subscriber, but may do so, if there is a vacancy and if the horse offered by the subscriber or his heirs is suitable. In the latter case the amount payable by the fund as refund to the value of the horse shall be governed by the foot-note to rule 7-12

(b) Optional subscriber shall not be entitled to have their horses fed under the system prescribed in rule 7-24 but the Superintendent may allow any such subscriber to participate in such system, if he is permanently posted in the lines or other place where such feeding arrangements are in force.

(c) The horses of optional subscribers will remain with them when on leave, or transfer

(d) An optional subscriber requiring a remount may purchase one privately or through a purchasing officer (rule 7-17 (2)). In the former case the horse shall be produced before a chanda committee for acceptance. He shall not be required to take over a horse already borne on the chanda, unless he wishes to do so and the Superintendent agrees to such transaction.

(e) The provisions of rules 7-22, 7-30 and 7-31 regarding docking tails, disposal of foals and cast animals and penalty for neglect in care and feeding shall be binding on optional subscribers.

7-15. Allotment of horses and camels – All allotments and re-allotments of horses and camels, other than temporary allotment, shall be entered in the order book.

7-14-A. Compensation for loss of animals – (1) Compensation is allowed to the chanda fund for the loss of a horse or camel borne on the strength of the chanda provided the loss occurred when the animal was present for duty, and was not preventable by those in charge of the animal.

The loss or total disablement must further have resulted from risk of an exceptional nature such as might be incurred during the pursuit of raiders or long journeys on escort duty.

This rule is inapplicable to loss or disablement caused by accident incurred in the course of ordinary training of duty. The journey must have been carried out under the orders of the Superintendent of Police or other superior authority. Compensation is also admissible when death or destruction is the result of inoculation or other prophylactic treatment carried out by a properly qualified person.

The fact shall be testified to by the Superintendent of Police and, if possible, by a veterinary officer. Compensation will be awarded on the order of the Inspector – General of Police. Compensation will be awarded on the order of the Inspector – General of Police. Compensation will be credited to the chanda fund from funds at the disposal of the Inspector – General of Police.

Compensation is not admissible when death is the result of disease.

(2) The maximum compensation admissible is as follows:---

(a) For horses--

Under 10 years of age or 6 years service, the original price.

Under 11 years of age or 7 years service, less 5 per cent.

Under 12 years of age or 8 years service, less 13 per cent.

Under 13 years of age or 9 years service, less 23 per cent.

Under 14 years of age or 10 years service, less 35 per cent.

Under 15 years of age or 11 years service, less 50 per cent.

Under 16 years of age or 12 years service, less 70 per cent.

NOTE

If a horse is brought on the strength before four years old, compensation is calculated by length of service if over four years by the age limit.

(b) For camels. –

Under 9 years of age or 3 years service, the original price.

Under 10 years of age or 4 years service, less 5 per cent.

Under 11 years of age or 5 years service, less 25 per cent.

Under 12 years of age or 6 years service, less 50 per cent.

Under 13 years of age or 7 years service, less 70 per cent.

(3) The scale of compensation is applicable to owners of camels when the animals are affected with *surrah* and are destroyed by the order of the Superintendent of Police on the written opinion of a veterinary officer that the disease constitutes a public danger.

7-15. Transfer of subscribers – On the transfer of a subscriber, other than an upper subordinate, to another district he shall surrender the horse or camel allotted to him in the district which he is leaving, and shall be allotted another one in his new district; provided that the provisions of rule 7-12(b) shall apply, if the animal which he surrenders is unserviceable through his misconduct or neglect. A statement showing the amount, if any, of the subscriber's deposit which has been declared forfeit under the rule referred to above, and of any arrears of chanda subscription due from him shall accompany him on transfer. Upper subordinates who are

subscribers to the Chanda Fund shall ordinarily be permitted to take their horses with them at Government expense on transfer to another district.

7-16. Chanda committee – (1) A chanda committee shall be constituted a occasion demands ; it shall consist of the Superintendent himself, or, in his unavoidable absence, another gazetted officer specially designated by him, an Inspector or sub-inspector, and a mounted police officer who shall if possible be of or above the rank of head constable. If the Superintendent does not himself preside, decisions and findings of the committee shall require his countersignature.

(2) Proceedings of the chanda committee shall be recorded in Form 7-16(2). Proceedings under rule 7-12(a) and (b) shall be conducted in the presence of the subscriber concerned; a summary of the evidence and of the explanation of the subscriber shall be recorded, and a considered finding shall be prepared and signed by all the members of the committee.

7-17. Remounts – (1) Horses or camels borne on the Chanda Funds and considered by a Chanda Committee after reference to a Veterinary Officer to be unfit for service due to old age, accident or where the Veterinary Officer considers immediate destruction necessary, destruction should be carried out at once without awaiting the Assembly of a Committee and the orders of the Inspector – General of Police. The Committee shall, with the approval of the Inspector – General of Police, be cast. In cases of accident where the Veterinary Officer considers immediate destruction necessary, destruction should be carried out at once without awaiting the Assembly of a Committee and the orders of the Inspector – General of Police. The Committee shall in such cases report all the circumstances subsequently.

(2) Remounts shall be purchased in such a manner and by such officers as the Inspector – General may from time to time direct. Superintendents requiring remounts to replace horses or camels which have died or been cast shall notify their requirements to one of the officers so designated.

(3) Horses selected as remounts shall be between four and six years of age, not less than 14 hands 1 inch in height, capable of carrying 13 stone, and suitable for police work. No purchase shall be concluded until the horse has been certified as sound and of the prescribed age by a qualified veterinary officer. Camels shall be between six and seven years of age and shall be carefully tested as to their trotting powers and passed sound and of correct age by a qualified veterinary officer before being purchased or accepted on the establishment.

(4) European inspectors as sergeants and upper subordinates employed on duties which do not ordinarily necessitate their riding long distances may be permitted on their Superintendents to mount themselves on suitable horses about to be cast from mounted units of the regular army, but officers so mounted shall not be eligible to join the chanda fund.

7-18. Purchase of remounts – (1) Purchasing officers are authorized to pay Rs.300 for horses and Rs.250 for camels as an average price for all purchases made during any one year. Subject to the required veterinary certificate in each case and to their satisfying themselves that the animals purchased are in every way suitable for police work, they may pay any price provided this average for the year is to exceed. To enable them to make prompt payments, purchasing officers may be granted advances from the chanda fund by the Inspector-General, which they will recoup by bills in form 10-59.

(2) Superintendents on whose behalf remounts are purchased are not authorized to reject the, but, if they have reason to consider any remount seriously below the required standard, they may report the case to the Deputy Inspector-General. Superintendents should give notice to purchasing officers as long in advance as possible of their intention to cast any animal borne on the fund, so that suitable arrangements for its replacement may be made. When notice cannot be given in anticipation of the vacancy, purchasing officers shall endeavour to supply a remount within one month.

7-19. Assistance to be rendered by Veterinary Department – Superintendents of the Civil Veterinary Department have been directed to afford assistance to police officers free of charge when purchasing remounts at fairs.

Veterinary officers of the Army Remounts Department have also been instructed to render professional assistance free of charge to police officers when purchasing remounts at those fairs which are held in the horse-breeding circles under the control of the Army Remount Department.

7-20. Purchase of branded mares, etc. – Police officers are forbidden to purchase, as remounts for the police or for themselves, any mare or filly branded (E.I.), (G.I.), (G.I/V.), (G.I/P.), (G.I/A), (G.I/C), (stable number over (J.C.) or stable number over (L.B.)), unless the owner or possessor of such animal produces a certificate from a competent authority authorizing the sale of such animal on the ground that the is barren. Purchasing officers and Superintendents shall be responsible that this order is strictly obeyed. Every facility shall be given to the owners of remounts purchased to compete in classes at shows, and for inspection by officials of the show and of the Civil Veterinary Department and Army Remount Department.

7-21. Purchases for individual officers – Gazetted officers to whom government grants for the purchase of chargers have been made, and other gazetted officer and upper subordinates wishing to purchase chargers may avail themselves of the assistance of purchasing officers in selecting suitable horses. In such cases all arrangements shall be made personally between the purchasing officer and the officer desiring his assistance, and the former shall be under no obligation to act, unless he receives in advance funds to cover the purchase.

7-22. Disposal of foals and cast animals – (1) Cast horses and camels shall be sold, provided that any animal, which by reason of permanent injury cannot be worked without cruelty, shall be destroyed. Foals of horses and camels borne on the chanda are the property of the fund and shall be sold as soon as they have reached a suitable age. Expenses incurred in their keep up to the time of sale shall be borne by the fund. Proceeds of sales under this rule shall be credited to the fund.

(2) the use for breeding of mares borne on the chanda and of all mares entered in the register maintained under the rule 7-32(1) is prohibited; provided that this rule may be relaxed on the authority of the Deputy Inspector-General of the range on the recommendation of a veterinary officer or for other special reasons.

7-23. Veterinary treatment – (1) All charges for medical treatment of horses and camels when such is not rendered necessary by ill-treatment or carelessness on the part of a subscriber, and for the castration of horses and camels when such operations are specially ordered by the Superintendent, shall be borne by the fund. Veterinary Surgeons and Assistants, however, whether in the Government service or employees of local bodies, have been directed to afford medical and surgical assistance gratis to all police horses brought to them.

(2) As soon as a remount is accepted for the Chanda Fund, the Superintendent of Police, or the purchasing officer, shall have a veterinary sheet prepared for each horse or camel in I.A.F.V.-1752. This sheet will always accompany the animal, and each time the animal is sent to the veterinary officer, the history sheet shall be sent with it for that officer to enter his remarks therein. In no circumstances shall these history sheets be destroyed, duplicates issued or any alterations made in the original description of the animal, without the authority of the Superintendent of Police. Duplicate sheets will be marked as such. This endorsement and any alteration in the description on a sheet, whether original or duplicate, will be signed and dated by the Superintendent of police. Copies of the form referred to above are obtainable from the Central Police Office.

7-24. Feeding and up-keep of horses and camels – (1) The cost of feeding and, in the case of horses, shoeing, and the cost of such articles of stable gear as are not provided under rule 4-27(2) from the equipment fund shall be paid by the recipients of horse or camel allowances.

(2) Scales of feeding shall be laid down and arrangements for the purchase of grain and fodder, as directed in rule 7-25, shall be made in each district in which mounted police are posted. The sub-inspector or head constable in charge of the mounted police shall be personally responsible for the feeding of horses and camels according to the prescribed scale, under the direct supervision of the Superintendent himself, or of a gazetted officer specially designated by him for the purpose.

(3) Accounts shall be kept by the officer in charge of the mounted police in a register in Form 7-24(3) showing the detail of supplies issued and debitably monthly to the horse or camel allowance of each individual mounted policeman. These accounts shall be made up to the twentieth of each month and a statement of the deductions

to be made, as shown in column 7 of the register, shall be forwarded on the twenty first to the accountant for incorporation in, and attachment to, the acquittance rolls.

(4) At the time of disbursement of pay the details of each man's account of deductions as shown in the register shall be explained to him by the Lines Officer in the presence of the officer in charge of the mounted police, and any contested item, which cannot be settled on the spot, shall be referred to the Superintendent for orders, disbursement being made meanwhile in accordance with the acquittance roll.

(5) Negligence, inefficiency or dishonesty on the part of a sub-inspector or head constable of mounted police in the exercise of the responsibility laid upon him by this rule shall, in the absence of mitigating circumstances, entail a punishment not less severe than that of reduction.

7-25. Purchase and retail of grain and fodder – Fodder and grain for the mounted police shall be purchased in bulk according to requirements and to conditions as to storage room and availability of supplies. Advances for the purchase will be made from the Remount Fund which will be recouped as recoveries are made from the mounted police to whom fodder and grain are issued. All supplies so purchased shall be examined by a chanda committee as to weight and quality and such committee shall fix the rates at which such supplies shall be retailed to mounted policemen. Rates shall be fixed monthly in advance to cover the average purchase price of supplies issuable during the ensuing month, carriage and any other incidental charges, together with a surcharge of one anna in the rupee to protect the fund against losses in bulk occurring in the ordinary course of storing and handling. Payment for purchases shall not be made until supported by the report of the chanda committee in form 7-16(2). Retail rates fixed by the chanda committee shall be entered in the order book, copies of the order being made over to the officer in charge of the mounted police and hung up in the mounted police barrack for the information of the men.

7-26. Feeding of camels – In districts where the mounted police mounted on camels, the Deputy Inspector-General shall decide, in consultation with the Superintendent of Police, whether to allow each subscriber to the fund to feed the camel belonging or allotted to him by direct purchase of grain and fodder paid for from his allowance, or to introduce the system prescribed for troops mounted on horses. In the former case the accounts ordered in rule 7-24(3) need not be kept.

7-27. Horses and camels of men sick, on leave and under suspension – (1) The horses and camels of mounted policemen sick or on leave shall be made over to the Line Officer or officer in charge of the mounted police, who shall be responsible for the feeding and keeping of such animals. No conveyance allowance shall be drawn for the absentee except to meet expenditure actually incurred on the feeding, shoeing and maintenance of the animal and the Chanda subscription for the period of man's absence. The Chanda subscription shall be credited to the Police Remount Fund. Such horses and camels shall be looked after and may be used for instruction or duty by recruit or other men of the mounted police, as ordered by the gazetted officer in supervisory charge. In such cases responsibility under Rule 7-12(b) for loss or injury by misconduct or neglect shall rest with the man so ordered to look after and use the animal, provided that no policeman shall be held responsible for more than one animal at a time.

NOTE

The Superintendent of Police concerned should attach to the establishment bill in which conveyance allowance is drawn a certificate in the following form:--

Certified that the amount drawn on account of conveyance allowance of mounted policemen sick or on leave does not exceed the actual expenses incurred by the Line officer on the feeding, showing and other Officer in charge of the mounted police maintenance charges of the animal and the chanda subscriptions for the period of the man's absence and that the amount has been paid to the Line Officer and not to the absence.

Officer in charge of the mounted police.

(2) Mounted police officers placed under suspension, or who temporarily cease to be members of the chanda fund owing to their transfer to post where they are not required to maintain a charger and their substitutes in the post from which they are transferred are not members of the fund, will cease to draw horse, pony or camel allowance, as the case may be, and hand over their mounts to the Lines Officer or the officer in charge of the mounted police, 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 or otherwise temporarily ceasing to be members of the chanda fund." Where there is a system of feeding animals by the purchase of supplies in bulk, the accounts shall be kept as for other animals in a register in form 7-24 (3) by the officer in charge of the mounted police who shall communicate the amount of expenditure so incurred to the accountant who shall draw it on a contingent bill form and pay it to the officer in charge of the mounted police. Elsewhere the accounts shall be kept by the Lines Officer who shall incur expenditure from the permanent advance recouping it in the manner detailed above. A suspended mounted police officer on reinstatement – even if such officer is found not guilty of charges preferred against him will not be given conveyance allowance for the period of suspension. A mounted police officer temporarily ceasing to be a member of the chanda fund will not be given the conveyance allowance admissible when a mount is maintained but may draw any other conveyance allowance to which he may otherwise be entitled under any rules for the time being in force as a non-mounted police officer.

NOTE

The term mounted police officers includes members of the mounted police as well as upper subordinates who keep mounts.

(3) Mounted Police Officers proceeding on leave on average pay not exceeding four months or earned leave not exceeding 90 days under sections II and III of Chapter VIII of Civil Service Rules, Volume I, Part I, as the case may be or undergoing promotion courses at the Police Training School, Phillaur, or on deputation to the Recruits Training Centres or on deputation to the Police Training School, Phillaur, and Sub-Inspectors when posted to the mobile patrols, who are in possession of horses or camels shall hand over their mounts to the Lines Officer or the officer in charge of the Mounted Police who shall be responsible for the feeding and keeping of such animals under the supervision of a gazetted officer. No conveyance allowance shall be drawn for them except to meet expenditure actually incurred on the feeding, shoeing and maintenance of animals for the period of their absence on leave or training at the Police Training School, Phillaur, or on deputation to the Recruits Training Centres or on deputation to the Police Training School, Phillaur, or in the case of Sub-Inspectors when posted to the Mobile Patrol. The accounts shall be kept in form 7-24 (3). Such horses and camels shall be looked after and may be used for instruction or duty by Mounted Upper Subordinate under orders of the gazetted officer in supervisory charge. In such cases responsibility under rule 7-12 (b) for loss or injury by misconduct or neglect shall rest with the officer so ordered to look after or use the animal, provided that no policeman shall be held responsible for more than one animal at a time. Where, however, adequate accommodation for horses and syces is not available in the Police Lines, the Superintendent of Police may authorise such officers to make their own arrangements for the care and maintenance of animals and draw the prescribed conveyance allowance admissible to each of them. Assistant Sub-Inspectors are not mounted Police Officers, - vide Police Rule 7-2, they get a pony allowance if actually maintaining a mount and are exempted from the operation of this rule.

7-28. Account of purchase and retail of fodder, etc. – (1) An account shall be kept by the officer in charge of the mounted police in form 10-50 (b) of all receipts and expenditure in connection with the feeding of horses or camels, and other operations provided for in rule 7-22 (1). The cash balance of the account shall be kept in the police cash chest tump sum additions and withdrawals being shown in the case chest account (rule 10-12) with a cross reference with the account maintained under this rule.

(2) A copy of this account shall be made monthly in English by the gazetted officer in charge of the mounted police immediately after the receipt of deductions at the time of disbursement of pay to the mounted police. Such gazetted officer shall personally sign the acquittance roll in acknowledgement of receipt of the total sum recovered by such deductions and shall deposit that sum in the cash chest. He shall then present the English account to the Superintendent, who will, after checking the balance shown with the actual balance in the cash chest, file the English account in a yearly file.

7-29. Control by Deputy Inspector – General. – Deputy Inspectors – General at their annual inspections of districts in which mounted police are posted shall examine in detail the working of the feeding arrangement and the accounts connected therewith, and shall report especially on the balance in the cash chest on account

of purchase of supplies.

7-30. Penalty for neglect in care and feeding. - (1) When, as a result of enquiry either by a gazetted officer alone or of a chanda committee, it is held to the neglect or misconduct of any mounted police officer, the allowance of such officer shall be forfeited to Government ; provided that only such portion of such allowance shall be refunded to the treasury as may be left over after meeting the feeding and other charges debatable thereto and such additional expenses on drugs, medical appliances and veterinary charges as the circumstances may have necessitated.

(2) Orders under sub-rule (1) above shall be subject to confirmation by the Superintendent, but shall not be appealable.

(3) The penalty authorized in sub-rule (1) above may be additional to any disciplinary punishment ordered in connection with the neglect or misconduct involving the incapacity of the horse or camel, and to any order under rule 7-12 (b).

7-31. Docking of tails of horse. – The tails of police horses shall not be docked. If stallions are purchased they shall be castrated.

7-32. Register of horses and camels. - (1) In districts where there are mounted police or optional subscribers to the chanda fund, a register shall be maintained in Form 7-32 (1) of all horses and camels borne on the chanda.

(2) A separator in the same form shall be maintained for all enrolled police officers who, though not members of the chanda fund, are required to maintain horses. Entries shall be made on horses, including remounts in replacement of cast horses, being passed under rule 7-33 below.

7-33. Rules regarding horses of police officers who are not subscribers to the chanda fund. – (1) All horses purchased by police officers as chargers, either with funds advanced to them by Government or in order to qualify for a conveyance allowance (vide rule 10-75), shall be produced before a chanda committee constituted in accordance with rule 7-16(1) and no horse shall be accepted as qualifying the officer producing it for the grant of conveyance allowance, unless it has been passed by such committee; proved that:---

- a). In the case of horses purchased by Assistant Superintendents and Deputy Superintendents of Police, the Superintendent shall himself preside over the committee.
- b). A horse purchased by Superintendent shall be produced before the Deputy Inspector – General instead of a chanda committee.
- c). A horse purchased by a purchasing officer (rule 7-18) shall be accepted without further examination.

2). If, in the opinion of the Superintendent, a horse not borne on the chanda, for which conveyance allowance is drawn, is unfit for the duty it is required to perform, it shall be produced before a chanda committee. If such committee reports the horse to be permanently unfit for the duty required of it, the owner shall be required to dispose of it and produce a suitable horse for examination within one month; provided that this period may be extended by one month by order of the Deputy Inspector – General for adequate reasons. Alternatively to reporting a horse totally unfit, a chanda committee may in such cases make such recommendation as it thinks fit, to provide for the removal of temporary unfitness and as to responsibility for such unfitness. The Superintendent shall deal with such recommendation at his discretion, subject to the proviso that officers, who are not subscribers to the chanda fund, are not entitled to free veterinary services or any assistance from the fund or from Government in their horses.

7-34. Branding of horses and camels. – Horses and camels brought on to the chanda shall be branded in the right ear by the method in use for cattle-branding. Each animal will be branded with the district cypher letters and a district serial under. When an animal is cast from the chanda, it shall be branded in the left ear with the letter “C” and the last two figures of the year in which the casting took place, e.g., “C.28” Ink and branding implements may be obtained on application to the Deputy Inspector – General, Criminal. Investigation Department, and paid for from the equipment fund.

Form No. 7-16 (2)

Proceedings of a Chanda Committee assembled at _____ on _____ by order of _____ for the purpose of _____

NOTE

The signature of each officer composing the committee should be attached at the end of the proceedings.

PRESIDENT:

MEMBERS:

The committee having assembled pursuant to order proceed to –

(Standard Form)

FORM No.7-24(3)

POLICE DEPARTMENT.

_____ **DISTRICT.**

DETAIL OF GRAIN AND FODDER SUPPLIED BETWEEN _____ AND _____ TO MOUNTED POLICEMEN FOR FEEDING HORSES/CAMELS, BORNE ON THE CHANDA FUND AND OTHER MISCELLANEOUS CHARGES TO BE DEDUCTED IN ACQUITTANCE ROLL. (RATE FOR GRAIN / FODDER WITH REFERENCE TO ORDER BOOK _____)

1	2	3											
Serial No.	Name, grade and No. of Mounted	DATE											

Policemen														
Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand
Initial of sub-inspector and date at foot of each daily column.		Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers
1	2	3												
Serial No.	Name, grade and No. of Mounted Policemen.	DATE -concl'd												
Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand	Fodder	Grand
Initial of sub-inspectors and date at foot of each daily column.		Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers	Seers

(Standard Form)

FORM No, 7-32(1)

POLICE DEPARTMENT .

_____DISTRICT.

REGISTER OF HORES AND CAMELS BORNE ON THE CHANDA FUND OF THE ABOVE DISTRICT.

1	2		3		4	5	6	7	8	9	10	11	
Horse or camel	Description of Horse or Camel											Name of committee who passed animal or names of purchasing officer.	Rank name and number of officers to whom the horse or camel is allotted with dates of
	Age oil enrolment		Height		Colour	Particulars of breed, giving name of sire	Particular mark.	Date of enrolment	Price	Date andr cause of becoming non effective			
	Years	Months	Hands	Inches									

(Standard Form)

CHAPTER VIII – Leave

8-1 General – (1) The rules relating to leave of all Government servants who are under the administrative control of the Punjab Government are contained in Part IV of the Fundamental Rules, and in Chapter 6, 9, 10, 11, 16, 16, 18 and 19 of the subsidiary Rules thereunder. Police officers of all ranks are amenable to these rules, subject to such further conditions as are imposed by Police Rules.

(2) Gazetted officer and clerks, who have to deal, in any capacity, with applications for leave, are required to be familiar with, and are in a position to refer to Volumes I and II of Punjab Financial Handbook No. 2, which contain the rules mentioned in sub-rule (1). This Chapter contains only such departmental rules as supplement the rules of the Financial Department, and a summary of the more important of the latter rules for the guidance of subordinate police officers, who are not in possession of the Handbooks, referred to. In all doubtful cases or where detailed information is required, the rules should be consulted in original. Clerks and others having access to the full rules are required to give all reasonable assistance to officers of whatever rank, who wish to ascertain their individual rights and obligations in respect of leave, or to obtain guidance for dealing with requests received from their subordinates.

NOTE

Certain officers have exercised the options, given to them at the time when the fundamental Rules came into force, of remaining under the leave rules to which they had previously been subject. The leave of such officers, will not be regulated by fundamental Rules, but they are, equally with others, amenable to special departmental rules regarding leave.

8-2. Principles governing the grant of leave – Leave is earned by time spent on duty only. Leave cannot be claimed as of right; the authority empowered to grant it may refuse or revoke it in the interests of the public service, or in accordance with any duly authorized disciplinary rule.

8-3. Nature of leave and method of calculation – (1) A separate leave account (in A.F. No. 75-A/ F.R. 9-A) is maintained in the office to which he is subordinate for every police office. In this account the leave to which he is entitled under the Fundamental Rules is periodically placed to his credit and he is debited with the leave which he has taken. Leave due may be granted on average pay or half-average pay, or partly on one and partly on the other according to the conditions laid down in the Fundamental Rules. Leave not due may be granted on medical certificate and, in very exceptional circumstances, for not more than three months at any one time and six months in all, otherwise than on medical certificate.

(2) Police officers may be granted by the Provincial Government under conditions specified in the Fundamental Rules, special disability leave if disabled in the performance or in consequence of their official duties or in consequence of their official position. Such leave is not debited in leave accounts. Under special circumstances, and when no other leave is by rule admissible, extra ordinary leave, without pay, may be granted. Police officers of and below the rank of head constable may be granted hospital leave by the Superintendent of Police under whom they are serving, while under medical treatment for illness or injury, if such illness or injury is certified not to have been caused by irregular or intemperate habits. Hospital leave is not debited in leave accounts, and may be combined with other leave; but hospital leave shall not be granted in excess of six months in all in any term of three years, and no single period of leave, after combination with hospital leave, shall exceed twenty-eight months.

8-4. Special provisions regarding leave – The following rules relating to leave are to be observed by all police officers:---

(a) A Police Officer who has taken leave on account of ill-health whether technically on medical certificate or not shall, before he is permitted to return to duty, be required by the authority which granted him leave to produce a medical certificate in the following form :-

“I, A. B. _____, do hereby certify that I have examined C. D. _____ and that I consider him fit to resume his duties in Government service.”---

The officer shall produce the original certificate and statement of the case on which the leave was granted or extended before the authority asked to grant a certificate of fitness to return to duty. In the case of Gazetted officers this certificate must be signed by a District Health Officer or Medical Officer of commissioned rank. If the leave has been sanctioned on a certificate granted by a Medical Committee the certificate of fitness to return to duty must also be obtained from a Medical Committee except (1) in cases in which the leave is not for more than three months, or (2) in cases in which the leave is for more than three months, or leave for three months or less is extended beyond three months but the Medical Committee granting the original certificate or the certificate for extension state at the time of granting such certificate, that the Government servant need not appear before another Committee to obtain the certificate of fitness to return to duty.

No travelling allowance will be paid to an officer for journeys performed by him to appear before a Medical Committee to obtain a certificate of fitness to return to duty.

In the case of subordinate Police Officers the authority which granted the leave has discretion to admit a certificate by any registered medical practitioner.

(b) All applications for leave, or for extensions of leave, shall be made through the proper channel to the authority competent to grant the leave. The form of application shall be, in the case of gazetted officers A. F. No. 74, and in the case of subordinates Police Rule Form 8-4 (b). Nothing in this rule shall debar a Superintendent of Police from requiring those police officers subordinate to him, who are in a position to do so, to apply verbally for leave in office or orderly room. Where prescribed forms are not available, applications may be made by ordinary letter.

(c) Gazetted officers applying for leave, or extension of leave, on medical certificate, are required to appear before a medical board, in accordance with the provisions of Chapter-XI of Punjab Financial Handbook No. 2, Volume-II. Subordinate police officers are required to support applications for leave on medical certificate by the certificate of the District Health Officer of the district in which they are serving. Application for extension of such leave must ordinarily be similarly supported by the certificate of the District Health Officer of an extension of leave is incapacitated by illness from appearing before the District Health Officer, it is within the discretion of the authority empowered to grant the leave to accept the certificate of any registered medical practitioner. The grant of a medical certificate is not equivalent to the grant of leave and confers no right to leave; the certificate must be forwarded to the authority competent to grant leave, whose orders must be awaited except on strong grounds, leave recommended in the certificate of a competent medical authority should be granted.

(d) A police officer returning from leave is not entitled as of right to resume the post which he held before going on leave unless the order granted leave specifically preserved his lies on such post. He must report his return to the authority which granted his leave and, under orders of posting leave already been conveyed to him, await orders.

(e) A police officer holding a temporary post may be granted leave, within the limits allowed by rule 16-2 Punjab Financial Handbook No. 2, Volume-II, provided he has held such temporary post for at least two years, provided no extra expenses to Government is involved. Probationary police officers may be granted such leave as would be admissible to them under these rules if they had been confirmed in their appointments but leave to probationary while undergoing instructions will only be granted in cases of special urgency.

8-5. Casual leave-grant of – (1) Casual leave is a privilege granted by Government in the nature of a brief holiday, and is not treated as absence from duty. Such leave, consequently, shall not be entered in leave accounts.

(2) Casual leave may be granted by the authorities shown in rule 8-9 below, subject to the condition that it does not exceed ten days at any one time or twenty days

in a year, and that leave exceeding four days is not granted more than twice in a year.

(3) Exceptions to the provisions of rules 8-5(2) are as follows:-

(a) Members of the Indian Auxiliary Force may, if they can be spared, be granted casual leave up to a fortnight at a time to attend an annual camp.

(b) Casual leave up to 30 days may be granted to police officers required to undergo treatment at a Pasteur Institute.

(c) A police officer prohibited by the District Health Officer from attending his duties on account of infectious disease in his family, may count the period of absence as casual leave up to a limit of 30 days.

Casual leave granted in accordance with these exceptions will not count against the annual amount of such leave admissible.

8-6. Casual leave- restrictions regarding – (1) Casual leave may not be combined with other leave except in exceptional cases, when a police officer is prevented from attending to his duties by causes beyond his control. Rules 6-8 and 6-9 Punjab Financial Handbook No, 2, Volume II, should be referred to in adjudicating such cases.

(2) Police officers on casual leave are prohibited from visiting places, whence their return within the period of their leave is likely to be prevented by blocking of roads, breakdown in transport or similar accidental cause, or from which they cannot return to their headquarters within 36 hours notice. For special and adequate reasons the Inspector General may relax this rule in particular cases, but it should ordinarily be strictly observed.

No casual leave for visit to Kashmir and Kulu, will, however be given without the express sanction of Government. – (Punjab Government letter No. 30415 (H. – Gaz.), dated 12th October 1931).

8-7. Casual Leave of Superintendents – Police officers in independent charge of districts shall consult the District magistrate when applying for casual leave, and shall state in their applications to the Deputy Inspector – General that the dates proposed by them are convenient to the District Magistrate.

(2) Joining time will not ordinarily be allowed to subordinate police officers transferred within the district in which they proceeded on leave. Police officers of all ranks may be required, by the authority empowered to transfer them or grant them leave, to take up their new posts without joining time, if the interests of the public service so demand. Police officers required to proceed on temporary duty without or beyond the district in which they are serving are not considered to be transferred for the purposes of this rule.

8-9. Authorities empowered to grant leave – The following table shows the authorities empowered to grant leave to police officer. The approval of the Provincial Government is required to the grant of leave other than casual leave to officers holding independent charge of district:-

THE POLICE RULE, 1934

Authority Which can grant leave	To whom	Extent
1. Inspector – General of Police	1. All Officers.	Casual Leave.
	2. Officers of the Imperial Police Service not holding independent charge of a district.	Leave up to 4 months.
	3. Provincial police officers not holding independent charge of a district.	Full powers.
	4. All subordinate police officers.	Full powers.
2. Deputy Inspector-General and Assistant Inspector-General, Government Railway Police.	1. All Officer under their control	Full powers.
	2. Inspector other than European Inspectors, prosecuting inspectors and inspectors in charge of Lahore, Amritsar and Rawalpindi Cities; and of Anarkali.	Casual leave Leave up to 8 months
	3. All Sub-Inspectors, Assistant Sub-Inspectors and lower subordinates under their control. All gazetted officers serving under them.	Full powers.
3. Superintendents of Police.		Casual leave up to four days anyone time. (In submitting

		to higher authority any application by a gazetted officer for casual leave in excess of four days, the Superintendent of Police shall add a note showing the total amount of casual leave taken by the officer during the calendar year including leave sanctioned under these powers).
	1. All enrolled officer.	Casual leave.
	2. Sub-inspectors, Sergeants and Assistant Sub-inspectors.	Leave up to 8 months.
	3. Lower subordinates serving under their control.	Full power.
4. Superintendents of Police and Assistant Superintendent of Police, Government Railway Police.	Lower subordinates under their control.	Casual leave.
	All upper and lower subordinates under them.	
	Lower subordinates under their control.	Casual leave.
5. Assistant and Deputy Superintendents.	Constables attached to their stations.	Casual leave.
6. Officers-in-charge of Police Recruits Training Center.		Casual leave.
7. Inspectors of Police.		Casual leave up to three days provided that, in a police station of normal strength not more than one constable is so absent at a time and that in city, cantonment and similar police stations the limit prescribed by the Superintendent in each case is not exceeded.
8. Officers-in-charge of Police Stations.		

8-10. Address while on leave to be given – Every police officer, before proceeding on leave, shall record in the officer of the authority granting him leave the address at which orders of recall or other communications will reach him with certainty and despatch.

8-11. Recall from leave to give evidence – Time spent by police officers on leave in giving evidence in courts and in travelling to the court and back counts as part of the leave, and travelling all allowance is admissible under the same conditions as if the police officer had been on duty when summoned (*vide* Rule 10-148). To avoid the inconvenience to all concerned and the expense to Government involved recalling officers, whose homes are at a distance, officers sanctioning leave should, as far as possible, fix dates for its commencement which will avoid the necessity of such recall.

8-12. Deposit of Government property before proceeding on leave – Every police officer before proceeding on leave shall deposit all Government property in his possession of custody with the officer responsible under these rules for the custody of such property when in store.

8-13. Leave accounts – the leave accounts prescribed in Fundamental Rules 76 shall be attached to character rolls and maintained in Form A. T. 290 in accordance with the instructions given in that form and with Fundamental Rules 77 to 80. It is most important that the accounts should be kept up with the greatest care and accuracy. They are the basis for decision of all claims for leave and are essential to the preparation of pension claims, the settlement of which may be seriously delayed by inaccuracies in regard to leave accounts. Gazetted officers must check these accounts frequently, both in the process of dealing with leave application and otherwise.

8-14. Leave registers – The orderly head constable shall maintain an English register of applications for leave in Form 8-14(a) and a leave registers in Form 8-14(b). In the latter all leave, other than casual leave, granted to enrolled police officers, shall be entered. The leave register shall be made over to the head clerk once a week, who shall make necessary entries in the accounts of officers who have returned from leave, and fill in column 9 of the register. An index shall be provided at the end of the leave register in Form 8-14(c) for and (b) upper subordinates as their names may occur.

8-15. Leave certificate – (1) Certificates in Form 8-15 shall be issued to all enrolled police officers before they proceed on leave other than casual leave.

(2) Every enrolled police officer shall, on rejoining from leave, personally present his leave certificate to the officer in charge of his police station or the Lines officer, according to the place at which he rejoins. Such officer shall endorse on the certificate the hour and date of rejoining, and forward it to be filed in the officer of the Superintendent.

8-16. Leave salary Declaration regarding – Before proceeding on leave every police officer is required to declare whether wishes his leave salary to be held over for payment on his return or remitted to him monthly. If the latter, he must state the post office to which he wishes a money order to be sent and must certify his willingness for the money order commission to be deducted from the amount due to him. Police officer residing in the district in which their pay is drawn may, if they desire, have the amount due to them remitted for disbursement to the police station nearest to their home; in such cases the procedure laid down in rule 10-92 will be followed.

8-17. Holidays – (1) The occurrence of a gazetted holiday gives no right to a police officer to leave the station or area to which his movements on duty are restricted. Permission to leave such limits must be obtained from the authority empowered to grant casual leave to the officer concerned.

(2) Gazetted holidays may be prefixed or affixed to leave with the permission of the authority competent to grant the leave; but such authority is bound by the provisions of Chapter 9 of Punjab Financial Handbook No. 2, Volume II, in respect of the grant of such permission.

FORM NO. 8-4(b)

POLICE DEPARTMENT. _____ DISTRICT.

Application for leave.

Enrolled Officers.

APPLICATION FOR LEAVE ON BEHALF OF THE UNDERMENTIONED

ENROLLED POLICE OFFICERS.

1	2	3	4	5	6	7	8	9	10
Provincial or Range No.	Name	Rank	LENGTH OF LEAVE REQUIRED.		Detail of all required.	Nature of leave required	Remarks by Police Officer forwarding application	Address of Police Officer should leave be granted.	Instructions regarding pay during leave, if granted (rule 8-16)
			From	To					

Note :- All applications for leave to assistant sb-inspectors, sub-inspectors, sergeants and inspectors to be written in English in this form.

Dated _____

The _____ 19

Superintendent of Police

FORM No. 8-14 (a)

REGISTER OF APPLICATIONS FOR LEAVE

1	2	3	4	5	6	7		8	9	10	11
Serial No.	Date on which application is made	Name	Provincial, Range or constabulary No.	Rank	Where stationed	LEAVE LAST OBTAINED		Kind and period of leave now applied for	Superintendent's order	Number and date of entry in Order Book	Remarks
						From	To				

*Here quote the No. of the entry in the Register of Leave granted. – Police Form No. 8-14 (b).

LEAVE

FORM No. 8-14 (b)

LEAVE REGISTER OF ALL ENROLLED POLICE OFFICERS FOR THE YEAR 19 .

1	2	3	4	5	6			7		8	9	10	
Annual Serial No. of entry	Rank and Grade	Name	Provincial Range or Constabulary	Nature of leave	LEAVE GRANTED							Date of entering the leave in the leave account and initial of the Head Clerk	Remarks
					Period			Date		Date up to which the leave was actually enjoyed (to be filled in on return)			
					Years	Months	Day	From	To				

--	--	--	--	--	--	--	--	--	--	--	--	--

Note :- If an officer returns from leave before noon, his leave counts up to the preceding day.

FORM No. 8-14 (c)

INDEX TO LEAVE REGISTER.

Part-I for Lower Subordinates, arranged according to Constabulary Nos.

Constabulary Nos.	Annual Serial No. of the Leave Register over the year
1	5
2	-----
3	1911
4	
5	6
6	-----
	1911

Part -II for Upper Subordinates. -

S.I. Nabi Bakshs, E. No. II

I. Nural Hasan, P. No. 5

1910 -----

35

210

S.I. Ahmed Khan, E. No. 50

I X Y . P. No. 20

1911 -----

3

138

Note. - The figures below the names are the annual serial Nos. of the Leave Register

FORM No. 8-15.

POLICE DEPARTMENT.

_____DISTRICT

Leave Certificate.

1	2	3	4	5	6	7	8	9
Provincial Range or Constabulary No.	Rank	Name	LEAVE GRANTED			Kind of leave granted	Up to what date paid	Remarks
			Extent	From	To			

(Standard Form - Bilingual)

Dated _____

The _____19

Superintendent of Police.

CHAPTER IX – Pension

9-1. General – Subject to the age limits fixed by Article 503 and 506 of the Civil Service Regulations all service in the police department is pensionable. Rates and conditions of pension are given in the rules quoted below, with which officers preparing applications must be familiar:-

Chapters XV to XXI (Ordinary pensions), XXXVIII (Sound and other Extraordinary pensions), XLVII (Applications for and grant of pensions), and XLVIII (Payment of pensions) of the Civil Service Regulations.

Reference to the following authorities is also necessary:---

Statutory Rules and orders 1924, No. 1395, Superior Civil as Appendix G Part B, Punjab Financial Handbook No. II, Volume I;

The Proportionate Pension Rules promulgated with the Government of India, Home Department, Notification No. F. 868-22, dated 1st March 1924, as subsequently amended, and the new pension rules of gazetted officers in Articles 474-476 of the Civil Service Regulations.

Police officers are amenable to these rules, subject to such further conditions as are imposed by departmental rules.

9-2. Definitions – (1) “Active Service” is defined in Article 8, “Age” in Article 14, “Pension” in Article 41, & “Superior” and “Inferior” Service in Article 396, Civil Service Regulations.

(2) Articles 352, 353 and 454, Civil Service Regulations, define the cases in which no pension can be claimed.

(3) Articles 358 (a), 359, 360, 361, 374, 494, 495 (b), 498, 503 and 506, Civil Service Regulations, define the conditions of “qualifying” service.

(4) Service before enlistment is governed by Articles 356, 358, 394 and 501, Civil Service Regulations and conditions laid down in rules 9-2(5) and (6) 9.3, 9.29 and 12-24.

NOTE. I – If doubt exists as to whether any particular service under Articles 361 and 494, Civil Service Regulations, or sub-rule (4) above, qualifies for pension or not, enquiry should be made from the head of the office of department in which the service was rendered.

NOTE. II – The service of police officers whose pay exceeds Rs.20 per mensem is qualifying service after the age of 20 years (Articles 358 (a) and 506, Civil Service Regulations) and of those officers whose pay is Rs.20 or less per mensem, after the age of 18 years (Article 503, Civil Service Regulations).

NOTE. III – When a police constable drawing pay exceeding Rs. 20 per mensem retires on an invalid pension all his service in the police after the age of 18 years shall be regarded as qualifying service.

(5) All police officers who are members to the regular establishment and are employed to serve in bodies of additional police, shall count such service for pension and increment. Similarly, police officers, who have no substantive appointment and have been entertained in vacancies created by the sanction of additional police shall, on their being absorbed in the regular force, count such service for increment, as well as for pension.

(6) When a lower subordinate is re-enrolled the Superintendent of Police may, allow his previous police service to count for pension, subject to the conditions contained in rule 12-24.

(7) Articles 352, 396, 414, 481 and 482, Civil Service Regulations, particularly apply to menial servants.

9-3. Detailed conditions of admissibility of Previous military service – Instructions in regard to the circumstances in which former military service may be reckoned towards police pension are given below. Each case, after necessary verifications, shall be forwarded through the Deputy Inspector General to the Inspector General for the orders of the Provincial Government:---

(1) Military service, except service in the Imperial Service Troops, by an employee belonging to one of the classes mentioned in the note below may count towards service qualifying for civil pension, when such military service is itself pensionable, but has terminated before a pension has been earned in respect of it and has been rendered after the employee has attained the age of 20 years, and provided he has received no pension or gratuity from the Military Department in respect of such service.

(2) When any gratuity has been paid in respect of military service, such service can only count towards civil pension if the gratuity be refunded, such refund to be made in not more than thirty-six monthly installments commencing from the date of completion of verification of military service. In such cases a reference should be made (for each case separately) to the Accountant General, Punjab. When the case has been decided a note shall be made in the character roll and service book (if any).

NOTE – The roll applies to commissioned officers, non-commissioned officers and men of the Indian Army and to non-combatant departmental and regimental employees and followers of the supplemental services. It also applies to non-commissioned officers and men of the British service, warrant officers and departmental officers of the Commissary and Army Service Corps classes in respect of service with their units or departments in India.

(3) A certificate shall be obtained from the Controller of Military Accounts in whose audit area the individual served prior to his retirement from military service, showing whether or not such employee had received any pension or gratuity on discharge from the army, and whether or not the service rendered was pensionable and paid for from Indian Revenues or for which a pensionary contribution had been received by Indian Revenues. The reference to the Controller of Military Accounts should be accompanied with the sheet roll and the discharge certificate of the individual whenever these are available. He should also be asked to state whether the service was superior or inferior. This certificate shall be attached to the character roll of the individual concerned. A copy of the certificate shall immediately be sent to the Accountant General.

(4) Indian Army reservists who are permanently appointed to the Police and discharged from the Army before they have earned a pension under the Military rules may, subject to the provisions of Article 356, Civil Service Regulations, be allowed to count for Civil pension all previous military service with the colours and half of their reserve service.

These instructions apply to all Army reservists enrolled in the Police, who retire on or after the 21st October, 1921, prior to which date reservists were not enrolled in the Police unless they first obtained their discharge from the reserve.

To be eligible for this concession reservists who have already been confirmed in the Police and have not taken their discharge from the Army within 12 months from the date of their confirmation under note 3 to Article 356 of the Civil Service Regulations may do so by 1st October 1935. Those who do not take their discharge by that date will draw reservist pay and count their police service towards military pension and not towards civil pension until eventually discharged from the reserve, when their service will begin to count for civil pension. If any such reservist has actually earned a military pension; it shall not be granted while he continues to service in Police, - vide Article 526(b), Civil Service Regulations.

NOTE – The word ‘confirmation’ used in this rule means confirmation with reference to Rule 12.21 in a permanent vacancy in the regular Police.

9-4. Admissibility of leave periods for pension – Periods of leave which count as service shall be determined for all police officers in accordance with Articles 407, 408, 412 & 413, Civil Service Regulations. Leave without allowances does not count as service towards pension. As regards menial servants see Article 414, Civil Services Regulation.

9-5. Emoluments – Emoluments and average emoluments shall be calculated in accordance with Articles 486 to 490, read with Article 355 (b), Civil Service Regulations. Cases of menial servants are dealt with under Articles 481 and 482, Civil Service Regulations.

9-6. Preliminary verification of service – (1) When an upper subordinate is likely within six months to retire from the public service, a statement of his services shall be prepared in Form No. 24 (obtainable from the treasury office) in accordance with instructions contained in Article 907(a), Civil Service Regulations.

NOTE – The verification must be finished before the application for pension is prepared and if possible before the applicant retires or appears before the invaliding authority.

(2) The verification papers referred to in sub-rule (1) above, together with the service book, shall be submitted to the Deputy Inspector-General, who, in the case of Inspectors, shall forward the papers to the Inspector-General and in other cases shall sign the certificate at the foot of Form 24 and forward the papers to the Accountant-General.

When submitting the case to the Deputy Inspector-General, application should be made at the same time for the condonation of any interruptions or deficiencies (Articles 416 and 423, Civil Service Regulations) there may be, and also for the commutation of any period of leave which may be inadmissible.

The portion of service not verified by the Accountant-General, or the service occurring between the verified service and the date of discharge on pension, shall be verified from the acquittance rolls, and a certificate to this effect shall be attached with the pension application.

(3) In the case of lower subordinates the pension roll shall be prepared as directed in Article 824, Civil Service Regulations. Such periods of service as have to be verified on other offices shall be verified in good time.

(4) Doubtful points shall be checked by the Urdu long roll, order book, punishment register and acquittance rolls, and, if necessary, by reference to other offices as required by the Note I to rule 9-2(4). The character roll should then be corrected – (vide Articles 823 and 824, Civil Service Regulations).

(5) Whether any discrepancy exists or not, inferior service rendered before enrolment in the police should be verified by reference to the head of the office in which it was performed. If it is impossible to verify the service in this way the procedure prescribed in Article 908 (e), Civil Service Regulations should be followed. Superior service can be verified by the Accountant-General, – vide Article 908 (b), Civil Service Regulations, but if this is not possible, the procedure described above should be followed.

(6) The pension claims of police officers of rank not higher than head constables, who are permitted by the Provincial government to count their former military service towards civil pension under Articles 356 of the Civil Service Regulations, should be treated under the ordinary rules, and the statement of service in Form 24 forwarded to the officer in-charge, Pension Branch, Accountant General’s Office, Lahore, for verification of their claims to pension six months before their retirement as required by Article 907 (b) and (c) of the civil Service Regulations.

9-7. Alteration in age – (1) The date of birth shown in the character roll or corresponding record, can be altered only with the sanction of proof to his satisfaction. If the recorded age does not tally with that certified by an invaliding medical officer, board or committee, and the discrepancy affects the title to pension or liability to superannuation, the matter should be reported and the officer should not be discharged till the orders of the Inspector-General have been received. In the case of an officer whose year of birth or year and month of birth only is known, but not the exact date, the 1st July of the year or 16th of the month respectively should be treated as the date of birth for the purpose of calculation of pension, – vide note under article 283 of the Audit code, Volume I. The date of birth of all officers enrolled before the 1st October 1933 may be allowed to remain as already recorded.

(2) Further orders as to the condition under which alterations of age may be sanctioned are contained in letter No. 29976 (Home – Gazette) of 4th July’ 1928 from the Chief Secretary to Government of Punjab. According to these orders, an alteration may only be made, after special enquiry, if applied for within two years of the applicant’s entry into Government service. The Provincial Government may, however, make a correction in the recorded age of a government servant at any time, if it is satisfied that age has been incorrectly recorded with the object that the Government servant may derive unfair advantage.

9-8. Classes of pensions – Pensions admissible to police officers and menial servants are detailed below.

9-9. Invalid pension – An invalid pension proportionate to the length of service is awarded to a police officer who by bodily or mental infirmity is permanently incapacitated for further service in the police. If the incapacity is directly due to irregular or intemperate habits, no pension can be granted. If it has not been directly caused by such habits, but has been accelerated or aggravated by them, it will be for the authority by whom the pension may be granted to decide what reduction should be made on this account – (Articles 441, 454 and 474, Civil Service Regulations). If the length of the invalid’s service is less than ten years a gratuity only will be admissible (Article 474(a), Civil Service Regulations). Superintendents are retired to be on their guard against endeavors to retire on invalid pension by officers who are capable of serving longer.

9-10. Invaliding rolls – Police officers whose cases fall under the above rule shall be sent to the officer should be invalided he should be asked to fill in an invaliding roll (Form 9 to (b)) on receipt of which steps should be taken to prepare the pension papers without delay. If the incapacity is not declared to be complete and permanent, he should, if possible, be retained in employment on light duty. If a pension is granted the capacity for partially earning a living shall be taken account of in assessing its amount. – (vide Articles 427 and 447 (b), Civil Service Regulations).

9-11. Surgical operations not compulsory – A police officer need not be subjected to a dangerous operation merely to render him fit to perform his duties.

9-12. Incapacity due to intemperance – Whenever the District Health Officer is of opinion that the incapacity of a proposed invalid is caused wholly or partially, by irregular or intemperate habits, it shall be the duty of the Superintendent, in communication with such District Health Officer to investigate and place on record the medical and police history of such officer. It should be decided whether a police officer’s inefficiency is the result of irregular habits, or whether it is due to one act which, from neglect, may have resulted in ruining his constitution and health. The mere fact that a police officer has suffered from syphilis is not sufficient to make him liable to the forfeiture or reduction of pension. Such cases will be decided on consideration of their history as a whole. The record in such cases shall be submitted to the Deputy Inspector – General for orders, with the other documents of the case.

9-13. Invaliding boards – If the pension applied for exceeds Rs.100 a month a certificate by a single medical officer should not be accepted as sufficient. In such a case the applicant shall be produced before the standing medical board or an invaliding committee (vide VIII of Punjab Medical Manual) with the following documents:-

(i) The invaliding roll signed by the District Health Officer or competent medical officer. (ii) The nominal roll (Form 9-13), the character roll and (iii) the medical history of the officer.

9-14. Retention in service after date of invalidment – Ordinarily a police officer shall not be retained in service after the date of his being certified unfit for

service, and, except with the special order of the authority competent to grant the pension, service after that date shall not count for pension (For exception to this rule see Article 456, Civil Service Regulations). When an invaliding roll is signed by more than one medical officer, and on different dates, the date of invaliding shall be taken to be the last of such dates.

9-15. Superannuation pension – (1) A superintendent pension is granted to an officer in superior service entitled or compelled by rule to retire at a particular age – (Article 458, Civil Service Regulations).

(2) A ministerial officer may be required to retire at the age of 55 years, but should ordinarily be retained in service, if he continues efficient up to the age of 60 years. – *vide* rule 56 (b), Punjab Financial Handbook No. 2, Volume I. In the application of this rule the test of efficiency should be applied with reference to the requirements of the post the ministerial officer is holding. In the case of higher ministerial posts, the duties of which involve responsibility and the supervision of other clerks, the competent authority should not agree to retention in service.

(3) Officers other than ministerial, who have attained the age of 55 should ordinarily be required to retire and should not be retained in service except where unquestionable public grounds for retention exist, and there is no doubt as to the physical fitness of the officer. Extensions may not be granted for any period exceeding one year at a time.

9-16. Retention in service of Government servants after the age of 55 years – Under serial No. 23-A of rule 22-4 of the Punjab Financial Handbook No.2, Volume II, Subsidiary Rules, powers are delegated to Heads of Departments to retain a non-gazetted Government servant, other than a ministerial servant, in the service, after the age of 55 years, that any such retention of a Government servant must be on public grounds and that reasons must be recorded in writing. It follows that only in very exceptional circumstances can this power be exercised. The convenience or the financial advantage of the officer to be retained must in no circumstances be taken into consideration. The sole justification for exercising the power delegated, under the rule in question, is the interest of the public service. The question, in fact, is not whether it will benefit an officer to retain him, but whether the interests of the department will suffer if the officer is not retained. Only in very exceptional circumstances will the Inspector-General exercise his power under the rule, which will apply with equal force to all ranks.

9-17. Age register. Maintenance of – (1) A permanent age register shall be maintained in each district police office and in the offices of the Deputy Inspector-General, Criminal Investigation Department and Assistant Inspector-General, Government Railway Police, in Form No. 9-17(1)A and 9-17(1)B, in which shall be entered the names of (a) all lower subordinates and (b) upper subordinates, as they reach the age of 53.

(2) Early in October each year, the Superintendent of Police shall examine the age register and pass orders regarding the superannuation of all lower subordinates, who will attain the age of 55 years or whose previously sanctioned extension of service expires during the financial year commencing on the 1st April next, and shall, with reference to rule 9-16, submit, through the Deputy Inspector-General, his recommendations for the retention of lower subordinates for the orders of the Inspector-General. The names of all upper subordinates similarly due for superannuation shall be submitted in Form 9-17(1)B to the Deputy Inspector-General, who will pass orders for superannuation or make recommendations for the retention of upper subordinates to the Inspector-General for orders.

9-18. Retiring pension – (1) A retiring pension is granted to an officer who is permitted to retire under Article 465, Civil Service Regulations, after completing qualifying service for thirty years. Government retains the right to decline to permit an officer to retire before reaching the age of superannuation, should this be necessary in the public interests.

(2) Conditions under which police officers of the All-India or Provincial Services may retire voluntarily or be compelled to retire after completion of 25 years' service are contained in Article 465-A, Civil Service Regulations.

(3) The officer, whose duty it would be to fill up the appointment if vacant, shall record his orders on the application to retire, which, if in Urdu, should be accompanied by a translation in English. If the officer who applies for pension, is permitted to retire, the application shall be forwarded with the pension papers – (*vide* Article 906, Civil Service Regulations).

9-19. Wound and other extraordinary pensions – (1) Police officer of all ranks are eligible for pensions or gratuities or family pensions in compensation for death, wounds, injuries, or disablement from disease, or in the consequence of their official duties, or in circumstances directly arising from their official positions. The nature and conditions of such grants under varying circumstances, and the procedure to be followed in applying and making recommendations for such grant, are described in Chapter XXXVIII, Civil Service Regulations.

(2) The grant of pensions or gratuities in cases of anarchist outrages will be dealt with under the special powers delegated to Provincial Government in Government of India., Finance Department letter No. 1370-C. S. R., dated the 5th December 1922 and letter No. 58-V-30 Police, dated the 20th August 1930.

(3) The pensions or gratuities of special constables or their dependents shall be determined in the light of their private circumstances subject to a fixed maxima. The maximum benefits for such constable and their dependents shall be approximately equivalent to those admissible in respect of Government Servants intentionally killed, or injured, Provincial Government will take into consideration the private fortune of the special constable including any provident or family pension fund which accrued to the claimants from non-Government sources. (Punjab government endorsement No. 37233 (Home – Police), dated 1st December 1931 on Government of India, Finance Department letter No. 2853 –R.II., dated 16th November 1931).

9-20. The Compassionate Fund – (1) The provincial Government maintains a Compassionate Fund for the relief of families of Government savants left in indigent circumstances through the premature death of the person upon whom they depended for support. The fund is not intended to supplement other provision in the form of pensions and gratuities. Grant are restricted to exceptional and thoroughly deserving cases. Gratuities, and not pensions, are granted, and, except in very exceptional circumstances, the equivalent of six months pay of the deceased is the maximum admissible. Yearly grants may be made for a limited period to defray the expenses of educating children. Relief from the fund is ordinarily confined to the families of non-gazetted officers, and preference is given to cases of men on low rates of pay. The deceased officer must have been a meritorious Government servant and preference will generally be given to the dependents of an officer who has died after many years of service and has just failed to draw pension. Death due to special devotion to duty establishes a strong claim.

(2) Applications for the grant of compassionate gratuities should ordinarily be made within six month of deaths. They should invariably be accompanied by the descriptive-roll in duplicate (on separate sheets) of the applicant or applicants, as the case may be, in Form 9-20(2) duly attested by two or more persons of respectability in the town or village in which the applicant or applicants reside.

NOTE – The full rules of the fund are published with letter No. 22376-F of 4th August 1926, from the Secretary to Government, Punjab, Finance Department, to all Heads of Departments and Deputy Commissioners.

9-21. Pension applications of gazetted officers – Pension applications of gazetted officers are prepared in the Central Police Office and checked by the Accountant General. Claims of officers of the All-Indian service will be entered in Civil Service Regulation Form 26 and those of Provincial service in Civil Service Regulation Form 25.

9-22. Pension applications of enrolled officers – (1) Before the retirement or discharge of an enrolled police officer, his left hand thumb and finger impressions shall be taken in the character roll and service book (if not already taken), on Civil Service Regulations Form 25 and in duplicate in Form 9-22 (1). In the case of literate officers a specimen signature in duplicate attested by a gazetted officer shall be attached to the pension application.

NOTE – To compel an officer after discharge to present himself for such or similar purposes is not lawful.

(2) Applications for wound and other extraordinary pensions should be prepared in Civil Service Regulations Forms 25 and 26 in the case of officers injured, and in Civil Service Regulations Form 22 in the case of deceased officers.

(3) Applications for all other pensions or for gratuity on behalf of enrolled police officers should be on Form 9-22 (3); if necessary a last pay certificate should also be prepared. (*Vide* Article 910).

9-23. Matters to be noted in pension applications – (1) In the preparation of applications for pension and gratuities, attention shall be paid to the following matters:--

Page 1 of Civil Service Regulations Form 25; (a) acting allowance should be excluded from the calculations of the average emoluments, unless the conditions laid down in Article 486 (h), Civil Service Regulations, have been fulfilled.

(b) In the latter case, it should be stated on page 2 of the application (i) whether the appointment was fully vacant; (ii) whether any one else counted service in it for that period; and (iii) how the original vacancy occurred, if the applicant acted in a chain of arrangements.

(c) Fractions of an anna shall not be taken into account in calculating any pension admissible under the rules.

(d) The date entered against serial number 18 and that given at the foot of this page should tally.

(e) Proper names should be written in block capitals.

(2) Page 2 (History of service)

(a) The examples of Civil Service Regulations Form 24 should be followed; the name of district being given in column 2.

(b) A full and clear statement of the entire service of the police officer, on whose behalf the application is made, shall be entered, and the cause of all breaks in service fully explained – (Article 411, 419, 420 and 42, Civil Service Regulations).

(c) Broken periods of a month should be calculated on the number of days in the month; to make the total of such periods agree with the total period of service, the total number of days may either be divided by a month of 30 or 31 days, or the provisions of Article 18, Civil Service Regulations, should be applied.

(d) The period of each rate of pay should be shown separately.

(3) Page 3 (a). The certificate regarding character, conduct, etc., should be in accordance with Article 911, Civil Service Regulations. Character shall be assessed for classification in accordance with rule 14-12(2). No extracts from character rolls may be inserted in any application for pension or gratuity.

(b) If service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper – (Article 470 (b), Civil Service Regulations).

(c) An explanation of any suspension which has not been treated as period spent on duty (Rule 54, Punjab Financial Handbook No.2, Volume I) should be furnished.

NOTE – Every application for pension shall include a certificate to the following effect –

“I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter with-out quoting a reference to this application and the orders which may be passed thereon.”

If the applicant has already received a gratuity, or is in receipt of a pension, the certificate shall be modified to show the nature and amount of such gratuity or pension, the period of service in respect of which it is paid and by whom it is paid.

9-24. Avoidance of delay in submission of pension papers – Delay in the submission of applications for pension causes great hardship to the officers concerned. Submission of pension papers should not be delayed pending recovery of monies due. Officer should state prominently that a recovery is due, and leave Government to direct the recovery from the pension.

9-25. Submission of pension application – The application should be forwarded with a covering letter to:--

(a) The Deputy Inspector-General, in case of wound and other extraordinary pensions, who will forward it through the Inspector-General for the orders of Government.

(b) The Inspector-General, in cases of police officers drawing pay of Rs.45 and under.

(c) The Accountant-General in all other cases.

9-26. Anticipatory pension – When the Accountant-General sends a memorandum of services verified by him of police officers on pay exceeding Rs.40 per mensem, he sends with it a form and certain directions required under Article 925, Civil Service Regulations. If the applicant is willing to receive pension in anticipation of sanction, the form should be filled in, signed and submitted in accordance with the directions.

9-27. Sanction of pension – (1) A claim to a pension by a police officer on pay not exceeding Rs.40 per mensem, only for the period of continuous and verified service in the force in which at the time of his application he is serving, may, if admissible under the strict letter of the rules, be allowed by the Inspector-General and reported to the Accountant-General with the necessary particulars for identification.

(2) In the case of all other enrolled police officers, *i.e.*, officers on pay exceeding Rs.40, and those on pay not exceeding Rs.40 whose services have not been continuous in the force in which at the time of application they are serving, the pension papers shall be first submitted to the Accountant-General for a report on the claim to pension, and on receipt of his report final orders will be passed:--

(a) By the Inspector-General in cases of inspector and officers on pay not exceeding Rs.40 per mensem.

(b) By Deputy Inspector-General, in cases of upper subordinates other than inspectors.

(3) When a pension has been sanctioned, the applicant together with all connected papers, will be returned to the Accountant-General for issue of payment order, and the sanctioning order will be forwarded to the Superintendent for delivery to the pensioner (*vide* Article 326, Civil Account Code, Volume II and Article 939 to 934,

Civil Service Regulations). In the case of officers on pay not exceeding Rs.40 per mensem, only the application with (a) the original request of the applicant for pension, (b) the last pay certificate, (c) the invaliding roll, if any, and (d) thumb impression slips in duplicate, will be returned to the Accountant-General, and the character roll will be sent to the Superintendent.

(4) All letters to the Accountant-General conveying sanction to the grant of pension shall be in form 9-27(4).

(5) In cases where the pension is payable from the treasury outside the Punjab, North-West Frontier or Delhi Province, the sanctioning order with the pension papers shall be forwarded to the Accountant-General, Punjab, for check, and transmission to the Accountant-General of the Province concerned or the other authority, competent to other payment.

9-28. Conversion rate – Pensions payable out of India are convertible at the rate of 1s. 9d. to the rupee.

9-29. Condonation of interruptions and deficiencies in service – (1) The Inspector-General of Police is empowered to condone all interruptions in the service of inspector; Deputy Inspector-General in the service of other upper subordinates and Superintendents of Police in the service of lower subordinates. Condonation of breaks of service and admission of military service to count for police pension rules are conditioned by rules 9-2, 9-3, and 12-24.

(2) The authority competent to sanction the pension of an officer may condone a deficiency of three months in qualifying service, while the Government of India and Provincial Government may similarly condone a deficiency not exceeding twelve months, –vide Article 423, Civil Service Regulations.

(3) All officers sanctioning pensions are empowered to order recovery of overpayments of leave allowances, when this is recommended by the Accounts Department. Cases in which the officer sanctioning the pension does not agree with the Accountant-General in considering that recovery should be made, should be referred to the Inspector-General. The disposal of such references should not interfere with the sanction and payment of a pension otherwise admissible under the rules. It is undesirable that an officer should be kept out of his pension in regard to which there is no doubt, because its enhancement depends on the consideration and reference to higher authority of some concessions claimed.

(4) Every pension and gratuity sanctioned for an enrolled police officer, whether by departmental officer, Government or the Secretary of State, will be notified in the English edition of the *Police Gazette*.

9-30. Withdrawal of General Provident Fund money – The following information shall be supplied to the Audit Office to permit of the prompt payment of General Provident Fund balances due to officers who have left the force on pension or otherwise:---

(a) The number of the General Provident Fund Account as assigned by the Audit Office.

(b) The actual date of retirement of the subscriber.

(c) A certificate from the sanctioning authority referred to in rule 20(1) of the General Provident Funds rules stating whether any advance from the fund was granted to the subscriber during the previous 12 months and giving full particulars of the advance if any.

(d) The amount of the last fund deduction, with the number and date of the treasury voucher from which it was deducted.

(e) The name of the treasury and which payment of the Provident Fund money is desired.

(f) In case of leave preparatory to retirement, whether the officer desires to withdraw the deposit before the actual date of his retirement in terms of rule 11 of the General Provident Fund Rules; if so (1) the date of commencement of leave, (2) the date on which he will actually retire, (3) whether he retires under a superannuation rule, a retiring rule or on a medical certificate of incapacity for further service. In the last case the date of the medical certificate should also be stated. (4) In case of officers proceeding to England on leave preparatory to retirement, whether they desire to receive payment through their agents in India or by means of sterling bills in England.

9-31. Withholding pension – It is within the competence of the Provincial Government to withhold or withdraw the pension of any retired police officer, who participates in any seditious or violent agitation, or is convicted of serious crime, or is guilty of misconduct within the meaning of Article 351 of the Civil Service Regulations.

9-32. Commutation of pensions – (1) The regulations governing the procedure for the commutation of pensions circulated with the endorsements of the Inspector-General, Nos. 900-S/18-9-31-A and 5963-B/18-9-31-A, dated respectively the 12th August and 30th November 1931, which must be followed closely, supersede all previous rules and departmental orders on the same subject. Printed copies of the application form appended to the regulations may be obtained, as required, by indent on the Superintendent, Government Printing, Punjab.

(2) The lump sum payable on commutation shall be calculated in accordance with the tables of present values circulated, with the correspondence ending with the Inspector-General's endorsement 3362-B/18-9-31-A, dated the 11th June 1931, or such revised tables as may from time to time be issued.

9-33. Miscellaneous matters – When police officers have been superannuated, retired or invalided and their cases have been settled by proper authority, such decision is final.

Explanation – Nothing in this rule shall be held to bar the re-enrolment of a police officer who has been invalided, but who has subsequently recovered his health and is certified by proper medical authority as fit to service – (Article 519, Civil Service Regulations).

9-34. Procedure when a police officer becomes a lunatic – If it appears to the Superintendent that a police officer serving under his orders has become a lunatic, he shall take measures to have him invalided in the manner provided by this chapter.

9-35. List of pensioners – (1) Superintendents will, from time to time, receive from Deputy Commissioners the necessary particulars of new pensioners of their districts, and shall forward extracts therefrom to officers in charge of police stations, giving them the names and particulars of all such pensioners residing within their station jurisdictions. Supplementary extracts shall be forwarded on receipt of intimation from Deputy Commissioner.

(2) Officers in charge of police stations shall keep a list of civil and police pensioners residing in their jurisdiction. Such lists shall be pasted on boards and hung up in the office room of the police stations.

(3) Headmen of villages and village watchmen shall be informed of the names of civil and police pensioners residing in their villages, and shall be instructed, when making reports of death, to distinguish the death of all pensioners. On receipt of a report of the death of a civil or police pensioner the officer in charge of the police station shall, in addition to the ordinary death report submit a special report, giving the particulars and date of such death, to the Superintendent to whom he is subordinate, for transmission without delay to the Deputy Commissioner.

Form No. 9-10(a)

Police

Department

FORM OF LETTER TO DISTRICT HEALTH OFFICER

19 .

FROM

Superintendent of Police,
_____.

To

The District Health Officer

DATED _____

No _____.

Received _____

SIR,

I have the honor to request that you will please give your opinion in the enclosed form whether _____ should be invalidated.

2. _____ has served Government for _____ years and _____ months, and his age is recorded as _____ years and _____ months. His hospital sheet is enclosed for perusal and return.

I have, etc.,

Superintendent of Police.

(REVERSE Form No. 9-10(a))

Police

Department

19 .

FROM

The District Health Officer

To

Superintendent of Police,

DATED _____

No _____.

Received _____

SIR,

In reply to your letter No. _____ of _____ I am of opinion that _____ should be invalidated, on the ground that (here state disease, etc.)

2. His incapacity for service does not* appear to have been cause wholly or partially by his irregular or intemperate habits.

3. (Gratuitant only) – I consider that he has not clearly the normal prospects of life.

I have, etc.,

District Health Officer.

* This word to be erased when the incapacity is so caused.

Form No. 9-10(b)

Police Department _____

_____ District

IINVALIDING ROLL

Proceedings of a Invaliding Board assembled to report, under Article 442, Civil Service Regulations, 5th Edition, on the individual named below:---

1. Certified that _____ have carefully examined _____ sun of _____ a _____ No. _____ in the Police Department.

2. his age is by his own statement _____ years, and by appearance about _____ years, _____ consider _____ to be completely and permanently incapacitated for further service

of any kind

in consequence

or in the department to which he belongs

of _____

3. His incapacity does not appear to _____ to have been caused by irregular or intemperate habits.

NOTE – If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly, and the following addition should be made. But no service of a less laborious character is available in the Police.

4. _____ of opinion that _____ is fit for further service of a less labourious character than that which he has been doing, or may, after resting for _____ months, be fit for further service of a less laborious character than that which he has been doing.

DATED _____

Surgeon in Medical charge of Police

Received _____

PRESIDENT OF INVALIDING COMMITTEE.

MEMBERS OF INVALIDING COMMITTEE.

Thumb impressions to be taken by the Examining Medical Officer or Board.

Left Thumb Left Forefinger Left Middle Fingre Left Ring Fingre Left Little Fingre

Form No. 9-13

Police Department _____

_____ District

NOMINAL ROLL OF ENROLLED POLICE OFFICERS UNDER ORDERS TO

STANDING MEDICAL BOARD AT

APPEAR BEFORE THE -----

INVALIDING COMMITTEE AT

1	2	3	4	5	6	7	8
Serial		Father's	Recorded date of	Employment (State rank	Length of Service, counting	Amount of pension or gratuity	

No.	Name	Name	birth by Christian era.	and designation	for pension or gratuity	to which the person is supposed be entitled	Remarks
					Yrs. M. D.	Rs. a. p.	

DATED _____
 Received _____ 19 _____

Superintendent of Police

Form No. 9-17 (1) A

Police Department

_____ District

PERMANENT AGE REGISTER SHOWING THE NAME OF LOWER SUBORDINATES (HEAD CONSTABLES AND CONSTABLES) WHO HAVE ATTEND THE AGE OF 53 OR MORE

1	2	3	4	5	6					7	8
Serial No.	Constabulary No.	Name	Rank and Grade	Date of attaining the age of 55 years	Date to which extension has previously been granted by the Superintendent of Police					Order of Superintendent of Police	Remarks (State length of service qualifying for pension)
					<i>Extensions</i>						
					1 st	2 nd	3 rd	4 th	5 th		

Form No. 9-17 (1) B

Police Department

_____ District

PERMANENT AGE REGISTER SHOWING THE NAMES OF UPPER SUBORDINATES (INSPECTORS, SUB-INSPECTORS, ASSISTANT SUB-INSPECTORS AND SEREANTS) WHO HAVE ATTEND THE AGE OF 53 OR MORE

1	2	3	4	5	6					7	8	9	10	11
Serial No.	Provincial Range No.	NAME	Rank and grade	Date of attaining the age of 55 years.	Date to which extension has previously been grant ----- -----Inspector General ED by the ----- Deputy Inspector General.					Ground for recommending extension or retirement from service	Opinion of District Magistrate.	Orders or remarks by the Deputy Inspector General	Order by the Inspector General of Police	Remarks. (State length of service qualifying for pension.)
					Extension									
					1 st	2 nd	3 rd	4 th	5 th					

FORM NO. 9-20(2)

Descriptive roll of Musammat -----widow of the late -----

No.----- of the ----- District.

- (1) Name
- (2) Race
- (3) Residence

- (4) Father's name and resident.
- (5) Height
- (6) Age
- (7) Colour
- (8) Personal marks, if any, on the hand, face, etc.
- (9) Place of payment (Government Treasury or Sub-Treasury).

SIGNATURE OR RIGHT HAND THUMB AND FINGER IMPRESSIONS:-

Small finger. Ring finger. Middle finger
 () () ()

Index finger. Thmb
 () ()

FORM No. 9-22(1)

Police Department _____ District

THUMB AND FINGER IMPRESSION SLIP.

1	2	3	4	5
Left thumb.	Left forefinger.	Left middle finger.	Left ring finger.	Left little finger.

THUMB AND FINGER IMPRESSION SLIP OF ----- LATE A -----, NO.-----

Taken before-----

Name and designation -----

On the -----of ----- 19 .

Signature

FORM No. 9-22(3)

Police Department _____ District

Application for _____ for _____ No. _____ grade _____ of the _____ Police.

(1) Name of applicant ... (2) Father's name ... (3) Race, sect and caste ... (4) Residence. ... (5) Present or last employment including name of service (6) Date of beginning of service ... (7) Date ending of service ... (8) Length of service, including	Village _____ Thana _____ District _____			
	Years _____ Months _____ Days _____			
	Years	Months	Days	Space for thumb and finger impressions
			Left Thumb	
			Index	

interruptions. <div style="border: 1px solid black; width: 20px; height: 20px; margin-left: 20px; margin-bottom: 5px;"></div> Superior ... On Which Interior ... Non Qualifying and interruptions	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Finger</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Middle Finger</td> <td></td> </tr> <tr> <td style="text-align: center;">Ring Finger</td> <td></td> </tr> <tr> <td style="text-align: center;">Little Finger</td> <td></td> </tr> </table>	Finger		Middle Finger		Ring Finger		Little Finger	
Finger									
Middle Finger									
Ring Finger									
Little Finger									
(9) Class of pension or gratuity applied for and c use of applicatin*. (10) (Average) emoluments or pay ... (11) Proposed pension ... (12) Do. Gratuity ... (13) Date from which pension is to commence. ... (14) Place of payment ... (15) Date of applicant's birth by Christian era+. ... (16) Height ... (17) Marks ... (18) Date ..									

*If the application is for Compensation, Pension or Gratuity the nature of the change of establishment which has given rise to the claim, should be fully stated.

+If not known exactly, must be stated on the best information or estimate.

Dated _____ 19

Superintendent of Police

APPLICATION FOR PENSION OR GRATUITY.

HISTORY OF SERVICE (SHOWING INTERRUPTION) OF -----

-----GRADE.

1	2	3	4	5	6	7	8	9	10	11
Establishment.	Appointment	Pay.	Acting Allowance.	Date of Beginning.	Date of ending.	Period reckoned as service	Period not reckoned as service	Remarks	How verified	Remarks by the Audit Officer.
						Y. M. D.	Y. M. D.			

				Total period of superior service.				

REMARKS BY HEAD OF OFFICE.

<p>(1) As to character and past conduct of applicant [See Article 911 (a), C.S.R.]</p> <p>(2) Explanation of any suspension or degradation.</p> <p>(3) Regarding any gratuity or pension already received by applicant.</p> <p>(4) Explanation under Article 427 so far as the head of the office can give it.</p> <p>(5) Any other remarks.</p> <p>(6) Specific opinion of head of office, whether the service claimed is established and should be admitted or not [See Article 911 (b).]</p>	<p>Superintendent of Police</p>
---	---------------------------------

CERTIFICATE AND REPORT OF THE AUDIT OFFICER.

Certificate that (subject to the remarks below recorded) qualifying service in _____ grade has been duly proved for _____ years, _____ months, _____ days; and that _____ not exceeding Rs. _____ is admissible under Article _____ of the Civil Service Regulations. The calculations have been duly verified _____. The _____ is chargeable to _____.

LAHORE:



Audit Officer

Dated _____ 19

FORM No. 9-22 (3) – Concluded.

ORDER BY INSPECTOR – GENERAL OF POLICE

A Pension of Rs. _____

_____ only per mensem, is sanctioned for Constable / Head Constable of the _____ District, payable from the Treasury at _____ with effect from the _____ of _____ 19 _____. The medical certificate granted by the District Health Officer _____ is accepted under Article 442 (d) of the Civil Service Regulations.

Assistant Inspector General,

Dated _____ 19 _____ for Inspector General of Police,

Punjab.

Police 19 Department	District	Application for pension or gratuity. For _____ Grade.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date of application</th> <th style="width: 15%;">Name of applicant</th> <th style="width: 15%;">Last appointment held</th> <th style="width: 15%;">Class of pension or gratuity</th> <th style="width: 15%;">Amount of pension sanctioned.</th> </tr> </thead> <tbody> <tr> <td>...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> </tbody> </table>	Date of application	Name of applicant	Last appointment held	Class of pension or gratuity	Amount of pension sanctioned.
Date of application	Name of applicant	Last appointment held	Class of pension or gratuity	Amount of pension sanctioned.									
...									

FORM No. 9-27(4)

POLICE

DEPARTMENT

From

To

HEAD PENSION _____ : FILE NO. _____ LETTER NO. _____ DATE _____ 19 _____.
--

TOTAL ACCOUNTANT GENERAL,

Punjab.

SIR,

With reference to your letter No, _____ dated _____ . I have the hounour to inform yo9urthat II have sanctioned the grant of a pension (Superintendent, Invalid, Retiring) of Rs. _____ pr mensem to the officer, and with effect from the dates, shown in the sub-joined table. I have o _____ of this officer and have satisfied myself with reference to Article 470 (b) Civil Services Regulations that the pension should be _____ to Rs. _____ per mensem.
Character Roll and Personal file

2. The grant is subject to revision and should the amount now granted be afterwards found to be in excess of that to which entitled under the Regulations, refunds will be demanded.
Reduced from Rs. _____

3. The pension application with connected papers (as noted on _____ are forwarded herewith for issue of necessary orders of payment.
(reverse) below)

1	2	3	4	5	6	7	8
Provincial Range or constabulary No.	Name.	Rank.	Amount.	Date from which payable.	Treasury from which payable.	Scale elected.	Age.
							Y. M. D.

I, have, etc.,

Assistant Inspector General,

for Inspector General of Police Punjab.

ENCLOSURES.

1. Application for pension.
2. applicant's Retition in writing applying for pension.
3. Last-Pay Certificate.
4. Invaliding Certificate.
5. thumb and finger impression slip.
6. Specimen signature in duplicate.
7. Certificate regarding non-receipt of pension or gratuity.
8. Certificate regarding leave.

APPENDIX 10.22(1)

SPECIMEN SCALE AND INSTRUCTIONS FOR CALCULATING CHARGES FOR ADDITIONAL POLICE.

Cost for the first year

	Rs.	a.	p.
One Inspector at Rs.210 per mensem	2,520	0	0
On Sub-Inspector at Rs.95 per mensem	1140	0	0
One Assistant Sub-Inspector at Rs.49 per mensem	588	0	0
One Head Constable at Rs.35 per mensem	420	0	0
Twenty-five Foot Constables –			
Six Foot Constables at Rs.21 per mensem each	1,512	0	0
Nineteen Foot Constables at Rs.18 per mensem each... ..	4,104	0	0
Four Foot Constables at Rs.18 per mensem each, i.e. 1/6 th of the total number of Constables on account of contingency reserve	864	0	0
Total pay of establishment	11,148	0	0
Contingencies at 1/10 th of pay of establishment	1,114	12	9
Leave contributions –			
12 ¹ / ₂ percent of total average pay of establishment, i.e. 1/8 th of total pay of establishment	1,393	8	0

Pension contributions –

8¹/₆ percent of maximum pay of –

	Rs.			
One Inspector	300			
One Sub-Inspector	160			
One Assistant Sub-Inspector	60	1,349	7	4
One Head Constable	45			
Twenty-nine Foot Constables	812			
	1,377			
Conveyance allowance for one Inspector at R.30 per mensem	360	0	0	
Conveyance allowance for one Sub-Inspector at Rs.30 per mensem	360	0	0	
Conveyance allowance for one Assistant Sub-Inspector at Rs.15 per mensem	180	0	0	
Thirty clothing allowances at Rs.15 each	450	0	0	
Thirty equipment allowance at Rs.5 each	150	0	0	
Total	16,505	12	1	

Initial charges

	Rs.	a.	p.
Uniform allowance for one Inspector at Rs.200	200	0	0
Uniform allowance for one Sub-Inspector at Rs.200	200	0	0
Uniform allowance for one Assistant Sub-Inspector at Rs.200	200	0	0
Thirty clothing allowances at Rs.15 each	450	0	0
Thirty equipment allowances at Rs.5 each	150	0	0
Thirty beds allowances at Rs.15 each	450	0	0
Total	1,650	0	0
Hutting charges (initial or recurring as the case may be) ...	400	0	0
Grand Total	18,555	12	1

Note 1 – There will be the usual proportion (*viz.* 25 percent) of selection grade constables, these appointments will be temporary.

Note 2 – Contingencies include all charges for which no express provision is made, not excepting travelling allowance, carriage of constabulary and rewards.

Note 3 – All upper subordinates directly appointed or promoted from the rank of Head Constables are entitled to free uniform, for which an initial grant of Rs.200 and subsequent yearly allowance of Rs.25 will be credited to the Clothing Fund.

Cost for the second year

	Rs.	a.	p.
One Inspector at Rs.210 per mensem	2,520	0	0
On Sub-Inspector at Rs.95 per mensem	1140	0	0
One Assistant Sub-Inspector at Rs.49 per mensem	588	0	0
One Head Constable at Rs.35 per mensem	420	0	0
Twenty-five Foot Constables –			
Six Foot Constables at Rs.21 per mensem each ...	1,512	0	0
Nineteen Foot Constables at Rs.18 per mensem each...	4,104	0	0

Four Foot Constables at Rs.18 per mensem each, i.e. 1/6 th of the total number of Constables on account of contingency reserve	864	0	0
Total pay of establishment	11,148	0	0
Contingencies at 1/10 th of pay of establishment	1,114	12	9
Leave contributions –			
12 ¹ / ₂ percent of total average pay of establishment, i.e. 1/8 th of total pay of establishment	1,393	8	0
Pension contributions –			
8 ¹ / ₆ percent of maximum pay of –			
	Rs.		
One Inspector	300		
One Sub-Inspector	160		
One Assistant Sub-Inspector	60	1,349	7 4
One Head Constable	45		
Twenty-nine Foot Constables	812		
	1,377		
Conveyance allowance for one Inspector at R.30 per mensem	360	0	0
Conveyance allowance for one Sub-Inspector at Rs.30 per mensem	360	0	0
Conveyance allowance for one Assistant Sub-Inspector at Rs.15 per mensem	180	0	0
Thirty clothing allowances at Rs.15 each	450	0	0
Thirty equipment allowance at Rs.5 each	150	0	0
Uniform allowance for one Inspector	25	0	0
Uniform allowance for one Sub-Inspector	25	0	0
Uniform allowance for one Assistant Sub-Inspector	25	0	0
Hutting charges (if recurring)	400	0	0
Total	16,980	12	1

Note – The strength of the force of Additional Police to the employed depends on circumstances. The specimen scales given above are merely a guide to the cost of the officers and men whom it is decided to employ.

APPENDIX 10.31(1)

THE TABLE BELOW DETAILS THE DIFFERENT CLASSES OF POLICE INCOME WHICH SHOULD BE CREDITED ON RELIZATION TO THE HEADS SHOWN IN COLUMNS 2, 3 AND 4

S.No. of sub-head in col-4	No. and name of Major Head	Minor Head	Description or detailed sub-head	Description of income to be credited under the sub-head
1.	XXIII – Police	Contribution for Railway Police
		Fees, fines and forfeiture	...	Recoveries under Section 41, Police Acr V of 1861.
				Cost of certificates of appointment

			<p>Recoveries of over-payments. Collection of payments for services rendered:-</p> <ol style="list-style-type: none"> 1. Fee for students from Indian States admitted to the Police Training School, Phillaur. 2. Contribution from Indian States to be Finger Print Bureau. 3. Leave salary contribution of officer lent of foreign services. 4. Contribution towards passages of Government servants lent to other Governments. 5. Contribution towards passages of Government servants lent on foreign service. 	<p>Copying fee of departmental proceedings and records.</p> <p>Recoveries on account of over-payments in previous years.</p> <p>Contribution from other Governments for passage of Police Officers permanently borne on Punjab cadre who are temporarily lent for service to Governments other than Punjab Government shall be credited under this head.</p> <p>Contribution from Indian States for passages of Police Officers lent for service in those States shall be credited under this head</p>
--	--	--	---	--

			<ol style="list-style-type: none"> 6. Contributions towards horse, saddlery and uniform allowances of officers lent on foreign service. 7. Refunds allowed by Military authorities for Ordnance Stores returned to Arsenals 8. Receipts on account of Additional Police employed under sections 13, 14 and 15 of Police Act V of 1861. 	<p>Contributions from Indian States for horse, Saddlery and uniform of officers lent for service in those States shall be credited under this head.</p> <p>...</p> <p>Income on account of –</p> <ol style="list-style-type: none"> 1. Additional Police supplied to private persons (Rule 10-21) 2. Additional Police supplied to public departments (Rule 10-23) 3. Additional Police quartered in disturbed or dangerous area (Rule 10-24) <p>shall be credited under this head except pension charges which shall be credited under Receipt Major Head XLIV – Receipts-in-aid of Superannuation.</p>
		Miscellaneous	(1) Police Land Receipts	All proceeds on account of sale of grass, wood fruit, vegetables, stable litter and grain, grazing, fees, and rent of land leased for cultivation in each district.
			(2) Miscellaneous	Two months' pay in lieu of two months' notice of resignation (Rule 14-11)
2.	XLV – Stationery	Stationery Receipts	Sale proceeds of stationery	Sale proceeds of English Stationery (such as olds scissors, pen knives, rulers, etc., supplied by the Stationery Office, Calcutta.
3.	...	Sale of Gazettes and other publications	Subscription to English Gazettes	Subscription to the Punjab Police Gazettes, English edition
4.	Subscription to Urdu Gazettes	Subscription to the Punjab Police Gazettes, Urdu edition.
5.	Advertisement	Rule 11-54
6.	Sale of gazettes	Price of either edition of the Punjab Police Gazettes sold or recovered from Police Officers purchasing or losing them.

7.	Sale of other publications	Price of publications which may be authorised to be stocked for sale in Police Offices.
8.	Sale proceeds of Stationery boxes or other material in which English Stationery is supplied from Stationery Office, Calcutta.

9.	XLVI – Miscellaneous	Sale of old stores and material	...	(a) Sale proceeds of all Government Stores (other than articles of clothing or equipment) such as Ordnance Stores, tents, articles of furniture, waste paper and building material. (b) Recoveries on account of damages done to any of the above articles when money is not spent on their renewal or repairs.
10.	Police Deposit	...	Clothing	(a) Annual Clothing allowances (Rule 10-113) (b) Sale proceeds of all articles belonging to, or purchased from, the Clothing Fund. (c) Cost of damage done to articles of the Clothing Fund, if not spent on the renewal of, or repairs to, the articles (Rule 4-24).
11.	Equipment	(a) Annual foot and mounted equipment allowances (Rule 10-113). (b) Sale proceeds of all articles belonging to foot or mounted equipment (Rule 10-113) (c) Cost of damage done to articles of foot or mounted equipment, if not spent on renewal of, or repairs to, the articles (Rule 5-4)
12.	Estates	(a) Clothing money and all cash balances held on behalf of estates of deceased, deserted or lunatic Police Officers, and Chanda, if any, due to such officers (Rule 10-55)
13.	Excluded Local (Police Remount) Fund	...	Chanda	(a) Chanda money (Rules 7-11, 7-12) (b) Chanda subscriptions (Rule 7-10) (c) Horse or Camel allowances forfeited (Rule 7-12 <i>et seq.</i>) (d) Sale proceeds of horses, camels, or their foals, or of their skins, etc. (Rule 7-22) The rules governing the procedure to be followed in regard to the Chanda Fund are given in Chapters VII and X.

APPENDIX 10.63

TABLE A.

RATES OF PAY SANCTIONED FOR ALL RANKS AND GRADES IN THE POLICE DEPARTMENT

Post	Year of service	Pay	Overseas pay (if drawn in sterling)			Overseas Pay (if drawn in rupees)	Remarks
1	2	3	4			5	6
		Rs.	£			Rs.	
Inspector-General	..	2,500–125–3,000	13	6	8	...	The new scale will apply to all officers at present serving in the rank of Deputy Inspector-General except those who exercise the option of remaining on the old scale.
Deputy Inspector-General	...	1,950–50–2,100	13	6	8	...	
Superintendents, Selection Grade	...	1,450	30	0	0	300	
Superintendents, Time-Scale	6 th	650	15	0	0	150	
	7 th	675	15	0	0	150	
	8 th	700	15	0	0		

	9 th	725	25	0	0		
	10 th	750	25	0	0		
	11 th	800	25	0	0		
	12 th	825	25	0	0		
	13 th	850	25	0	0		
	14 th	900	25	0	0		
	15 th	925	30	0	0		
	16 th	950	30	0	0		
	17 th	1,000	30	0	0		
		<i>Efficiency Bar</i>					
	18 th	1,050	30	0	0	300	
	19 th	1,050	30	0	0	300	
	29 th	1,100	30	0	0	300	
	21 st	1,100	30	0	0	300	
	22 nd	1,150	30	0	0	300	
	23 rd	1,200	30	0	0	300	
	24 th	1,250	30	0	0	300	
	25 th	1,300	30	0	0	300	
	26 th	1,350	30	0	0	300	
+ Assistant Superintendent	1 st	350		...		100	
	2 nd	375		...		100	
	3 rd	400*		...		100	

* Granted subject to the condition that he has passed all the departmental examinations except Punjabi.

Post	Year of service	Pay	Overseas pay (if drawn in sterling)			Overseas Pay (if drawn in rupees)	Remarks	
1	2	3	4			5	6	
+ Assistant Superintendent <i>Contd.</i>	4 th	425 [#]		...		125	#Granted subject to the condition that he has passed the Punjabi examination.	
	5 th	450	15	0	0	150		
	6 th	475	15	0	0	150		
	7 th	500	15	0	0	150		
	8 th	525	15	0	0	150		
	9 th	550	25	0	0	250		
		<i>Efficiency Bar</i>						
	10 th	575	25	0	0	250		
	11 th	600	25	0	0	250		
			625	25	0	0		250

12 th	650	25	0	0	250
13 th	675	25	0	0	250
14 th	700	30	0	0	300
15 th					

*Note (i) – An Assistant Superintendent of Police with less than six years’ service who is appointed to officiate as a Superintendent of Police is entitled to draw the minimum of the senior scale, i.e., Rs.650. An Assistant Superintendent of Police with six years or more than six years service who is appointed to officiate as Superintendent of Police is entitled to draw the pay in the senior scale shown apposite the number of years’ service at his credit.

Note (ii) – Officers recruited up to and including 1925 shall, when officiating in the senior scale during the first four years of their service, draw overseas pay at the rate of Rs.150.

Deputy Superintendent, Selection Grade	...	750			
Deputy Superintendent, Time-Scale	1 st	200	□		Probationary period
	2 nd	225			
	(if found efficient)				
	3 rd	250			
	4 th	275			
	5 th	300			
	6 th	325			
	7 th	350			
	8 th	375			
	9 th	400			
	10 th	425			
	11 th	450			
	12 th	475			
13 th	500				

		<i>Efficiency Bar</i>			
Deputy Superintendent, Time-Scale Contd.	14 th	525			
	15 th	550			
	16 th	575			
	17 th	600			
	18 th	625			
	19 th	650			
	20 th	675			
	21 st	700			
+ Prosecuting Deputy Superintendent	The scale applicable to other Deputy Superintendents				

Note (1) – the initial pay of an officer promoted from the Provincial Police Service to the Indian (Imperial) Police Service shall on each occasion of his promotion be fixed on the inferior time scale of pay for the Indian (Imperial) Police Service at the stage next above his existing pay in the Provincial Police Service. As soon as he holds a superior post he shall rise to the corresponding stage of the superior scale.

Note (2) – When an officer of a Provincial Service is drawing pay in that service equal to or higher than the maximum of the inferior Imperial Police time-scale and is promoted to a superior post in the All-India Service, he shall be brought on the Superior time-scale at the stage which is Rs.175 in excess of the pay he was drawing in the Provincial Service, or if there is no such stage, then at the stage next above the total of his pay in that service plus Rs.175 provided that no

officer so promoted from the Provincial Service shall draw more pay than that which an officer of the All-India Service of the same number of years service would be entitled to under the superior time-scale.

Note (3) – On any enhancement of his Provincial Police Service pay (whether as the result of general revision of the Provincial Police Service rates of pay, or of the operation of the Provincial Police Service time-scale, or of promotion to the Selection Grade of the Provincial Police Service) while officiating in an All-India Service post such an officer shall be entitled to have his pay on the All-India Service time-scale of pay recalculated in accordance with the principles laid down in notes (1) and (2) above on the basis of his enhanced pay in the Provincial Service, and with effect from the date of such enhancement.

Note (4) – Increments of pay on the All-India Service time-scale of pay shall be granted to a Provincial Police Service officer holding an Indian (Imperial) Police post only on completion of a full year's service on any stage of that scale, but for the purpose of calculating one year's service at a given rate of pay broken periods of officiating service at that rate of pay shall be taken into account.

Post	Year of service	Pay	Remarks
		Rs.	
European Inspectors	205 – 7 ¹ / ₂ – 265 – 325	
India Inspectors	180 – 7 ¹ / ₂ – 240 – 300	
Inspectors and Sub-Inspectors on probation	Rupees 100 and Rs.50 per mensem, respectively, while under training at the Police Training School. On being posted to district Probationary Inspector will draw Rs.130 per mensem until confirmed while Probationary Sub-Inspectors will draw pay on the time-scale for Sub-Inspectors. The period of training at the Police Training School and in districts during which they drew pay below the minimum rate of the time-scale shall count of increment.

Note – As there is an overlap between the rates of pay with allowance of Inspector and the lower rates in the time-scale of the Provincial Service, officers admitted into the Provincial Service by promotion, either officiating or substantive, are placed in the time-scale of the latter in such a way as to give them a rate of pay Rs.75 per mensem higher than the substantive pay of their last post in the subordinate service. When this results in a sum intermediate between two rates in the time scales, the next increment is reduced so as to bring the total up to the next highest rate in that scale.

Post	Year of Service	Pay	Remarks
		Rs.	
Sergeants	150 – 5 – 200	(Efficiency Bar at Rs.175)
Sub-Inspectors (Selection Grade)	...	130	4 th Grade
		140	3 rd Grade
		150	2 nd Grade
		160	1 st Grade
Sub-Inspectors (Time-Scale)	...	80 – 5 – 130	(Efficiency Bar at Rs.110)
Assistant Sub-Inspectors	...	55 – 2 ¹ / ₂ – 75	(Efficiency Bar at Rs.65)
Head Constables	35 – 1 – 50	(Efficiency Bar at Rs.40 and 47)
Constables (Selection Grade)	...	25 – 1 ¹ / ₃ – 33	On enlistment
Constables (Time-Scale)	...	22	After 3 years service
		23	After 10 years service
		24	After 17 years service
		25	
(Ministerial Establishment)			
<i>Clerks</i>			
In the offices of the Inspector-General, the Deputy Inspectors-General and the Assistant Inspectors-General, Government Railway Police			
		Rs.	
Superintendent	350 – 20 – 450	
...	...		

Head Assistant	250 – 10 – 350	
Steno Typist	150–10–200–10–300	(Efficiency Bar at Rs.200)
Auditor	150–5–180–10–250	
Assistant (Head Clerk)	100–8–180–10–250	(Efficiency Bar at Rs.180)
Senior Clerks	75–5–100–5–150	(Efficiency Bar at Rs.100)
Junior Clerks	40–3–82–3–100	(Efficiency Bar at Rs.82)
Munshis	...	30–1½–60–2–70	(Efficiency Bar at Rs.60)

<i>Inferior Servants</i>			
Jamadar	18	
Chaprasi	14	
Daftri	20 – 1/5 – 25	
<i>Manials</i>			
Bhishti	12	Maximum admissibler
Sweeper	12	Ditto
Khalasi	13	Ditto
Mali	13 – 16	Ditto
Cooks	15	Ditto

APPENDIX NO.10-63

TABLE B

ALLOWANCES SANCTIONED FOR CERTAIN POSTS IN THE POLICE DEPARTMENT

(Note – The allowances shown in column 2 are granted to such members only of the holder of posts shown in column 1 as may be specifically authorised from time to time.)

1	2	3
Designation of Post	Special Pay	Remarks
	Rs.	
1. Assistant Inspector-General of Police, Punjab	200	
2. Assistant Inspector General, Government Railway Police	200	
3. Superintendents of Police, Criminal Investigation Department	150	
4. Senior Superintendents of Police, Lahore	150	
5. Principal, Police Training School, Phillaur	100	
6. Assistant Inspector-General of Police, Criminal Tribes	150	
7. Assistant Superintendent, Government Railway Police	100	
8. Assistant Superintendent of Police, Dera Ghazi Khan (Commandant, Baluch Levy)	100	
9. Deputy Superintendents of Police, Criminal Investigation Department	75	

10.	Prosecuting Deputy Superintendents of Police	75	
11.	Deputy Superintendents, Government Railway Police in charge of Sub-Divisions	50	
12.	Inspector attached to His Excellency the Viceroy's Guard	75	
13.	Prosecuting Inspectors	50	
14.	Inspectors, Criminal Investigation Department	50	
15.	Inspector, Finger Print Bureau, Phillaur	50	
16.	Reserve Inspector at Police Training School, Phillaur	40	
17.	Inspectors in charge of Police Stations, City and Civil Lines, Lahore, Anarkali, Naulakha, Amristar, Rawalpindi, Multan and Inspector Incharge C.I.A, Lahore	25	
18.	Indian Inspectors of Government Railway Police	25	
19.	Inspectors (Law Instructors) Police Training School, Phillaur	50	

1	2	3
Designation of Post	Special Pay	Remarks
	Rs.	
20.	15	To be paid from Central Revenue under the head-Punjab-C-Land Customs-C-2-Pay of Establishment
21.	15	For officers appointed before 1 st August 1932
22.	15	
23.	30	
24.	30	
25.	30	
26.	20	
27.	25	
28.	30	
29.	15	
30.	7	
31.	6	
32.	5	
33.	3	
34.	20	

Police Lines		
35. Assistant Armourers (Constables) in District and Railway Police Lines	10	
36. Constables employed on traffic duty	3	
37. Constables of the Criminal Investigation Department	3	
38. Constables of the Government Railway Police who have passed a special test in English and law. (Number of allowances limited to 200)	3	
39. Foot Constables employed as Police Signallers in the Attock and Mianwali Districts	3	
40. All Constables of the Railway Police	1	Enlisted before 29 th May 1936
41. Officers employed as Urdu typists in offices of Superintendents of Police		

1	2	3
Designation of Post	Special Pay	Remarks
42. For enrolled <i>police officers employed on clerical staff in the English Offices of Superintendent of Police:-</i>	Rs.	
Head Clerk		
Accountant	30	
Assistant Clerk	30	
... ..	20	
Typist	20	
Bill Clerk	10	
Assistant Accountant	10	
... ..	10	
Head Proficient, Finger Prints	10	
... ..		
<i>Special pay admissible to clerks</i>		
43. Head Clerks of the Offices of the Range Deputy Inspectors-General of Police and the Assistant Inspector-Genera, Government Railway Police	30	

Designation of Post	Compensatory allowance	Remarks
	Rs.	
1. Superintendent of Police, Rawalpindi	100	
2. Superintendent of Police, Dera Ghazi Khan	100	Baluchi language allowance
3. Two Assistant Superintendents of Police, Lahore	100	
4. Assistant Superintendent of Police, Dera Ghazi Khan (Commandant, Baluch Levy)	100	Balochi language allowance
5. Deputy Superintendent of Police, in charge of Lahore Headquarter Police Stations	50	
6. Inspectors in Simra District	50	
7. Inspectors employed permanently or temporarily at Dalhousie hill station	45	
8. Inspectors employed permanently or temporarily	25	

	at Dharamsala and Kullu Sub-Division		
9.	(Deleted)		
10.	Sergeants in Simla Railway and District Police	35	
11.	Sergeants from Delhi Province deputed to Simla District every year	35	
12.	Sergeants employed permanently or temporarily at Murree, Kassauli and Dalhousie hill stations	35	
13.	Sergeants employed permanently or temporarily at Dharamsala and Kullu Sub-Division	20	

	Designation of Post	Compensatory allowance	Remarks
		Rs.	
14.	Sergeants employed during summer on traffic control duty on the Dalhousie-Pathankote road with headquarters at Dunera	25	
15.	Sub-Inspectors in Simla District	30	
16.	Sub-Inspector in charge Murree Police Station	30	For inspection of ponies. To be paid from Murree Cantonment Funds
17.	Sub-Inspectors employed permanently or temporarily at Murree, Kasuli and Dalhousie hill stations	25	
18.	Sub-Inspectors employed at Koti Police Station in the Rawalpindi District	25	
19.	Sub-Inspectors employed permanently or temporarily at Dharamsala and Kullu Sub-Division	15	
20.	Sub-Inspectors attached to Viceroy's Guard, Simla	20	In addition to Rs.30 Simla allowance
21.	(Deleted)		
22.	All Assistant Sub-Inspectors in Simla District	18	
22-A.	All Assistant Sub-Inspectors serving whether permanently or temporarily at Murree, Kasauli and Dalhousie	12	
22-B.	All Assistant Sub-Inspectors serving whether permanently or temporarily at Dharamsala and Kullu Sub-Division	8	
22-C.	Assistant Sub-Inspector in charge Kotli Police Station in the Rawalpindi district	12	
23.	All Head Constable in Simla district	12	
24.	Head Constables, Railway Police, at Simla	12	
25.	Head Constables of the Criminal Investigation Department posted to the Simla Railway Station during summer months	12	
26.	Head Constables from each of the districts of Lahore, Ambala, and Amritsar deputed every year to Simla for detective duty during the summer	12	
27.	Trans-Indus allowance for Head Constables of Dera Ghazi Khan District and Mianwali District	5	
28.	Head Constables employed permanently or	8	

	temporarily at Murree, Kasauli and Dalhousie hill stations		
29.	Head Constables employed at Kotli Police Station and Karor Police Post in the Rawalpindi District	8	
30.	The Head Constables posted at Balun, Dunera and Chakki in the Gurdaspur District to control traffic on the Dalhousie-Pathankot Road during summer	8	

	Designation of Post	Compensatory allowance	Remarks
		Rs.	
31.	Head Constables employed permanently or temporarily at Dharamsala and Kulu Sub-Division	7	
32.	Head Constable of the Government Railway Police Post at Jogindar Nagar	7	
33.	Head Constables of the Simla District attached to His Excellency the Viceroy's Guard	8	
34.	Head Constables, Amristar District stationed at headquarters	5	
35.	Head Constables, Lahore District stationed at headquarters	5	
36.	Head Constables of the Criminal Investigation Department stationed at Lahore	5	
37.	Head Constables employed at Rawalpindi	4	
38.	Constables of the Simla District	6	
39.	Constables of the Railway Police at Simla	8	
39-A.	Two foot constables of the Government Railway Police posted at Reti Railway Station on the border of the Punjab and Sindh for the purpose of checking seals on wagons and patrolling	3	Each
40.	Two Constables from each of the districts, Lahore, Ambala and Amristar deputed to Simla every year for detective duties	8	
41.	Constables stationed at headquarters of Lahore and Amritsar	5	
42.	Constables of the Criminal Investigation Department stationed at Lahore	5	
43.	Constables employed permanently or temporarily at Murree, Kasauli and Dalhousie hill stations	5	
44.	Constables employed at Kotli Police Station and Karor Police Post in the Rawalpindi	5	In addition to Rs.6 Simla allowance
45.	Constables attached to His Excellency the Viceroy's Guard	5	
46.	Trans-Indus allowance for constables of Dera Ghzai Khan District and of Mianwali District	4	
47.	Foot constables posted at Balun, Dunera and chakki in the Gurdaspur District to control traffic on the Dalhousie-Pathankot Road during summer	5	
48.	All constables employed at Rawalpindi	4	
49.	Constables employed permanently or temporarily at Dharamsala and Kulu Sub-Division	3	
50.	Foot constables of the Government Railway	3	

Police Post at Jogindar Nagar			
50-A	All Constables of the Railway Police	1	Enlisted after the 20 th May 1936
Designation of Post		Compensatory allowance	Remarks
51.	Menials and inferior servants serving at Rawalpindi, Sargodha, Layallpur, Lahore and Amritsar on pay less than Rs. 20 where free quarters are not given	Rs. 1	
52.	Police station clerks who are required to maintain the register of vital statistics	1	Drawn in a separate bill and debitable to Major Head "37-Miscellaneous(Rule 10-62-A)
<i>Compensatory allowances to Clerks at the following localities</i>			
1.	<i>Simla:-</i> Junior Clerks in scales of Rs.30-1 ¹ / ₂ -60-2-70 and 40-2-90 Clerks in higher grades		At 33 ¹ / ₂ percent of pay subject to a maximum of Rs.25 At 30 percent of pay subject to a minimum Rs.25 and at maximum of Rs.75
2.	<i>Dharamsala:-</i> All Clerks		12 ¹ / ₂ percent of pay subject to a minimum Rs.10 and at maximum of Rs.25
Clerks drawing:-			
3.	Lahore Layallpur Sargodha Rawalpindi Amritsar		Rs.97 or less Rs.3 Rs.98 or less Rs.2 Rs.99 or less Rs.1 Rs.100 or less Nil

APPENDIX NO. 10.111 (1)

STATEMENT SHOWING EXPENDITURE UNDER VARIOUS SECONDARY UNITS SUBORDINAE TO PRIMARY UNITS

MAJOR HEAD – 29 – POLICE

1	2	3	4	5
Serial No.	Minor Head	Primary Units	Secondary Units	Description of charges
1.	A – Superintendence B-1. District Executive Force I. District Executive Force proper II. Police employed under sections 13, 14 and 15 of Police Act V of 1861 C. – Police Training School, Phillaur E. – Railway Police F. – Criminal Investigation Department	Travelling Allowance	(1) Conveyance Allowance (2) Travelling Allowance	Drawing in salary billd (rules 10-84 and 10-96). Drawing in travelling allowance bills (rule 10-160). <i>Note – Conveyance and other travelling allowance of Imperial Police officers should be treated as "Non-voted" expenditure and should be shown in registers and returns separately in read ink.</i>

2.	Ditto	Other Allowances and Honoraria	<p>(1) Rewards to Police Officers.</p> <p>(2) Grants to Imperial Service Police Officers for Uniform, horse and saddlery.</p> <p>(3) Grants to Provincial Service Police Officers uniform, horse and saddlery.</p>	<p>Drawn in abstract contingent bills "C Class" – See also rule 15-7.</p> <p>Drawn in abstract contingent bills "C class". This expenditure is treated as Non-voted.</p> <p>Drawn in abstract contingent bills "C class".</p>
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2. <i>Contd</i>	<p>A – Superintendence</p> <p>B-1. District Executive Force</p> <p>III. District Executive Force proper</p> <p>IV. Police employed under sections 13, 14 and 15 of Police Act V of 1861</p> <p>C. – Police Training School, Phillaur</p> <p>E. – Railway Police</p> <p>F. – Criminal Investigation Department</p> <p><i>Contd</i></p>	Other Allowances and Honoraria <i>Contd</i>	<p>(4) Cost of Railway Warrants.</p> <p>(5) Carriage of Constabulary.</p> <p>(6) Rewards for proficiency in oriental language.</p> <p>(7) Hill Journey and Hill Allowance</p> <p>(8) Compensatory and other Allowances –</p> <p>(i) Compensatory allowance for gazetted and non-gazetted officer including local allowance.</p> <p>(ii) House rent allowance for officer and men.</p> <p>(iii) Grain compensation allowance.</p> <p>(9) Allowances to recipients of King's Police Medal (effective service).</p> <p>(10) Allowances to recipients of Indian Police Medal (effective service).</p> <p>(11) Cost of passages granted under Superior Civil Service Rules of 1924.</p> <p>(12) Other allowances such as allowances to police, zaildar (Rule 12-24(1)) and fees payable to the Examiner of questioned documents.</p>	<p>The cost of Railway Warrants issued by the Police Department will be debited to this head and the allotment to meet these charges will be a provincial one. It will not be distributed to district – See rule 10-117.</p> <p>All charges on account of carriage of police which are not drawn by travelling allowance bills.</p> <p>Drawn in abstract contingent bills "C class".</p> <p>For office of Inspector-General and Criminal Investigation Department only – Non voted expenditure should be shown separately in red ink.</p> <p>Drawn in separate pay bill form. Compensatory allowance for Imperial Service Officers is treated as Non-voted.</p>
3.	<p>A – Superintendence</p> <p>B-1. District Executive Force</p> <p>V. District Executive Force proper</p> <p>VI. Police employed under sections 13, 14 and 15 of</p>	Supplies and Services	<p>(1) Rewards to private persons.</p> <p>(2) Clothing.</p> <p>(3) Equipment.</p> <p>(4) Ordnance Stores.</p>	<p>See rules 15-5 and 15-9</p> <p>See rule 1-113</p> <p>See rule 10-113</p> <p>Charges are adjusted by the Accountant-General against the provincial allotment under this head.</p> <p>Charges are drawn in abstract contingent bills</p>

4.	<p>Police Act V of 1861</p> <p>C. – Police Training School, Phillaur</p> <p>E. – Railway Police</p> <p>F. – Criminal Investigation Department</p> <p>Ditto</p>	Contingencies	<p>(5) Traction of prison vans.</p> <p>(6) Purchase and repair of gymnastic apparatus.</p> <p>(7) Other Supplies and Services</p> <p>(8) Allowances to recipients of King’s Police Medal (non-effective service).</p> <p>(9) Allowance to holders of Indian Police Medal (non-effective service).</p> <p>A. – Contract –</p> <p>(1) Repairs to arms, tents and accoutrements –</p> <p>(a) Petty repairs to arms and tents.</p> <p>(b) Carriage of arms, tents and accoutrements.</p> <p>(c) Purchase and repairs of furniture.</p> <p>(d) Purchase and repair of tents.</p> <p>(e) Repairs of bicycles.</p> <p>(f) Cost of petrol etc., for mobile petrol lorries.</p>	<p>“C-1 class”.</p> <p>Ditto</p> <p>Ditto</p> <p>Ditto</p> <p>Ditto</p> <p>(1) Arms – Repairs carried out by the Ordnance Department are not chargeable to this unit.</p> <p>(2) Tents – Repairs carried out by the jails and adjusted by the Inspector-General.</p> <p>(3) Petty repairs to arms and tents carried out locally and carriage of arms, tents and accoutrements are chargeable to this unit.</p> <p>All furniture, whether it belongs to office, police stations, police rest houses, police lines, camp furniture. Articles of European manufacturers cannot be purchased without the sanction of the Inspector-General</p> <p>Charge on this account are incurred by the Inspector-General</p>
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4.	<p>A – Superintendence</p> <p><i>Contd</i></p> <p>B-1. District Executive Force</p> <p>VII. District Executive Force proper</p> <p>VIII. Police employed under sections 13, 14 and 15 of Police Act V of 1861</p> <p>C. – Police Training School, Phillaur</p> <p>E. – Railway Police</p> <p>F. – Criminal Investigation Department</p> <p><i>Contd.</i></p>	Contingencies	<p>(2) Service postage and telegram charges.</p> <p>(3) Hot and cold weather charges.</p> <p>(4) Tour charges</p> <p>(5) Miscellaneous</p>	<p><i>Service stamps</i> – Service stamps shall be obtained from the treasury by a bill in special form, – <i>vide</i> Article 98, Civil Account Code. The account of this sub-head shall be kept in a separate register, – <i>vide</i> rule 11-33.</p> <p>All charges for hot weather establishment, such as punkha pullers, punkhas, ropes, fringes, tatties, wood, coal.</p> <p><i>See</i> Rule 10-118.</p> <p>All articles for which no sub-head has been assigned such as the following:-</p> <p>(1) Materials and all charges for book-binding whether executed at jails or in local market.</p> <p>(2) Postal commission on money orders.</p> <p>(3) Country scales and weights to be purchased from bazaar or from Postal Workshop, Aligarh.</p> <p>(4) Cost of rubber stamps, brass seals, etc., obtainable from Controller of Stationery, Calcutta, under the conditions prescribed in paragraph 91, Punjab Financial Hand Book No.4.</p> <p>(5) Carriage of all old record of Police Stations brought to headquarters for destruction.</p>
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				<p>(6) Cloth for <i>bastas</i>, character rolls of commendations, and for despatching Urdu files, or for dusters.</p> <p>(7) Lac or sealing wax for Urdu office.</p> <p>(8) Notice or sign-boards.</p> <p>(9) Lamps, chimneys, lanterns, candles and oil for lighting and electric current.</p> <p>(10) Padlocks.</p> <p>(11) Bags for dak, or for waste papers, etc.</p> <p>(12) Measuring taps and standards for results, appliances for F.P records.</p> <p>(13) Gongs, clocks and their appliances.</p> <p>(14) Photographs.</p>
4. <i>Contd</i>	<p>A – Superintendence</p> <p>B-1. District Executive Force</p> <p>IX. District Executive Force proper</p> <p>X. Police employed under sections 13, 14 and 15 of Police Act V of 1861</p> <p>C. – Police Training School, Phillaur</p> <p>E. – Railway Police</p> <p>F. – Criminal Investigation Department</p> <p><i>Contd.</i></p>	Contingencies <i>Contd</i>	(5) Miscellaneous <i>Contd</i>	<p>(15) Phenyl and other disinfecting medicines.</p> <p>(16) Mousetraps, rat poison, or composition or appliances for preserving records.</p> <p>(17) Trays, paper baskets, etc., for office.</p> <p>(18) Collie fee for delivery of canal telegraph messages.</p> <p>(19) Special diet for sick policemen in hospital.</p> <p>(20) Photographic charges payable to the Examiner of questioned documents.</p> <p>(21) Allowance to sweepers and bhishties for dusting office and supplying water to office hands, – <i>vide</i> rule 15, Appendix 5, Civil Account Code.</p> <p>(22) Fixed allowances :-</p> <p>(a) for the purchase of country pens, ink, twine, glue, paste, etc.</p> <p>(b) for the purchase of oil for lighting purposes. They are drawn on pay bill form.</p> <p><i>Rents</i> – For buildings or land for official use. A certificate as prescribed in rule 3-15 is required in support of the first charge in each year. <i>See</i> rule 1 of Appendix 5, Civil Account Code.</p> <p><i>Rates and Taxes</i> – The following are debit to this sub-head:-</p> <p>(a) Municipal and Cantonment taxes on account of water supply and conservancy.</p> <p>(b) All taxes chargeable on official non-residential buildings and land, other than land administered from Police Lands Funds. Charges on this account should be supported by a certificate from the Executive Engineer concerned as required by paragraph 22(e) Appendix 5, Civil Account Code, either accepting the assessment or stating that all legal means have been or are being taken to have excessive assessments reduced.</p>
4. <i>Contd</i>	<p>A – Superintendence</p> <p>B-1. District Executive Force</p>	Contingencies <i>Contd</i>	C. – Audited <i>Contd</i>	<p>(2) Telephone charges</p> <p>All charges connected with telephones are</p>

	<p>XI. District Executive Force proper</p> <p>XII. Police employed under sections 13, 14 and 15 of Police Act V of 1861</p> <p>C. – Police Trining School, Phillaur</p> <p>E. – Railway Police</p> <p>F. – Criminal Investigation Department</p> <p><i>Contd.</i></p>		<p>(3) Cost of books and periodicals.</p> <p>(4) Pay of menials</p> <p>(5) Allowance to cattle pound sweepers for sweeping police stations.</p> <p>(6) Stationery purchased in country.</p> <p>(7) Carriage of stolen property of under-trial prisoners.</p> <p>(8) Petty construction and repairs to buildings.</p> <p>(9) Liveries to peons</p> <p>(10) Liveries to peons</p>	<p>adjusted by book transfer.</p> <ol style="list-style-type: none"> No book or periodical can be purchased at the public expense without the previous sanction of the Deputy Inspector-General, except as provided below. The following books may be purchased without sanction:- <ol style="list-style-type: none"> An Urdu almanac, annually, costing not more than two annas a copy for each police office and police station. A copy of the North-Western Railway Guide, of the Postal and Telegraph Guide, Public and State abbreviated addresses and of an almanac may be purchased direct by each Deputy Inspector-General and Superintendent when such purchase is necessary. <p>Pay of sweepers, bhists and other menial in non-pension able service according to sanctioned scale.</p> <p>Allowance for sweepers at police stations other than that paid by local bodies.</p> <p>Country paper, blank registers, country tape and file boards to be purchased from jails, carriage of English and Urdu printed forms, carriage of English stationery received from the Stationery Office. Cost of articles purchased from jails shall be adjusted by book transfer.</p> <p><i>Vide rule 3-15</i></p>
<p>4.</p> <p><i>Contd</i></p>	<p>A – Superintendence</p> <p>B-1. District Executive Force</p> <p>XIII. District Executive Force proper</p> <p>XIV. Police employed under sections 13, 14 and 15 of Police Act V of 1861</p> <p>C. – Police Trining School, Phillaur</p> <p>E. – Railway Police</p> <p>F. – Criminal Investigation Department</p>	<p>Contingencies</p> <p><i>Contd</i></p>	<p>C. – Audited</p> <p><i>Contd</i></p> <p>(10) Liveries to peons</p> <p>(11) Feeding and keeping of animals of Police officers under suspension</p> <p>(12) Cost of survey maps</p> <p>(13) Liveries to peons</p>	<p>Charges of this nature, if sanctioned by the Inspector-General, are paid by him from his undistributed allotment.</p> <p>Rule 16-21(3).</p> <p>Charges on this account are incurred by the Inspector-General.</p> <p>Charges on this account are incurred by the Inspector-General.</p>

5.	H. – Miscellaneous Police Land Fund	(a) Establishment	(a) Establishment	Is drawn on abstract contingent bill “C class”. Such as gardeners, bhistis, etc., for gardens. The scale should be sanctioned by the Deputy Inspector-General. Expenditure on pay, tec., of this establishment is treated as contingent expenditure.
		(b) Contingencies	(b) Contingencies	Planting and watering trees and crops, the keeping up of police gardens and the general improvement of police lands. Utensils for use of <i>langris</i> for cooking purposes at headquarters of districts. <i>Vide</i> serial No. 4 of paragraph 20-9, Book of Financial Powers.

APPENDIX NO. 10.121 (a)

SHOWING THE RATES AT WHICH TRAVELLING ALLOWANCE MAY BE DRAWN BY POLICE OFFICERS UNDER THE RULES

Grade as defined in rule 2-15, Punjab Financial Hand Book No.2, Volume III	Appointment	Rate of Travelling allowance					Reference to rules in Punjab Financial Hand Book No.2 Volume III	Remarks
		Daily allowance			Mileage rate by road.	Class for Railway or Steamer accommodation except as provided in rule 2-19 of Punjab Financial Hand Book No.2, Volume III		
		Plains	Hill Tracts	Hill tracts				
1	2	3	4	5	6	7	8	9
I	Inspector-General	Rs. 8 0 0	Rs. 10 0 0	Rs. 12 0 0	Rs. 0 6 0	1-1/3 First	Rules 2-15 & 2-23	
II	Deputy Inspectors-General and Superintendents with pay exceeding Rs.999.	6 0 0	7 8 0	9 0 0	0 6 0	Ditto	Ditto	
III	Superintendents with pay from Rs.750 to Rs.999	5 0 0	6 4 0	7 8 0	0 6 0	Ditto	Ditto	
	Assistant Superintendents with pay from Rs.350 to 700	5 0 0	6 4 0	7 8 0	0 6 0	Ditto	Ditto	
	Deputy Superintendents with pay Rs.750	5 0 0	6 4 0	7 8 0	0 6 0	Ditto	Ditto	
IV	Deputy Superintendents with pay Rs.350 to 749	4 0 0	5 0 0	6 0 0	0 4 0	Ditto	Rules 2-15 & 2-23	
V	Deputy Superintendents with pay Rs.200 to 349	3 0 0	3 12 0	4 8 0	0 3 0	Ditto	Ditto	
VI	Inspectors with pay Rs.300	3 0 0	3 12 0	4 8 0	0 3 0	Ditto	Ditto	
VII	Inspectors with pay from Rs.220 to Rs.260 and	2 8 0	3 2 0	3 12 0	0 3 0	Ditto	Ditto	

	Sergeants with pay Rs.200							
VIII	Inspectors with pay Rs.180 to Rs.219 and Sergeants with pay Rs.150 to Rs.199	2 0 0	2 8 0	3 0 0	0 2 3	Ditto	Ditto	
	Sub-Inspectors with pay Rs.150 to Rs.199	2 0 0	2 8 0	3 0 0	0 2 3	1-1/2 Inter	Ditto	
IX	Sub-Inspectors with pay from Rs.100 to Rs.149	1 8 0	1 14 0	2 4 0	0 2 3	Ditto	Ditto	
X	Sub-Inspectors with pay from Rs.80 to Rs.99	1 0 0	1 4 0	1 8 0	0 1 6	Ditto	Ditto	
	Assistant Sub-Inspectors with pay of Rs.50 or above.	1 0 0	1 4 0	1 8 0	0 1 6	Ditto	Ditto	
XI	Assistant Sub-Inspectors with pay of Rs.45 to Rs.49	0 10 0	1 0 0	1 4 0	0 1 6	Ditto	Ditto	
	Head Constables with pay below Rs.50	0 10 0	1 0 0	1 4 0	0 1 6	Ditto	Ditto	
XII	Constables	0 4 0	0 6 0	0 0	0 1 3	:Third	Ditto	

- Note –
- (1) Police officers holding temporary posts will be in the same grade as those holding permanent posts of a similar status.
 - (2) Police officiating in a post will be in the grade of the post in which they officiate. A Deputy Superintendent of Police officiating as Superintendent is specially included in grade III.
 - (3) Superintendents and Assistant Superintendents of Police will, when travelling by rail, be entitled to accommodation by first class irrespective of their pay.
 - (4) Inspectors and European sergeants of Police will, when travelling by rail, be entitled to accommodation by second class irrespective of their pay.
 - (5) Constables will receive 6 annas as daily allowance, if they travel in more than one province.
 - (6) Ordinary and Special Hill tracts and defined in notes to Rules 2-20, Punjab Financial Hand Book No. 2, Volume-II.
 - (7) The Mileage allowance admissible to Government servants of grads V to IV for Journeys by road shall be 4 annas per mile when the journey is performed by motor car and Re. 0-1-6 per mile when the journey is performed by motor cycle. The mileage allowance admissible to Government servants of grades V to IX for journeys performed by motor cycle will be Re. 0-1-6 per mile. The nature of the conveyance used must be certified on the travelling allowance bill presented for payment.
 - (8) For the purpose of travelling allowance "Pay" is as defined in Fundamental Rules, chapter-II.
 - (9) Members of the Police clerical cadre are entitled to travelling allowance of the grade to which they belong under the above table according to their rate of pay, and subject to the provisions of Appendices J and K of the travelling Allowance Rules.
 - (10) Police officers of grades II, III, IV and V may draw enhanced daily allowance of Rs.9, Rs.7, Rs.6 and Rs.4 per diem, respectively for journeys and halts on tour in the plains, provided that:-
 - (a) the conditions that would entitle them to draw ordinary daily allowance are satisfied.
 - (b) the absence from headquarters exceeds 72 hours.
 - (c) the enhanced daily allowance is not drawn in addition to mileage allowance.

APPENDIX No. 10-121 (b)

SHOWING THE RATES AT WHICH POLICE OFFICERS ARE ENTITLED TO DRAW TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER.

Serial No.	Appointment	BY RAIL OR STEAMER:- (RULE 2-84-1 PUNJAB FINANCIAL HAND BOOK No. 2, VOLUME-III).				Actual cost of transporting, at owner's risk, conveyances and horses.	BY ROAD JOURNEY:- (RULE 2-81-1 PUNJAB FINANCIAL HAND BOOK No. 2, VOLUME-III).				For journey by road within sphere of duty
		For himself	For family	Personal effect			For himself	For family	Personal effects		
				If travelling alone	If accompanied by family				If travelling alone	If accompanied by family	

1	2	3	4	5	6	7	8	9	10	11	12
1	Deputy Inspector – General	3 fares of the class to which he is entitled	One fare for each adult member of his family and one half fare for each child	Mds 40	Mds 60	2H + 1 Ca. or 1 M. Ca. or M. C. or C.	Two mileage allowances at the rate to which he is entitled	One additional mileage allowance if two members and a second additional mileage allowances if more than two members of his family accompany him.	Mds 40	Mds. 60	...
2	Superintendents	Ditto	Ditto	40	60	Ditto	Ditto	Ditto	40	60	...
3	Assistant Superintendent	Ditto	Ditto	40	60	(M. C. + I H.) or 2H.	Ditto	Ditto	40	60	...
4.	Deputy Superintendents	Ditto	Ditto	20	30	I. H. + I Ca. or I. M. C. or I.C.	Ditto	Ditto	20	30	...

5	Inspectors	3 fares of the class to which he is entitled	One fare for each adult member of his family and one half fare for each child	20	30	I H. or I. M. C.	Two mileage allowances at the rate to which he is entitled	One additional mileage allowance if two members and a second additional mileage allowances if more than two members of his family accompany him.	20	30	Actual cost of conveyance of 4 maunds of baggage, at rates to be laid down for each district by the Deputy Inspector – General.
6	Sergeants	Ditto	Ditto	20	30	I H. or I. M. C. or I. C	Ditto	Ditto	20	30	...
7	Sub-Inspectors	Ditto	Ditto	12	15	I H. or I. M. C. or I. C.	Ditto	Ditto	12	15	2 maunds as above.
8	Assistant Sub-Inspectors	Ditto	Ditto	12	15	I H. or I. M. C.	Ditto	Ditto	12	15	Ditto
9	Head Constables	Ditto	Ditto	12	15	...	Ditto	Ditto	12	15	I maund as above.
10	Constables	One fares of 3 rd class is travelling alone	Two fares of 3 rd class if accompanied by family	1-1/2	3	...	a) Within the sphere of duty. Mileage allowance as if on tour Re.0-1-3 per mile.	Ditto	20 Srs.
							(a) Without the sphere of duty. Mileage allowance if travelling alone at Re.0-1-3	...	Mds 1 ^{1/2}	Mds.3	

- Notes –
- (1) “Mea” means motor car; M. C. means motor cycle, including side-car; h means horse, Ca, means carriage; C means ordinary cycle.
 - (2) For valid reasons, when a Police officer carries his personal effects by road between stations connected by rail or steamer, he may draw actual expenses not exceeding the cost of their freight by goods train or steamer up to the limits of weight prescribed above, or the equivalent of the freight by goods train, if carried by passenger train.
 - (3) The allowances in column 6 are subject to the distance travelled exceeding 80 miles and to the appointment to which the officer is travelling being one in which he is required by order of the Inspector – General to keep a conveyance. They are not granted to an officer transferred to a non-touring appointment.
 - (4) In the case of a motor car, the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one grass-cutter may be drawn.
 - (5) If a Police officer takes his motor car or motor cycle by road between stations connected by Railway he may in place of the actual cost of transport drawn the amount which would have been charged by the Railway for its transportation by rail, even though not actually carried by that means. Horses, carriages and ordinary cycles must be actually carried by the means, the rates for which are claimed.
 - (6) The actual cost of transporting includes empty haulage charge, if any is levied by the Railway authorities, for a covered carriage or motor car truck if one is not available at the station of despatch and has to be obtained from elsewhere.
 - (7) The allowances in column 9 will be charged for according to the schedule of prescribed means of transport and rates given in Appendix H, Punjab Financial Hand Book No. 2, Volume III.
 - (8) A member of an officer’s family who follows him within six months or precedes him by not more than one month is considered to accompany him for purposes of claim to the above allowances. If such member travels to the officer’s new station from a place other than his old station, either the actual fare for the journey taken or the fare admissible for the journey from the old to the new station, whichever is less, may be drawn.
 - (9) When the condition is attached that the officer must have touring duties, the conveyance allowance will not be granted when he is transferred from a touring to a non-touring post.

FORM No. 10-5

STATEMENT OF EXPENDITURE FOR THE MONTH OF 19 .
DISTRICT EXECUTIVE FORCE.

Heads of Account	Allotment				Expenditure		Balance available for expenditure	Remarks
	Original	Increase	Decrease	Total	During the month	Up to date		
<i>1. Pay of Officers, Non-voted</i>								
Superintendent of Police								
Assistant Superintendent of Police ...								
Leave salary								
Total pa of Officers, Non-voted ...								
<i>2. Pay of Officers, Voted</i>								
Superintendent of Police								
Deputy Superintendent of Police ...								
Leave salary								
Total pay of Officers, Voted								
<i>3. Pay of Establishment</i>								
Inspectors –								
Pay								
Leave salary								
Sergeants –								
Pay								
Leave salary								
Sub-Inspectors –								
Pay								
Leave salary								

Assistant Sub-Inspectors –								
Pay								
Leave salary								
Lower Subordinates –								
Pay								
Leave salary								
Total pay of Establishment								
4. Travelling Allowance, Non-voted								
Fixed Conveyance Allowance								
Travelling Allowance								
Total Travelling Allowance, Non-voted								
5. Travelling Allowance, Voted								
Fixed Conveyance Allowance								
Travelling Allowance								
Total Travelling Allowance, Non-voted								
6. Other Allowances and Honoraria, Non-Voted								
Allowances to Imperial Service Police Officers for uniform, horse and saddlery								
Cost of passages granted under the Superior Civil Service Rules, 1924								
Total Other Allowance and Honoraria, Non-Voted								
7. Other Allowance and Honoraria, Voted								
1. House rent allowance								
2. Compensatory allowance								
3. Allowance to holders of King’s Police								
4. Medals Grain Compensation Allowance								
5. Rewards to Government Servants								
6. Rewards to Police Zaildars								
7. Rewards for proficiency in oriental languages								
8. Carriage of Constabulary								
9. Grant to Provincial Service Police Officers for uniform, horse and saddlery								
10. Cost of Railway Warrants								

Total other Allowances and Honoraria, Voted							
<i>8. Supplies and Services</i>							
1. Clothing							
2. Equipment							
3. Purchase and repair of gymnastic apparatus							
4. Traction of prison Vans							
5. Rewards to private persons							
6. Other Supplies and Services							
7. Ordnance Stores							
Total Supplies and Services							
<i>9. Contract Contingencies</i>							
1. Postage							
2. Tour charges							
3. Bearing charges							
4. Repairs to arms and accoutrements							
5. Hot and cold weather charges							
6. Fixed contingencies							
7. Purchase and repair of tents							
8. Purchase and repair of furniture							
9. Miscellaneous							
Total Contract contingencies							
<i>10. Audited Contingencies</i>							
1. Rents, rates and taxes							
2. Telephone charges							
3. Cost of books							
4. Cost of survey maps							
5. Pay of manials							
6. Allowance to cattle pound sweepers for sweeping police stations							
7. Purchase and repair of typewriters							
8. Purchase and repair of bicycles							
9. Petty construction and repairs							
10. Stationery purchased in							

country ...								
11. Feeding and keeping of animals of Mounted Police Officers under suspension ...								
12. Other contingencies ...								
... ..								
Total Audited Contingencies								
11. 26-H- <i>iscellaneous</i>								
Contingencies – Improvement of Police Lands								
12. 47- <i>Miscellaneous</i>								
Departments(Transferred), Registration of Vital Statistics								

FORM NO. 10-12

POLICE DEPARTMENT

_____DISTRICT

MEMORANDUM SHOWING THE RECEIPT, EXPENDITURE, AND BALANCE OF MONEY IN THE CASH CHEST _____

1	2	3			4			5			6
Date of entry with reference to General Cash Book	Description of money	Receipt			Expenditure			Balance			Initial of Officer
		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	

(To be hand drawn)

FORM NO. 10-14(1)

Received from		Received from	
The sum of Rupees		The sum of Rupees	
on account of		on account of	

(Bilingual Form)



Date _____

The _____ 19 .

Superintendent of Police

FORM NO. 10-17

DISTRICT _____ **Road Certificate**

POLICE DEPARTMENT

POLICE STATION _____

NO. _____

LINES OFFICE _____

1	2	3	4	5			6	7
Name of prisoner and parentage and offence of which accused by the Police with number of charge sheet <div style="border: 1px solid black; width: 50px; height: 80px; margin: 0 auto;"></div>	Date and time of despatch <div style="border: 1px solid black; width: 20px; height: 50px; margin: 0 auto;"></div>	Date and time of arrival at destination <div style="border: 1px solid black; width: 50px; height: 80px; margin: 0 auto;"></div>	Description of money or other property sent, with number and weight of each article <div style="border: 1px solid black; width: 50px; height: 80px; margin: 0 auto;"></div>	Amount of diet money depended on account of prisoners and witnesses <div style="border: 1px solid black; width: 50px; height: 80px; margin: 0 auto;"></div>			Signature of receiving officer <div style="border: 1px solid black; width: 20px; height: 50px; margin: 0 auto;"></div>	Remarks (including reference to cash book or corresponding entry) <div style="border: 1px solid black; width: 50px; height: 80px; margin: 0 auto;"></div>
				Rs.	a.	p.		

Date _____

Signature of official remitting the money or property, etc.

The _____ 19 .

FORM NO. 10-20(1)

POLICE DEPARTEMTN _____

_____ DISTRICT.

CHANDA FUND SUBSCRIPTION REGISTER FOR THE YEAR.

SERIAL NO.	NAME OF SUBSCRIBER	RATE OF SUBSCRIPTION	PAYMENTS FOR									
			APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
		RS. A. P.										

FORM NO.10-20(2)

FORM NO.10-20(2)

*

CHALAN FOR REMITTANCE OF CHANDA MONEY TO THE TREASURY

CHALAN FOR REMITTANCE OF CHANDA MONEY TO THE TREASURY

* CHALAN
* M

ORIGINAL.

ORIGINAL.

FOR THE INSPECTOR GENERAL'S (OFFICE)

FOR THE INSPECTOR GENERAL'S (OFFICE)

* FOR THE

_____ TREASURY. DATED _____ 19 .

_____ TREASURY. DATED _____ 19 .

* _____ TREASURY

BY WHOM BROUGHT	ON WHAT ACCOUNT	NAME OF SUBSCRIBER	AMOUNT			REMARKS
			RS.	A.	P.	

BY WHOM BROUGHT	ON WHAT ACCOUNT	NAME OF SUBSCRIBER	AMOUNT			REMARKS
			RS.	A.	P.	

BY WHOM BROUGHT	ON WHAT ACCOUNT

TOTAL IN WORDS
CASH RECEIVED.

TOTAL IN WORDS
CASH RECEIVED.

TOTAL IN WORDS
CASH RECEIVED.

EXAMINED AND ENTERED.

EXAMINED AND ENTERED.

E

ACCOUNTANT

ACCOUNTANT

TREASURER.

TREASURER.

TREASURER.

TREASURY OFFICER

TREASURY OFFICER

*(THE NAME OF EACH SUBSCRIBER AND THE AMOUNT OF HIS SUBSCRIPTION TO BE GIVEN ON THIS FORM. AND NOTE TO BE ADDED OF ANY VACANCIES OR OF MEMBERS ABSENT ON LEAVE OR DUTY).

FORM NO.10-21.

BILL NO. _____ OF 195 .

THE _____ DR.

TO THE SUPERINTENDENT OF POLICE

DISTRICT CR.

1	2	3	4	5
DATE (AND PERIOD) OF SUPPLY	SUBSCRIBER OR ARTICLES SUPPLIED QUANTITY	DESCRIPTION OF STRENGTH SUPPLIED OR OF	RATE	AMOUNT.
			RS. A. P	RS. A. P

		TOTAL RUPEES		

NOTE - A SEPARATE RECEIPT WILL BE GIVEN ON ADJUSTMENT OF THIS BILL.

DATED _____

THE _____ OF _____ 19



(STANDARD FORM)

SUPERINTENDENT OF
POLICE

FORM NO.10-27(1) (A).

POLICE DEPARTMENT _____

DISTRICT.

DAILY ACCOUNT OF ADDITIONAL POLICE FOR THE MONTH OF _____ 19

1	2	3	4	5					6	1	2	3	4	5					6
DATE	ORDER BOOK NO.	TREASURY RECEIPT NO.	DETAIL OF RECEIPT	AMOUNT					DAILY TOTAL	DATE	ORDER BOOK NO.	TREASURY RECEIPT NO.	DETAIL OF EXPENDITURE	AMOUNT					DAILY TOTAL
				RS	P	RS	A.	P.					RS	A	P	RS	P.		

FORM NO.10-27(2)

POLICE DEPARTMENT _____

DISTRICT.

ADDITIONAL POLICE ACCOUNT LEDGER.



Pay _____

Name of Additional Police _____

Contingencies (including, Equipment and other allowances) _____

Gazette Notification (No. and date) _____ Total Cost

Pensionary Charges _____

Period _____ From _____ To _____

Total _____

1	2	3	4	5	6	7	8	9	10	11
Date of entry in Cash Book.	Receipts.			Expenditure		Balance difference between total lost expenditure to date.	Details of Expenditure – Column 5.			Remarks
	Recovered during the month	Recovered up to date	Balance recoverable	Spent during the month	Spent up to date		Pay	Contingencies	Pensionary charges	
	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	

Note – The Ledger shall be totalled at the end of each month. Columns 3, 4, 6 and 7 shall be filled in at the end of the month and not daily.

FORM NO.10-27(3)

POLICE DEPARTMENT

7 _____ DISTRICT.

MONTHLY STATEMENT OF RECEIPTS AND EXPENDITURE ADDITIONAL POLICE

FOR THE MONTH OF

1	2	3			4	5	6	7	8	9	10	
Serial No.	Recovered during the month	Station of Government or other Authority			Receipts			Expenditure			Detail of expend	
		Notification No. and date.	Period		Total Cost.	Recovered during the month	Recovered up to date	Balance recoverable column 3 total cost, minus column (5).	Spend during the month	Spend up to date	Available balance for expenditure (column 3 total cost minus column 9).	Pay
Rom	To.											

Date _____

Superintendent of Police

The _____ 19 .

Police Department

_____ District.

FORM No.10-28

INCOMOM RETURN

STATEMENT OF REVENUE AND RECEIPTS CLAIMABLE, REALIZED AND CREDITED IN _____ DUSTRICT FOR THE MONTH OF _____ 19 .

1	2	3	4	5	6	7	8	9	10
Major head of service	Minor and detailed heads of receipts.	Budget estimate for current year/	Actual realisations during the same month last year.	Actual realisations during the month now reported on.	Actual realisations from commencement of year to close of the month last year	Actual realisations from commencement of year to close of the month now reported on.	Anticipated realisations for remainder of current year	Total present estimate for current year (column 7 and 8)	Explanation of important difference between columns 4 and 5, 6 and 7 and 8 and 9.
	1.	Contribution for Railway Police.							
	2.	Fees, fines and forfeitures.							

3.	Recoveries of over-payment.							
4.	Collection of payments for services rendered:- (a) Fees paid by Indian States on account of students deputed to Police Training School. (b) Contributions by Indian States towards. Finger Print Bureau. Phillaur. (c) Recoveries of Leave Salary contribution of officers lent on foreign service. (d) Contribution for passages of Government servants lent on foreign service. (e) Contribution for passages of Government servants lent on foreign service. (f) Recoveries of contributions towards horse, saddlery and uniform allowances of officers, lent on foreign service.,. (g) Receipts on account of additional Police employed under sections 13 14 and 165 of Police Act V, 1861. (h) Other items. ...							
5.	Miscellaneous: ... (a) Police Land receipts ... (b) Miscellaneous .. . (i) (c) Deduct – Refunds ...							

Notes – (1) Receipts under item 1 are adjusted by book transfer by the Accountant General, Punjab.

(2) *Item 2* – Fines are not imposed. Income on account of copying fees and service card should be reported under this head.

(3) *Item 3* – The income under this head represents recoveries on account of over-payment in previous year.

FORM No. 10.33 (I).

Police Department. _____ District.

VOUCHER No. _____

Month of _____

Head of appropriation Chargeable	

(Translation in Urdu) _____ _____ _____ _____ _____	Received this _____ day of _____ the sum of Rupees _____ _____ being the amount due to me for _____ _____ _____ _____ _____
--	--

Rs.

Dated _____ 19

Claimant's
Signature.

FORM No. 10.39 (6).

Police Department

_____ District

MEMORANDA FOR OBTAINING CHEQUES ON POLICE DEPOSIT.
ACCOUNTS FOR WHICH MONEY IS REQUIRED.

1	2	3	4	5			6			7		
Order Book No.	Voucher No.	Name and address of payee	On what account	Amount to be paid from sub-heads.								
				Clothing			Equipment			Total		
			Total Rs.									

FORM No. 10.42 (I) A.

Police Department

_____ District

CASH DISTRIBUTION REGISTER FOR THE FINANCIAL YEAR.

Serial	Description	Description of Bills, Cheques, & c. _____
--------	-------------	---

No.	of head, sub-head, & c., to which the money should be credited or the name of office to whom the money should be paid											
	By credit to XXIII-Police... // credit to Chanda Fund... // credit to Police Deposit.. //credit to XLV-Stationery. // M. O. through treasury per contra transfer. // Remittance Transfer Receipt Service Labels Total....	Rs. a. p.	Number of cash order or cheque or signature of recipient	Rs. a. p.	Number of cash order or cheque or signature of recipient	Rs. a. p.	Number of cash order or cheque or signature of recipient	Rs. a. p.	Number of cash order or cheque or signature of recipient	Rs. a. p.	Number of cash order or cheque or signature of recipient	Remarks

FORM No. 10.42 (I) A. – concluded.

Serial No.	Description of head, sub-head, & c., to which the money should be credited or the name of office to whom the money should be paid	Description of Bills, Cheques, & c. _____										
	Accountant Lines Officer		Number of cash order or cheque or signature of recipient		Number of cash order or cheque or signature of recipient		Number of cash order or cheque or signature of recipient		Number of cash order or cheque or signature of recipient		Number of cash order or cheque or signature of recipient	Remarks

		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		
	Total....									
	Total... No. of Cheque or Letters of Credit									
	Total.... No. of Cheque or Letters of Credit									
	Total....									
	No. of Cheque or Letters of Credit									
	Total....									
	No. of Cheque or Letters of Credit									
	Total of amount remitted by Letter of Credit or Cheque									
	Total amount of bill, Cheque, &c.									

Initial of Accountant with date											
Initial of Gazetted Officer, with date											

FORM NO. 10.42 (I) (B)

ADVICE NOTE

From

Superintendent of Police,
_____ District,

To

Sub-Inspector of Police,

Dated 19, _____ Despatch Register No. _____

1. You are authorized to draw Rs.

As detailed below from the treasury at

2. A letter of credit for the amount is forwarded to
3. This advice note should be signed and returned by you as soon as you have drawn the money shown in it from the Treasury.
4. Vouchers, etc., signed by the actual payees, must be submitted by you immediately on disbursement.

On account of	Amount
	Rs. a. p.

Superintendent of Police

* In the Railway Police, the words "R. T. Receipt" shall be inserted for the words "letter of credit". This paragraph should be struck out, when no letter of credit is forwarded.

FORM NO. 10-48(1)

Page-1

Police Department _____ District

CASH BOOK OF THE _____ DISTRICT FOR THE MONTH OF _____ 199

2	3		4	5	6	7	8	9	10	11
No. of Order book	No. of		Detail of receipts	On account of -					Total	Daily Total
	Treasury Receipt	Receipt Book		General Case Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
...	Balance brought forward	Rs. a. p. 211-4-8	Rs. a. p. 6,567-15-2	Rs. a. p. 1,353-5-1	Rs. a. p. 196-0-11	Rs. a. p. ...	Rs. a. p. 8,328-9-10	Rs. a. p.

462	<u>T.R.</u> 25-26	...	By Salary Bill of Upper Subordinates for April 1914: (net)	1,977-0-0	10-0-0	...	10-0-0	3-0-0	2,000-0-0	
462	<u>T.R.</u> 25-26	...	By Salary Bill of Lower Subordinates of April 1914: (net)	4,987-13-0	2-0-0	...	8-3-0	1-11-0	5,000-0-0	
...	By Ditto (Arrears), January to March 1914	300-0-0	300-0-0	
...	By Travelling Allowance Bill (No.2) for February and March 1914	200-0-0	200-0-0	
468	<u>T.R.</u> 26	...	By Abstract Contingent Bill (General), No.6	499-8-0	0-8-0	500-0-0	
...	By Abstract Contingent Bill (Petty Construction and Repairs), No.1	10-0-0	10-0-0	
...	By Abstract Contingent Bill (Stationery and Printing), No.3	10-0-0	10-0-0	
...	<u>T.R.</u> 25	...	By Salary Bill of Additional Police for April 1914	60-0-0	20-0-0	40-0-0	120-0-0	
...	Allowances for Police Lock-up Bhistis for April 1914	20-0-0	20-0-0	
...	Allowances for cattle-pounds for April 1914 (D.B. Cheque No. 3	4328 / 279 dated 30-4-1914	100-0-0	100-0-0	
462	<u>T.R.</u> 26	...	From Mr. C.D., Superintendent of Police, subscription to Police Garden for April 1914	2-0-0	2-0-0	16,590-9-10
			Carried over ...	8,375-9-8	6,599-15-2	1,393-5-1	214-8-11	7-3-0	16,590-9-10	16,590-9-10

FORM NO. 10-48(1)

Page-2

Police Department

_____ District

CASH BOOK OF THE _____ DISTRICT FOR THE MONTH OF _____ 199

2	3	4	5	6	7	8	9	10	11
No. of Order book	No. of	Detail of receipts	On account of -					Total	Daily Total
	Voucher		General Case Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
480	...	Refund of railway fare to Imam Din of Kaithal City	10-0-0	10-0-0	
...	...	Disbursed salaries of Upper subordinates as under:-							
...	...	To Lines Officer (specially authorized under rule 10-41(a)) in cash	519-0-0	
...	...	To Sub Inspector by money order	200-0-0	
...	...	To Sub-Inspector by money order	50-0-0	
...	...	Remitted by R.T. Receipts	50-0-0	
...	...	Remitted by Tahsil Orders	1,028-0-0	
261	18	To Muhammad Din Leather Contractor, Lahore, cost of 3 saddles recovered from Upper Subordinates	130-0-0	1,977-0-0	
...	<u>T.R.</u> 26	Credited to XVII-Police on account of subscription to Police Garden	3-0-0	3-0-0	
...	...	Disbursed salaries of Lower Subordinates as under:-							
...	...	To Lines Officer (specially authorized under rule 10-41(a)) in cash	2,100-0-0	

...	...	To Sub-Inspectors by money order	150-13-0
...	...	To Sub-Inspectors by money order	200-0-0
...	...	Remitted by R.T. Receipts	300-0-0
...	...	Remitted by Tahsil orders	2,230-10-0
462	19	To Parsa, shoemaker of city, cost of a baton	0-6-0
...	<u>T.R.</u>	Credited to Chanda Fund	6-0-0	4,987-13-0
...	28	Carried over	6,974-13-0	3-0-0	6,977-13-0

FORM NO. 10-48(1)

Page-1

Police Department

_____ District

CASH BOOK OF THE _____ DISTRICT FOR THE MONTH OF _____ 199

2	3		4	5	6	7	8	9	10	11
No. of Order Book	No. of		Detail of receipts	On account of -					Total	Daily Total
	Treasury Receipt	Receipt Book		General Case Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
-	-	-	Brought forward	8,375-9-8	6599-15-2	1,393-5-1	214-8-11	7-3-0	16,590-9-10	16,590-9-10
...	<u>T.R.</u>	28	Cash found in possession of Constable No.171, Ruldu, deceased	10-15-3	...	10-15-3	10-15-3
...	<u>T.R.</u>	29	From Mounted Constable No.67, Salag Ram, price of a remount of the Chanda Fund sold to him	100-0-0	100-0-0	100-0-0
...	...	30	Chanda for Mounded Constable No.62,

			Gamun(retired Inspector-General's Cheque No. 27385 / 205, dated 17-04-1914	100-1-0	100-1-0	100-1-0
...	-	...	By Travelling Allowance Bill No.3, April 1914	50-0-0	50-0-0	...
...	-	...	By Abstract Contingent Bill (General), No.7	288-0-0	288-0-0	338-0-0
...	-	...	Carried over ...	8,319-10-8	6,599-15-2	1,393-5-1	255-8-2	7-3-0	17,139-10-1	17,139-10-1

FORM NO. 10-48(1)

Page-2

Police Department

_____ District

CASH BOOK OF THE _____ DISTRICT FOR THE MONTH OF _____ 199

2	3	4	5	6	7	8	9	10	11
No. of Order book	No. of	Detail of receipts	On account of -					Total	Daily Total
	No. of Voucher		General Case Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
462	<u>T.R.</u> 26	Brought forward	6,974-13-0	3-0-0	6,977-13-0	
...	<u>---</u>	Credited to XVII-Police, subscription to Police garden	1-11-0	1-11-0	
...	<u>---</u>	Desbursed "Arrears" of Lower subordinates as under:-							
...	<u>---</u>	To Lines Officer in cash	255-0-0	
...	...	By Tahsil orders	45-0-0	300-0-0	
...	...	Travelling Allowance, - vide Bill NO.2 in Travelling Allowance Register	200-0-0	200-0-0	
468	<u>T.R.</u> 26	Contingencies, - vide Contingent Register, Part- I	499-8-0	0-8-0	500-0-0	

...	...	Contingencies, - vide Contingent Register, Part- II	10-0-0	10-0-0
...	...	Contingencies, - vide Contingent Register, Part- III	10-0-0	10-0-0
...	...	Disbursed salaries of punitive Police at Nariana for April 1914	57-0-0
...	20	House rent Rs.2 and fixed allowance Rs.1	3-0-0	60-0-0
...	...	Disbursed – Lock-up, Bhishties, Allowance, - vide Cash Distribution Register	20-0-0	20-0-0
...	...	Disbursed Cattle-pound allowance, - vide Cash Distribution Register	100-0-0	100-0-0
462	T.E. 26	Credited into Treasury under XVII-Police on account of Police garden subscription received from Mr. C.D. Superintendent of Police	2-0-0	2-0-0
		Carried over	8,174-5-0	7-3-0	8,181-8-0

FORM NO. 10-48(1)

Page-1

Police Department _____ District
 CASH BOOK OF THE _____ DISTRICT FOR THE MONTH OF _____ 199

Sl. No.	3		4	5	6	7	8	9	10	11		
	No. of			On account of –							Total	Daily Total
	Treasury Receipt	Receipt Book		General Case Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues				
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		
			Brought forward	8,913-10-8	6,599-15-2	1,393-5-1	255-8-2	7-3-0	17,139-10-1	17,139-10-1		
			<i>Certificate</i>									
			1. certify that Rs.98-4-8* (Rupees ninety-eight, annas four and pies eight									

		<p>only) are in the Cash Chest; there is no R.T.R with the accountant or cash in the hands of any disbursing officer (Rule 10-48(3)), I have satisfied myself that the accounts are correct and that the charges entered in this Book have been really paid. Vouchers for all items of expenditure are in the office files with the exception of Nos.25 and 26; and Nos.16 and 17 referred to in the last month's certificate have since been received and filed. I am responsible that the vouchers have been so defaced that they cannot be used again.</p> <p>C.D, <i>Superintendent of Police.</i></p> <p><i>Detail of balance in cash chest</i></p> <p>*(1) 1-3-15-Cost of saddles 89-0-0</p> <p>(2) 7-3-15-Un-disbursed salaries</p> <p style="text-align: right;"><u>9-4-8</u></p> <p>Total <u>98-4-8</u></p> <p>Carried over ...</p>							
			8,913-10-8	6,599-15-2	1,393-5-1	255-8-2	7-3-0	17,139-10-1	17,139-10-1

FORM NO. 10-48(1)

Page-2

Police Department _____ District
 CASH BOOK OF THE _____ DISTRICT FOR THE MONTH OF _____ 199

2	3	4	5	6	7	8	9	10	11
No. of Order book	No. of	Detail of receipts	On account of -					Total	Daily Total
	No. of Voucher		General Case Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
		Brought	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
								8,181-	

		forward	8,174-5-0	7-3-0	8-0	
	-	<i>Police Deposit</i>							
		<i>Cheque No. 28384 / 284</i>							
...	21	Disbursed clothing money of Constable No.10, Allah Bux, invalidated	...	16-0-0
...	21	Disbursed clothing money of constable No.17, Ram Chand, invalidated	...	16-0-0
...	21	Cost of blacking for marking pantaloons to Lekh Ram Merchant	...	1-0-0
...	...	Stamp affixed on Cheque	...	0-1-0
...	22	Cost of 200 beds at Rs.3 less advance to Ghasita, Carpenter, of city	250-0-0
...	23	Cost of repairs to 3 beds and 10 Boxes to Bablu, Carpenter of Kaithal	4-3-0	...	0-8-0
...	24	Estate of S.I.N.D., to his son and heir, Constable No. 326 X.Y	110-5-7
...	25	Estate of Head Constable M.L., No.79 to his widow Mussamad G.H.	40-0-0
...	26	Estate of Constable No.45, Shakru, to his brother and heir Qadrn of							

V. Police Station	29-3-4	...	466-12-11	8,648-4-11
Carried over	8,174-5-0	7-3-0	8,181-8-0	8,648-4-11

ORM NO. 10-48(1)

Page-1

Police Department

_____ District

CASH BOOK OF THE _____ DISTRICT FOR THE MONTH OF _____ 199

Sl. No.	3		4	5	6	7	8	9	10	11
	No. of		Detail of receipts	On account of -					Total	Daily Total
	Treasury Receipt	Receipt Book		General Case Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
			Brought forward	8,913-10-8	6,599-15-2	1,393-5-1	255-8-2	7-3-0	17,139-10-1	17,139-10-1
			Advance Recoverable							
			<i>Clothing Fund</i>							
			Rs. a. p.							
			(1) Cost of great-coat of Constable No.15, Bhuru							
			(2)-----							
			(3)-----	6-8-0						
			<i>Equipment Fund</i>							
			Rs. a. p.							
			(1) Ghasita, carpenter (on _____ April 1914) for providing beds	350-0-0						
			<i>Abstract of balance under "Estates"</i>							
			Rs. a. p.							
			4-3-14- Constable K.D. No.183	31-0-0						
			1-5-14- Constable Sukhu,	4-0-						

No.8	0							
8-5-14- Constable Ruldu, No.171	10- 15-3							
Total	45- 15-3							
Grand Total	...	8,913-10- 8	6,599-15-2	1,393-5-1	255-8-2	7-3-0	17,139- 10-1	17,139- 10-1

FORM NO. 10-48(1)

Page-2

Police Department

_____ District

CASH BOOK OF THE _____ DISTRICT FOR THE MONTH OF _____ 199

2	3	4	5	6	7	8	9	10	11
No. of Order Book	No. of	Detail of receipts	On account of -					Total	Daily Total
	No. of Voucher		General Case Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
	-	Brought forward	8,174-5-0	33-1-0	254-3-0	179-8-11	7-3-0	8,181-8-0	
		<i>Police Deposit</i>							
		<i>Cheque No. 28384 / 284</i>							
...	...	Chanda to Gamu, late Mounted Constable No.62	100-0-0
		Stamp affixed on Chanda Cheque	0-1-0	100-1-0	100-1-0
...	...	Rewards to Sub-Inspectors H.M. and M.R. at Rs.50 each	100-0-0	100-0-0	...
...	...	Wages of collies who repaired butts (5 th to 7 th)	3-0-0	3-0-0	103-0-0
...	...	Travelling allowance, - vide Bill No.3 in Travelling Allowance Register	50-0-0	50	...
...	...	Contingencies, - vide Contingent Register, Part-I	288-0-0	288-0-0	338-0-0
...	<u>T.R.</u> 30	Credited into Chanda Fund, price of a							

	remount of the Chanda Fund sold to Mounted Constable Salag Ram	100-0-0	100-0-0	100-0-0
	Total ...	8,815-0-0	33-1-0	254-3-0	179-8-1	7-3-0	9,289-5-11	9,289-5-11
	Balance carried forward	98-4-8	6,566-14-2	1,130-2-1	45-15-3	...	7,850-4-2	7,850-4-2
	Grand Total ...	8,913-10-8	6,599-15-2	1,393-5-1	255-8-2	7-3-0	17,139-10-1	17,139-10-1

FORM NO. 10-50(b)

Police Department

_____ District

POLICE LANDS IMPROVEMENT FUND CASH BOOK

1	2	3	4	1	2	3	4
Date of entry in Cash Book	Amount credited to Government under XXIII - Police Miscellaneous - Police Lands R	Monthly Total	Remarks, giving brief particulars of all receipts.	Date of entry in Cash Book	Total of each abstract Contingent Bill	Monthly Total	Remarks giving brief detail showing Establishment and Contingent expenditure separately.

FORM NO. 10-50(c)

Police Remount Fund Cash Book for the month of _____ 19 .

Dr.

1	2	3	4	5	6
Month and date	Treasury receipt No.	Departmental receipt No.	Details of Receipts.	Amount	Total
				Rs. a. p.	Rs. a. p.

1	2	3	4	5	6
Month and date	Cheque No.	Voucher No,	Detail of payments	Amount	Total
				Rs. a. p.	Rs. a. p.

(To be drawn by hand.)

FORM NO. 10-52(a)

Police Department

_____ District

POLICE STATION REGISTER No. XX, PART (I)

CASH ACCOUNT OF MONIES SUCH AS PAY, ALLOWANCES AND MISCELLANEOUS, TRANSACTIONS, ETC.,
OF POOLICE STATION

1	2	3	4	5	6	7	8			9	
							REFERENCES TO			DETAIL OF BALANCE TO BE DAILY.	
							(a)	(b)	(c)	Reference to the serial No. of this Register on which the amount composing balance was originally entered.	Description of
Annual Serial No.	Date	Nature of receipt or expenditure	Receipt	Expenditure	Balance	Reference to previous subsequent, of final numbers in this Register, regarding the same transactions.	Receipt Book No. (Rule 10-14)	Road certificate No, (Rule 10-17).	No of entry in station daily in which details are given		
219	1-6-26	<i>For the month of June 1926</i> Balance from last month ...	Rs 25	Rs .	Rs. 25	215	Reward due to Dharam Singh Zaildar of Villa;
221	4-6-26	Pay for May 1926	405	...	430	221, 224, 225.	50	215	Reward due to Dharam Singh, Zaildar
221	4-6-26	To pay of Sub-Inspector, H.C. and F. Cs.	...	352	78	220	220	(ii) Pay of F. C.
222		Pay of menials for May 1926	44	...	123	227	51	215	(1) Reward due to Dharam Singh, Zaildar
223		Travelling Allowance of Establishment (Bill No.15)	200	...	322	226	52	222 223	(2) Pay of menials
224	5-6-26	To S.I. Shahabad – Pay of F. C. No.25, Nanda, transferred to that P.S.	...	17	305	220	...	70	(3) Travelling Allowance Establishment
225	5-6-26	To pay of Foot Constables	...	36	269	220	Total
226	5-6-26	Disbursed Travelling Allowance of Establishment	...	180	89	223	
227	10-6-26	Disbursed pay of menials for May 1926.	...	44	45	222	Travelling Allowance Establishment
228	10-6-26	To Dharam Singh, Zaildar	...	25	20	215	
229	25-6-26	Estate of deceased F. C. No. 35, Abdullah, of Ambala District, due to his widow, Mussammat of	50	...	70	...	53	223 229	

	village									
	Total for June 1926	724	654	70	
	...									

Note (1) A line shall be drawn after each entry.

(2)The Serial No. in which the final transaction is completed should be entered in *red ink* opposite the Serial No. in which the receipt of the amount was originally recorded. This *red ink* No, will show that the amount in question has been finally adjusted.

FORM NO. 10-52(b)

Police Department

_____ District

POLICE STATION REGISTER No. XX, PART (2)

Cash Account of permanent advance of Police Station_____

1	2	3	4	5	6	7	8			9	10
							(a)	(b)	(c)		
Annual Serial No.,	Date	Nature of receipt or expenditure	Receipt	Expenditure	Balance	Reference to previous subsequent, of final numbers in this Register, regarding the same transactions.	References			Reference to the entry in the Correspondence Register (No. 5), relating to the application made for recoupment	Remarks
180	1 st June, 1926	For the month of June, 1926 Balance ...	Rs. 15	Rs. ...	Rs. 15	2	...	
181	5 th June 1926	By departmental expenses bill, dated 20 th May, 1926	2	...	17	150	22	...	18	...	
182	9 th June 1926	Judicial expenses in case First information Report No. 27, dated 24 th May, 1925.	...	5	12	184	No. 6, dated 9 th June, 1926	
183	15 th June, 1926	Repairs to beds and boxes	...	3	9	185	No. 17, date d15 th June, 1926.	
184	20 th June, 1926	By judicial expenses bill, dated 9 th June, 1926	5	...	14	182	15	...	
185	25 th June, 1926	By departmental expenses bill, dated 15 th June, 1926.	3	...	17	183	17	...	
186	28 th June, 1926	Judicial expense in case First Information Report No. 32, dated 15 th June, 19 th 1926	...	7	10	No., 22, dated 28 th June, 1926.	
187	29 th June 1926	Repairs to chair	2	8	No, 24, dated 29 th June, 1926	
		Total	25	17	8	

Amount of permanent advance 20 12 8

Detail of items recoverable with date of application.

170, 20th May, 1926
3

186, 28th June 1926

7

187, 29th June, 1926
2

Total ... 12

Note – (1) A line shall be drawn after each entry.

(2) when an item pending final adjustment, the red ink No. will not given.

FORM NO. 10-59

REMOUNT CHARGES AND CHANDA REFUNDS.

Police Department _____ District

(Note – Answer those items which are applicable. Draw a pen through all others.)

Application on behalf of Mounted Constable Constabulary No. _____ Sower of the disteict for _____ of Chanda money
Payment **Horse**
refund Constable **For purchase of a remount**
On ceasing to be a member of the Chanda Fund.

1. Date of enrolment of previous animal.
2. Date of removal of previous animal from the Chanda Register.
3. Reason for removal of the animal from the Register.
(Attach Committee’s report, if any.)
4. Amount recovered on account of sale-proceeds of animal (i) unserviceable) and the date on which credited into the treasury.
5. Date of entry of the new remount for which Chanda money is required. If not already submitted, attach a copy of the new entry in the Chanda Register. (Form 10-20 (I).)
6. Amount required for payment under Rule 7-12, Police Rules.

Refund of Chanda money

1. Amount of Chanda money paid by Sower on joining the Chanda fund, If the Sower brought his own animal, the fact should be noted here.
2. Date of joining the Chanda Fund.
3. Date from which the subscriber cease to be a member of the Chanda Fund.
4. amount required for refund to the applicant under Police Rules.
5. State how the animal of the ex-subscriber has been disposed of.
6. Name of the new subscriber, with Constabulary No. and the date of joining the Chanda Fund.
7. Amount of Chanda money paid by the new subscriber and the date on which credited into the Treasury.
8. Remarks by Superintendent of Police.

Date _____ : _____
 The _____ 19 _____ . *Superintendent of Police*

ORDER.

Sanctioned for Rupees _____ (Rs _____) and paid by cheque No. _____ , dated _____ .

By order,
Assistant Inspector General
of Police, Punjab.

FORM No. 10-61 (4)

Police Department

_____ District

BILL FOR ALLOWANCES OF BHISTIS AND SWEEPERS EMPLOYED AT THE POLICE STATION LOCK-UPS FOR THE MONTH OF

1	2	3	4	5	6
Serial No.	Name of Police Station	Allowance of Bhisti	Allowance for sweeper	Total	Remarks.
		Rs. a. P.	Rs. a. P.	Rs. a. P.	
	Total ...				

Memorandum showing the disposal of the Bill.

Rs.

(1)	By letters of credit, -Vide Chalan attached	
(2)	By chash orders, -Vide Chalan attached	
(3)	Cash (if any)	_____
				Total	_____

Date _____ :
 The 19 _____ .
 (IV) 13-54

Superintendent of Police

FORM No. 10-64

Police Department

_____ District

CERTIFICATE.

I DO HEREBY CERTIFY THAT I have examined _____

_____, a candidate for employment in the Police Department, and cannot discovery that he has any disease, constitutional affection, or bodily, infirmity, except _____.

I do not consider this a disqualification for employment in the office of _____.

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

Date _____ :
 The 19 _____ .
 District Health Officer.

[Note. –When an officer is transferred from one office to another, the duties of which are different in character, a Commissioned Medical Officer, or Medical Officer in charge of Civil Station, should report whether the defect, if one exists, will materially interfere with the discharge of his new duties of the officer transferred.]

(Prescribed by Rule 3.I, P. F. H. B. No, 2, Vol. II.)

I declare that I have never been pronounced unfit for Government employment by a Medical Board or any other duly constituted Medical Authority.

FORM No. 10-76 (4)

APPLICATION FOR THE GRANT OF HOUSE-RENT ALLOOWANCE TO UPPER SUBORDIANTES.

POLICE DEPARTMENT

_____ DISTRICT

HOUSE-RENT ALLOWNCE CREASED TO BE DRAWN.					HOUSE –RENT ALLOWANCE APPLIED FOR.					
Serial No. on the permanent list of sanctions.	Name, rank and number of officer who ceaed to draw house-rent allowance.	Rate of house-rent allowance.	Date from which the house-rent allowance ceased to be drawn.	Reasons for cessation.	Name, rank and No. of officer for who house-rent allowance is applied.	Locality of propcsed house.	Name of owner of house proposed to be rented.	Rate of house-rent allowance	Date from which sanction is asked for.	Grounds for application.
1	2	3	4	5	6	7	8	9	10	11

Note I. – Applications for reduction or increase of existing house-rent allowances and intimation of the cessation of allowances should also be submitted in the form.

Note II. – There shall be two separate progressive total, viz, one for European Inspectors and Sergeants, which will be shown in the applications for house-rent allowances for such officers to be forwarded to the Inspector General of Police, and the other for Indian Inspectors which will be shown in the applications for house-rent allowances for such officers to be forwarded to the Deputy Inspector General of Police.

Note III. – The Inspector General of Police and the Deputy Inspector General of Police shall communicate the sanction acceded by them to the Superintendent of Police form whom the application was received.

(See reverse)

1. Remarks by Superintendent of Police (a)

Date _____ : _____
 _____, Tehsildar,
 _____, tahsil.

The _____ 194 .

2. Tahsildar’s report whether the rent proposed is reasonable according to local rates (b)

Date _____ : _____
 _____, Tehsildar,
 _____, tahsil.

The _____ 194 .

3. Forwarded to the _____
Deputy Inspector General of Police
Inspector General of Police, Punjab, Lahore.

 range, for order.

Superintendent of Police

_____ district.

No. _____ dated _____.

Sanctioning authority’s orders.

Dated _____ Signature _____.

- (a) Mention here also that no Government quarter is available for this officer.
- (b) To be obtained through District Magistrate.

FORM No. 10-76 (5)

PERMANENT LIST OF HOUSE –RENT ALLOWANCES SANCTIONED.

FOR EUROPEAN INSPECTORS AND SERGEANTS.
INDIAN INSPECTORS.
SUB-INSPECTORS, ASSISTANT SUB-INSPECTORS AND HEAD CONSTABLE.

IN THE _____ DISTRICT.

Serial No.	Name, rank and number	Rate of house-rent allowance.	Date from which sanctioned	Authority.	Progressive total	Remarks
1	2	3	4	5	6	7

(To be drawn by hand).

Form No. 10-76 (6)

RANGE

PROVINCE.

POLICE DEPARTMENT.

Monthly consolidated statement of sanctions for the grant or cessation of house-rent allowances to

during the month of

— Indian Inspectors
European Inspectors and Sergeants

Serial No.	Name and designation of the Government servant to whom the house-rent allowance is granted or withdrawn.	Rate of house-rent allowance.	Date from which sanctioned.	Date from which ceased.	Progressive total of previous month.	Net progressive total at the end of the month under report	Remarks
1	2	3	4	5	6	7	8

Note – Changes in the progressive total should be given in chronological order.

Deputy Inspector General of Police. _____ *Range*

Inspector General of Police, Punjab

FORM No. 10-86

MEMORANDUM OF CHANGES IN ESTABLISHMENT.

STATEMENT SHOWING VACANCIES, PROMOTIONS, APPOINTMENTS, TRANSFERS TO OTHER DISTRICT, OR DEPARTMENTS AND DEGRADATIONS OF ^{UPPER} _{LOWER} SUBORDINATES DURING THE MONTH OF _____ 193__ .

Number of Order Book Entry.	VACANCIES DURING THE MONTH						ENLISTMENT, PROMOTION, &c., MADE TO FILE UP THE VACANCY COLUMNS 1 OR 70)					
	Provincial or Constabulary No.	Name.	Rank and Grade.	Date of Vacancy.	Period of Vacancy	Cause of Vacancy	Number of Order Book Entry.	Provincial or Constabulary No.	Name	Rank and Grade	Date from which appointment on promotion to have effect.	Period
1	2	3	4	5	6	7	8	9	10	11	12	13
Grand Total ...												

Date : Checked and found correct.

The of 19 . *Accountant*

Superintendent of Police.

FORM No. 10-87 (5)

MEMORANDUM OF DEDUCTIONS.

^{UPPER}
_{LOWER}

STATEMENT SHOWING CASUAL DEDUCTIONS TO BE MADE FROM SUBORDINATES FOR THE MONTH OF _____ 19__ .

Number and date of order book entry.	Name	Provincial, Range or Constabulary No.	Rank and grad	Description of deductions to be made.	Total amount to be recovered	DEDUCTION MADE FROM THE PAY OF THE MONTH ON ACCOUNT OF						
						Refund	Clothing	Equipment	Estate	Departmental Revenues	Chanda	Misc
1	2	3	4	5	6	7	8	9	10	11	12	13
					Rs. a.p	Rs. a.p	Rs. a.p	Rs. a.p	Rs. a.p	Rs. a.p	Rs. a.p	Rs. a.p
Total ...												

DATED LAHOR : Checked and found correct.

The of _____ 19 . *Accountant*

Superintendent of Police.

FORM No. 10-88 (1)

ANNUAL GRADATION LIST OF _____ FOR THE YEAR 19__ .

1	2	3	4	5	6	7						8
Annual Serial No.	Constabulary No.	Names of officers (to be entered in accordance with the length of approved service).	Date of enrolment.	Date from which approved service in the particular time-scale counts. If any service has been forfeited, the date from which approved service counts shall be altered accordingly,=.	Serial No to which name is transferred on account of reduction or	SERIAL NO. OF OFFICERS ON EACH RATE OF PAY EACH MONTH						Remark
						January	February	March	April	May	June and so. on.	

FORM No. 10-89. (A)

POLICE DEPARTMENT _____ DISTRICT

LIST OF POLICE OFFICERS ABSENT FROM THEIR APPOINTMENTS ON WHICH THEY HAVE A LIEN. EITHER (b) ON LEAVE. (b) ON DUTY TO ANOTHER APPOINTMENT. WHETHER PERMANENT OR TEMPORARY, (c) ON JOINING TIME DURING TRANSFER TO ANOTHER APPOINTMENT, OR (d) UNDER SUSPENSION.

Note :- The names of absentees and of officers on such duty as prevents them from receiving their salaries should also be inserted.

1	2	3	4	5	6	7	8	9		
Serial No.	Rank and grade	Provincial -- ----- of Constabulary No. Range	Kind	ABSENCE					Remarks Give here Order Book No.	
				Period			Date			Name and Constabulary No. or substitute, if any,
				Y	M	D	From	To		

FORM No. 10-89 (B)

POLICE DEPARTMENT _____ DISTRICT

ABSENTEE STATEMENT OF UPPER SUBORDINATES FOR THE MONTH OF

Name of absentee	Actual rate of pay	Designation and rate of pay of vacant post	NAME OF ABSENCE				Rate of absentee allowance	(To be filled up by Audit Office)	OFFICIATING OFFICER (IF ANY)				(To be filled up by Audit Office)
			Kind	Period	From A.M. or P.	To A.M. or P.			Name	Substantive post	Substantive pay	Officiating pay	

					M.,	<								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
								E.C	S.				E. C	

DATED _____
 The 19 -

Head of Office

Notes. – I. In column 4 should be stated “average, ½ average pay, extraordinary leave without pay. “suspended,” etc., the date for each being specified as far as possible in columns 6 and 7. in case of suspension it should be noted whether or not the period counts for pension.

- 2) The statement should be divided off into sections corresponding to sections in the bills only those arrangements affecting one section being shown together.
- 3) The number of completely vacant posts should be noted at the end of each section.

FORM No. 10-89 (c)

(For office use only)

ABSENTEES DURING THE FINANCIAL YEAR 19 ---19.

POLICE DEPARTMENT _____ DISTRICT

REGISTER OF PAY AND ALLOWANCES HELD OVER FOR FUTURE PAYMENT SHOWING THE NAMES OF POLICE OFFICERS ABSENT FROM THEIR APPOINTMENTS ON WHICH THEY HAVE A LIEN. EITHER (a) ON LEAVE, OR (b) ON DUTY TO ANOTHER APPOINTMENT. WHETHER PERMANENT OR TEMPORARY, OR (c) ON JOINING TIME DURING TRNSFER TO ANOTHER APPOINTMENT, OR (d) UNDER SUSPENSION.

(N. B. – The names of deserters and of men on such duty as prevents them from receiving their salaries should also be shown)

Serial No.	Rank and Grade	Constabulary No.	Name and alias of the absentees	Nature of Absence					Full pay and acting allowance (separately)	Number, rank and name of substitute	Rate of amount due to substitute (if any from column 9)	Monthly savings and amounts withheld for future payment.	Give date of drawing arrears here or in column 12	REMARKS	
				*Kinds	Period			Date							
					Y	M	D	From							To
1	2	3	4	5	6	7	8	9	10	11	12	13			
								Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.				

- Note . –
- 1. The entries in column 12 shall agree with columns 5 and 6 of the pay bill.
 - 2. Totals should be shown in red ink every month.
 - 3. Separate pages shall be assigned for each rank and grade.
 - 4. “Kind.” The entry in columns 5 should be one of the following :-
 - 1). Leave on average pay.
 - 2. Leave on half or quarter average pay.
 - 3). Leave on medical certificate.
 - 4. Extraordinary leave without allowances.
 - 5). Suspension.
 - 6). Deputation (to a temporary appointment created).
 - 7). Appointed to act in a higher rank.

Superintendent of Police

FORM No. 10-90 (1) (A).

POLICE DEPARTMENT _____ DISTRICT

ACQUITTANCE ROLL OF PAY OF UPPER SUBORDINATES FOR THE MONTH OF

Name	Rank and grade	PAY AND ALLOWANCES CLAIMED								DEDUCTION		BALANCE	SIGNATURE OF THE PAYEE, WITH DATE	REI
		Pay, acting allowance or leave salary (separately).	Special pay	Compensatory allowance					Total	On account of	Amount			
				House Rent	Conveyances	Horse	Motor Cycle							
2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Brought forward		Rs. A.P.							Rs. A. P		Rs. A. P.	Rs. A. P.		

ABSTRACT OF COLUMN 13 (DEDUCTIONS).

Income Tax	Refunds	Clothing	Equipments	Departmental Revenues	Chanda	Miscellaneous	Remarks
Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	

Note . – Full sheets shall be supplied to the Lines and half sheets to Police Stations.

Atend.

Forwarded to the officer in charge of Police _____ at _____ for him to draw (in words) Rs. _____ from the treasury and to pay the amount to the payees. The acquittance roll should be returned duly stamped and signed without delay and in no case later than 20th of _____.

Dated _____
 The _____
 Superintendent of Police

Certified that Rupees _____ have been paid to the actual payees. It is returned duly stamped and signed. (State here the amount un-disbursed and its cause, and mention the name of the officer to whom it is due.)

Dated _____
 The _____
 Officer incharge

Checked and found correct.

Dated _____
 The _____
 Accountant

FORM No. 10-90 (1) (B).

POLICE STATION. _____ DISTRICT

ACQUITTANCE ROLL OF PAY OF LOWER SUBORDINATES FOR THE MONTH OF

Constabulary No.	Name	Rank and grade	Pay and allowances claimed						Total	Deductions		Balanc
			Pay acting allowances or leave	Special pay	Compensatory allowances					On account	Amount	

			salary (separately).		Horse	Camel	House	Local	Conveyance			of		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Brought over Rs.													
	Total													

ABSTRACT OF COLUMN 14 (DEDUCTIONS).

Fund	Refunds	Clothing	Equipments	Estate	Departmental Revenues	Chanda		Miscellaneous	Remarks
						Subscriptions	Deductions		
Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	Rs. a.p.	

ABSTRACT OF COLUMN 14 (DEDUCTIONS).

Head Constables

Serial No. in pay sheet	Name	Rs.30 per mensem	Rs.31 per mensem	Rs.32 per mensem	Rs.33 per mensem	Rs.34 per mensem	Rs.35 per mensem	Rs.36 per mensem	Rs.37 per mensem	Rs.38 per mensem	Rs.39 per mensem	Rs.40 per mensem	Rs.41 per mensem
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Forwarded to the Officer in charge of Police _____ at _____ for him to draw (in words) the amount to the payees. The Acquittance Roll should be returned duly signed and (if necessary) stamped by the payees, without delay and in no case later than 20th of _____.

Dated _____

Superintendent of Police

The _____ 19 .

Certified that the amount has been paid to the actual payees. It is returned duly signed and stamped.

Dated _____

Officer in charge

The _____ 19 .

*State here the amount undisbursed (if any) and its cause, and mention the name of the officer to whom it is due.

Checked and found correce

Dated _____

Officer in charge

The _____ 19 .

FORM NO. 10-91

POLICE STATION _____

_____ DISTRICT

LIST OF OFFICERS APPOINTED TO, OR TRANSFERRED FROM, THE STATION OR WHO WENT ON LEAVE (OTHER THAN CASUAL LEAVE), OR WERE ADMITTED TO HOSPITAL DURING THE MONTH OF _____ 19 .

APPOINTMENTS

1	2	3	4	5	6	7
Serial No.	Number, rank and grade	Name	Date of arrival	Station from which received	Allowance if any, to which entitled while at this Police Station	Remarks (Quote here No. of the Daily Diary Report)
					R. a. p.	

TRANSFERS

1	2	3	4	5	6	7
Serial No.	Number, rank and grade	Name	Date of Departure	Place to which transferred	Allowance, if any, wo which entitled while at this Police Station	Remarks (Quote here No. of the Daily Diary Report)
					R. a. p.	

Dated _____

Officer in charge

The _____ 19 .

Form No. 10-93

POLICE STATION _____

_____ DISTRICT

ACCOUNTANT'S CHECK REGISTER OF POSTINGS OF LOWER SUBORDINATES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Constabulary No.	Names	Rank and grade	Pay	Where posted during the month of										
				January	February	March	April	May	June	July	August	September	October	Noven
1														

2															
3 An so on															

Note – The form should be printed and bound in books of 150 leaves, providing sufficient space for 1,200 men.

FORM NO. 10-94

POLICE STATION _____

_____DISTRICT

PAY SHEET OF LOWER SUBORDINATES FOR THE MONTH OF _____ 19 .

PART I – DETAIL OF PAYMENTS

Serial No.	Name of Station, etc.	Head Constables															
		1 st Class				Second Class											
		At Rs.45	At Rs.44	At Rs.43	At Rs.42	At Rs.41	At Rs.40	At Rs.39	At Rs.38	At Rs.37	At Rs.36	At Rs.35	At Rs.34	At Rs.33	At Rs.32		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
	Total Carried out																

Note – Where no column has been provided for showing numbers in each grade or of allowances the number shall be written in red ink above the amount, which shall be in black ink

PART I – DETAIL OF PAYMENTS Contd.

Serial No.	Name of Station, etc	Constables, Selection Grade				Constables, Time scale								Special Pay	Convey Allowa	
		At Rs.21		At Rs.220		At Rs.20		At Rs.19		At Rs.18		At Rs.17				
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount			
1	2	33	34	35	36	3	38	39	40	41	42	43	44	45	46	

	Total Carried out														

Note – Where no column has been provided for showing numbers in each grade or of allowances the number shall be written in red ink above the amount, which shall be in black ink

FORM NO. 10-94 Contd.

POLICE STATION _____

DISTRICT _____

PART II – MODE OF CHARGING THE AMOUNT IN THE PAY BILL AND _____ COMAPARING IT WITH THE SANCTIONED SCALE

S.No. of Columns of the pay bill	Description	Head Constables														
		First Class				Second Class										
		At Rs.45	At Rs.44	At Rs.43	At Rs.42	At Rs.41	At Rs.40	At Rs.39	At Rs.38	At Rs.37	At Rs.36	At Rs.35	At Rs.32	At Rs.31	At Rs.30	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
8	Pay to be drawn (brought over from last page).															
7	Pay at Training Schools or drawin in other districts.															
6	*Pay held over for future payments															
5	+ Savings on account of leave, suspension, etc.															
4	# Savings on account of vacant appointments.															
3	Total ...															
	Sanctioned scale ...															

Dated _____

The _____ 19 .

Accountant

Drawing Officer

PART II - MODE OF CHARGING THE AMOUNT IN THE PAY BILL AND _____ COMAPARING IT WITH THE SANCTIONED SCALE

S.No. of Columns of the pay bill	Description	Constables, Selection Grade						Constables, Time-scale							
		At Rs.22		At Rs.21		At Rs.20		At Rs.20		At Rs.19		At Rs.18		At Rs.17	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Am

8	Pay to be drawn (brought over from last page).														
7	Pay at Training Schools or draw in other districts.														
6															
5	*Pay held over for future payments														
4	+ Savings on account of leave, suspension, etc. # Savings on account of vacant appointments.														
3	Total ...														
	Sanctioned scale ...														

(1) Amount (column 54) to be drawn Rs.
 (2) Deduct –
 (a) Fund (deduction Column 55 of Part I) Rs.
 (b) Refunds (Column 56 of Part I) Rs.
 (3) Balance to be drawn in pay bill Rs.
 Certified that I have compared this statement with the memo, of deductions, the memo, of changes, the absentee statement
 Here insert the dates and amounts of arrears and other supplementary bills drawing during the current month.
 1. 1st supplementary bill of Rs. _____ drawn on _____
 2. 2nd supplementary bill for Rs. _____ drawn on _____
 * Agree with absentee statement
 + Agree with absentee statement
 # Agree with columns 15 to 16 on memo, of changes

FORM NO. 10-94 Contd.

POLICE STATION _____

_____ DISTRICT

PART III – EXAMINATION, ETC., OF ACQUITTANCE ROLLS

Sir,

I HAVE carefully examined the Acquittance Rolls for the month of _____ 19 returned by the disbursing officers and have satisfied myself that they are complete in all respects and contain no errors or omissions in the sums paid to payees, and that Receipt stamps have been duly affixed to each payment exceeding the sum of Rs.20 (except payments to mounted lower subordinates). The undisbursed money returned by the disbursing officers has been correctly entered and accounted for in the cash book as per detail noted below and has been duly acknowledged by Departmental Receipts. The Acquittance Rolls with connected papers, Treasury Receipts, etc., are put up for orders.

Note. –When no undisbursed money has been returned, the relevant portion in the certificate should be deleted.

- (1) Total amount disbursed Rs.
- (2) Amount credited into “Estates” Rs.
- (3) Amount remained undisbursed as detailed below rs.
- (4) Total amount drawn in pay bill Rs. _____.

(Column 54) _____.

I have, etc.

Dated _____

Accountant

The _____ 19 .

Certified that I have carefully examined the pay sheet and all connected records and papers and find them correct. They should now be filed preparatory to their bound in accordance with Rule 10-101.

Dated _____

Drawing Officer.

The _____ 19 .

PART IV.

Here insert how the salaries of absentees credited into the treasury (if any) have been disposed of (quote volume and page where the Acquittance Roll has been filed).

Accountant.

FORM No., 10-96 (1) A.

POLICE DEPARTMENT.

_____ DISTRICT.

(for office use only.)

MEMORANDUM OFR TESTING THE CORRECTNESS OF THE LOWER SUBORDINATES' PAY BILLFOR THE MONTH OF _____ 19 .

No. 1 – INCREMENT.

FOR TESTING NUMBER OF HEAD CONSTABLES AND CONTABLES ON DIFERENT RATES OF PAY.

(THE FIGURES GIVEN SHOULD BE CHECKED FROM PAY LIST.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Detail.	HEAD CONSTABLES.																	CONSTABLES SELECTION GRADE							CONSTABLES SCL					
	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Total Rs.	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Total Rs.	Rs	Rs	Rs	
	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30		28	27	26		24	23	22	21	20		20	19	18
1. Last (monthly) Serial No, in pay list).																														
2. Deductions for vacancies (including deputations.)																														
3. Balance.																														
4. (Add) vacancies (in column 32																														

Sanctioned Strength in each grade.	Rank and Rate of Pay.	Sanctioned Pay.	SAVING ON ACCOUNT OF		Pay, Acting or leave salary of absentness held over for future payment.	Pay of men deputed to Training School.	Pay and Leave Salary drawn of men present, I, e, Col. 3, minus Cols. 4 to 7.	FUND DEDUCTION		
			Vacant Appointments	Leave, Suspension, etc				Postal Insurance.	General Provident Fund Deductions.	Other Deductions, viz., H. B. Advance, Motor Cycle or Advance, etc.
1	2	3	4	5	6	7	8	9	10	11
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
	Grand Total Rs. ...									

Note. – 1. The name of persons drawing personal allowances should be given in the body of the Bill. In no other case should payee’s names appear.

Deduct undisbursed pay refunded as detailed below, Rs. _____ fund deductions

Rs. _____; and Recoveries ordered by Accountant General in letter No. _____ dated _____ / (or objection statement No, _____ dated _____) for Rs. . .

Net sum required for payment

Rs. (in words.)

Note. – 2. In columns 4, 5, 6, and 7, the actual number of appointments vacant, etc., should be shown in addition to the amount of savings or short drawal.

ACCOUNTS.

(1) Received contents ; also certified that I have satisfied myself that all pay included in bills drawn 30 days previous to this date, with the exception of those detailed below (of which the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that their receipts have been taken in acquittance rolls filed in my office, with receipt stamps duly cancelled for every payment in excess of Rs. 20. Further certified that all persons, for whom pay has been drawn in this bill, have actually been entertained during the month.

(2) *Certified that no person in Superior Service on this establishment has been absent either on deputation or suspension or with or without leave (except on Casual leave) during the month, and further that all appointments and promotions, temporary or permanent, have been recorded in the Service Books of the persons concerned under my initials.

(3) Certified that I have personally satisfied myself that during the month of _____ 19 , for which this bill is drawn, the number of Constables of different periods of approved service was as follows:--

(4) Certified that the Head Constables and foot Constables Selection Grade, for whom pay in excess of the minimum has been claimed, have rendered the required period of approved service entitling them to the increased pay.

(5) Certified that on leave has been granted until by reference to the applicant’s leave account maintained under F. R. 76 I had satisfied myself that it was admissible, and that all grants of leave and departures on, and returns from leave and all periods of suspension and deputations, have been recorded in the Service Books under my initials.

(6) Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of Government rent-free quarters during the period for which the allowance has been drawn.

(7) Certified that the Government servants for whom conveyance allowance has been drawn actually maintained and were not employed as clerks.

(8) Ce **Camelss** ^{Horses} _{cycles} :ial Pay has been granted to those actually performing duties of the posts for which it has been sanctioned.

(9) Certified that the Government servants for whom leave salary has been drawn equal to their substantive pay held substantively permanent posts under Government on 24th August 1927.

Number of Selection Grade Constables on--									Number of Foot Constables.			
Rs. 28,	Rs. 27,	Rs., 26,	Rs. 25,	Rs, 24,	Rs, 23,	Rs.22,	Rs, 21,	Rs, 20,	1 st grade at Rs. 20.	2 nd grade at Rs. 19.	3 rd grade at Rs 18	4 th grade at Rs. 17.

--	--	--	--	--	--	--	--	--	--	--	--	--

Dated _____ .
The _____ 19 _____ .

Superintendent of Police.

DETIAL OF PAYOF ABSENTEES REFUNDED.

Section of Establishment	Name	Period	Amount.	
			Rs.	As. Ps.
Total Rs. ..				

*This certificate refers only to Head Constables, 1st grade, who are in receipt of personal allowance of Rs. 5.

N. B. – The words “Received contents” should be scored through by the Drawing Officer in the case bills presented at the pre-audit counter of Accountant-General Office.

Note. – Date and amount of the Supplementary Bills.

Pay Rupees _____ (Rs. _____) only.

 Examined and entered.
 TREASURY : _____

 The _____ 19 _____ Treasury Accountant.

Treasury Officer.

AUDIT REGISTER PAGE SHOULD BE GIVEN AGAINST EACH SECTIONAL TOTAL.

For use in Accountant – General’s Office.

ADMITTED RS. _____
OBJECTED TO RS. _____
Audr. _____ Supdt. _____

Recoveries of overpayments.

Total

29 – Police, Voted.

Pay of Establishment,

Travelling Allowance

Other Allowance.

Total

Deductions.

Net

POLICE DEPARTMENT

_____ DISTRICT

SCHEDULE OF POSTAL PREMIA RECOVERY FOR THE MONTH OF _____

Serial No.	Name of official	Designation	Number of Policy or contract	Amount			Remarks
				Rs.	A.	P	

--	--	--	--	--	--

FORM No. 10-109 (1)

POLICE STATION _____

DISTRICT _____

BILL NO. _____ FOR JUDICIAL EXPENSES

In the case of _____

First information report No. _____, dated _____ of _____ 19.

1	2	3	4
Date of payment	Name and address of payee or of accused person	Full description and rate of payment	Amount
			Rs. a. p.
		Total (in words) rupees	

Note . - A separate bill should be prepared in each case.

Dated _____
 The _____ 19

Officer in charge of the Station

FORM No. 10-109 (2)

POLICE STATION _____

DISTRICT _____

Bill No. _____ for Departmental Expenses.

(Total No. of vouchers attached _____)

1	2	3	4	5		
				Rs.	As.	Ps.
Serial No. of voucher	Date of payment	Name and address of payee	Brief description of payment			
Total (in words)						

Number of the daily diary report should be quoted in column 4

Dated _____ 19
 The _____ 19

Officer in charge of the Police Station

FORM No. 10-110

POLICE STATION _____

DISTRICT _____

REGISTER OF CONTINGENT CHARGES OF _____ FOR THE MONTH OF _____ APPROPRIATION Rs. _____

Date	To whom paid	Voucher No.	Sub-Head											Description of charge	Order book No.	Total of each Conting abstract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.	Rs.a.p.			Rs.a.p.

Here enter Part I, II, III, IV or V as the case may be.

- Note (1) – The names of sub-heads in columns 4-14 should be entered in manuscript on each page of the register.
- Note (2) – At the end of each month the total expenditure for the month, the expenditure from April to date and the balance shall be entered in red ink. The progress of expenditure, the entire sanctioned allotment and the balance in hand shall be shown in columns 18, 19 and 20, respectively.
- Note (3) – The total of each abstract Contingent bill will be shown in column 17 and it will correspond with the sum of the totals of columns 4-14.

FORM NO.10-112(1) (a)

POLICE DEPARTMENT _____

DISTRICT _____

VOUCHER NO. _____

BILL FOR CONTRACT CONTINGENT CHARGES OF THE OFFICE OF _____ FOR THE MONTH OF _____ 19____

HEAD OF SERVICE – 29 – POLICE.

*MINOR HEAD D.E.F

UNIT _____

PRIMARY

CONTRACT

Number of sub-voucher	Description of charges	Amount
		Rs. a. p.
	<i>Repairs to arms, tents and accoutrements –</i>	
	(a) Petty repair to arms and tents	
	(b) Carriage of arms, tents and accoutrements	
	Purchase and repairs of furniture	
	Service Postage and telegram charges	
	Hot and cold weather charges	
	Total Charges	
	Miscellaneous	

	Total drawn from the Treasury	
	Rupees (in words) _____	

Note (1) – Open manuscript heads where necessary.

*Note (2) – Complete account classification should be entered in colun “Head of Service”.

		Amount			
<i>Account of Contract Allotment</i>					
Ammount of allotment	Rs.				
	Amount				
<i>Deduct –</i>					
Total of present Abstract					
Total of previous Abstract					
Amount of Bills					
Total up to date					
Available Balance					

Received payment and certified that the expenditure charged in this bill could not, with due regard to the interests of the Public Service be avoid. I have satisfied myself that the charges entered in the bill have been really paid.

Certified that there in single purchase exceeding Rs.100

Date _____

Head of Office and Designation

The _____ 19

Pay Rupees _____

(Rs. _____).

_____ Treasury Office

Date _____

Treasury Officer

For use in Accountant-General's Office

Audit Register page

Admitted Rs. _____
Objected to Rs. _____
<i>Auditor.</i> <i>Asstt. Supdt.</i> <i>Supdt.</i>

FORM NO. 10-112(1)(b)

POLICE DEPARTMENT

_____ DISTRICT

VOUCHER NO. _____

BILL FOR C CLASS CONTINGENCIES OF THE OFFICE OF FOR THE MONTH OF _____

HEAD OF 29 – POLICE. * MINOR HEAD D.E.F.

SERVICE. PRIMARY UNIT ... SUPPLIES AND SERVICES

SECONDARY UNIT

Numbers of Sub-vouchers	Description of charges	Amount
		Rs. a. p.
	<i>Other Allowances and Honoraria –</i>	
	Rewards to Government servants	
	Grants to Provincial Service Police officers for uniform, houses and saddlery	
	Grants to Imperial Service Police officers for uniform, horses and saddlery	
	Carriage of Constabulary	
	Rewards for proficiency in oriental languages	
	Allowances to police zaildars	
	Cost of railway warrants	
	Allowances to holders of King’s Police Medal in active service	
	Allowance to holders of Indian Police Medal in active service	
	Cost of passages granted under the Superior Civil Service Rules, 1924	
	<i>Supplies and Services –</i>	
	Rewards to private persons	
	Traction of prison vans	
	Purchase and repair of gymnastic apparatus	
	Ordnance Stores	
	Clothing	
	Equipment	
	Carried over ...	

Note – 1 – Open manuscript secondary unit, if any.

* Note – 2 – Complete account classification should be entered in column “Head and Service”.

Numbers of Sub-vouchers	Description of charges	Amount
		Rs. a. p.
	Brought forward ...	
	<i>Contingencies–</i>	
	Rents, Rates and Taxes	

Cost of books and periodicals
Cost of survey maps
Pay of menials
Allowance to cattle pound sweepers for sweeping Police Station
Stationery purchased in country
Petty construction and repairs to buildings
Liveries to peons
Feeding and keeping of animals of mounted police officers under suspension
Purchase of type-writers
Cost of petrol, etc., for mobile petrol lorries
Carriage of stolen property of under-trial prisoners
Purchase of bicycles
Police Lands Fund
Budged allotment for 19
<i>Deduct –</i>				
Total of present bill
Total of previous bills
Amount of work bills
Total up-to-date ...				
Available balance ...				
GRANT TOTAL ...				

Rs. (in words)

Received payment and certified –

(1) That the expenditure charged in the this bill could not, with the regard to the interest of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid, with the exceptions noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers of all sums above Rs.25 in amount are attached to this bill, save those noted below, (a) which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for other sums, and I am responsible that they have been destroyed or so defaced that they cannot be used again.

(2) “Certified that all the articles detailed of the vouchers attached to the bill and in those retained in my office have been duly received in good order and accounted for in the stock register. Certified also that the quantities are correct the quality is good, the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent payment”.

(3) Certified that the menials whose pay has been charged in this bill were actually maintained in Government service during the period concerned.

(4) Certified that I have satisfied myself that the amounts on account of pay of menials drawn 1 –2 –3 months previous to this date with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the menials concerned and their receipts taken.

(5) Certified that in respect of the conveyance charges charged for in the bill, a suitable portion of the amount has been charged to Government and the balance met by the touring officers and their subordinates.

(a) Specify voucher to follow:---

Head of Office and Designation

Dated

Pay Rupees

(Rs. _____)

Accountant

_____ Treasury

Dated

Treasury Officer

For use in Accountant General's Office

Admitted _____
Objected to _____

Auditor _____ Assistant Superintendent _____ Superintendent _____

FORM NO. 10-113(1)

POLICE DEPARTMENT

_____ DISTRICT

STATEMENT SHOWING THE HALF CLOTHING ALLOWANCE PAID UNDER RULE 4-23 DURING THE FINANCIAL YEAR _____ IN THE _____ DISTRICT AND RECOVERABLE UNDER POLICE RULE 10-113

Particulars	Amount
	Rs. a. p.
Amount actually paid during the financial year _____ to _____	
Lower Subordinates at Rs.16 per head on account of clothing deposit under Police Rule 4-23	
Half clothing allowance recoverable under Police Rule 1-113(c) ...	
Total ...	

Certified that I have satisfied myself that the sum of Rs. _____ at the rate of Rs.16 per head has been paid during the financial year _____ to _____ lower subordinates of this district who were enlisted prior to the 1st of April 1905 and who have ceased to be members of the Clothing Fund, and that it is correct.

Superintendent of Police

OFFICE OF SUPERINTENDENT OF POLICE, _____

No. _____, dated _____

Forwarded to the Inspector-General of Police, Punjab, Lahore, for necessary action.

Superintendent of Police

FORM NO. 10-117(1)	FORM NO. 10-117(1)	FORM
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<p style="text-align: center;">FORM OF POLICE REQUISITION AND RAILWAY WARRANT</p> <hr/> <p style="text-align: center;">FOR OFFICE RECORD</p> <p>Order No. _____ Police office</p> <p>No. _____ Dated _____ 19 .</p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">District</p> <p style="text-align: center;">Province</p> <p style="text-align: center;">Stamp of issuing office</p> <p style="text-align: center;">RAILWAY WARRANT</p> <p>To</p> <p style="text-align: center;">The Station Master, _____ Station</p>	<p style="text-align: center;">FORM OF POLICE REQUISITION AND RAILWAY WARRANT</p> <hr/> <p style="text-align: center;">FOR RAILWAY</p> <p>Order No. _____ Police office</p> <p>No. _____ Dated _____ 19 .</p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">District</p> <p style="text-align: center;">Province</p> <p style="text-align: center;">Stamp of issuing office</p> <p style="text-align: center;">RAILWAY WARRANT</p> <p>To</p> <p style="text-align: center;">The Station Master, _____ Station</p> <p>Sir, - Conveyance by Railway is required for the under-mentioned proceeding on duty from _____ to _____ via _____ by mail / ordinary train on presentation of this warrant:-</p>	<p style="text-align: center;">FORM OF POLI RAILV</p> <hr/> <p style="text-align: center;">FOR SUPERIN</p> <p>Order No. _____ office</p> <p>No. _____</p> <p style="text-align: center;">Dist</p> <p style="text-align: center;">Provinc</p> <p style="text-align: center;">RAILV</p> <p>To</p> <p style="text-align: center;">The</p>
--	--	---

Rank and name of men for whom conveyance is required (in case of prisoners, state class of prisoner, i.e., under trial, convict, etc., under column Rank)	Class for which accommodation is required	Authorised and not to be exceeded	Rank and name of men for whom conveyance is required (in case of prisoners, state class of prisoner, i.e., under trial, convict, etc., under column Rank)	Class for which accommodation is required	Authorised and not to be exceeded	Actually provided with conveyance	Rate	Amount	Individual of tickets issued	Rank and name of men for whom conveyance is required (in case of prisoners, state class of prisoner, i.e., under trial, convict, etc., under column Rank)	
1	2	3	1	2	3	4	5			1	
Rank	Name		Rank	Name						Rank	Name

Baggage. (See Note 2.)			Baggage. (See Note 2.)			Baggage. (See Note 2.)		
Nature	Amount	Weight.	Nature	Amount	Weight.	Nature	Amount.	Weight.
<p style="text-align: center;">Purpose of Journey.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. Escort of prisoners.</p> <p>2. Escort of Government Treasure.</p> </div> <div style="width: 45%;"> <p>3. Transfer.</p> <p>4. Other duty (nature to be specified)</p> <p style="text-align: center;">[Delete as may be necessary.]</p> </div> </div> <p style="text-align: center;">[Delete as may be necessary.]</p>			<p style="text-align: center;">Purpose of Journey.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. Escort of prisoners.</p> <p>2. Escort of Government Treasure.</p> </div> <div style="width: 45%;"> <p>3. Transfer.</p> <p>4. Other duty (nature to be specified)</p> <p style="text-align: center;">[Delete as may be necessary.]</p> </div> </div> <p style="text-align: center;">[Delete as may be necessary.]</p>			<p style="text-align: center;">Purpose of Journey.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. Escort of prisoners.</p> <p>2. Escort of Government Treasure.</p> </div> <div style="width: 45%;"> <p>3. Transfer.</p> <p>4. Other duty (nature to be specified)</p> <p style="text-align: center;">[Delete as may be necessary.]</p> </div> </div> <p style="text-align: center;">[Delete as may be necessary.]</p>		

<p style="text-align: right;"> necessary.]</p> <p>Station _____</p> <p>Date _____ 195 .</p> <p style="text-align: right;"><i>Signature and designation Of Issuing Officer</i></p> <p>From Station _____</p> <p>To Station _____</p> <p><i>Note 1.</i> – Column 1, 2, and 3 must be filled up by the officer issuing the warrant.</p> <p><i>Note 2.</i> – Column for excess personal luggage of policemen are not authorised baggage charged, and must not be included in this form, but paid for by the owner.</p>	<p><i>Note 1.</i> – Column 1, 2, and 3 must be filled up by the officer issuing the warrant. Column 4 must be filled up by the officer in charge of the party. Columns 5, 6 and 7 must be filled up by the Railway staff and the requisition after being completed should be forwarded to the Railway Audit Officer as directed by local instruction.</p> <p style="text-align: center;">CREDIT NOTE.</p> <p style="text-align: center;">The Accountant General.</p> <p>Certified that the accommodation shown in column 4 has been provided.</p> <p>Pay to the ----- Railway Administration or order the sum of Rupees ----- as particularised above.</p> <p style="text-align: center;">Station ----- dated -----</p> <p>Rupees -----</p> <hr style="width: 50%; margin: 0 auto;"/> <p style="text-align: center;"><i>Signature of Station Master or Clerk.</i> <i>Signature of Officer Travelling or in charge of Police</i></p> <p><i>Note. 1.</i> – For Instructions, see reverse.</p> <p><i>Note. 2</i> –Charges for excess personal luggage of policemen are not authorised baggage charges, and must not be including in the form, but paid for by the owners.</p>	<p style="text-align: right;"> necessary.]</p> <p>Station _____</p> <p>Date _____ 195 .</p> <p style="text-align: right;"><i>Signature and designation Of Issuing Officer</i></p> <p>From Station _____</p> <p>To Station _____</p> <p><i>Note 1.</i> – For Instructions, see reverse.</p> <p><i>Note 2.</i> – Columns 1, 2 and 3 must be filled up by the officer issuing the warrant. Column 4 must be filled by the officer in charge of the party, and column 5 by the Station Master who will return the form after completion to the officer in charge of the party who will forward it to the Superintendent of Police.</p> <p><i>Note 3.</i> – Charge for excess personal luggage of police men are not authorised baggage charges and must not be included in this form, but paid for by the owners.</p>
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REVERSE.

Reverse of foil headed "For Superintendent of Police."

The following rules apply to the Punjab in amplification of those framed by Government of India on reverse of the foil of this form headed "For Railway":---

- (1) Bound books of warrants containing 100 forms in each shall be kept locked up. Before delivery to issuing officers the forms shall be counted in the officer of the Superintendent of Police.
- (2) Warrant shall only be used by Police Officers when travelling on duty and for prisoners in their charge.
- (3) Warrants shall ordinarily be issued for journeys by the shortest and cheapest route.
- (4) Warrants shall be written in English in triplicate. The first copy shall be retained in the book by the issuing officer. The second shall be delivered to the senior officer of the party travelling, who shall present it at the Railway Ticket Officer and obtain in exchange the requisite tickets. The third copy shall be forwarded to the officer of the Superintendent of Police to be filed by the Accountant. Annual Serial Nos. will be given to each warrant by the issuing officer. Each warrant will bear in addition to the signature of the issuing officer the stamp of the Police Office.
- (5) If the party or any of the party are required to return to the place whence despatched, the officer issuing the warrant for the outward journey shall also issue a second warrant for the return journey, on the authority of which tickets shall be obtained at the station whence the return is made.
- (6) Police Officers (except members of the Railway Police whose duties require them to travel constantly by Railway and whose travelling allowance is covered by Rule 2-74 of the Travelling Allowance Rules) may draw 2/3rd of the fare of the class in which they are entitled to travel under rule 2-18, and a half daily allowance for the days of departure and arrival under Rule 2-65 of the Travelling Allowance Rules.
- (7) The Accountant General will forward the warrants received from the Railway to Superintendents of Police once a month for check and counter signature in accordance with Rule 7 on the reverse of the foil of this form headed "For Railway." They shall be returned to the Accountant General without fail within a week from the date of receipt.

Reverse of foil headed "for Railway."

1. All warrant must bear the name of the District and Province, and the designation of the issuing officer. Warrants will be issued by the Reserve Inspector or Lines Officer.
2. Police Officer s may use these warrants when travelling by rail on duty.

(3) As members of the Railway Police are given free passes, they are not allowed to travel on these warrants, except those members to whom free warrants are issued under rule 2-104 B of the T. a. Rules. Railway Police may also use those warrants for the conveyance of all prisoners whether connected with Railway cases or not.

(4) All entries must be in ink. All alterations must be attested, and no erasures may be allowed. If any warrant is rendered illegible owing to correction, or otherwise, it must be cancelled and a fresh one issued.

(5) Great care must be taken to set that the numbers in column 4 are correct. In the event of the actual number travelling being less than the number entered in column 3, the person in charge shall alter the entries in the latter to agree with those in column 4 and shall initial the alteration, or if warrants ho shall correct and initial it for him.

(6) In exchange for these warrants ordinary tickets of the class required will be issued.

(7) Warrants shall be treated as cash and forwarded by the Railway Administration to the Accountant General of the Province to which the Police party belongs as vouchers for adjustment of the amounts in the accounts. The Accountant General will pay the amount due to the Railway Administration at once either in cash or by book adjustment credit in the Administration's accounts, subject to corrections as regards overcharges, if any, brought to notice within six months of the date of presentation of the credit note by the Railway Administration. He will then forward the warrants to the Controlling Officer for scrutiny and countersignature and will bring the amount finally to book after it has been passed by that officer, taking to the appropriate service head any charges, e. g., freight on prisoner's effects or exhibits in a criminal case, which are not debit to the Police Budget. Any deductions found to be necessary by the Superintendent of Police owing to the improper use of warrants will be recovered by him from the officer responsible and not by the Accountant General from the Railway Administration.

FORM NO. 10-113(1)

POLICE DEPARTMENT

PROVINCE OF RANGE

REGISTER OF TRAVELLING ALLOWANCE BILLS OF GAZETTED

					PROVINCE.	RVICE IN THE				
					RANGE.					
1	2	3	4	5	6	7	8	9	10	
Serial No	Date of preparing in the Range Officer	Date of receipt in the Range Office	Date of commencing journey.	Date of ending journey	Amount claimed	Amount passed.	Initial of controlling officer.	Date of despatch.	Remarks.	

(To be drawn by hand.)

FORM NO. 10-159(b)

TRAVELLING ALLOWNCE BILL OF ESTABLISHMENT

(IN ENGLISH FOR ENROLLED OFFICERS

AND CLERKS.)

Form II, Civil Account Code, shall be use, but the statement of allotment of expenditure given in column 24 of the form shall be omitted.

On the first page the following certificate shall be added:---

“ 5. – Also that the following police officers performed the duties of for which charges are made herein, and that they were, not employed on executive duty.”

“6. – Also that no Railway warrants were used for journeys for which 1- 2/3rd fares have been charged in this Bill.”

A serial No. should be given to each Officer's Bill.

To prevent waste of form, inner sheets shall be printed supplied.

FORM NO. 10-159(b)

TRAVELLING ALLOWNCE BILL (IN URDU FOR ENROLLED OFFICERS).

The form will be the same as the English Travelling Allowance Bill of Establishment (*vide* No. 10-159 (b)). In column of "Remarks," the following shall be inserted:-

"Obtain here the signature of each applicant opposite the total amount claimed."

The certificates, &c., printed on the first page, and the instructions (with the exception of Nos. 1, 3, 4 and 6), on the last page of the English Bill, need not be reproduced in the Urdu bill, which will be near the following certificates:---

- (1) Certified that the journeys noted in the bill were, to the best of my belief, performed in the interests of the public service and in the manner named, and that the distances shown are correct.
- (2) That the amount given out of my permanent advance to the officers named and number has been properly shown and deducted from the amount of their respective bills.
- (3) That the journeys charged for were not performed on Railway Warrants.

Officer-in-charge.

(A serial No. should be given to each officer's bill in column 1.)

To prevent waste of forms, inner sheets shall be printed and supplied.

FORM NO. 10-113(1)

POLICE DEPARTMENT

_____ DISTRICT.

ENGLISH BILL No. _____ FOR 19 ____ .

(ACQUITTNACE ROLL No. _____)

ACQUITTANCE ROLL OF TRAVELLING ALLOWANCES FOR THE MONTH

OF----- 19 ____ .

1	2	3	4	5	6	7	8	9	10	11
Serial No.	Provincial, Range or Constabulary No.	Name	Rank and Rage.	DATE OF JOURNEY.		Amount due to the Officer.	DEDUCTIONS.		Balance due to each officer and paid.	Signature or seal of the payee.
				From.	To.		On account of.	Amount.		
GRAND TOTAL Rs.										

Forwarded to the Officer-in-charge of Police _____ m, for him to draw Rs. -----

(inc word) ----- ^{Lines} Station ----- Treasury and paying the amount to the payees. The acquittance roll should be returned by the 20th instant, duly stamped (if necessary) and signed by the payees.

Date _____

Superintendent of Police.

The _____ 19 ____ .

Certified that the amount has been paid to the actual payees. It is returned duly stamped (where necessary) and signed.*

Date _____

Superintendent of Police.

The _____ 19 .

*Note. – State here the amount undisbursed (quoting the Serial Nos.), cause of non-disbursement, and the name of the Officer to whom it is returned.

FORM NO. 10-160(5)

POLICE DEPARTMENT

_____ DISTRICT.

REGISTER OF TRAVELLING ALLOWANCE BILLS OF ENROLLED OFFICERS FOR THE FINANCIAL YEAR 19 .

1	2	3	4	5	6	7	8	9	10	11	12
Annual Serial No. of the English Bill.	Serial No. of each individual in the English Bill.	Provincial, Range or Constabulary No.	Name.	Rank and grade.	Journey.		Purose.	Total amount for each Officer.	Total amount for each English Bill.	Annual serial No. of Urdu acquittance roll and Serial No. of each individual in column 1 of he roll.	Dates of enoashmet of the bills Signature of the Superintendent opposite the Total (column 10). Any other information or remarks necessary.
					Date.						
					From.	To.					
								Rs. a.p.	Rs. a.p.		
				TOTAL.							

FORM No. 10-166(1)

POLICE DEPARTMENT

_____ DISTRICT.

BUDGET ESTIMATE OF POLICE LANDS CONTINGENT GRANT FOR THE YEAR.

1	2	3	4	5	6	7
Serial No.	District.	Actual for past year.	Estimated for current year.	Average based on actuals of past 3 years.	Estimated for next year.	Remarks.
	<i>Receipts.</i>					
1.	Opening balance on 1 st April in columns 3, 4 and 6*.					
2.	Receipts.					
3.	Total receipts including balance*.					
	Total ...					
	<i>Expenditure. †</i>					
4.	Establishment ...					

5.	Contingencies ...				
6.	Total expenditure ...				
	Total ...				
7.	Closing balance on 31 st March in column 3, and estimated closing balance on 31 st March in column 4 and in column 6*.				

*If a debit sum show in red ink.

The annual allotment should not be taken as a receipt.

Should column 6 exceed column 5, full explanation giving details of proposed estimated expenditure should be given on reverse with reasons for excess expenditure.

Date _____

Superintendent of Police.

The _____ 19 .

FORM No, 10-166(3)

POLICE DEPARTMENT

_____ DISTRICT.

DEPUTY INSPECTOR GENERAL'S BUDGET ESTIMATE OF POLICE LANDS CONTINGENT GRANT FOR THE YEAR 19..... 19......

1	2	3	4	5	6	7	8	9	10	11	12
Serial No.	Name of District	Actual Balance on 1 st April 19 ,*vide Police Lands Fund Cash Book prescribed in rule 10-27(1) (a)	Estimated Balance on 1 st August 19 .	Estimated Receipts for 19 .	Total of columns 4 and 5	Estimated Expenditure for 19 .		+Total estimated Expenditure for 19 -19 .	Estimated on 31 st March 19 .	Allotment now proposed	Remarks
						Establishment	Contingencies				
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	

* Debit balance to be shown in red ink.

+ Initial expenditure on sports should be separately shown in this column

Date _____

Superintendent of Police.

The _____ 19 .

(STANDARD FORM)

CHAPTER X – Accounts.

This chapter is divided into eight parts—

General Scope,

I Income,

- II Payments,
- III Cash Book,
- IV Salary and Allowances,
- V Contingent Charges,
- VI Travelling Allowance, and
- VII Miscellaneous.

PART I

General Scope

10-1. Authority for the scope of the chapter – (a) The rules in this chapter are founded on the Fundamental Rules, Civil Account Code, Punjab Budget Manual, Punjab Treasury Manual, and Punjab Financial Hand-books. The portions of these volumes, which bear on the keeping of police department accounts, have been quoted, consolidated or adapted to terms of the usage of the department in sufficient fullness to make the chapter an adequate guide to all police officers and clerks in the normal maintenance and check of accounts and receipts and expenditure of Government funds. The original authorities are, however, available in all administrative and district offices, and familiarity with them is required of gazetted officers and clerks of English offices and pay branches; for detailed inspections and in cases of uncertainty the original authorities should always be referred to.

(b) The orders in this chapter do not affect money and property in criminal cases, the instructions regarding which are contained in rule 27-17 *et seq.*

10-2. Responsibility of Heads of Officers – The following table shows the collecting and disbursing officers under the various minor and sub-heads of the Receipt major head “XXIII-Police” and the Expenditure major and “29-Police” as specified in appendix D of the Punjab Budget Manual:---

Major head	Minor head.	Collecting officer.	Disbursing officer.
1	2	3	4
XXIII – Police	1. Fees, fines and forfeitures	Superintendent of Police	...
	2. Miscellaneous-		...
	(i) Police Lands receipt.	Superintendent of Police	...
	(ii) Miscellaneous. ...	Superintendent of Police, Principal, Police Training School, and Assistant Inspector-General, Government Railway Police	

Major head	Minor head.	Collecting officer.	Disbursing officer.
1	2	3	4
XXIII – Police	3. (i) Fees for students from Indian States admitted to the Police Training School, Phillaur.	Principal, Police Training School, Phillaur	...
	(ii) Contribution from Indian States towards the Finger Print Bureau.	Superintendent of Police in charge Finger Print Bureau	...
	(iii) Leave Salary contribution of officers lent on foreign service.	Inspector-General of Police	...
	(iv) Contribution towards passage of Government servants lent to other Government .	Accountant General
	(v) Contribution towards passage of Government servants		...

	lent on foreign service.	Accountant General
	(vi) Recoveries of contribution towards hors, saddlery and uniform allowances of officers lent on foreign service.	Accountant General
	(vii) Refunds allowed by the military authorities on account of Ordnance Stores returned to Arsenals.		
	(viii) Receipts account of additional Police employed under sections 13, 14 and 15 of Police Act V of 1816:-	Superintendent of Police	...
	(a) Police supplied to Public Departments (Police Rule 10-23).		
	(b) Police supplied to private persons (Police Rule 10-21).		
	(c) Police quartered in		
4.	Recoveries of over-payments	Superintendents of Police and Assistant Inspector-General, Government Railway Police	...
		Inspector-General, Deputy Inspector-General, Assistant Inspector-General, Government Railway Police, Principal, Police Training School, Phillaur, Superintendents of Police and Superintendent in charge, Finger Print Bureau	...

Major head	Minor head.	Collecting officer.	Disbursing officer.
1	2	3	4
XXIII – Police	5. Refunds Deduct	The Collecting officers shown against the minor heads 1 to 6 above are disbursing officer under this head Inspector-General of Police and Deputy

<p>29 Police –</p>	<p>1. Superintendents</p> <p>...</p> <p>2. District Executive Force -</p> <p>(i) District Police Force</p> <p>...</p> <p>(ii) Police employed under sections 13, 14 and 15 of Police Act V of 1816</p> <p>...</p> <p>(iii) Other Police</p> <p>...</p> <p>3. Police Training School –</p> <p>...</p>	<p>...</p> <p>...</p> <p>...</p> <p>...</p> <p>...</p> <p>...</p> <p>...</p> <p>...</p>	<p>Inspectors-General of Police for their own offices</p> <p>1. Superintendents of Police</p> <p>2. Senior Assistant Superintendent of Police, Lahore.</p> <p>3. Inspector-General of Police in respect of the units.</p> <p>I) Traction of prison vans.</p> <p>II) Purchase of typewriters</p> <p>III) Purchase of tents</p> <p>IV) Purchase of bicycles, the grants under which are kept in reserve with him. Also for the reserves under the units "Clothing and "Equipment".</p> <p>Ditto</p> <p>Principal of the Police Training School. The Principal is also a Disbursing officer for the minor heads "District Executive Force", "Railway Police" and Criminal Investigation Department " in respect of the Police officers and men under training at the School.</p>
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Major head	Minor head.	Collecting officer.	Disbursing officer.
1	2	3	4
<p>29 Police –</p>	<p>4. Special Police –</p> <p>(i) Border Military Police</p> <p>(ii) Baluch Levy</p>	<p>...</p> <p>...</p>	<p>Commandant and Deputy Commissioner, Dera Ghazi Khan</p> <p>Ditto</p>

5.	Railway Police, North Western Railway	...	Assistant Inspector- General, Government Railway Police
6.	Criminal Investigation Department	...	Deputy Inspector- General of Police, Criminal Investigation Department, Superintendent incharge of the Finger Print Bureau in respect of the grant for the staff of the Bureau. Deputy Commissioners.
7.	Cattle-pounds	...	Superintendent of Police, Principal, Police Training School, Deputy Inspector-General of Police, Inspector General of Police.
8.	Miscellaneous – Other Items	...	

Note-1 under Article 13(G) of Civil Account Code, Volume 1. These officers personally responsible for the strict observance of correct procedure in regard to the disposal of all money, which is required to be received or disbursed through their offices and for the maintenance of accounts. Subject to the approval of the Deputy Inspector-General, a Superintendent of Police may delegate the duty of supervising accounts to a specified gazetted officer. When such a delegation is made, the treasury officer should be informed officially that the officer has been authorized to sign bills, cheques, etc.; a specimen of his signature being furnished to the treasury. Such delegations do not relieve Superintendents of their ultimate responsibilities as collecting and disbursing officers.

10-3. Definitions – The technical terms in this chapter are used in the sense in which they are defined in the Account Manuals referred to in rule 10-1(a). Those definitions should be understood by all gazetted officers, clerks and accountants. Only a few such definitions, a knowledge of which is required by officers to whom the manuals are not accessible, are reproduced here:---

(a) *General definitions.*

Average pay means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs, which necessitates the calculation of average pay:---

Provided that in the case of a Government servant deputed out of India who draws pay as laid down in rule 51(a), Punjab Financial Handbook No.2, Volume I, his average pay shall be assumed to be the full pay which he would have drawn if no duty in India (Rule 9(2), Punjab Financial Handbook No.2, volume 1).

Compensatory allowance means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a traveling allowance. A compensatory allowance is not taken into account in calculating pension, or leave salary for periods exceeding four months. (Rule 9(5), Punjab Financial Handbook No.2, Volume I, Article 488, Civil Service Regulations, and Rule 14-2, Subsidiary Rules).

Special pay means an addition of the nature of pay, to the emoluments of a post or of a government servant, granted in consideration of:---

- (a) the special arduous nature of the duties; or
- (b) a specific addition to the work or responsibility; or
- (c) the unhealthiness of the locality in which the work is performed (Rule 9(25), Fundamental Rules).

Special pay is taken into account in calculating pension and leave salary (Article 486 (j), Civil Service Regulations, and Rule 9-21 (a) (ii) read with rule 87, Fundamental Rules).

Subsistence grant means a monthly grant made to a Government servant, who is not in receipt of pay or leave salary. (rule 9 (27) of the Fundamental Rules.)

(b) *Definitions specially applicable to traveling allowance.*

Actual traveling expenses means the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls, and for carriage of camp equipment, if necessary. It does not include charges for hotels, traveller's bungalows, for refreshments, or for the carriage of stores or conveyance, or for presents to coachmen and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants. (Rule I.I, T.A. Rules.)

Camp equipment means tents and the requisites for pitching and furnishing them, or, where tents are not carried, such articles of camp furniture as it may be necessary in the interests of the public service for a Government servant to take with him on tour. (Rule I.5, T. A. Rules.)

Chief public officer means-

At the headquarters of a district – The court of the Deputy Commissioner.

At an outpost tahsil – The court of the officer in charge of the outpost or tahsil.

At all other places – The Police station, or, if there be no police station, the post office, or, if there be no post office, the point designated by competent authority. (Rule I.6, T. A. Rules.)

Day means a calendar day, beginning and ending at midnight; but the period occupied by a journey which begins and ends at headquarters and which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends. (Rule I.9, T. A. Rules.)

Family means a Government servant's wife, legitimate and step children residing with and wholly dependent upon him. Except in Appendix IO.121 (b) it includes in addition his parents, sisters, and minor brothers, if residing with, and wholly dependent upon him. Not more than one wife is included in a family for the purpose of these rules. (Rule I.(T. A. Rules.)

Inferior Service in the police department includes all constables in respect of traveling allowance only, as their service is in other respects "superior"- and non-enrolled menials such as khalasis, gardeners, chaprasis, bhishties and sweepers. (Serial No., 16 of Appendix A, Subsidiary Rules.)

Holiday means either a holiday prescribed under the Negotiable Instruments Act or a day on which officers, or a particular office, are ordered by Gazette notification to be closed without reserve or qualification. (Rule I.17, T. A. Rules.)

10-4. Responsibility of drawing and countersigning officers – The following Articles from the Civil Account Code are reproduced for guidance of police officers as to the responsibilities attaching to the signature and countersignature of bills. The rules relate specially to contingent expenditure, but the principles apply to official expenditure generally.

(a) Every public officer should exercise the same vigilances in respect to petty contingent expenses as a person of ordinary prudence would exercise in spending his own money. The drawing officer is further responsible for seeing that the rules regarding the preparation of vouchers are observed, that the money is either required for immediate disbursement or has already been paid from the permanent advance, that the expenditure is within the available appropriation and that all steps have been taken with a view to obtain an additional appropriation, if the original appropriation has either been exceeded or is likely to be exceeded, and that in the case of contract contingencies the proposed expenditure does not cause any excess over the contract grant. (Article 91, Civil Account Code, Volume I.)

(b) It is the duty of a countersigning officer to see that the charges made in a contingent bill are of obvious necessity, and are at fair and reasonable rates; that previous sanction for any item requiring it is attached; that the requisite vouchers are all received and in order, and that the calculations are correct; and specially that the grants have not been exceeded or are not likely to be exceeded, and that the Accountant General is informed either by a note on the bill or otherwise of the reason for any excess over the monthly proportion of the appropriation. If expenditure be progressing too rapidly, he should communicate, with the disbursing officer, and insist on its being checked. (Article 92, Civil Account Code, Volume I.)

10-5. Control and check on progress of expenditure – To facilitate a check on the progress of expenditure by the Deputy Inspector of Police, the Inspector General of Police and the Accountant General, a series of return has been prescribed, for which the necessary "M.B." forms are obtainable as "universal forms" in the manner prescribed in rule II-43. The procedure detailed in paragraph 14-5 of the Punjab Budget Manual is summarized as follows:---

Disbursing officers are required to maintain for all expenditure, registers in form B.M. 29. In these registers the accounts classification shall be shown according to the headings of the form, and the allotment under each unit shall be entered in red ink at the top of each column. A small slip Form B.M. 28 (Bill Extract) is required to be attached to each bill (other than pay bills) and is returned with the cash or cheques by the treasury officer. The amount of each bill, with the number of the treasury voucher as shown in the Bill Extract, shall be entered under the appropriate heads in form B.M. 29. At the end of each month the expenditure shall be totaled and the unexpended balance under each unit entered in red ink at the head of the ensuing month's account. On the 3rd of each month disbursing officers shall submit to their controlling officer and the Inspector General of Police a copy of their B.M. 29 account for the preceding month, with the forms B.M. 28 on original and an abstract in form B.M. 31 in respect of both the general cash account and the additional Police account. A copy of the abstract in B.M. form 31 should be sent to the Deputy Inspector General.

Controlling officers are required to follow the above procedure for expenditure incurred directly by them, and also to maintain registers in form B.M. 30, in which the returns received from disbursing officers shall be entered to enable them to effect control on the progress of expenditure. They should compare the entries in B.M. 29 accounts received from disbursing officers with schedules (B.M.28) received from treasury officers which show the payments made by them. The Inspector General of Police is required to consolidate all returns in form B.M.31 and send it, with the original statements from which his return has been compiled, to the Accountant General, so as to reach him by the 20th of the month following that to which the accounts relate. Discrepancies are then reconciled by the Inspector General and the Accountant General, and corrections are notified to controlling and disbursing officers.

Disbursing officers are also required to submit not later than the 3rd of each month to the controlling officer and the Inspector General of Police a departmental return in form 10-5 showing under each primary and secondary unit the allotment, expenditure incurred during, and the balance available at the end of the preceding month, both for the general cash account and the additional Police account. This is necessary to enable the latter officers to effect control and watch the progress of expenditure under each primary and secondary unit.

The above procedure is additional to the detailed accounts of contingent expenditure prescribed in Rule 10-110.

10-6. Pages of registers to be numbered – The pages of all account registers all be numbered, and a gazetted officer shall certify on the inside of the cover of each register the number of pages which it contains. Instructions regarding the upkeep of registers and preparation of bills, etc., have, where necessary, been given as foot-notes on the specimen forms of the registers, etc., concerned.

10-7. Accountant – (1) In each district, in the Police Training School, Criminal Investigation Department and Railway shall be primarily responsible for the accuracy of the accounts and for the safe and proper custody of all monies, stamps, vouchers consists of keeping accounts; the less of performs the duties of a cashier the better. In the office of the Inspector General and of each of the range Deputy Inspector General the duties assigned to the accountant shall be performed by the clerk appointed for this purpose, under the direct and detailed supervision, in the former office, of the branch head assistant and superintendent and, in the latter office, the head clerk.

(2) Every accountant shall furnish security which shall be proportionate to the strength of the district establishment and shall be fixed at the rate of Rs. 100 for each hundred men or part of a hundred men (upper and lower subordinates combined). The amount of security to be furnished by the assistant accountant will be fixed at the discretion of the Superintendent. Security deposits, whether made in cash or in one of the security forms specified below, shall be covered by a bond or agreement (in Public Works Department forms Buildings and Roads Stereo No. 83 and 84 suitably adapted) setting forth the conditions under which the security is held and may be ultimately refunded or appropriated.

If the officer is not able to furnish the amount of cash in a lump sum it may be deducted from his pay in instalments. Or, as an alternative to cash security, he may be permitted, if he so desires, to take out a fidelity policy involving the payment of a small monthly premium. By such a policy Government can get a much larger security, but the officer concerned loses to the extent of the premium paid. Security can also be taken in any of the following form:---

- (a) Government Securities other than Post Office – 5 years cash certificates. Under the rules in chapter VIII of the Government Security Manual issued by the Controller of the Currency.
- (b) Municipal Debentures and Port Trust Bond.
- (c) Post Officer – 5 years cash certificates. Under the rules for Cash Certificates and Saving Bank Accounts issued by the Post Office.
- (d) Post Office Savings Bank Pass Books.
- (e) Deposit Receipt of any bank, provided that the authority demanding the security decides that the bank concerned is a reputable firm engaged in regular banking business. The depositor should be required to get the receipts made out in the name of the pledgee. The receipts should be sent for safe custody to the district treasury with instructions to permit the depositor to draw interest when it falls due.

10-7-A. Security – Besides the Accountants, Assistant Accountants, Prosecuting Inspectors and Prosecuting Sub-Inspector who are required to furnish securities under Police Rules 10-7 and 27-5 respectively the following Police Officers who are entrusted with the receipt and custody of cash or stores may be required to furnish securities as provided in rule 3-5, Chapter III Financial Hand Book No. I. Securities should be taken in any of the forms mentioned in P.R.10.7 and upto the amount mentioned against each:---

	Rs.
Reserve Inspector	1,000
Lines Officer	500
Sub-Inspector in charge Police Station or an	
Additional Sub-Inspector where one is sanctioned.	500
Head Constable employed as Clerks in Police Station. ...	200

Note – No security need be taken from permanent Police Officials when they are required to officiate in appointments in which security is generally taken, if the officiating appointment is not expected to continue beyond six months.

10-8. Erasures and corrections – (1) Erasures and over writings in any account register, bill, schedule or cash book are strictly prohibited. If any correction is necessary the red ink and the correct entry inserted, the correction being initiated by the officer responsible for signing the bill or checking the register. This rule applies to all account records, not only to those maintained in English. (Article 30, Civil Code, Volume I.)

(2) All corrections and alterations in a voucher shall be attested by the initials of the person signing the voucher or of the officer making the payment.

10-9. Claims for payment of arrears – Claims to arrears of pay or allowances or increments, which have been allowed to remain in abeyance for a period exceeding one year, cannot be investigated by the Accountant – General, except under special orders obtained from the authority competent to appoint the officers by whom the claim is made. The investigation of claims which are more than three years old can only be sanctioned under the orders of the provincial Government. The period of three years will ordinarily be counted from the date the claim was due. Where, however, orders under which the claim has arisen have been passed by a competent authority some time after the lapse of the period to which the claim relates, the period of three years should run from the date of the orders of that authority. No claim not preferred within six months of its becoming due can be paid by a treasury officer without the sanction of the Accountant – General, but this rule does not apply to claims of Rs.5 and less which are preferred within one year of their becoming due. [Civil Account Code, Volume-I, Article 8 (b) and (c)].

PART – II

Income Receipt of Money.

10-10. Responsibility – It is the duty of gazetted officers to see that all income claimable is claimed, realized and paid into the treasury. It is not optional with them to waive a demand for payment which is necessary by law or by rule. They should carefully bear in mind that collections must not, on any account whatever, be left out of the treasury, by should be paid in on the actual date of receipt, funds to meet authorised charges connected with such collections being drawn separately from the treasury on a proper voucher.

The appropriation of departmental income to departmental expenditure is strictly prohibited. (Article – I, Civil Account Code, Volume – I.)

10-11. Money to be lodged in the treasury – All transactions to which any officer of Government is a party in his official capacity must, without reservation, be brought to account, and all money received shall be lodged in full its appropriate account, or shall be kept in the police cash chest: provided that permanent advances may remain in the hands of officers to whom they are distributed and sums received for immediate disbursement on account of duly authorized orders for payment may be kept in the custody of the disbursing officers for such short period as may be necessary to secure the attendance of the payee. If such attendance cannot be secured within a reasonable time, the sum concerned should be refunded to the treasury and drawn again later when required. (Article I, Civil Account Code, Volume I.)

10-12. Cash Chests – Police cash chests shall be marked as such, and shall be kept in the single lock room of the treasury. They are intended for the safe custody of the cash box, which may, under the authority of the Superintendent, be removed on working days from the treasury to the police officer, and, if so removed, shall be returned to the treasury before business is closed for the day. Both the cash chest and cash box shall have two outside locks, the keys of one lock to be kept by the accountant and of the other by the superintendent, or, in his absence, by the officer delegated with authority under rule 10-2.

A memorandum showing the receipt, expenditure and balance of money in the cash box shall be kept in it in Form 10-12. When any money is placed in or drawn from the cash box an entry to this effect shall be made immediately. The officer holding the keys of the second lock for the time being shall check the cash chest account on every working day that the chest is removed from the treasury, and certify that he has done so, initialing at the same time any fresh entry made during the day.

10-13. Safe custody of sums received when office is closed – (1) When money sent to headquarters from a police station cannot be immediately disbursed or put into the cash chest, the person bringing the amount shall make it over, together with the documents pertaining to it, to the Lines officers, who shall deposit them in the iron safe, embedded in the verandah of the Quarter Guard room, under the view of the sentry, until such time as the money can be brought to account. The Lines officer shall at once give a regular receipt to the person depositing the money, and shall make an entry regarding its receipt in the Lines cash book or diary, and shall thereafter be responsible for sending it together with the papers to the accountant. The road certificate, however, shall be retained and pasted in the Lines receipt book. A regular receipt for the amount shall then be obtained by the Lines officer from the police office and filed with the road certificate.

(2) Money received on behalf of Government from individuals or other offices on holidays, or after the closing of the treasury for business, shall similarly be deposited in the Lines safe, after being entered, if possible, in the receipt side of the general cash book. The Lines officer shall act in respect of such sums as described in sub-rule (1).

(3) Cheques and remittance transfer receipts, which have not been endorsed and are awaiting disposal, shall be kept by the accountant with his permanent advance. This permanent advance shall be kept in a separate locked box in the Lines safe at all times when the office is closed.

10-14. Receipt Books – (1) Each Superintendent, Deputy Inspector General, the Assistant Inspector General, Government Railway Police, and the Inspector General shall keep a printed receipt book, the pages of which shall have printed serial number, in form No. 10-14 (I), the office copy being made by the carbon copying process. For every sum of money credited to the accounts in the office a receipt shall be given over the signature of a gazetted officer or an inspector in the district office, by the head clerk in the range office and by Superintendent in the Central Police Office, to the person from whom money is received for credit to Government or on account of rewards:--

Provided that, if money is recovered from any subordinate police officer by means of deductions from his salary in an acquittance roll, a receipt need not be issued.

(2) The officer signing the receipt must compare the entries with the cash book and initial the entry or entries in the latter. In preparing these receipts the instructions contained in Article 13 (c) of the Civil Account Code should be followed.

(3) All police officers who collect and remit money shall forthwith give to the tendered of such money a receipt in the prescribed form, and, when they credit such money to Government account either in a sub-treasury or by making cash remittance to headquarters, they must obtain a receipt either in the form issued by the treasury or in this form. For the purposes of this rule, the Lines officer, the prosecuting inspector at headquarters, the prosecuting sub-inspector at sub-divisions and all officers in charge of police stations will be supplied with a book of receipt forms, after the formalities required by sub-rule (5) below have been complied with.

(4) A road certificate is an invoice and not a receipt for this purpose. Road certificates shall be pasted in the receipt book in the place of the receipts issued from headquarters, and the corresponding receipts shall be pasted in place of the road certificate in the register of the place of issue. Reference shall be given in treasury receipts (rule 10-19 (2)) to the annual serial number of the receipt issued in form No. 10-14 (I).

(5) Before bringing a receipt book into use the accountant shall check the sequence of the numbers printed on each receipt, and mark each with the office stamp, but in the case of receipts issued from police lines, police stations or offices of prosecuting inspectors or sub-inspector they shall also be marked with the seal of the respective office. Any discrepancies shall be brought to the notice of a gazetted officer who shall note the fact in the book.

(6) Blank books whether in English or in Urdu shall be kept under lock and key by the head clerk, and a register shall be maintained by him regarding their issue.

10-15. Receipt of Money Orders or cash by post – (1) Postal receipts for money orders shall be signed only by a gazetted officer or by an inspector in the district office, by the head clerk in the range office and by the Superintendent in the Central Police Office, after the amount has been entered in the cash book and the entry initialed. The amount and name of the remitter shall be inserted in the coupon if it has not already been noted by the remitter.

(2) Currency notes or postage stamps received through the post in payment of Government dues shall be entered immediately in the general cash book and the entry initialed by a gazetted officer, head clerk or Superintendent, Central Police Office, in token that he has seen and signed the receipt. The precautions laid down for the handling of postal matter containing such remittances are contained in rule 11-23.

(3) As the Postal Department obtains receipts for payment made by it on its own forms, it is unnecessary to issue receipt in form 10-14 (I) in such cases. In order that, for purposes of check, there may be a receipt in form 10-14 (I) to correspond with each item of money received, a form will nevertheless be made out, but the duplicate will not be torn off and issued, and when, as in the case of money orders a coupon remains in the hands of the payee, such coupon will be pasted on to the form. A similar procedure shall be followed in the case of sums received from other departments of Government, which take receipts from payees in their own forms.

10-16. Specimen signatures – When a gazetted officer makes over charge of his office to another, a facsimile of the relieving officer's signature shall be sent to the treasury officer. Specimen signatures of gazetted officer, inspectors, head clerks in the range offices and the Superintendent in the Central Police Office should be requested not to accept the signatures on money order etc., of any officers other than those whose specimen signatures have been supplied.

10-17. Road certificates – All sums of money sent from one police office or station to another shall invariably be accompanied by a road certificate in Form 10-17, the officer copy being made by the carbon copying process. The worked "Entered in cash book" shall be written by the accountant in column 7 of the road certificate, after the amount has been so entered and the entry initialed by a gazetted officer, inspector, head clerk of Superintendent, Central Police Office. Road certificates shall also be used for obtaining an acknowledgment of the receipt of money sent to police stations for disbursement, when such remittance cannot be made otherwise than by hand.

10-18. Refunds – Sums required to be withdrawn on account of miscredit or for refund to the person paying the amount shall be drawn in accordance with the orders in Articles 113 and 114 of the Civil Account Code. Such refunds require the sanction of the Deputy Inspector General or his counter signature.

10-19. Credits into treasuries – (1) Payments of money into a treasury shall be accompanied by a *chalan* (Form A.T. 192) nature of the payment and on whose account it is made. *Chalans* shall ordinarily be in duplicate. One copy will be returned after being signed by the treasury officer if the payment is of Rs.500 or over, and otherwise by the accountant and the treasurer. When payment is made for Tahsildari letters of credit or cash orders of the copy of the *chalan* will suffice. When sums are sent to the treasury for credit to police income for the General Police Fund the name of the sub-head or sub-heads shall be noted in the *chalan*. (Article 5, Civil Account Code, Volume I.)

(2) In order to avoid the remittance of money by hand, sums received at police stations for credit to Government may be paid into sub-treasuries on receipt of orders in each case from the Superintendent. The tahsil receipt shall be submitted to the Superintendent, who will credit the amount in his cash book. All such treasury receipts shall be pasted into a file book to be called the file of treasury receipts, and shall be serially numbered for the financial year, references being given as required by the rule 10-14 (4).

10-20. Chanda Fund Register – (1) The Superintendents of those districts in which mounted police are posted, shall keep up a Chanda Fund subscription register in Form 10-20 (1). The amount of each subscription shall be entered each month as it is received.

(2) At the time of drawing salaries, or at the end of the month the columns shall be totaled. In the case of Lahore district the amount will be remitted to the treasury, with a *challan* in Form No. 10-20(2) to be prepared by the carbon copying process. All three foils of this *challan* shall be signed by the treasury officials concerned who will retain one, the other two being returned to the officer paying in the money. One of these shall be kept in the Superintendent's office on the file of treasury receipts as a receipt for the remittance, and the other shall be sent to the office of the Inspector General. In the case of all other districts the amount of recoveries made from pay bills or

in cash shall be retained till they amount to Rs. 25 when they will be remitted to the Inspector General of Police direct by a Remittance Transfer Receipt to be obtained from to. Treasury under Article 169 C. A. Code, Volume I.

10-21. Charges for additional police – Superintendents shall bill parties and corporate be supplied with additional police month by month in advance. Such bills shall be prepared in Form 10-21, and shall receive and annual serial numbers. Officer copies shall be kept.

If duty be likely to last less than a month, the cost for the entire period such police are likely to be employed shall be recovered. Additional police shall not be supplied until the advance payment required by this rule has been received.

10-22. Scale of charges – (1) Except in cases where special scales have been fixed charges shall be made for additional police during the time they are employed, according to the specimen scales and instructions contained in Appendix 10.22 (1).

(2) The following points are to be noted in connection with the calculation of charges:---

(i) The hutting charges should be calculated so as to include not only the actual rent paid for the quarters occupied by the police but also the cost of such repairs, white-washing and petty alternations to the buildings, as fall to the responsibility of the tenant according to the terms of the lease.

(ii) For periods of less than 2 months, annual charges for clothing and equipment will be levied on the following scale:---

Less than one month	--	No charges
From 1 to 3 months	--	¼ charges.
From 3 to 6 months	--	½ charges.
From 9 to 12 months	--	Full charges.

(iii) Initial charges (*See* Appendix 10-22 (I)) shall only be made when extra police are entertained, and such charges shall be at full rates. Charges calculated on the basis of annual charges and including conveyance allowance, contingencies, leave and pensionary charges shall be made in all cases, even if extra police are not actually enlisted.

(iv) In those cases (for instance, guards supplied to the Imperial Bank of India) in which a fixed number of additional police are supplied throughout the year and the accounts are adjusted monthly, the chares for clothing, equipment and rewards shall be calculated at one-twelfth of the annual rates.

(v) When the duty for which additional police are provided involves traveling, the actual amounts disbursed from the continuant grant (carriage of constabulary and traveling allowance) on account of such journeys shall be recovered from the party to whom the police have been supplied; provided that expenses incurred in consequence of routine transfers ordered in the interests of the general police administration shall not be so charged.

(vi) The amount of pension contribution, which is shown as a separate item in the statement of cost of additional Police posts, should at the time of recovery be credited direct to the Head “XLIV – Receipts – in – aid of Superannuation – Pension individuals etc., in the treasury.

(vii) The sum realized as pay of a contingency reserve of constables will be utilized for the entertainment of such reserve on the scale of one – sixth of the number of constables provided.

10-23. Charges for additional police supplied to departments or officers of Government – (1) The charges for additional police supplied to departments or officers of Government when permission to raise extra men is given by the Provincial Government, shall be in accordance with the above rules except that no charges shall be made for pension.

(2) The salaries and expenses of extra police officers so employed and supplied shall be recovered as follows:---

(a) When the duty lasts for one year or less, - by bills on account of salaries and contingent charges submitted to the officers or departments concerned for adjustment by book transfer (vide rule 2.13 (3)).

(b) When the duty lasts for more than one year and when the procedure is sanctioned by the Inspector – General, - by inclusion of the amounts in the salary and contingent bills of the regular establishment. In the latter case the inter – departmental adjustment is made in the books of the Account – General.

10-24. Charges to be made for additional police located in disturbed or dangerous areas – In applications for the location of additional police under section 15 of Act V of 1861, the cost shall be calculated in accordance with rule 10.22. The rates prescribed by Appendix 10.22 (I) make no mention of charges for superintendent the provision of trained men in place of recruits, armament and interest charges during the period of recovery of the cost. They are, however, so calculated as to include provision for these items, but as they cannot be assessed with exactitude the resulting total is to be regarded as a limp sum figure and rounded to the nearest hundred rupees. The cost of housing, whether on account of rent or the erection of suitable quarters, shall be included, unless a suitable building in the communal ownership of the persons to be charged with the cost of the post is placed at the disposal of the Police Department. In the latter case only such charge shall be made as is necessary to meet the cost of putting the building into a fit state for police occupation.

10-25. General police fund – (Deleted).

10-26. Recoveries on account of additional police in disturbed and dangerous areas – (1) The responsibility for recovering the cost of additional Police located in disturbed or dangerous areas, under Section 15 of Act V of 1861, rests with the District Magistrate. Realizations are generally made half – yearly in advance, with the land revenue installments. The collections should in all cases be credited into the treasury under the heads “XLIV – Receipts – in – aid of Superannuation – Pension contribution for Police supplied to public departments, private individuals, etc.” and “ XXIII – Police – Collection of payments for sections 13.14 and 15 of Police Act V of 1861,” intimation of the amount so credited into the treasury on each account being sent at the same time to the Superintendent of Police for inclusion in the accounts he is required to keep under rule 10.27.

(2) The cost of additional police supplied to private persons and departments or officers of Government recovered by Superintendents of Police under rules 10.21 and 10.23, should likewise be credited into the treasury under the heads mentioned above.

10-27. General Police Fund Cash-Book and Ledger – (1) Each Superintendent of Police shall keep a cashbook in form No. 10-27(1)(a) in which all receipts and disbursements pertaining to additional Police shall be entered. The pay, allowances and contingent charges of the additional Police shall be drawn in the same forms on which charges of regular Police are drawn under rules 10.95 and 10.96, and shall then be shown in lump sums on both sides of the general cash book (in column headed “ Additional Police Account”), a reference to the cash book for additional Police accounts being made on the disbursements side. For the correct preparation, checking, signing and encashment of bills for additional police, the procedure prescribed encashment of bills for additional police, the procedure prescribed in Part-V of this Chapter shall be observed. Similarly, all receipts on account of additional police, supplied under sections 13, 14 and 15, Act V of 1861, whether collected and credited into the treasury be the District Magistrate or collected in cash by the Superintendent of Police under rule 10-26, shall also be shown in lump sums in the column headed

“Additional Police Account: of the general cash book on both the credit and debit sides, as well as on the receipt side of the additional Police account cash book.

Note – Receipts and expenditure on account of additional police supplied to officers or departments of Government shall not be included in the General Police Fund.

(2) Each Superintendent shall keep a General Police Fund Ledger in Form No. 10-27(2), in which receipts and disbursements on account of additional police shall be distributed separately for each post or body of additional police. The ledger will show the Superintendent exactly how much of the amounts realized for each such post and body of additional police for which extra men have been raised is still available for disbursement. Separate pages shall be assigned for each post or body of police.

(3) On the 5th of each month a monthly return of receipts and expenditure of the additional police shall be prepared in Form 10-27(3) and submitted to the Inspector-General.

(4) Monthly accounts submitted by Superintendents of Police shall be centralized by the Inspector-General of Police in an additional Police Account General Ledger. This ledger shall show by district (1) amount payable or recoverable, (2) realisation by the District Magistrates, (3) disbursements from the fund, and (4) the total figures for the whole province under rule 10-26, and sub-rules (2) and (3) above.

10-28. Return of Income – On the first day of each month each Superintendent shall submit to the Inspector General a return in Form 10-28 showing the estimated and actual collections under each head of revenue for which he is responsible. These returns are checked in the Inspector General’s office with copies received from the Accountant General of the treasury returns of income actually credited. It is essential, therefore, that the returns from police offices should be prepared independently and not in collaboration with the treasury clerks. Heads of offices, head clerks and accountants should be guided by chapter 13, Punjab Budget Manual, in the preparation and supervision of these returns. Accounts which have been adjusted by book transfer shall be shown in the return, but a detail shall be given in the last column showing cash and transfer credits separately. Refunds shall be deducted by a note made to that effect in the last column of the return.

10-29. Book Transfer – The adjustment by book transfer of charges recoverable for credit to police income will be made by means of bills prepared in duplicate in form 10-2. The officer to whom the bill is sent will return one copy duly countersigned. On receipt of this countersigned bill the amount will be brought to account as a credit.

10-30. Security – Deposits of cash by way of security received by gazetted officers in their public capacity shall be paid into the Government Savings Bank without delay, a separate savings bank account being opened for each case of security. Interest accruing on such deposits shall be payable to the persons furnishing the security when the deposit is finally returned to them on the purpose for which security was required ceasing to be operative.

10-31. Heads of Income – (1) Appendix 10-31(1) details the different classes of police income which should be credited on realization to the heads shown in columns 2, 3 and 4 thereof, and corresponds with Appendix D of the Punjab Budget Manual.

Each major head of income in the accounts of Government has a serial number prefixed to it in roman characters to distinguish it from heads of expenditure which are numbered in Arabic figures thus:---

XXIII – “Police” is a major head of General Revenues.

“29 – Police” is major head of Expenditure.

The general revenue which a department of Government collects is called “Departmental Revenue.

(2) The major heads other than XXIII – Police to which police income (or departmental revenue) may be credited are:---

XLIV – Receipts in Aid of Superannuation

XLV – Stationery and Printing

XLVI – Miscellaneous

XXXVI – Miscellaneous

Police income is also credited to the following funds, of which separate accounts are kept in treasuries:---

	Police Deposit	...	(1) Clothing		
			(2) Equipment		
			(3) Estates		

(Subsidiary to XXIII – Police).

Police Land Fund (a major head of XXIII – Police).

Chanda Fund (a Local Fund).

Note – The major head “XLVI – Miscellaneous” or “XXXVI – MISCELLANEOUS” should not be confused with the minor head “Miscellaneous” under Major head “XXIII – Police”.

PART III

Payment from Treasuries.

10-32. Affixing of stamps – (1) A stamp is required to be affixed on receipts for all sums exceeding Rs. 20 except such as are exempted (Article II, Civil Account Code, Volume I) and item 53 (d) of Schedule I of the affixed by payees on acquittance rolls, whether for pay or traveling allowance, when the sum to be received exceeds Rs.20. Police Chanda and Deposit Fund cheques need not be stamped. (Section 5, Indian Finance Act, 1927).

(2) The stamp should be defaced by the signature, seal or left thumb-impression of the payee, a part of such signature, etc., being on the stamp and a part on the voucher. Where a thumb impression is the only receipt of payment a clear impression should also be taken on a clear space of the voucher.

(3) Where receipts are demanded in duplicate in accordance with any law or Government order, only one need be stamped. Ordinarily not more than one receipt

shall be issued. (Article 16, Civil Account Code).

10-33. Vouchers – (1) Detailed instructions for the preparation of vouchers are contained in Article 13, Civil Account Code. Except where other forms are prescribed by these rules or other official orders, form 10-33(1) shall be used. The orders regarding delegation of authority to sign vouchers for payments made to the head of an office are as given in rule 10-2, that is to say, the delegation must be specific to a particular gazetted officer, whose specimen signature must be furnished to the treasury. Vouchers for cash payments shall be endorsed by the officer in whose presence they were made, who, in the case of payments made at headquarters, shall be of rank not lower than inspector. It is essential that, unless there are special reasons to prevent it, the signature should be obtained on vouchers of the person to whom payment is actually due, and not merely that of the person through whom disbursement is made.

(2) In cases where receipts cannot be obtained (as in charges for railway tickets, etc.), or where a reward is paid to a person whose name it is necessary to keep secret, a acknowledgment from the person through whom the money is paid may be substituted, (Article 104 (3), Civil Account Code, Volume-I).

(3) In cases where money is remitted by money order, the payee's receipt need not be taken on a voucher or acquittance roll. The Post Office receipts and the payee's acknowledgment should be attached, on receipt, to the voucher or acquittance roll concerned.

(4) Covers or labels of parcels, etc., bearing the Post Officer stamp of postage due should be kept as receipt vouchers. Postal receipts for parcels, receipts for railway freights, and covers or labels of value-payable articles should be endorsed, under the signature of the officer paying the amount, with the particulars of the payment made and the accounts classification according to which the payment is to be debited.

(5) Receipts may be obtained in a single form from one or more payees, provided the amounts are payable from one major head, and provide that receipts for items exceeding Rs.25 shall be on vouchers separate from those for sums of and below that sum.

(6) Receipts for allowances to menials attached to police lock-ups are chargeable to a different major head from other police expenditure, so must be taken on separate vouchers. For convenience of departmental accounts, vouchers for the following classes of expenditure should also be kept separate:---

- (a) Police Deposit.
- (b) Additional Police Account.
- (c) Contingencies, divided as described in rule 10-110.
- (d) Chanda Fund.

In all cases particulars must be given, in the space on the form for "head of appropriation chargeable", of the distribution of the payment, which is to be made in the accounts.

10-34. Cancellation of vouchers – All vouchers whether required to be submitted to the Audit Office or to be filed in the office from which the payment is made shall be canceled with a suitable rubber stamp. Stamps on vouchers should also have a circular hole punched in them. Cancellations shall be attested by the initials of a gazetted officer at the time of checking the accounts.

10-35. File book of vouchers – (1) Vouchers shall be filed in skeleton books of suitable size as follows:---

A. – General Cash Account and Police Deposit vouchers,---

To contain vouchers sums detailed in the cash book.

B. – Additional Police Account vouchers.

C. – Traveling Allowance Acquittance Rolls.

D. – Contingencies. – For all vouchers for contingent expenditure, other than that of Additional Police which should be filed in book B. the file shall be divide according to the primary units of contingent expenditure detailed in Appendix 10-111. Separate files shall be kept for each month.

(2) Vouchers relating to file A, B and C will be numbered serially for the financial year and those in file D will be given a monthly number.

10-36. Duplicate receipt bills and cheques – (1) If an original receipt is alleged to have been lost a duplicate may not be issued. A certificate may be issued to the effect that on a certain day a specified sum was received from or paid to a certain person for credit, or debit, to a certain account.

(2) In cases of loss of bills, cheques, etc., duplicates may be issued after it has been ascertained from the treasury concerned that payment has not been made on the original. In such cases the word "duplicate" should be clearly endorsed in red ink. (Article 16, Civil Account Code, Volume-I).

10-37. Authority required before expenditure is incurred – Before any public money can be spent by the head of an office in his capacity as disbursing officer he must be in possession of sanction for the expenditure and of intimation of appropriation of funds, in both cases by a competent authority. If either of these necessary authorities is lacking, the case should be referred back for orders. Responsibility for overcharges arising out of neglect of this rule lies primarily with the drawer of the bill by which such over charge is contracted. (Articles 17 and 86, Civil Account Code, Volume-I).

10-38. Audit objections and recoveries – (1) The earliest attention should be given to all objections received from the Audit Office, whether direct or through the treasury officer. Original objections received through the treasury should be returned with the explanation called for on the day of receipt or following day.

(2) Orders of retrenchment are issued by the Accountant – General to treasury officers, who are bound to make the retrenchment order and are forbidden to enter into correspondence on the subject. Such orders must, therefore, be complied with, protest being made, if necessary, within not more than three months, through the departmental superior of the officer retrenched. Retrenchment will ordinarily be made by deduction from the next pay or traveling allowance bill presented by the officer concerned. Payment in cash may be demanded if no such bill is presented within a month. Unless there is held to have been a definite breach of orders, or lack of justification in taking the excess, recoveries will be at a rate not exceeding one-third of pay. Advances shall not be made from the Police Deposit or similar funds to meet retrenchments, but a Superintendent or Deputy Inspector – General may apply direct to the Accountant – General for permission to leave the amount under objection until it can be adjusted under proper authority, or until it can be recovered from the officer concerned. (Article 20, Civil Account Code, Volume-I).

(3) Recovery should ordinarily be effected from officers of the amount of any overpayment made to them, if objection is raised within twelve months by the Audit Office. Account officers are required not to demand recovery of payments erroneously made unless the amount has been challenged within twelve months.

(4) Original objections and retrenchment orders and their replies, or copies thereof, shall, unless the point questioned was a merely technical one, such as the incorrect filling up of a form, be attached.

10-39. Cheques drawn on treasuries – (1) All withdrawals from the Police Deposit account shall be made by cheques on forms supplied in Central Publication

Branch, Calcutta. A memorandum shall be entered on the counterfoil of each cheques, stating the balance to credit, the sum drawn by the cheques, with either a short statement of the nature of the disbursement for which the money is required or the distinguishing letter of the sub-head concerned, and the resultant balance after deducting the sum drawn by the cheques. At the foot of each cheques shall be noted the sum included in it debit to each of the following head, or to each or so many of them as may be included in it: -Clothing or Equipment Fund.

(2) Every cheques in favour of a Government officer shall be made payable to "order" only, but when the payee is not a Government servant the cheques may, at this request, be made payable to "bearer". (Article 26, Civil Account Code, Volume I).

(3) When a public officer sends a cheques to a treasury not for cash payment but for credit of its value in the treasury he must, before signing the receipt, add the words "Received payment by transfer credit to". Omission to do this facilitates mis-appropriation of money. (Article 26(b)(2), Civil Account Code, Volume-I).

(4) Money due from the Police Deposit account to firms of contractors and to others residing at headquarters of districts should, whenever possible, be paid by means of crossed cheques to their order, their receipts being obtained as soon as possible.

(5) Cheques for payments of any kind to the North-Western Railway shall be made payable to the Examiner of Railway Accounts and not to Station Masters.

(6) When the amount of a cheques is to be disbursed to several officers and has consequently to be inserted in the cash distribution register (rule 10-24) the cheques should be made payable to "Self", and should be endorsed as follows in token of receipt by the drawing officer:---

	Rs.
By R. T. R.	
By Cash	

Total ...	

The accountant shall maintain a cheques memorandum book in Form 10-39(6) to facilitate the preparation of cheques.

(7) Officers drawing or cashing cheques should observe the precautions described in Article 23, Civil Account Code.

10-40. Disbursements – (1) No money other than regular salaries and allowances shall be disbursed in any police office except on the authority of an order for payment duly entered in the order book. (Police rule 14-54).

Note – For the purposes of this rule an office order book shall be maintained in the offices of the Inspector-General and of Deputy Inspector-General.

(2) The disbursing agency in districts shall be as follows for all payment on behalf of Government:---

- (a) *The Lines Officer* – to police officers at headquarters (i.e., officers in the lines, office, guards, hospital, orderlies, absentees residing at headquarters, but excluding headquarters police stations and outposts and other creditors, who can conveniently be called to the lines to receive payment.
- (b) *Officers in charge of police stations* – to officers attached to their stations including all posts subordinate to such stations; to absentees and heirs of deceased police officers residing in their jurisdictions, and to traders, contractors and other residing in their jurisdictions.
- (c) Superintendents of other districts – to payees in their districts subject to the conditions in rule 10-41.
- (d) The Accountant – to officers on leave who elect to receive their salaries by money order, – *vide* rule 10-92.

The instructions regarding the disbursement of pay are contained in Police rule 14-53.

(3) Notwithstanding the above orders, payment for articles purchased for Government use shall be made either through the officer making such purchase or through the officer nearest to whom the payee resides, whichever is most convenient.

10-41. Methods of remittance – Remittance for disbursement shall be made as follows:---

- (a) to the Lines officer – in cash, by cash orders or in the form of cheques (*see* rule 10-39) for delivery to payees;
- (b) to officers in charge of police stations – by cash order or letter of credit, or, in cases where cash remittance cannot be avoided, by cash under invoice of a road certificate or, in such cases when special sanction is accorded by Government, by insured letter.– [*see* rule 1046(vi)]
- (c) to offices of other departments or to other police offices by cheques, bank draft, remittance transfer receipt or money order, subject to the following conditions:---
 - (i) remittance transfer receipts may be obtained between places at either of which there is no branch of the Imperial Bank of India; in other cases Imperial Bank drafts marked "Government Account" will be issued;
 - (ii) remittance transfer receipts (or Imperial Bank drafts) for sums of not less than Rs. 25 may be sent to Superintendents of Police of other districts on account of the pay and allowances of policemen deputed on duty beyond the limits of the district in which their pay has to be drawn.
 - (iii) the remittance of pay allowances, rewards, contingent charges and traveling allowance to establishment serving at certain outlying police stations not at Tahsil headquarters has been approved by government as a measure of economy, – (*vide* this office circular letter No. 2478-A, dated 24th April, 1935). The following procedure should be observed in making such remittances:---
 - (1) Money Order forms duly completed shall be attached to the bills to be remitted by money order.
 - (2) When the bills are presented at the treasury, the Treasury Officer will return the money order forms to the Superintendent of Police with a certificate specifying the amounts which have been credited to the post office by *per contra* book transfer to enable the money orders to be accepted at the Post Office.

- (3) An officer to be deputed by the Superintendent of Police shall then present the money orders at the post office, together with the above mentioned certificate.
- (4) The Post Office acknowledgment of the money order form shall be kept in the file of vouchers or acquittance rolls as the case may be, together with the actual payee's receipt when received.
- (5) In the event of the actual payee's receipt not being received within a reasonable period enquiries shall be made by the Superintendent of Police from the Post Office. Should the money order remain un-disbursed for any cause, the amount refunded should be entered in the case book maintained by the Superintendent of Police and credited to the Treasury in the usual manner. The Range auditor when examining the district accounts, should pay particular attention to the correct crediting of the proceeds of all such un-disbursed money orders.
- (6) Money order commission will be debited to head 'Miscellaneous-Contingencies' in accordance with Police Rule 10-46(v), except in the case of men on leave who will be required to pay the money order commission.
- (iv) money orders on account of leave salary should only be sent if cheaper methods of remittance are not possible, or if the payee has agreed in advance to the deduction of amount of the commission from the total of his claim.
- (v) remittance transfer receipts are issued only for *bona fide* public purposes, including payments from police funds borne on the treasury accounts, and pay and allowances under the conditions state above.
- (vi) municipal taxes, etc., due from Government shall be paid by book adjustment if the Municipality banks with a Government treasury. In the case of Municipalities which do not bank with a Government treasury, payment will be made in case, when such payment is to be made at a sub-treasury, it shall invariably be made by means of a case order.

10-42. Distribution Accounts – (1) The accountant shall maintain the following memoranda of accounts to be disbursed:---

- (a) Cash Distribution Register in Form 10-42(1)A in English.
- (b) Advice Notes, containing details of all sums remitted to subordinate officers in the district in bilingual form 10-42(1)B.

(2) In advice notes he shall enter the details of all sums to be disbursed to or through officers in charge of police station on account of pay, contingencies, traveling allowance, etc. when all sums to be dispatched have been entered in the advice notes, the amount shall be entered in the cash distribution register under the appropriate columns and the accountant shall satisfy himself that the total of each column agrees with that of the bill or other demand by means of which the amount will be received or drawn. He shall then note the grand totals in the advice notes and cash distribution register and shall prepare any necessary challan or applications for remittance transfer receipts.

(3) Advice notes, on return by the officers to whom they were issued, shall be kept in monthly files according to the bills to which they relate, and destroyed after one complete year.

10-43. Signing of demands – (1) All bills and other demands with the case distribution register shall be put before a Gazetted Officer, who shall satisfy himself before signing that all bills and other demands, have been duly entered and shall initial the entries in the appropriate column of the register. When initialing the entries in the Cash Book he shall compare the entries in the Cash Book with those in the Cash Distribution Register in form 10-42(1). The Accountant shall also initial the total of each bill in the prescribed column of the register.

With regard to the entry on the credit side of the cash book of bills, etc., which have to be cashed at treasuries, *see* rule 10-45.

(2) If the amount of a demand is ^{letter} credited to a sub-treasury, payable to single person, it shall be receipted as follows:---

“Received payment by ^{of} Cash credit on sub-treasury”

(3) On occasion when there is no ^{order} gazetted officer present at headquarters, only the bills, cheques, and remittance transfer receipts shall be sent to camp for signature after they have first been endorsed “Entered in Cash Book” in the case of cheques and remittance transfer receipt by one of the inspectors present at headquarters who has verified the fact and initialed the entry in the cash book and cash distribution register. In the case of contingent bills the inspector shall initial the entries in the contingent register. These entries will again be initialed by the Superintendent of Police or the gazetted officer specially authorized (rule 120-2) on his return to headquarters after comparison with the registers concerned.

10-44. Bills Accounts classification to be endorsed on – All bills presented at the treasury shall have endorsed on them the complete accounts classification as shown in the budget allotment statement. When sums pertaining to more than one unit of expenditure are included in the same bill, the amount under each unit must be specified. (Article 13 (e), Civil Account Code, Volume I).

10-45. Presentation of demands – (1) Pay bills payable at Lahore which require to be pre-audited, and those payable at district treasuries, may be signed and presented for payment three and two days, respectively, before the last working day of the month to which they relate. (Article 38, Civil Account Code, Volume I). The entries regarding such bills shall be made at the time of signature in the cash distribution register.

(2) The accountant shall record a memorandum on the demands to be presented to the treasury in them manner shown below:---

- (a) By cash orders, - *vide challan* attached
- (b) By letters of credit, - *vide challan* attached
- (c) By remittance transfer receipt, - *vide* application attached
- (d) By money order ^{Excluding} including money order fee ...
- (e) By credit to Chanda Fund –*vide challan* attached ...
- (f) By credit to XXIII – Police, -*vide challan* attached ...
- (g) By credit to XLV Stationery, - *vide challan* attached
- (h) By credit to Police Deposit, -*vide challan* attached ...
- (i) Cash (for Lnes officer)

(j) Cash (for Accountant)	_____

Total amount of the bill, etc	_____

10-46. Receipt and distribution of pay, etc – When the bills, cheques, etc., are received from the district treasury duly passed for payment, the following procedure shall be observed:--

- (i) The Lines officer and officers in charge of Police stations City, Cantonments and *Sadr* [or an officer not below the rank of the head constable deputed by them], accompanied by the accountant, shall proceed to the treasury and receive from him the total sum which is to be drawn in cash for disbursement at headquarters. They shall sign an acknowledgment for this amount in the prescribed column of the cash distribution register, and shall receive at the same time from the accountant all bill, vouchers and acquittance rolls necessary for the purpose of disbursement. They shall be responsible for conveying the cash so drawn, under adequate safeguards, to the lines and police stations, and for its safe custody pending disbursement ; and that payment is made in correct accounts and to those individuals only, who are entitled to receive such amounts.
- (ii) Cash orders, and money orders shall be received from the treasury by the accountant, who will be responsible for _____ them to their correct destinations together with the necessary Advice Notes. Cash orders will be sent through the issue branch of the Urdu office, for entry in the dispatch by the District Treasury Officers to the Tahsildars concerned in accordance with para. 316 of the Sub-Treasury Manual. The treasury officer will, however, send an intimation to the drawing office showing the number and date of the letter to enable the Accountant to complete the cash distribution register and advice notes.
- (iii) In every district according to local conditions a system shall be laid down on a permanent basis by which cash police station may obtain and remit money with as little risk and inconvenience as possible, and by which the necessity of utilizing special escorts for cash remittances may be minimized. According to this system cash required by police stations should be drawn by means of letters of credit on the nearest sub-treasury.
- (iv) On receipt of tan Advice Note the officer to whom it is addressed shall, on the earliest possible occasion, receive the money which he is authorized to draw from the treasury or sub-treasury, personally if possible, and otherwise through a representative specially accredited on each occasion in writing and not lower in rank than a head constable. On receipt of the money drawn from the treasury, the total amount shall be entered in the police station account register No, 20 (rule 22-71) and the money and connected papers shall be placed in the store room pending disbursement.
- (v) Special escorts may not be sent in charge of cash, if the salaries of the escort for the time spent on such duties would exceed the commission to be paid if the sums were sent by money order. In such cases, or where other arrangements are inconvenient or unduly expensive, money may be remitted by money order through the treasury by means of a “per contra transfer” to the Post Office in the Treasury Account, the commission, if debit to Government, being charged to miscellaneous contingencies. When money is sent by money order, the connected papers will be forwarded by post. So far as may be possible, however, money shall be received or remitted through escorts proceeding in the required direction with other duties.
- (vi) Money received in police stations for credit to Government shall be paid into the nearest sub-treasury on the earliest possible occasion, the treasury receipt being sent at once to the Superintendent of Police. When money received in money received in police station for disbursement cannot be disbursed within one month owing to the absence of the payee, it shall be returned to headquarter or forwarded to nay other police officer who may be in a position to make the disbursement, under invoice of a road certificate.
- (vii) The accountant shall not be a disbursing officer except to the extent permitted by clauses (i) and (ii) above. The accountant will receive cash only in recoupment of his permanent advance or for immediate credit to the treasury or the cash chest account.
- (viii) Sums not exceeding a few annas may be remitted by means of postage stamps. Money should not ordinarily be sent in the form of Government Currency Notes by registered or insured posts, except in the special case in Dear Ghazi Khan. No money shall be drawn from the treasury unless required for immediate disbursement. (Article 88, Civil Account Code, volume I). Requisition for letters of credit or cash orders should be made on a *challan* form – (Treasury Form No. 71 obtainable from the treasury).

10-47. Remittance Transfer Receipts–miscellaneous particulars – (1) Application for remittance transfer receipts shall be made in Treasury Form No. 75 either in exchange for cash, or, for another remittance transfer receipt, or, for bill, cheques, & c.

(2) The procedure to be followed in case where remittance transfer receipts or bank drafts are lost is contained in Article 177 of the Civil Account Code. In the former case satisfactory evidence of the loss must be furnished to the treasury officer before a duplicate can be obtained; in the latter case the officer who has purchased such draft must take immediate steps to stop payment and should report the case in detail to the Deputy Controller of Currency of the circle concerned.

(3) Indian subordinate police officers are permitted to obtain remittance transfer receipts on the same conditions as Indian officers and other ranks of the army for remitting money to their families. The conditions and formalities to be observed may be ascertained from treasuries by offices who wish to avail themselves of the concession. (Article 170(3) Civil Account Code, Volume I).

PART IV

Cash Book.

10-48. General Cash Book – (1) Each Superintendent shall maintain a Cash Book in Form 10-48(1) in which all official account shall be entered as they occur. The book is intended to permit of a check on all money passing through the office on account of either receipts or payments; the entries should be brief, but no item must be allowed to escape being brought into the account. Opposite each entry appropriate references in columns 2 and 3 of the form shall invariably be given.

(2) All sums drawn from the treasury by abstract contingent and traveling allowance bills shall be shown in lump sums on both sides of the cash book, a reference to the contingent and traveling allowance registers and, in the case of traveling allowance, to the numbers of the bills being made on the disbursement side.

(3) Un-disbursed salaries of absentees, to be refunded by short drawal in the next pay bills, shall be entered in the cash book, on the credit side of the general cash account, irrespective of whether the amount has been placed in the cash chest or has remained in the hands of the disbursing officer. In the latter case the name of the officer holding the amount shall be noted in the cash book at the time of striking its balance.

(4) A list of the officers or stations holding a permanent advance and the amount so held shall be pasted inside the front cover of the cash book –(see rule 10-108).

10-49. Balancing the cash book – (1) The cash book shall be written up daily by the accountant and shall be balanced on the last working day of the month, or on transfer of the Superintendent or the accountant, or when specially desired for check purposes.

The balance of the general cash account in the cash book shall represent the cash in the cash chest and in the hands of the accountant or other officer, a detail of which shall be given. Any money advanced from the clothing or equipment funds and pending recovery shall also be detailed.

The head clerk shall check the account when balanced and initial the cash book in token of its correctness. He shall bring to notice any mistake or irregularity in the accounts.

(2) After being initialed by the head clerk the cash book, with connected papers, shall be laid before the Superintendent or, in his absence, the gazetted officer, nominated under rule 10-2, who shall tally the accounts by cross check with the treasury receipts, receipt book, cash distribution and traveling allowance registers, vouchers and Urdu acquittance rolls of traveling allowance and salaries, Police Land and Additional Police Account cash books, Chanda Receipt register and Chanda Fund bills, and shall satisfy himself that all these registers and receipts have been properly prepared. A certificate of the correctness of the cash book in the terms given in the specimen form shall then be entered, and signed by the Superintendent or by the nominated officer carrying out the check; in it shall be quoted the numbers of any vouchers which have not so far reached the office and a reference to these delayed vouchers shall be included in the next certificate. On transfer, the Superintendent himself shall sign the certificate.

Note - The specimen entries shown in form 10-48 (1) illustrate the procedure detailed above.

10-50. Subsidiary cash book – In addition to the general cash book the following subsidiary cash books are maintained:---

- (a) Additional Police Account cash book and ledger, kept in accordance with rule 10-27(1), and
- (b) Police Land Improvement Fund cash book, in Form expenditure in respect of police lands administered in accordance with rule 10.164. This fund is balanced yearly and the credit or debit is carried forward. The cash book is a record of the relation between income from and cost of upkeep of lands. The budget allotment, as distributed by Deputy Inspector-General is not shown in it as a credit, but expenditure is limited to the amount so allotted, irrespective of the income actually collected.
- (c) Chanda Fund cash book in Form 10-50(c) is maintained in the Central Police Office from information furnished under rule 10-20(2) by districts where subscribers are serving, and checked with the returns furnished monthly by the Accountant-General.

10-51. Supervision – Rule 10-48 describes the method by which Superintendents and head clerks are required to carry out a formal check of the general cash book, whenever it is balanced. It is, however, inherent, in the general responsibilities of these officers for the control of the work of the accountant, that they should see the general and other cash books, and records relating to them at intervals varying in frequency according to the volume of accounts transactions in different districts, and check all entries made subsequent to their last examination.

10-52. Cash account of disbursing officers – The Lines officer, and all officers in charge of police stations, shall keep a cash account of all monies passing through their hands (a) for pay, allowances and miscellaneous transactions in Form 1-52(a); (b) for permanent advance transactions in Form 10-52(b) – (see rule 10-108).

10-53. Classification of Accounts – The major head of Police Classification of Accounts expenditure is “29 – Police”. Certain expenditure, as explained in the rules which follow, is debitable to major head “56 – Stationery and Printing”, “47 – Miscellaneous Departments (Transferred), - Registration of Vital Statistics”, “12-B – Charges on account of Motor Vehicles Taxation Act-Inspection of Motor Vehicles” and disbursement are made on behalf of local Funds and major head “28 – Jails”.

Expenditure is also required to be incurred as under:---

Police Deposit Fund (Personal deposits under P. Deposits and Advances – Civil Deposits).

Police Land Fund (included in “Other Contingencies” of the minor head “Miscellaneous” under “29- Police”).

Chands Fund (a local Fund).

10-54. Police Deposit – Expenditure from the Clothing and Equipment Funds is regulated by the orders in chapters IV and V. Expenditure not authorized by these chapters requires the sanction of the Inspector-General. Advances may not be taken from these funds to meet contingent expenditure.

10-55. Payments from Estates – (1) Pay, allowances and any other monies due to deceased, lunatic or deserting police officers should be withheld for future payment. If any such sum which has already been drawn remains un-disbursed, it should be refunded by short drawal in the next pay bill in the manner laid down in Rule 10-48(3). Payments may be made, on substantiation of claim, up to a limit of Rs.500. If the claim amounts to more than this sum, the orders of the Inspector-General must be obtained before the excess can be paid. (Article 39, Civil Account Code, Volume I).

The widow of a deceased officer is presumed to be his heir, unless another heir has been specially nominated by the deceased. Superintendents are strictly responsible that payments from estates are not made until both the identity of the claimant and the validity of his or her claim has been verified by all reasonable means.

(2) All money and other property due or belonging to police officers, who have died or deserted, shall, if not claimed within six months, be made over to the District Magistrate for disposal as unclaimed property.

(3) Receipts for payments made under this rule should be taken in form 10-33(1) and not in acquittance rolls.

10-56. Accounts of lunatic police officers – (1) The accounts of lunatic police officers shall be made up and the balance should be withheld for future payment. Any property belonging to such lunatic shall be taken in charge by the Lines officer for safe custody. An inventory of such property shall be made over the accountant to be kept with the account of the estate.

(2) The Superintendent shall report to the principal court of original civil jurisdiction in the district all estates and balances held in deposit on account of lunatic police officers.

(3) If any relative of a lunatic police officer applies for charge of such officer’s property, the Superintendent shall either instruct such relative to apply to the court mentioned in sub-rule(2) above, or, after satisfying himself that the applicant is a proper person both by reason of relationship and character to have charge of such lunatic’s property, he may make over such property after taking an indemnity bond conditioned in a sum equal to the value of the property so made over; provided that such action is not contrary to any order passed by a competent court under Act IV of 1912.

10-57. Verification of deposit balances – (1) At the end of each financial year a certificate is sent by the Accountant-General to the head of each police office for verification of the balance of the police deposit account as required by Article 222, Civil Account Code. It should be compared with the cash book and police deposit pass book and, if found correct, should be signed and returned.

(2) A pass book in form 65 of Civil Account Code, Volume II, should be kept for the police deposit account. Superintendent of Police shall be sent the pass book to the treasury officers at least once a month to be balanced. The pass book shall remain in the personal custody of the Superintendent and not with the accountant.

10-58. Cattle Pounds – (1) The upkeep of cattle pounds, which are in charge of the police, including the provision of locks, ropes, etc., is the responsibility of the local body to whom the revenue of the pound is credited, and all repairs on account of urgency expenditure from the police permanent advance is necessary, recovery shall be made in the manner prescribed in rule 10-109(2).

(2) Local bodies remit money in cash or by cheques to Superintendents for disbursement. They also supply forms of acquittance rolls, etc., in which payees' receipts are taken. Such acquittance rolls, etc., when completed shall be dispatched for record to the president of the local body concerned. Registers and forms, etc., for cattle pounds shall be obtained from the local bodies concerned.

(3) All such transactions on behalf of local funds shall be brought to account in the general cash book.

10-59. Chanda – When expenditure from the Chanda Fund is necessary a bill shall be made out by the Superintendent in Form 10-59 and sent to the Assistant Inspector-General of Police, Punjab, who, after checking the bill, will remit the amount by an R. T. R. expecting the case of Lahore where a cheque will be issued. The payee's receipt for the money shall be sent to the office of the Inspector-General as soon as disbursement has been made.

10-60. Advances – Advances may be given to Government servants for the following purposes:---

- (a) for building or purchasing a house,
- (b) for the purchase of conveyance,
- (c) on transfer, first arrival in India or return from leave,
- (d) for tour expenses,
- (e) for expenses connected with the remittance of treasure,
- (f) for law suits to which Government is party,
- (g) to patients proceeding to a Pasteur Institute for antirabic treatment
- (h) for payments of passages overseas.

The rules regulating the grant, utilization and repayment of such advances are contained in chapter IX, Civil Account Code, which must always be referred to before advances under this rule are applied for or granted.

10-61. Charges for Police Lock-ups – (1) Blankets, matting, earthen pots and other articles for the use of accused persons confined in, and the allowances paid to sweepers and bhistis for cleaning and supplying water to, police station lock-ups are provided on application by the Superintendent of Police and paid for by the Deputy Commissioner, expenditure being chargeable to head "28 – Jails".

(2) Locks for, and cost of repairs to, police lock-ups are to be provided by the Police Department and debited to the contingent grant under head "Miscellaneous" or "Repairs to Buildings".

(3) Proposals for the revision of sweepers' and bhistis' allowances should, when necessary, be submitted to the Deputy Commissioner for the sanction of the Inspector-General of Prisons.

(4) Officers in charge of police stations shall send to headquarters monthly with the acquittance rolls of the police establishment a statement, showing whether the authorized establishment of lock-up menials has been present or absent during the whole or part of the month. From these statements the accountant shall prepare a bill in Form 10-61(4) for submission to the Deputy Commissioner, with an endorsement accompanied by a *challan* showing the amount to be disbursed direct by the sheriff to police stations by cash orders or letters of credit. The sheriff will send an intimation of his having made such disbursement to the police office.

(5) Receipts for allowances for bhistis and sweepers shall be taken in form 10-33(1) and sent to the Deputy Commissioner.

10-62. 56-Stationery – Expenditure for printing at private presses, lithographing and stationery supplied from Central Stores, is debited to the head "56 – Stationery".

10-62-A. 47-Miscellaneous Departments (Transferred) – Registrar of Vital Stations – Expenditure on account of the allowance of Rs.1 per mensem paid to clerk of police stations for the registration of births and deaths is debited to the head "47-Miscellaneous Departments (Transferred) – Registration Vital Stations".

PART V

Pay and Allowances

10-63. Schedules of pay and allowances – The rates of pay sanctioned for all ranks and grades in the police department are shown in Appendix 10-63, Table A, and the allowances sanctioned for creation posts, either as special pay or as compensatory allowances other than conveyance, grain compensation or traveling allowance, are shown in Table B of the same appendix. Particulars of conveyance and grain compensation allowance are given in rules 10-75 and 10-78, and rates of traveling allowance are shown in Part VII of this chapter.

10-64. Health and age certificates – A medical certificate of health is required in support of the first claim made for the pay of a person substantively appointed to a permanent post in Government service. Such certificate shall, in all cases of appointments in the police department be in Form 10-64 and shall be signed by the District Health Officer of the district in which the appointment is made. In the case of all provincial and subordinate service officers, who receive their first permanent appointments in the ranks of and above that of sub-inspector, the health certificate shall be attached to the first pay bill. In the case of persons who receive their first appointments in lower subordinate rank the health certificates shall be attached immediately to their character rolls (or, in the case of non-enrolled establishment, service books) and a certificate to the effect appended to the standard form of lower subordinates' pay bill. When a lower subordinate is promoted to the rank of assistant sub-inspector, his date of birth or age, according to the health certificate granted on his first appointment to Government service, shall be endorsed on the bill in which his net pay is first drawn.

10-65. Date of reckoning pay and allowances – (1) An officer begins to draw the pay and allowances of a post when he assumes charge of the duties of that post. If a charge is transferred after noon, the transfer does not affect allowances until the next day. (Fundamental Rule 17)

(2) The appointment, transfer, promotion, reduction, leave and discharge, from whatever cause, of upper subordinates and clerks shall be notified in the *Police Gazette*; a reference to such notification in the pay bill is authority for a new or altered charge made in consequence of it.

10-66. Conditions under which officiating pay may be drawn – A police officer appointed to officiate in a higher rank, or a clerk appointed to officiate in a higher class, shall not draw enhanced pay, unless he is actually called upon to assume duties or responsibilities of greater importance than, or of a different character from, those attaching to his substantive post.

Note – This rule does not apply to officers of the Indian (Imperial) Police officiating in the selection grade.

10-67. Pay of officiating posts – (1) Usually a Government servant is said to officiate, when he is performing the duties of a post on which another Government servant holds a lien, but Government is entitled to make an officiating appointment in a vacant post on which no lien is held. [Fundamental Rule 9(19)]

(2) A police officer officiating in a post will, subject to the provisions of Fundamental Rules 26-C, 30 and 35, draw the presumptive pay of that post, provided that, if the presumptive pay of the permanent post on which he holds a lien or would hold a lien, had his lien not been suspended under rule 13 of Fundamental Rules, should at any time be greater than the presumptive pay of the post in which he officiates, he will draw the presumptive pay of the permanent post. For the definition of “presumptive pay” – see rule 9(24) of Fundamental Rules.

(3) An officer officiating in a rank or grade will be entitled to such special pay and compensatory allowances as are authorized for appointments in such rank or grade, only if he actually performs duties or services under conditions for which such pay or allowances are granted.

(4) Special rules regarding rates of officiating pay in certain cases are given in Appendix 10-63, Table A.

10-68. Leaving sphere of duty – (1) Except when acting within his legal powers, a police officer is entitled to no pay or allowances for any time he may spend beyond his sphere of duty without paper authority. [Fundamental Rule 9(6)(b)].

(2) The orders regulating the grant of permission to police officers to proceed beyond their sphere of duty are contained in rule 10-120.

10-69. Last pay certificate – Last pay certificate of gazetted officers transferred are issued by the treasury officer of the treasury from which the officer last drew pay (in Lahore, by the Accountant General). (Article 41, 50, 70, Rule I, Civil Account Code, Volume I). In the case of non-gazetted officers, combined last pay and charge certificates will be issued by the head of the office (in A and T Form 289). If several men are transferred together from and to the same place, joint certificate may be issued. Any further information as to dues or recoveries, which may be received after the certificate has been given, should be communicated to the Superintendent of Police of the district to which the officer has been transferred.

10-70. Allowance of officer, suspended or dismissed – (1) Subsistence allowance at a rate not exceeding one-quarter of his pay may be granted by the authority suspending him to a police officer placed under suspension pending enquiry into his alleged misconduct. (Fundamental Rules 43 and 53).

(2) In a police officer under suspension is honourably acquitted of the charges against him, either as a result of the original enquiry or on appeal, the authority conducting the enquiry or accepting the appeal, as the case may be, may grant him the full pay, to which he would have been entitled if he had not been suspended, and, by an order to be separately recorded, any allowance of which he was in receipt prior to being suspended. In cases of acquittal on other grounds the appellate or revising authority has discretion to prescribe the proportion of pay and allowances, which shall be granted.

In cases of honourable acquittal the period of suspension or dismissal will be treated as a period spent on duty. In other cases it will not be treated as a period on duty unless the revising or appellate authority so direct. Leave may not be granted to a Government servant under suspension. [Fundamental Rule 54 (a), (b).]

(3) The grant of allowances under the preceding sub-rules ordinarily requires the prior sanction of Government in the Administrative Department, if extra cost to the State is involved. In cases, however, where it does not exceed Rs.500, and where the period during which the Government servant has remained unemployed through suspension or dismissal does not exceed six months, the excess expenditure may be admitted on the sanction of the suspending authority, or the revising or appellate authority, as the care may be. (Finance Department letter No. 20314 (Finance Genl.), dated the 2nd August, 1933).

(4) The pay and allowances of a police officer, who is dismissed from service, cease from the date of such dismissal.

10-71. Honoraria – No police officer may accept any reward, fee or honorarium, other than rewards authorized under these rules, without the sanction of the Inspector – General. The conditions governing such sanctions are contained, in Punjab Financial Handbook No. 2, Volume-I, Chapter-5.

10-72. Compensatory allowance – Compensatory allowances granted in the police department include:---

Conveyance allowances,	Traveling allowance,
House rent allowances,	Hill allowances,
Grain compensation allowances,	

And any other allowances granted to meet personal expenditure necessitated by special circumstances in which duty is performed. (Fundamental Rule 9 (5))

10-73. Compensatory allowances during leave or temporary transfer – (1) During leave on average pay only, and up to a maximum period of four months, a compensatory allowance may be drawn both by the officer performing the duties of the post to which the allowance attaches and by the officer who has proceeded on leave from such post. The same concession is granted in cases of temporary transfer for periods not exceeding four months, provided in both cases that,---

- (i) the authority sanctioning the leave or transfer, as the case may be, certifies that the police officer is likely to return, on the expiry of his leave or his temporary duty, to the post to which the allowance is attached or to another post carrying a similar allowance, and
- (ii) the police officer certifies that he continues to incur the whole, or a considerable part, of the expense to meet which the allowance was granted. In the latter case it is left to the authority sanctioning the leave or transfer, as the case may be, to decide whether any and, if so, how much of the allowance should be reduced. In the case of house rent allowances this concession is subject to the further conditions reference to in rule 10-76.

A compensatory allowance granted on account of special expensiveness of living during joining time, on transfer from one post to another carrying a similar allowance, may be drawn by an officer in receipt of it, provided that if the rates differ in the two posts the lower rate only may be drawn. (Punjab Subsidiary Rule 14.2).

(2) For the drawl of compensatory allowance by an officer on leave or transfer from the post to which such allowance is attached, the claim should be submitted with a statement on the relevant expenses, to the authority sanctioning the leave or transfer ; that authority should then decide, having regard to the provisions of Fundamental Rules 44 and 93, how much of the allowance should be drawn and communicate his decision to the audit officer with a copy of the statement of expenses referred to above. (Note 3 to rule 14.2 of Subsidiary Rules).

(3) Controlling officers are responsible for taking steps to prevent conveyance allowance being turned into a source of profit – [vide Punjab Financial handbook No. 2, Volume-III, Rule 2, 10-(A)].

(4) During suspension, a compensatory allowance may be granted in accordance with Fundamental

(5) A police officer, who is in receipt of a conveyance allowance granted for the up-keep of a motor car or motor cycle, must attach to the traveling allowance bill for a journey by road performed otherwise than by motor car or motor cycle and for which full traveling allowance is claimed, a certificate to the effect that such vehicle has not been used for such journey.

Head constables and constables of the mounted police are entitled to draw their horse or camel allowance during joining time and leave of any kind. Inspectors,

sub-inspectors, sergeants and assistant sub-inspectors in receipt of horse or pony allowance shall be allowed one month in which to remount themselves, in the event of the death or casting of their horses or ponies. If they fail to remount themselves within one month, the allowance will lapse from the date on which they ceased to maintain a horse unless the period for remounting is specially extended by the Deputy Inspector – General to two months under rule 7.2. Such officers are entitled to draw their horse allowance during leave and joining time so long as a horse is actually maintained under orders of the Superintendent under whom they are serving.

All officers drawing conveyance allowances shall append one or other of the following two certificates, as the case may be, to the bills on which the conveyance allowance is drawn:---

- (i) Certified that _____ conveyance for which the conveyance allowance at _____ for _____ has been charged in this bill was actually maintained.
- (ii) Certified that the total period from the date on which the means of conveyance ceased to be kept and for which a conveyance allowance has been charged in this or the previous bills does not exceed 1month / 2 month allowed by / under note to rule 2.14 of the Traveling Allowance Rules.

(6) All conveyance allowances, except where specially excepted in rule 10.74 below, are subject to the means of conveyance for which the allowance is granted being actually kept, and a certificate to that effect must be attached to each bill on which the allowance is drawn. (Rule 2.14 of the Punjab Traveling Allowance Rules).

10.74. Exemption from keeping a horse or pony – The officers exempted under rule 7.2 from keeping a horse or pony shall or shall or drawn conveyance allowance, as may be ordered in the letter sanctioning the exemption.

10-75. Schedule of conveyance, horse or pony allowance – The following table shows officers who are entitled to conveyance allowance, and the amounts of, and conditions attaching to, such allowances.

1	2	3	4		5
			Rate sanctioned		
Serial No.	Class of Officers	Nature of allowance	Scale-I Rs. per mensem	Scale-II Rs. per mensem.	Remarks
			Rs. a. p.	Rs. a. p.	
1.	Superintendents of Police, Lahore, Amritsar and Rawalpindi	Motor car allowance	...	75 0 0	
2.	Deputy Superintendent in charge of Lahore Headquarters Police Stations.	Motor cycle allowance	...	30 0 0	On condition that the allowance will be reduced at the rate of 1 per diem when the Deputy Superintendent goes on tour beyond a radius of m miles from his headquarters.
2-A.	Headquarters Deputy Superintendent of Police, Amristar	Motor cycle allowance	...	30 0 0	On condition that the allowance will be reduced at the rate of 1 per diem when the Deputy Superintendent goes on tour beyond a radius of m miles from his headquarters.
3.	Headquarters Deputy Superintendent of Police, Rawalpindi	Motor cycle allowance	...	30 0 0	On condition that the allowance will be reduced at the rate of 1 per diem when the Deputy Superintendent goes on tour beyond a radius of m miles from his headquarters.

			Rate sanctioned		
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Serial No.	Class of Officers	Nature of allowance	Scale-I Rs. per mensem			Scale-II Rs. per mensem.			Remarks
			Rs.	a.	p.	Rs.	a.	p.	
3-A.	Headquarters Deputy Superintendent of Police, Multan	Motor-Cycle allowance	...			15	0	0	
4.	Inspectors in charge of towns, Central Intelligence Agency Inspectors, Traffic-Inspector at Lahor, Reserve and Cantonment Inspectors (but not Railway Police Inspectors), Sub-Inspectors (except when employed as clerks or accountants or attached to the Railway Police or employed on prosecuting duties or in the Criminal Investigation Department, Police Training School or Finger Print Bureau) and Sergeants when required to keep horses.	Horse allowance	30	0	0	30	0	0	Police Sergeants stationed in Simla may also draw the allowance subject to the condition that the total number of such allowances drawn by Inspectors and Sergeants at Simla does not exceed five.
5.	Inspectors and Sergeants attached to Cantonments, Cities and Civil Stations who are allowed to keep motor cycles instead of horses:- (a) Inspectors and Sergeants employed on traffic duties who are required to keep motor cycles.	Motor cycle allowance	...			50	0	0	The grant of conveyance allowance at these rates is admissible only when the Inspectors and Sergeants are allowed, with the sanction of the Inspector-General of Police, to keep a motor cycle instead of a horse.

Serial No.	Class of Officers	Nature of allowance	Rate sanctioned						Remarks
			Scale-I Rs. per mensem			Scale-II Rs. per mensem.			
			Rs.	a.	p.	Rs.	a.	p.	
	(b) Inspectors	Motor	...			37	8	0	The grant of

	and Sergeants employed on traffic duties and Reserve Inspector, Lahore	cycle allowance					conveyance allowance at these rates is admissible only when the Inspectors and Sergeants are allowed, with the sanction of the Inspector-General of Police, to keep a motor cycle instead of a horse.		
	(c) Inspectors and Sergeants employed on Cantonment and City duties	Ditto	30	0	0	Ditto ditto		
	(d) Inspectors employed as Reserve Inspectors	Ditto ...	22	8	0	...	Ditto ditto		
	(e) Inspectors and Sergeants employed on confidential and other headquarters duties	Ditto ...	18	12	0	18	12	0	Ditto ditto
	(f) Reserve Inspector at the Police Training School, Phillaur	Horse allowance	30	0	0	...	Provided a horse is maintained		
	(g) Four Inspectors and six Sergeants employed for the inspection of motor vehicles	Motor cycle allowance	...	22	8	0			
6.	Sub-Inspector of Police, incharge of the Police Station Dagshi, Simla District	Ditto	40	0	0			

Serial No.	Class of Officers	Nature of allowance	Rate sanctioned			Remarks			
			Scale-I Rs. per mensem				Scale-II Rs. per mensem.		
			Rs.	a.	p.	Rs.	a.	p.	
7.	Assistant sub-inspectors	Pony allowance	15	0	0	20	in special hill tracts		Deputy Inspectors-General may permit an Assistant Sub-Inspector attached to a cantonment, city or large civil station, who is a good rider and maintains the prescribed equipment, to keep a bicycle in lieu of a

						pony and to draw the usual bicycle allowance of Rs. 4 per mensem instead of the pony allowance of Rs. 15 per mensem		
8.	Band Master of the Police Band, Lahore	Conveyance Allowance	...	15	0	0		
9.	Inspector of Police on confidential work, Lahore	Ditto	18	2	0		
10.	Sergeants when not required to keep horses (except when employed as clerks or attached to the railway police)	Ditto ...	11	4	0	11	4	0

Serial No.	Class of Officers	Nature of allowance	Rate sanctioned						Remarks
			Scale-I Rs. per mensem			Scale-II Rs. per mensem.			
			Rs.	a.	p.	Rs.	a.	p.	
11.	Inspectors and Sub-Inspectors employed on prosecuting duties, or in the Criminal Investigation Department, Police Training School or Finger Print Bureau (except when employed as clerks), and Assistant Sub-Inspectors employed in the Criminal Investigation Department	Conveyance Allowance	11	4	0	11	4	0	Unqualified Sub-Inspectors who are employed on prosecuting duties are allowed horse allowance at the usual rates, provided they maintain horses, and are not entitled to special of Rs.30 per mensem sanctioned for Prosecuting Sub-Inspectors
12.	Horse Sowars ...	Horse allowance	30	0	0	30	0	0	
13.	Camel Sowars ...	Camel allowance	20	0	0	20	0	0	

14.	Officers incharge of the 3 Border Our-posts at Vehoa, Chittawatta and Lakhani, in Dera Ghazi Khan District	Horse allowance	20	0	0	...	
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Note – 1 – The rates sanctioned for scale II apply where the headquarters of the Government servants concerned are at any the following places:-

Lahore municipal area and cantonments.

Ambala municipal area and cantonments.

Jullundur municipal area and cantonments.

Multan municipal area and cantonments.

Rawalpindi municipal area and cantonments.

Sialkot municipal area and cantonments.

Jhelum municipal area and cantonments.

Ferozepore municipal area and cantonments.

Amritsar municipal area and cantonments.

The Murree and Kahuta tahsils of the Rawalpindi district.

Lyallpur municipal area.

Sargodha municipal area.

Simla district.

Kangra district.

Mandi, Suket and Chamba States.

Kalka, Kasauli and the Morni Ilaqa of the Ambala district.

The Pathankot tahsil of the Gurdaspur district.

The rates sanctioned for scale I apply to Government servants whose headquarters are situated elsewhere.

Note – 2 – No allowance shall be paid to an Inspector or a Sergeant who has a motor cycle provided and maintained at Government expense.

Note – 3 – Those officers in charge of Police Stations of the Ferozepore, Hissar, Muzaffargarh, Mianwali, Jhang and Shahpur districts, who have been permitted to keep a camel instead of a horse, will continue to draw a conveyance allowance of Rs.30 per mensem.

Note – 4 – The allowance for officers mentioned at serial (9), (11) and (12) of this rule is admissible ever when no conveyance is kept, but will not be drawn in addition to horse or bicycle allowance.

Note – 5 – Sergeants who are required to keep horses, may draw the usual conveyance allowance during the period they are undergoing training at the Police Training School, Phillaur.

Note – 6 – The sub-inspector incharge of the Murree Police Station is permitted to maintain a motor cycle in addition to a horse and to draw a motorcycle allowance of Rs.25 per mensem in addition to the horse allowance of Rs.30 per mensem drawn by him.

Note – 7 – Mounted Police Officers placed under suspension shall not be entitled to draw horse, pony or camel allowance, as the case may be, but shall hand over their mounts to the Lines officer, or the officer in charge of the mounted police, who shall be responsible for the feeding and keeping of such animals, *vide* rule 7-27(2).

Note – 8 – During leave or joining time a conveyance or horse allowance may be granted in accordance with Ruls 2-16 of Traveling Allowance Rules.

10-76. Free quarters and house rent allowance – (I) All enrolled police officers are entitled to free quarters for themselves in the Government barracks or other buildings provided at their headquarters. When such accommodation is not available other suitable quarters shall be provided or house rent allowance granted in lieu thereof. Such allowances will only be granted in cases where there are insuperable difficulties in leasing suitable accommodation by Government. The leasing of housed for, and recovery of house rent from, gazetted officers are government by Fundamental Rule 45-A and Subsidiary Rule 7-35.

(2) The following table shows the maximum rates of house rent allowances which may be granted to police officer; the amount of the allowance will be determined by the circumstances of each particular case:---

Nature of power	To whom delegated.	Extent.	
To sanction house rent	(a) Inspector General of Police	(i) European Inspectors	Up to a maximum of Rs.60 per mensm throughout the Punjab and Delhi Province in respect of Government

Nature of power	To whom delegated.	Extent.	
<p><i>Contd.</i></p> <p>To sanction house rent allowance.</p>	<p>(b) Deputy Inspectors-General of Police and Assistant Inspector-General, Government Railway Police.</p> <p>(c) Superintendents of Police and Assistant Inspector General, Government Railway Police</p>	<p>(ii) Sergeants</p>	<p>Rs. 45 per mensem throughout the Punjab and Delhi Province in respect of Government Railway Police only.</p> <p>Rs. 35 per mensem.</p>
		<p>(1) Indian Inspectors at –</p> <p>(a) the headquarters or Cantonments of Delhi in respect of Government Railway Police only, Ambala, Lahore, Amritsar, Rawalpindi, Multan, Simla, Lyallpur and Montgomery.</p> <p>(b) the headquarters or Cantonments of Jullundur, Karnal, Ferozepore, Gujranwala, Sheikhpura, Dharamsala, Sargodha and Campbellpur.</p> <p>(c) any other place in the Punjab.</p> <p>(2) Probationary Inspectors.</p> <p>(3) Sub-Inspectors.</p> <p>(a) the headquarters or Cantonments of Delhi, in respect of Government Railway Police only, Lahore, Amritsar, Rawalpindi, Multan, Simla, Lyallpur, Montgomery, Muree and Dalhousie and at the Cantonment of Ambala.</p> <p>(b) the headquarters or Cantonments of Jullundur, Karnal, Ferozepore, Gujranwala, Sheikhpura, Sargoha, Campbellpur, headquarters of Ambala excluding the Cantonment and any hill station other than Simla, Murree and Dalhouie.</p> <p>(c) Any other place in the Punjab.</p> <p>(4) Probationary Sub-Inspectors.</p>	<p>Rs. 20 per mensem.</p> <p>Rs. 12 per mensem.</p> <p>Up to a maximum of half the rates admissible to Inspectors.</p> <p>Rs. 18 per mensem.</p> <p>Rs. 10 per mensem.</p>

		(5) Assistant Sub-Inspector, probationary assistant sub-inspectors and head constables at –	Rs.6 per mensem. Half the rates admissible to sub-Inspector
Nature of power	To whom delegated.	Extent.	
		(a) the headquarters or Cantonments of Delhi, in respect of Government Railway Police only, Lahorre, Amritsar, Rawalpinhi, Multan, Simla, Lyallpur, Montomery, Murree and Dalhousie.	Rs.5 per mensem.
		(b) the headquarters or Cantonments of Ambala, Jullundur, Karnal, Ferozepore, Gujranwala, Sheikupura, Sargodha, Campbellpur and any hill station other than Simla, Murree and Dalhousie.	Rs.3-8-0 per mensem.
		(c) Any other place in the Punjab.	
		(1) In the headquarters or Cantonments of –	
		(a) Simla	Rs.2-8-0 per mensem.
		(b) In the headquarters or Cantonments of –	
		(c) Delhi in respect of Government Railway Police only, Hissar, Rohtak, Gurgaon, Karnal, Ambala, Ludhiana, Lahore, Gurdaspur, Sialkot, Gujranwala, Amritsar, Jhang, Multan, Rawalpindhi, Gujrat, Shahpur, Jhelum, and Attock.	Up to Rs.4 per mensem for married constables. Up to Rs.3 per mensem for married constables.
		(2) Elsewhere	Up to Rs.2 per mensem for married constables.
			Up to Re. I pe

mensem for married constables.

Subject to conditions laid down in Rule 10-76 of Punjab Police rules and further, where, in any individual case, an officer is in receipt of house-rent allowance in excess of these revised rates (in above table) prescribed with effect from 1st August 1929, he will continue to draw his existing allowance until such time as it automatically lapses by his transfer or by his proceeding on long leave.

Note - proportionate number of subordinates shall be provided with accommodation as follows:--

- (i) Probationary inspectors house-rent allowance at half the maximum rates prescribed for inspectors.
- (ii) Probationary sub-inspectors.- If married quarters are available and more than one sub-inspector or assistant sub-inspector is under training, two such probationary officers may be allotted to each quarter. If no quarter is available, probationary sub-inspectors should be granted house rent allowance at half the maximum rates prescribed for sub-inspectors.
- (iii) Probationary assistant sub-inspectors. – A number of head constable's rooms attached to barracks should be reserved for these officers.
- (iv) Probationary sub-inspectors and assistant sub-inspectors at police stations. – Probationary officers shall occupy the rooms previously in possession of the sub-inspector in charge who should be granted house rent allowance if no married accommodation is provided by Government. Where, the sub-inspector in charge wishes to remain in the police station, probationary officers shall, if possible, occupy other available room. If, however, accommodation is not available probationary officers should be granted house-rent allowance, sub-inspectors at half the maximum rate and assistant sub-inspectors at the full rate admissible to them.

(3) A superior officer not below the rank of sub-inspector shall certify monthly in the case of Head Constables and Constable that their wives and families, if any, are residing with them, and that no official quarters are available. The number of allowances shall be reduced proportionately as married quarters become available. Generally priority shall be given according to length of service.

(4) Applications for house-rent allowance shall be made in form 10.76 (4) in the case of European Inspectors & Sergeants to the Inspector – General of Police, in the case of Indian Inspectors & Probationary Inspectors to the Deputy Inspector – General of Police or to the Assistant Inspector – General, Government Railway Police, in the case of Sub-Inspectors, Probationary Sub-Inspectors to the Superintendent of Police or to the Assistant Inspector General, Government Railway Police. A report from the Tahsildar as to whether the rent proposed is reasonable according to local rates shall be obtained through the District Magistrate on the application before it is submitted to the officers mentioned above. The grant of house-rent allowances to lower subordinates shall be governed by Rules 3-20 & 3-21. The payment of house-rent allowance to officers of all ranks is conditional on the regular submission in arrears by one month by the actual payees of receipts from the owner of the premises rented. If the receipt of the house owner is more than 1 month in arrears, no further allowance shall be paid until the house owner's receipts are received. These receipts should be forwarded to the Accountant-General with a covering letter.

(5) Three registers of house-rent allowances sanctioned shall be maintained in each district in Form 10-76(5), (1) for European Inspectors and sergeants, (2) for Indian Inspectors and (3) for Sub-Inspectors, Assistant Sub-Inspectors and Head Constables.

(6) The Inspector-General of Police in case of European Inspectors and Sergeant and Range Deputy Inspectors-General of Police in case of Indian Inspectors shall submit to the Accountant-General a monthly consolidated statement in form 10-76(6) of sanctions to the grant or cessation of house-rent allowance to these officers serving in districts of the Punjab other than Lahore by the 10th of the month succeeding that to which the sanctions relate. In the case of the Lahore district the monthly statements shall reach the Accountant-General by the 25th of the month in which sanction is accorded to facilitate the pre-audit of monthly bills.

10-77. House rent allowance of officers on leave or transfer – House rent allowance may only be drawn during leave and temporary transfer when, in addition to the conditions in rule 10-73(1) being fulfilled, those in rule 14.3, Punjab Financial Hand Book No. 2, Volume-II are also complied with. The absentee may continue to draw the allowance up to four months if he certifies that his previous expenditure for a house continues during his absence and places his quarters rent free at the disposal of the officer deputed to officiate for him. If, however, the officiating officer is permitted on authority not less than that of a Superintendent of Police, to reuse to occupy those quarters, he and not the absentee officer will draw the allowance. (Subsidiary rule 14-6).

10-78. Grain compensation allowance – (1) Grain compensation allowance is a compensatory allowance admissible to whole time Government servants including those holding temporary posts, whose pay lies within certain limits, to compensate them from time to time for the high prices of food grains. The allowance will be admissible according to the following scales:--

Rate of pay of shoetime Government servants.		Amount of grain compensation allowance admissible if average price of principal food grain of the district is	
Not more than	But more than	Dearer than 7 ceers per rupee, but not dearer than 6 seers per rupee (I Scale).	Dearer than 6 ceers per rupee, but not dearer than 5 seers per rupee (II Scale).
Rs. per month	Rs. per month	Rs. per month	Rs. per month
32	31	..	1
31	30	1	2
30	16	2	3
16	15	1	2

Note – The term "Pay" does not include a compensatory allowance.

(2) The rates of grain compensation allowance, according to the average price of the foodstuff for the district concerned, admissible for any month will be determined according to the rules framed by Government for the purpose, and should be ascertained monthly from the office of the Deputy Commissioner. (See Subsidiary Rule 14-16 in the Financial Hand Book No. 2, Volume II.)

(3) On receipt of intimation that grain compensation allowance is admissible for any month, arrears bills shall be prepared for all police officers and non-enrolled establishment (including whole-time menials) who are eligible to draw it. These bills shall be prepared in accordance with the instructions contained in Article 72, Civil Account Code. A list of absentees and a memo, of savings shall also be prepared and kept as an office record. The receipts of the payees shall be obtained in separate Urdu

acquittance rolls.

10-79. Payment of pay of men discharged – The pay due to the date of an officer finally quitting Government service may be drawn before the end of the month. (Article 38, Civil Account Code, Volume I.) All sums due to such an officer should be paid on his leaving the force, and should on no account be withheld for remittance to him afterwards, as the latter course causes unnecessary correspondence and inconvenience. Amounts due to lower subordinates leaving the force permanently may be advanced from the permanent advance in cases where the preparation and encashment of supplementary pay bills or cheques would result in the man being detained beyond the date of his discharge. Superintendents are responsible that, prior to the marking of final payments to men about to be discharged, all lawful deductions are made and all dues to Government realized.

10-80. Pay of deceased police officer – Pay and allowances should be drawn up to, and including, the day of an officer's death; the hour at which death takes place has no effect on the claim. (Article 39, Civil Account Code, Volume I.)

10-81. Fund deductions – Deductions are made on account of the following funds:---

- (i) General Provident Fund, -vide rule 10-173.
- (ii) Post Office Insurance Fund. Deduction from pay bills may be made only under instructions communicated to the insured person's superior officer by the audit officer. A superior officer will, therefore, allow no deduction on account of premia or subscriptions to be made from pay bill except on account of those duly authorized to subscribe. (Article 237, Civil Account Code.)

10-82. Taxation – (1) Police Officers are not exempted from taxation in their individual capacities, but taxes other than income-tax shall not be collected departmentally on behalf of the taxation authorities. All reasonable information required by such authorities from an officer regarding himself and his subordinates shall be supplied. (Article 44 to 46m, Civil Account Code, and Appendix 2 of Civil Account Code, Volume I.)

(2) All pay, allowances, pensions, gratuity, fees, commission and perquisites enumerated in section 7 (I) the Income-tax Act (Act XI of 1922) are liable to income-tax with the following exceptions:---

- (1) Travelling allowance.
- (2) Conveyance or horse allowance.
- (3) General Provident or other similar fund and life insurances provided that such deducted sums shall not exceed one-sixth of the salary.
- (4) Advances of pay and other advances made by Government to its offices.
- (5) Allowances attached to:---

The Military Cross.

The Order of British India.

The Indian Order of Merit.

The King's Police Medal.

The Indian Police Medal.

Extraordinary gratuities granted by Government to officers (or to their widow, children or other representatives, as the case may be) who are injured or killed in the execution of their duties or who suffer injury or death owing to devotion to duty.

- (6) The allowances or salary paid in the United Kingdom to officers on leave or duty in that country, whether such allowance or salary is paid in sterling in the United Kingdom or by means of negotiable rupee drafts on banks in India.

Detailed instructions will be found in the income-tax Act (XI of 1922) and Appendix 2 of the Civil Account Code.

(3) Motor vehicles owned by Government and kept for use by the police department are exempt from liability to pay tax under the Punjab Vehicles Taxation Rules, 1925.

(4) The Provincial Government has directed that professional taxes shall be levied by local bodies in accordance with rates fixed by them subject to the confirmation of Deputy Commissioner.

10-83. Pay bill of gazetted officers – (1) Pay and allowances of gazetted officers shall be drawn on form No. A. F-71 (b), and will be paid only upon the personal claim of the officer concerned and to his personal receipt (Article 49, Civil Account Code, Volume-I.)

(2) Gazetted officers may, under the conditions prescribed by Article 56, Civil Account Code, draw part of their pay from the treasury of the district in which they are serving and part through a bank in Lahore.

(3) No officer may draw an increased or a changed rate of pay or fixed allowance unless the bill is pre-audited or supported by a pay slip from the Accountant – General. The last pay bill of an officer finally quitting Government service and bills for rewards for proficiency in oriental languages require pre-audit. (Articles 51 and 55, Civil Account Code, Volume I)

10-84. Subordinate establishments – The establishment in each rank and grade and the number and description of allowances are sanctioned from time to time by the Provincial Government.

The sanctioned establishment may on no account be exceeded except in the case of allowances for officers acting in leave and other vacancies.

Upper subordinates are borne upon a provincial or range cadre; provided that the total sanctioned number in each rank and grade for the province or range is not exceeded, upper subordinates can be posted to districts at the discretion of the authority empowered to make such postings.

10-85. Annual establishment return – Superintendent shall submit the following statements by the 15th April in each year to the Deputy Inspector-General:---

- (a) showing the names of all upper subordinates who have been on leave other than casual leave, and under suspension during the year, with description and period of leave or suspension, the dates of beginning and ending being specified, and in cases of suspension it being stated whether the period is to count towards pension.

- (b) Specifying the pay bills with which the health and age certificates of new incumbents entertained during the year were furnished to the Accountant-General's Office.
- (c) Specifying the names of upper subordinates who were shown in the previous year's list, but were omitted from the current year's list with particulars as to dates from which they ceased to be borne on the list and why.

On receipt of these statements Deputy Inspector-General shall cause a careful check of their accuracy to be made, and shall compile consolidated statements for all districts in their range; these they shall submit, together with muster rolls of their own office establishments, to reach the Central Police Office by the 1st May. The Deputy Inspector-General, Criminal Investigation Department and the Assistant Inspector-General, Government Railway Police, shall similarly prepare and submit returns relating to upper subordinates and clerks borne on their lists. The lists, after being checked in the Central Police Office shall be forwarded to the Accountant-General with the annual printed list of inspectors, sergeants and sub-inspectors.

10-86. Changes in establishment – All changes in establishment due to officers leaving the service, or to promotions, reductions, transfers to other districts or departments, etc., shall be recorded from time to time as they take place in the Order Book and in the "Memorandum of Changes" maintained in Form No. 10-86, which shall be prepared separately for lower subordinates and temporary establishment.

Care should be taken that all appointments remaining vacant in the previous month are first recorded in this form before the changes of the current month are entered, and that all vacancies in the rank of constable are shown in the lowest grade.

10-87. Deductions – (1) All recoveries or deductions which are made from officers are either recurrent or casual.

(2) Recurrent deductions are made at a fixed rate on account of income-tax, or fund subscriptions.

(3) Casual deductions are those which are made to recover a specified sum, whether in one or more installments. No deductions other than those sanctioned by the Police Rules are permitted except such as are required to be made in compliance with the order of a court of law or other competent authority.

(4) Every casual deduction shall be supported by an order in the Order Book and shall be recovered at the rate prescribed in such order. If no rate has been prescribed the total of all deductions made in any one month should not ordinarily exceed one-third of pay.

(5) The accountant shall, immediately on receipt of authority in the form of the copy of the daily orders supplied to him (*vide* rule 10-89) make an entry of each deduction ordered in Form 10-87(5) "Memorandum of Deductions". In the column for "Refunds" shall be included advances recoverable (rule 10-60), recoveries ordered by the Accountant-General or other competent authority, and recoveries due for previous months on account of commutation of leave, suspension, reduction and income-tax. Deductions outstanding in the previous month should be recorded first.

(6) All deductions shall, as far as possible, be made by short drawals from the pay of the officers concerned, and not in cash. When made in cash and when it is not possible immediately to credit the amount received in the treasury or hand it over to the payee, it shall be placed in the police cash chest.

10-88. Gradation lists of officers below the rank of Assistant sub-inspector – (1) For the purpose of awarding increments to all officers below the rank of assistant sub-inspector and checking pay bills, annual gradation lists shall be maintained in English in Form 10-88(1). Separate lists shall be maintained for each distinct time-scale.

(2)(a) the increments of pay due to these officers are who in Appendix 10-63, Table A.

(b) Previous service in the Army or police may be included as approved service if duly sanctioned under rule 12-24.

(3) On the last working day of each month the numbers of officers on each rate of pay shall be entered serially in the column for the current month, the numbers of the men on the first rate being entered in red ink, those on the next rate in black ink, and so on in alternate colours.

(4)(a) An increment shall accrue from the date it falls due unless it is withheld in which case it shall be drawn from the date specified in the order withholding the increment. In withholding the increment the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

(b) Reductions shall ordinarily take effect from the date specified in the order of reduction. If, however, the date is not specified, the reduction shall take effect from the date succeeding the date on which the order is passed. (*Fundamental Rule 24 and 29 and Police Rule 16-5*).

(5) When an officer is reduced for a specified period only, an entry shall be made in the column of remarks, opposite his name, giving a reference to the Order Book number and his name shall be re-entered temporarily at the bottom of the grade to which reduced or at such other position as may be mentioned in the order of reduction. A note shall be recorded in the column of remarks opposite the new entry showing the date on which the period of reduction expires. On the expiry of the period of reduction the second entry will be struck out and the name will re-appear in its original place.

(6) When forfeiture of approved service of an officer is ordered his name shall be struck out from its original position and re-entered in the particular place at which it should appear, after deducting the amount of approved service forfeited, a reference to the order Book being given in the column of remarks over the signature of the Superintendent.

(7) When an officer's name finally ceases to be borne on the strength of the force from any cause it shall be struck out of the gradation list, a reference to the Order Book being given in the remarks column.

(8) The names of officers transferred from other districts shall be inserted at their proper place in accordance with their total approved service, such entries being signed by a gazetted officer.

(9) An index to each gradation list shall be maintained at the end of the book in the form of a serial list of constabulary numbers and, in a parallel column, the corresponding gradation list serial numbers. New gradation lists shall be prepared during the month of January of each year. The gradation lists shall be treated as permanent records.

10-89. List of absentees – The orderly head constable, as relevant orders appear in the Order Book, make entries in Form 10-89(A) regarding absences from duty of all kinds. This list shall be closed on the date in each month on which the preparation of acquittance rolls is begun, and shall be made over to the accountant, who will prepare the absentee statement in Form 10-89 (B) for upper subordinates only and the register of absentees in Form No. 10-89 (C) for lower subordinates. In the preparation of the register of absentees the following instruction shall be carefully observed:---

(a) Names of all men on leave (other than casual leave shall be entered in the register, whether their leave pay is drawn or held over for future payment, and whether any leave deduction is made from held pay or not.

(b) If leave pay cannot be paid to an absentee in the manner prescribed in rule 10-20 (2), or if the absentee does not wish to be paid monthly, such pay shall

be held over for future payment.

- (c) All deductions shall be made in the register for the month in which they become due, irrespective of whether the absentee drawn his pay or not. Deduction omitted from any cause in the register for the month in which they become due shall be made, if the absentee's pay is held over for future payment, by short drawal at the time of payment, and if the pay has been disbursed, by deduction under "Refunds" in the "Memorandum of Deductions" for the succeeding month.

10-90. Acquittance Rolls – (1) The acquittance roll in Form 10-90(1)(A) for upper subordinates and in Form 10-90(1)(B) for lower subordinates provides the material from which consolidated pay bills are prepared and is the means by which pay is disbursed to individuals. Separate acquittance rolls shall be made out for each place at which pay is distributed by the officers noted below. The names of permanent places shall be entered in separate rolls:---

- (1) *Officer in charge of police stations* – For all officers attached to their stations, including all posts subordinate to such stations, and for absentees residing in their jurisdictions.
- (2) *The Line Officer* – For officers in the lines, officer, guards and hospital, orderlies and absentees residing at headquarters.
- (3) *Orderly Head Constable* – For (a) officers serving and absentees residing in other districts, (b) offices under training at the Police Training School or serving in other districts and drawing their pay there (in such cases the name of the place or district should be noted in the column of remarks), and (c) officers who have rejoined during the month and who have not received their pay while absent. Separate acquittance rolls shall be prepared for class (c) above.

All acquittance rolls on account of pay and allowance for the current month shall be submitted so as to reach headquarters by the 20th of that month.

(2) The accountant shall not prepare acquittance rolls. The preparing officers shall only enter the rate of pay and allowances and the total amounts claimed; the accountant shall enter deductions and the balance to be paid after checking the entries with the assistance of the orderly head constable by means of the acquittance rolls of the previous month, the long roll, order book, register of postings and the records prescribed in rules 10-86, 10-87, 10-88 and 10-89. He shall then prepare the abstract on the reverse of the acquittance rolls.

(3) The following instructions for taking payees' receipts on pay bills and acquittance rolls should be carefully observed:---

- (a) The receipts of clerks in the Central Police Office, Criminal Investigation Department, Range and Railway Police Offices for pay and allowances shall be taken on the office copy of the combined pay bill and acquittance roll in Form No. C. A. C. 10 as inserted by correction slip No. 185, dated the 1st October 1928, and amended by correction slip No. 317, dated the 1st April 1930, to the Civil Account Code, Volume I. Such bills shall be preserved for six years but before they are destroyed the periods of temporary and officiating service shall be verified by the heads of offices from the bills concerned and the fact of verification recorded under proper attestation in the service books. The heads of offices shall also invariably give the necessary particulars with reference to Articles 370 and 371, Civil Service Regulations, in order to enable the Audit Office to decide later on, by reference merely to such particulars, whether the temporary or officiating service will qualify for pension or not; for example, in the case of officiating service, the nature of the vacancy in which the clerk officiated and, in the case of temporary service, whether the temporary post was subsequently made permanent, shall be stated.
- (b) The acquittance rolls of upper subordinates shall be destroyed after six years and those of lower sub-ordinates after 35 years after the procedure for verification of service detailed in clause (a) has been carried out.

Note – With regard to the verification of service from the pay bills and acquittance rolls see rule 12-36.

10-91. List of transfers and absentees – A list of officers who have left a station during the month shall be carefully prepared at the end of the acquittance roll as any omissions or mistakes in such list, cause great inconvenience. Changes occurring after the submission of the roll, but before the end of the month, shall be promptly and specially reported. If possible, they will be incorporated in the month's accounts, otherwise they will be dealt with in the next month's accounts.

Where local allowances are sanctioned, a list of all payments to, or transfers from, such localities made during the month, shall be submitted with the acquittance roll in Form 10-91. The list will be checked by the orderly head constable and the accountant who will endorse thereon their reports for the orders of the Superintendent and insertion, when necessary, in the Order Book. In the case of allowances attached to particular posts, and admissible only to the holders of such posts for the time being, care should be taken that no allowance is either entered in the acquittance rolls or drawn in the pay bills for any period during which such a post remained vacant. All certificates required by rule 10.76 *et. seq.* in support of claims of house rent, conveyance allowance and the like shall be attached with the list prescribed above.

10-92. Acquittance rolls for absentees – The pay of men under training at the Police Training School is drawn and disbursed by the Principal of the School, all students receiving a last pay certificate from their districts on first proceeding to the school. Acquittance rolls shall be prepared by the orderly head constable for such men for purposes of check only; no amounts for disbursement should be shown in them. Separate acquittance rolls are required for obtaining receipts for pay of absentees. The names of men on leave, who have elected to receive their leave pay through the police station nearest to their homes (vide rule 8.16) in the acquittance roll of the police station concerned. Another acquittance roll shall be prepared by the orderly head constable for all men, who are to receive their pay by money order, the money order receipts being attached against the appropriate entries in this roll on receipt. Separate acquittance rolls shall similarly be prepared corresponding to the detail of each Remittance Transfer Receipt which is to be sent to another district on account of the pay of absentees. These acquittance rolls shall be sent to the Superintendent of Police concerned together with the Remittance Transfer Receipts, and shall be returned to the district of issue, duly signed by the actual payees.

10-93. Comparison and completion by the accountant – On receipt of the acquittance rolls, the accountant, with the aid of the orderly head constable, shall check and complete them. For this purpose he should first satisfy himself of the correctness of the "Memorandum of Changes" (rule 10-86), register of absentees (rule 10-89(B)), gradation list of constables (rule 10-88 (1)), and "Memorandum of Deductions" (rule 10-87(5)) by actual comparison with the Order Book entries. He shall then check the by means of these memoranda and his own check statement of postings (Form 10-93) which is based on the acquittance rolls of previous months, and after making all necessary corrections in red ink and initialing them, shall fill in the abstract on the reverse of the rolls. Appointments which existed for apportion only of the month shall be shown in fractions thus 27/30, 13/31 the upper figures showing the days for which the appointments existed and the lower ones the number of days in the month.

10-94. The Pay Sheets – When acquittance rolls have been thoroughly checked the entries concerning lower subordinates shall be transferred into the pay sheet (Form No. 10.94), and totaled in accordance with the instructions noted on the form.

10-95. Monthly bills of upper subordinates – (1) From the acquittance rolls the upper subordinates pay bill shall be prepared in A and T Form No. 294 separately for permanent and temporary establishments. The dates and amounts of supplementary bills and date of relief or assumption of charge in the case of any noted. Gazette notification shall be quoted for all altered or new charges and provincial and range numbers shall be shown. The names of acting officers should be noted below the last entry of a substantive officer in the bill. Absentee statements referred to in rule 10.89 shall be attached to the bill.

(2) Absentee statements shall be submitted to the Accountant – General on the 15th of the month following that to which the events relate:---

- (a) By the Inspector – General:- a consolidated statement in the case of permanent or officiating vacancies in the rank of inspector and sergeant showing the complete chain of arrangements, and a statement showing permanent or officiating vacancies in the clerical establishment of the department.

(b) By Deputy Inspectors – General:- consolidated statement in the case of permanent or officiating vacancies in the rank of sub-inspector and assistant sub-inspector and officiating appointments in their places.

Note – A consolidated statement is not required in respect of sub-inspectors of the railway police.

(3) Deputy Inspectors – General shall forward to the Inspector – General on the 10th of each month a statement showing permanent or officiating vacancies in the clerical establishment of their own offices. Superintendents shall forward on the 5th of each month copies of absentee statements respecting inspectors and sergeants direct to the Inspector – General and copies of similar statements respecting sub-inspectors and assistant sub-inspectors to the Deputy Inspector – General of the range.

(4) Health, last pay and charge certificates shall be attached duty signed to the pay bills. Each allowance drawn by an officer should be shown separately below his substantive pay, and the authority for “personal pay”, if any, should be quoted.

10-96. Monthly bills of lower subordinates – (1) To facilitate the compilation of the lower subordinates’ pay bill the accountant shall prepare monthly the following memoranda:---

- A. Memorandum for testing the grant of increments to constables [Form 10-96(1) (A)]. The object of this memorandum is to obtain from the figures in the gradation list [rule 10-88(1)] the correct amounts in each grade to be drawn respectively in the pay bills of permanent establishment and additional police, after consolidating broken periods in various grades and the vacancies in the lowest grade in the manner shown in the form.
- B. Abstract of savings (form 10-94(1)(A) part.II), obtained from the memorandum of changes (rule 10-86). From these and the register of absentees and the pay sheet, the lower subordinates’ pay bill in Forms 10-96 (1)(B) and 10-27(1)(b) shall be prepared. In this bill names of individual officers need not be shown. Allowances according to Appendix 10-63, Table B, shall be shown in lump sums separately from pay, No office copy is necessary, if the pay sheet is properly prepared.

The following certificates, with such modifications as may be necessary, should be furnished before the pay bill is submitted for encashment.

(1) Received contents; also certified that I have satisfied myself that all pay included in bills drawn 30 days previous to this date with the exception of those detailed below (of which the total has been refunded by deduction from this bill), have been disbursed to the proper persons and that their receipts have been taken in acquittance rolls filed in my office, with receipt stamps duly cancelled for every payment in excess of Rs.20. Further certified that all persons for whom pay has been drawn in this bill have actually been entertained during the month.

(2) Certified that no person in Superior Service on this establishment has been absent either on deputation or suspension or with or without leave (except on Casual leave) during the month, and further that all appointments and promotions, temporary or permanent, have been recorded in the character rolls of the persons concerned under my initials.

(3) Certified that I have personally satisfied myself that during the month of _____ 19, for which this bill is drawn, the number of Constables of different periods of approved service was as follows:---

Number of Selection Grade Constables on –								Number of Foot-Constables				
Rs.28	Rs.27	Rs.26	Rs.25	Rs.24	Rs.23	Rs.22	Rs.21	Rs.20	1 st grade at Rs.20	2 nd grade at Rs.19	3 rd grade at Rs.18	4 th grade at Rs.17

(4) Certified that the Head Constables and Foot Constables, Selection Grade, for whom pay in excess of the minimum has been claimed, have rendered the required period of approved service entitling them to the increased pay.

(5) Certified that no leave has been granted until, by reference to the applicant’s leave account maintained under Fundamental Rule 76, I had satisfied myself that it was admissible, and that all grants of leave and departures on, and returns from leave and all periods of suspension and deputation, have been recorded in the Service Books under my initials.

(6) certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of Government rent-free quarters during the period for which the allowance has been drawn.

(7) Certified that the Government servants for whom conveyance allowance has been drawn actually maintained camels / horses / cycles and were not employed as clerks.

(8) Certified that Special Pay has been granted to those actually performing duties of the posts for which it has been sanctioned.

(9) Certified that the Government servants for whom leave salary has been drawn equal to their substantive pay held substantively permanent post under Government on 24th August, 1927.

(10) Certified that the actual payee’s receipts for house rent allowances are on record in all cases; that in no case is the amount paid to the house owner less than the amount of house rent allowance claimed; that Government rent free quarters were not available and that persons in receipt of the allowances lived with their wives (and families, if any) in the rented quarters during the period for which claim has been preferred.

N. B. – The words “received contents” should be scored through by the drawing officers in the case of bills presented at the pre-audit counter of Accountant-General’s Office.

(2) It should be noted that the figures given in columns 1 and 3 of the pay bill [10-96(1)(B)] represent the sanctioned strength and pay of the force, and that these alone can be checked in the office of the Accountant-General. It is necessary that the figures shown in columns 4 to 7 should be carefully checked and compared with the office memoranda referred to in sub-rule(1) above. The pay and acting allowances of a head constable officiating as an assistant sub-inspector shall be drawn in the upper subordinates' salary bill, whilst in the lower subordinates' bill his pay will be shown as a "Saving". On the other hand the pay of a constable officiating as a head constable shall be included among the pay of constables. In such cases his acting allowance as a head constable shall be shown in the lower subordinates bill, by a separate entry, if it is the result of an average pay leave vacancy or of a chain of promotion or deputation vacancies; and, if the vacancy is caused by absence on leave on half or quarter average salary or without pay, by the amount being included in column 8 of the bill against the entry referring to head constables of the grade to which the absentee belongs.

(3) The certificates printed in the form should be signed after the officer signing has satisfied himself by the necessary check of the bills that he is able to do so.

(4) The specimen form published with these rules is complete with certificates and check memoranda, and should be carefully studied.

10-97. Arrear bills – (1) Arrears of pay and allowances shall be drawn in bills in form 10-96(1)(B) distinct from the monthly pay bills, and may be present at the treasury at any time. The amount claimed for each month must be shown separately, with a reference to the bills from which the amount was omitted, withheld, or refunded by deduction, or to any special authority sanctioning anew charge (Article 72, Civil Account Code, Volume I)

(2) If an upper subordinate is transferred with arrears of pay due to him, the fact shall be stated in his last pay certificate; his arrears may then be drawn in his new district.

(3) Arrears bills shall be thoroughly checked by a gazetted officer with the file of leave certificate (rule 8-15), and the register of absentees, and entry being made in the latter showing the date of drawing the sums withheld. If arrears are drawn at a lower rate than that shown as withheld in the register of absentees (on account of commutations of leave, etc..) only the actual sum required for payment shall be drawn and an explanatory entry shall be made in the remarks column.

10-98. Disbursement of pay – Pay shall be disbursed by, or through the officers named in rule 10-40(2) or shall be remitted to absentees monthly. Remittance to absentees shall be made either by remittance transfer receipts or money order on the conditions laid down in rule 10-41.

10-99. Return of acquittance rolls – (1) Disbursement of pay must be completed as early as possible. Acquittance rolls should normally be returned to the accountant by the normally be returned to the accountant by the 20th of each month, with payee's receipts correctly entered in them, and an endorsement showing the cause, and giving the details of the amounts un-disbursed. Items for credit to an estate should be returned to headquarters to be credited to the police deposit account in the treasury. Sums remaining un-disbursed on the 20th of the month on account of the absence of the payee, even though such absence by only temporary, shall also be returned to headquarters for refund to the treasury by being short drawn in the next month's pay bill. Such sums can be re-drawn by arrears bill either simultaneously with the next month's pay, if the absentee has by then returned to his station, or immediately he does so return. On no account may pay drawn be held in deposit un-disbursed.

(2) The accountant shall carefully examine each roll returned by disbursing officers and secure the correction of all errors and omissions. On completion of this check he will enter the amounts un-disbursed on the back of the pay sheet, sign thereon his report and place all the papers before a gazetted officer for check. The latter officer shall carefully check the reports of the disbursing officers and see that all un-disbursed amounts have been brought to account in the cash book. He will then sign a certificate to this effect.

10-100. Principals of check of pay bills – The primary responsibility for the correct preparation of pay bills rests with the orderly head constable and the accountant, who have at their disposal all the original authorities for changes, absences, etc. By means of the records and memoranda described in the foregoing rules they are required so to arrange the drawing and distribution of pay that only such sums are drawn from the treasury as are required, and that these sums are distributed for disbursement according to rule. The first check on the work of the above officers is required to be carried out by the head clerk, who shall verify each item of the bills by means of the prescribed registers and memoranda, and by reference to the Order Book and leave accounts, and shall verify all totals and calculations. When the head clerk has completed his scrutiny, the Superintendent himself, or another gazetted officer specially designated for the purpose, is required to make a general but thorough check before signing the bills. It is not incumbent on the gazetted officer to verify every total and calculation in detail, but it is his duty fully to satisfy himself that increments have been properly sanctioned; that all deductions, allowances, withholdings, refunds, etc., and all absences are supported by proper authority; that the calculations regarding establishment present on duty and vacancies are correct, and that the arrangements for the distribution of the total sums contained in the bills are in order. It is also the duty of the gazetted officer signing the pay bills for any month to assure himself that the pay of the preceding month has been correctly disbursed and that all un-disbursed items are properly accounted for. Orders in each district shall prescribe dates for the completion of each stage in the preparation of monthly pay bills so as to ensure that the signed bills can be presented for encashment on the proper date.

10-101. Record – (1) Papers dealing with pay, arrears and supplementary pay shall be filed in the following order:---

(1) The memorandum of changes, the memorandum of the deductions, the acquittance rolls in the order in which they have been inserted in the pay sheet, and then the pay sheet itself. They will be bound in six monthly, quarterly or monthly volumes according to their bulk, in the following order:---

- 1st. Those relating to upper subordinates.
 - 2nd. Those relating to additional police.
 - 3rd. Those relating to additional police.
 - 4th. Those relating to other temporary establishment
- Including those relating to arrears or supplementary bills.

(2) Office copies of pay bills of upper subordinates shall be kept together and after the close of the financial year shall be bound in chronological order. Bills of permanent establishment and of additional police shall be filed separately.

PART VI

Contingent Charges.

10-102. Classes of contingent grants – Contingent charges in the police department are divided into tow classes-

- (a) Contract contingencies.
- (b) Special contingencies – known also as "audited" or "C class" contingencies.

Contingent charges include also Supplies and Service and allowances and Honoraria, which should, however, be shown separately in all bills and accounts. (Article 82, Civil Account Code, Volume I.)

10-103. Description of classes of contingent grants – (1) Contract grants are lump sums allotted annually, within which an officer may incur expenditure on the detailed heads of contingencies covered by the grant at his discretion, provided that the total allotment is not exceeded. (Article 82, Civil Account Code, Volume I.)

(2) The contract grants for the police department as a whole is fixed for three years period; consequently revision of the annual grants of subordinate officer, except by re-allotment within the total departmental grant, can only be made on the expiry of such periods. Deputy Inspector General will be called upon, when the grant is under revision, to recommend decreases or increases for the offices and districts under their control.

(3) Each head of an office is required systematically to estimate the expenditure which he can meet in any year from his contract grant, by allotting to the various units of expenditure included in the grant share of the total which each requires. It is only after fixed and inevitable charges, such as fixed allowances, hot and cold weather charges, etc., have been provided for, that balances can be made available for optional expenditure.

(4) Charges for Supplies and Service, Other Allowances and Honoraria and special Contingencies can only be incurred within the allotment provided in the budget under each unit of expenditure. Transfer of funds from one such unit to another requires the sanction of the competent authority.

10-104. Fixed Contingencies – (1) Fixed allowance for contingent expenditure are sanctioned for each district (a) for the purchase of country pens, ink, twine, glue, paste, etc., and (b) for the purchase of oil for lighting purposes.

(2) The rates of allowances for the purchase of oil for lighting purposes should be fixed and sanctioned by Superintendents by virtue of the powers delegated to them in serial No, 5 of the table appended to rule 20-9 of the Book of Financial Powers. All cases beyond their competence to sanction should be referred to the Inspector General.

(3) The rates of allowances for the purchase of country pens, ink, twine, glue, and paste, etc., should normally be as follows and should be sanctioned by Superintendents by virtue of the powers delegated to them in the above said rule of the Book of Financial Power.

	Rs.	a.	p.
For each police officer	10	0	0
For each Range Recruits Training Center	2	0	0
For each police station	2	0	0
For each police post	0	0	0
For each district inspector	1	0	0

Exception – Cantonment and City posts should be treated separately and special allowances should be sanctioned for them according to requirements.

Superintendents, however, are not bound by these limits as the above said rule covers all but exceptional cases which should be referred to the Inspector General for sanction.

(4) A provision for these allowances has been included in the annual allotment for contract contingencies of each district.

(5) The rates of these allowances should be periodically scrutinized and revised by Superintendents, if necessary, according to local conditions.

This will be subject to the condition that the allotment for contract contingencies from which these allowances are to be met should not be exceeded.

(6) These allowances will be drawn on regular establishment bill forms, - *vide* the note to Article 82, Civil Account Code.

(7) If any saving is anticipated in the annual contract grant owing to the abolition of posts, etc., the matter should be at once reported to the Deputy Inspector General who will inform the Inspector who will inform the Inspector General and also arrange for the utilization elsewhere of the saving so anticipated.

105. Permanent advances – (1) A permanent advance is intended to provide, on the responsibility of the officer entrusted with it, for emergent petty advances of all kinds, of or such payments as have to be made in advance of drawing bills, (Article 93, Civil Account Code, Volume I.)

(2) The permanent advances sanctioned for districts and other offices in the department are published from time in the *police Gazetted*. According to the rule of practice laid down by the Accountant General the amount of such advances will not ordinarily exceed one-half of the average monthly contingent expenditure of the office concerned.

(3) Each officer holding a permanent advance is required on transfer of charge and on the 15th April in each year, to send to the Accountant General an acknowledgment of the amount accountable for by himself. [See also rule 10-106 (4)].

10-106. Distribution of permanent advance – (1) The permanent advance allotted to a Superintendent should be distributed to subordinate officers in accordance with their requirements. Amounts so allotted should not be larger than is absolutely necessary and can be varied according to requirements. (Article 93, Civil Account Code, Volume I.)

(2) The following officers should hold portions of the permanent advance:---

- (a) *the senior officer of the prosecuting branch* for all immediate expenditure on diet money, transport charges in connection with cases, etc., including the recoupment to officers in charge of police stations of similar expenditure incurred by them. With the approval of the Superintendent of Police this allotment may be sub-divided to provide an advance for prosecuting officers of and above the rank of sub-inspector stationed away from the headquarters of the district.
- (b) *The Reserve Inspector or lines Officer* for advancing the cost of fares of policemen traveling on duty, freight of their baggage, transport charges on Government account, and petty purchases and repairs of Government buildings and property, which he is called upon to execute, and for advance payments required to be made under rule 10-79.
- (c) *Officers in charge of police stations* for purposes similar to the above in respect of their police stations.

(3) Subject to the allotment to the officers specified in the preceding sub-rule of adequate shares of the permanent advance, further distribution may, if the necessity therefore is established, be referred to the Superintendent, to gazetted officers in charge of sub-divisions and to the District Inspector. A small balance should remain in the hands of the accountant for emergent expenditure in the headquarters office, such as payment for value payable parcels and bearing charges, but, in accordance with the principal stated in rule 10-46 (vii) this officer should be used as little as possible as a disbursing officer. A statement showing the distribution of his permanent advance

allotment made by the Superintendent shall be entered on the first page of the general cash book.

(4) All police officers holding allotments from the permanent advance are required to submit for record in the office of the Superintendent the certificate required by rule 10-105 (3).

10-107. Receipts for permanent advance expenditure – When money is spent from the permanent advance on account of contingencies, receipts should be taken as directed in rule 10-33 (1). Separate vouchers should be prepared for each separate charge, but the items making up one charge may be receipted on the same voucher; provided that items in excess of Rs. 25 shall be receipted in separate voucher from items of and below that sum.

10-108. Account of permanent advance – Officers to whom permanent advances are allotted shall keep an account of such advance in Form 10-52 (b). On the first page of the form shall be entered the amount of the permanent advance with the number and date of the Order Book entry by which it was allotted. The account shall be kept as far as possible in the manner prescribed for offices in charge of police stations by rule 10-52.

10-109. Bills for reimbursement of permanent advance – (1) For all judicial expenses paid from the permanent advance officers in charge of police stations shall submit bills in Form 10-109 (I).

The prosecuting inspector or a prosecuting sub-Inspector shall be responsible for checking such bills and for recovering the amount from the sheriff on the day of presentation. Except for very special reasons such amounts shall always be made over to the police officer bringing the bill. Any difficulty in securing prompt adjustment by the sheriff must be brought to the notice of the Superintendent. If necessary, to avoid delay, the prosecuting inspector shall meet the bills submitted by police stations from his own permanent advance.

(2) For the recovery of departmental expenses defrayed from the permanent advance, application shall be made in writing in form 10-109(2) as often as may be necessary to prevent the advance allotment from becoming exhausted. Such applications shall be supported by vouchers for each item. If a voucher is lost the procedure prescribed in rule 10-36(1) shall be followed. The accountant shall check such bills and obtain the orders of the Superintendent for payment or otherwise. The details of such bills will not be recorded in the contingent register (rule 10-110) until the payment order has been recorded in the Order Book. The accountant will be responsible for preparing abstract contingent bills at sufficiently frequent intervals and taking other steps to ensure the reimbursement of permanent advances as expeditiously as possible. Delays in this matter should be brought to the notice of the superintendent by officers holding advances, and all gazetted officers at inspections should pay particular attention to the manner in which the permanent advance has been handled.

10-110. Contingent register – Separate registers shall be maintained in Form 10-110 for each class of contingent charges in every officer to which a contingent grant is distributed as follows:---

- I – Contract Contingencies.
- II – C-class (Audited) Contingencies.
- III – Allowances and Honoraria.
- IV – Supplies and Service.
- V – Police Lands Fund.

Each register shall contain as many columns as there are detailed heads prescribed in the connection for each type of contingent expenditure. Each unit will have its own money column. Units, such as “Rewards to private persons”, which are sub-divided should be linked by a bracket. The amount of the annual allotment grant and the progressive total of expenditure should be entered below the description of the unit. In the case of any item of expenditure which requires explanation on account of its unusual nature or amount, particulars should be entered in the column headed “Description of charge”, though the amount is entered only in its special column. The period to which any recurring charges refer should also be noted in the “Description” column. (Article 94, Civil Account Code, Volume I)

To enable the disbursing officer to watch the progress of expenditure under each unit, as compared with the budget grant, progressive balances and totals, as prescribed in the foot-note to the form, shall invariably be entered.

Should an increase, decrease, disallowance or misclassification under any unit of expenditure be notified by the controlling or audit officer, the necessary corrections shall be made in red ink by plus or minus entries in the figures of allotment, expenditure and balances.

Money drawn from the treasury and not expended by the end of the month (such as refunds of carriage charges by escorts, etc.) should be refunded into the treasury either in cash or by short drawal in the next abstract contingent bill. Such refunds should be deducted from the expenditure total. The amount can be redrawn when required.

10-111. Heads of contingent expenditure – (1) Appendix N. 10-111(1) shows the units into which the contingent grants are divided. The distribution of allotment is published annually in the *Police Gazette* in May. Bills for pay and other charges duly sanctioned for the month of March and previous months may be paid in anticipation of communication of the budget. Similar expenditure may also be incurred in emergent cases during the months of April and May in anticipation of communication of the budget allotment, provided such expenditure does not exceed the average monthly expenditure of the previous year.

Note – This relaxation should not be regarded as a relaxation of the rule contained in paragraph 12-5 of the Punjab Budget Manual under which the Heads of Departments are required to carry out the distribution of the grant not later than the 1st May in each year.

(2) No salary charges of any kind (except for pay of hot weather establishment, pay of menials and of establishment of the police lands fund) and no additions to pay may be charged as contingent expenditure or included in contingent bills.

(3) All additional police contingent expenditure must directly concern the additional police post for which the provision for contingencies has been sanctioned. Expenditure which may legitimately be incurred under contingencies falls under the following heads:---

- (i) *Buildings* – ‘Hutting charges’ include not only the initial provision for buildings but also the expenditure necessary for their maintenance as well as rental charges. Where additional police are accommodated in existing police buildings, a portion of the repairs to such buildings should be debited to the General Police Fund.
- (ii) *Furniture* – No article of office equipment for the use of the supervisory gazetted staff should ordinarily be purchased out of the General Police Fund, but officers in direct charge of additional police posts may reasonably be supplied with such equipment. On the termination of a post this may be utilized elsewhere at the discretion of the Superintendent of Police of the district who should bear this in mind when making purchases initially. The same principle applies to the purchase of other equipment such as tables, chairs, benches and durries.
- (iii) *Lighting charges* – Provision should invariably be made for the adequate lighting of the building occupied by the additional police. This implies the incurring of initial expenditure on the purchase of lamps and recurring expenditure in the supply of oil for such lamps.

- (iv) *Stationery* – Such articles of stationery as are usually supplied by the Stationery Office and are required for use in connection with the post should be locally purchased by the Superintendent of Police (with the previous sanction of the Deputy Inspector-General of Police as required by serial No.20 of the table appended to rule 20-9 of the Book of Financial Powers amended by Punjab Government, Finance Department, Notification No. 24523, dated 26th September 1927) at the expense of the General Police Fund, not from the district allotment for contingencies. A limited amount of stationery may be used in the headquarters office, the work of which is often appreciably increased by the existence of additional police.
- (v) *Traveling Allowance* – Expenses incurred in the moving about of men working in additional police posts whether such charges would ordinarily be debitable to “Traveling Allowance” or to “Carriage of Constabulary”, should be met from the General Police Fund, provided that the journeys are definitely connected with the duties of the additional police.
- (vi) *Allowances to Bhishtis and Sweepers* – The wages of bhishtis and sweepers entertained for additional police posts should be met from the General Police Fund. They should not be appointed without the sanction of the Deputy Inspector-General of Police as required by Serial No.6 of the table appended to rule 20-9 of the Book of Financial Powers. Their pay should be subject to maximum of rs.13 per mensem, plus local compensatory allowance wherever sanctioned.
- (vii) *Rewards* – Rewards to the personnel of an additional police post should normally be met from the Additional Police Account.

(4) In no case should expenditure be incurred in excess of the amount sanctioned for contingencies, since there is no means of re-appropriation from some other source. Ordinarily the provision of 10 percent of salaries is ample to meet all demands, but if heavier expenditure is anticipated this fact should be represented when proposals for additional police are submitted to Government.

10-112. Abstract contingent bills – (1) When it is necessary to draw money for contingent expenses from the treasury, the accountant will draw a red ink line across the page of the register, add up the several columns and post the total of each unit in an abstract contingent bill in one of the following prescribed forms:---

- (a) For Contract Contingencies {Form 10-112(1)(1)}
- (b) For Audit Contingencies; Allowances and Honoraria Supplies and Services, and Police Land Funds [Form 10-112(1)(b)] – (Article 97, Civil Account Code, Volume I)

(2) The bill with all available vouchers, the numbers of which should be quoted in the bill, and the contingent register shall be laid before the head of the office, who shall compare the entries in the register with the payment orders and certify that the payment orders have been cancelled; that in the case of contract contingencies all vouchers for items above Rs.25 have been retained, and in the case of audited contingencies all vouchers for items above Rs.25 have been attached to the bill or will follow. He shall then sign the bill and also the corresponding entry in the cash distribution register (rule 10-42). When the Cash Book is checked every month, the officer checking it, or an officer specially detailed for the duty by the checking officer, should check contingent bills in the detail and certify in the contingent registers that vouchers for all items of expenditure have been received that the vouchers for items above Rs.25 have been forwarded to the Accountant-General and that all other vouchers have been so defaced that they cannot be used again.

(3) It has been ruled that the head of the office or the gazetted officer to whom the duty has been delegated (rule 10-2) must himself initial the entries in the contingent register. If this duty has been performed by a non-gazetted officer, during the absence of the gazetted officer, the latter must on return to headquarters review the register and re-initial the entries; any omissions in this respect shall be rectified without fall at the time of signing an abstract bill.

Note – Sub-vouchers for Rs.25 or under which are not submitted to the Audit Officer should be reserved for a period of one year, and those above that limit for 3 years. The vouchers should not, however, be destroyed even after the expiry of the prescribed periods until departmental audit for the relevant period has been conducted and any objections relating to those sub-vouchers have been settled.

10-113. Clothing and Equipment allowances – (1) The following allowances are sanctioned by Government:---

- (a) An initial grant of Rs.8 on account of clothing and Rs.2 for equipment for each head constable and constable added to the sanctioned strength of the force. The grant for each head constable and constable added to the sanctioned strength of the force at the following places will be as shown against each:---

1.	Simla District		Rs. 19
2.	Kasauli		
3.	Kyelang		
4.	Suraj		
5.	Dalhousie		Rs. 15
6.	Balun		
7.	Bakloh		
8.	Murree		

- (b) An annual clothing allowance of Rs.8 (for Simla district Rs.12) for each head constable and constable calculated according to the sanctioned strength of the force. The annual clothing allowance for each head constable and constable sanctioned for the following places will be:-

For lower subordinates of Simla district		Rs.19	
For lower subordinates posted at:-			
Police Station	Kasauli		
	Kyelang		
	Suraj		
	Dalhousie		Rs.15
	Calun		

Bakloh

Murree

- (c) An annual equipment allowance of rs.7 for each mounted head constable and constable and of Rs.2 for each unmounted and mounted head constable and constable.
- (d) An initial grant of Rs.15 for the provision of a bed and box for each head constable and constable added to the sanctioned strength of the force.
- (e) An initial grant of Rs.75 on account of clothing and of rs.125 on account of equipment for each upper subordinate on first appointment to the police department and each head constable promoted to officiated or promoted substantively to the rank of assistant sub-inspector and an annual grant of Rs.19 on account of clothing and of rs.6 on account of equipment for each upper subordinate borne on the sanctioned strength. The Lady Inspector, Government railway Police, shall be given a combined initial grant for clothing and equipment at Rs.140 and an annual renewal grant of Rs.80.

The initial and annual grants on account of clothing for upper subordinates sanctioned for the following places will be Rs.113 and Rs.32, respectively:---

- | | | |
|----|------------------------|--|
| 1. | Simla District | |
| 2. | Police Station Kasauli | (District Ambala) |
| 3. | Kyelang | <input type="checkbox"/> Kangra district |
| 4. | Suraj | |
| 5. | Dalhousie | <input type="checkbox"/> |
| 6. | Calun | Gurdaspur district |
| 7. | Bakloh | |
| 8. | Murree | (Rawalpindi district)) |

- (f) An annual grant in the case of officers of the Criminal Investigation Department as follows to enable them to make up their own clothing in lieu of free annual issues of uniform:---

Inspectors, sub-Inspectors and Assistant Sub-Inspectors Rs. 25 per annum Head Constables and Foot Constables Rs. 10 per annum.

- (g) A sum equal to ten percent of the gross estimated total grant for police clothing and equipment, calculated according to the existing schedules, shall remain at the disposal of the Inspector-General as a reserve to enable him to meet any unforeseen items of special expenditure incurred by district officers on clothing and equipment. This amount shall be in addition to the gross estimated grant and shall not be deducted from it. When any reduction in establishment is made during the year after the annual clothing and equipment allowances for that year have been drawn, a proportionate reduction from the date on which the establishment was reduced shall be made in the allotment for the succeeding financial year.

(2) Charges for clothing and equipment in the case of existing establishment shall be drawn in each year immediately after the annual budget allotment statement of contingent expenditure has been published for each district, by separate special contingent bills [A and T No. 309} and shall show the number of men for whom the charge is made and the rate per man. When additions to establishment are sanctioned the allowance (a), (b) and (c) shall also be drawn by special contingent bills in the same form, on receipt of such sanction. Such bills will be presented at the treasury and the amounts will be credited by the treasury officer to the police deposit account.

Note – Such bills should be endorsed “not payable in cash, but by transfer account” and headed “special contingent bill for the financial year 19 ”.

The following certificate shall be added and signed by the Superintendent when drawing the sum referred to in clause (c) of sub-rule(1) above:---

Certified that I have satisfied myself that the sum of Rs _____ at the rate of Rs.16 per head has been paid to _____ lower subordinates of this district who were enlisted prior to the 1st April 1905 and who have ceased to be members of the clothing fund.

(3) In the event of the allotment on account of clothing and equipment being reduced for any reason, the amount in question shall be deducted both from the police deposit account and the budget allotment by means of entries on the disbursement side of the general cash book, contingent register and the cheque book. The necessary intimation shall at the same time be made by the Superintendent direct to the Accountant-General, with a view to the necessary correction being made in that officer's books and those of the treasury officer concerned.

10-113-A. Contingent charges not to be drawn as an advance – The postponement of payment for charges incurred, or the drawing of money not required for immediate disbursement is strictly prohibited. When it is necessary to advance funds to a police officer or contractor for the purchase of material for the carrying out of Government work, the Superintendent of Police is responsible that receipt vouchers, showing that the full amount has been actually spent of purchase of such material, shall be obtained within one month, in support of the contingent bill on which the sum for advance payment was drawn.

10-113-B. Money which lapses – Money drawn against the budget allotment of disbursing officers, but not spent up to the 31st March, will lapse to Government and must be refunded to the treasury by short drawal. Such sums can only be drawn again from the fresh budget allotment and under a fresh order of the proper sanctioning authority.

10-114. Contingent charges pertaining to a month – Contingent charges are to be recorded as charges of the month in which they were actually disbursed from the treasury; and if an abstract contingent bill headed as belonging to one month be presented or re-presented for payment in the next, it will be returned for correction, as it must be treated in the accounts as a charge of the month in which the money is actually disbursed from the treasury. (Article 90, Civil Account Code.)

10-115. Inter-departmental transfers – (1) Detailed rules on this subject are contained in Rule 8-21 of Punjab Financial Rules Volume I (Financial Hand Book No.2). Payments of amounts due by one public department to another should ordinarily be made by book transfer.

(2) Work bills received from other departments for articles supplied should be checked and, if correct, passed without delay by countersigning both copies. The amount to all work bills so passed shall be added below the total of disbursement in the grand total of the next abstract contingent bill presented for payment, entries to correspondence being made in the appropriate columns of the contingent register. Of the two copies of the bill one shall be returned to the sender, and the other placed in the appropriate monthly file of receipt vouchers (rule 10-35). A note should be made in red ink on the copy to be returned to the sender showing in which month's departmental return credit has been taken for the volume of the supply.

10-116. Expenditure for other officers – Contingent expenditure may be incurred for other officers of the Police Department up to Rs.50 in the circumstances

covered by Article 112, Civil Account Code. Where expenditure of more than Rs.50 is thus incurred in one financial year application should be made for an extra budget grant.

10-117. Railway Warrants – (1) Railway warrants in Form No. 10-117(1) shall be issued only in cases of emergency or when the amount available in the permanent advance is not sufficient to meet the cost of the fares of the party or individual police officer proceeding on duty by rail, and for constables proceeding on courses of training Books of railway warrant forms shall be kept in the office of the Superintendent under lock and key in charge of the head clerk. One book at a time may be issued to the Lines officer, who may issue warrants under the restrictions set forth above. The book shall be kept under lock and key and the Lines Officer shall be held personally responsible for its proper custody. Warrants may be used by Police Officers when travelling by rail on duty. They must not be used in lieu of leave warrants issued free to members of the Punjab Railway Police under rule 2-120 of Travelling Allowance Rules, - *vide* sub-rule 10-117(3) below. Detailed instructions for the use of warrants are given on the back of the form.

(2)(a) When a party to whom a warrant has been issued returns, the senior police officer shall hand in the foil of the railway warrant headed “for Superintendent of Police” to the Lines officer, who after noting on the corresponding counterfoil “Duplicate received back on (date) and forwarded to accountant”, shall forward the foil in question to the accountant for record. This will ensure copies being available both in the lines and the office for checking travelling allowance bills. The gazetted officer in charge of lines shall check the railway warrant book once a month and sign each counterfoil in token of having satisfied himself that its use was really necessary. All the foils received by the accountant during a month shall be entered in a statement showing the number, date and amount of each warrant, and this statement, after being countersigned by the Superintendent, shall be forwarded to the Accountant-General, not later than the 10th of the month following that to which the warrants relate. These statements will be compared in the Audit Office with the third foils of warrants, to satisfy himself that they have all been properly issued and properly used, and to inflict and recover penalties for improper use. Any police officer using a railway warrant contrary to these rules shall, in addition to undergoing such other penalty as a competent authority may award, be required to refund the amount of the fares entered in the warrant. Such deductions shall be credited in the treasury, either in cash or by short-drawal.

(b) If the travelling party is required to return to the place of departure; the officer issuing the warrant for the outward journey shall issue also a second warrant for the return journey; but if the return journey will start from a station in another province, money for the purchase of railway fares for such return journey shall be advanced to the officer in charge of the party before it departs on its outward journey. If a warrant for a return journey is lost or mislaid, the officer in charge of the party shall obtain and advance for the purchase of necessary fares from the permanent advance of the nearest police officer, whether in the same or another district.

(3) Members of the Punjab Railway Police whose homes lie in areas not served by the North-Western Railway may, when proceeding on leave to their homes and returning from such leave be granted warrants for the fare by rail to which they are entitled under Travelling Allowance Rule 2-15, provided that:---

- (i) they would be eligible for free passes if they were living within an area served by the North-Western Railway, and
- (ii) the number of warrants shall not exceed three return warrants per man in one year (Rule 2-120, T.A. Rules).

Note – The North-Western Railway Administration have agreed to the issue of return tickets (ordinary or week-end) on presentation of a warrant and use should be made of this concession whenever the nature of the duty for which the journey is undertaken permits of its utilisation. The fact that return tickets are required should be indicated by the word “Return” written in bold letters in red ink across the top of the form.

10-118. Tour charges – (1) Marching establishment may be entertained by the following officers whilst they are in camp and when their camps are necessarily kept up, subject to the maximum number of the servants shown against them:-

Superintendents, Assistant and Deputy Superintendents	One Khalasi at Rs.13 per mensem
Inspector-General and Deputy Insepectors-General	Two Khalasis at Rs.13 per mensem each

(2) In every case where Government tents are taken by gazetted officers on tour, whether for their own or their office use or for that of their private servants, half the carriage will be borne by Government and the other half shall be paid by the officer or officers using the tents.

(3) Tents occupied by inspectors and sub-inspectors of police (including European sergeants) on tour, and tents occupied by police guards or chaprasis will be carried wholly at Government expense. All such charges as well as those incurred in connection with the carriage of office registers, records stationers, etc., taken on tour will be shown under contingent head “Tour Charges”. The scale of tentage authorised is given in rule 5-20.

10-119. Record – Applications and bills appertaining of the payment of each class of contingent charges shall be kept in monthly files and arranged according to the serial numbers of the vouchers, the relevant voucher number being quoted in red ink on the top of the papers relating to it.

Part VII

Travelling Allowance

10-120. Sphere of duty – The sphere of duty for purposes of travelling allowance has been defined (Rule 1-23, Travelling Allowance Rules) as follows for different chases of Police officers:---

Serial No	Class of Officer	Sphere of duty	Authority competent of allowance journeys beyond sphere of duty	Extent
1	2	3	4	5
1.	The Deputy Inspector-General of Police, Criminal Investigation Department, Punjab, and Gazetter officers of Government Railway Police and Criminal Investigation Department.	The Province	Inspector-Genral of Police	Full powers in individual cases, provided that the absence, is for reasons of a public nature which should be stated and does not exceed 14 days in each case

2.	Deputy Inspectors-General of Police Rangers	Respective Range	Ditto	Ditto
3.	The Assistant Inspector-General of Police, Punjab	The Province	Ditto	Ditto
4.	Gazetted Officers attached to districts	The boundaries of their districts	Deputy Inspector-General of Police	Ditto
5.	Prosecuting Inspectors and Sub-Inspectors and Reserve, City and Cantonment Inspectors	Their headquarters stations	The Superintendent of Police under whose orders they are serving	Ditto
6.	Inspectors Sub-Inspectors Assistant Sub-Inspectors, Head Constables and Constables of the C.I.D., Punjab	The Civil Station of Lahore or any other station to which such officer may be posted temporarily or permanently by specific order	The Superintendent of Police under whose orders they are serving	
7.	Inspectors Sergeants, Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables of the Government Railway Police, Punjab	The Railway Police District	The Assistant Inspector-General, Government Railway Police	Full powers in individual case, provided that the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case

Serial No	Class of Officer	Sphere of duty	Authority competent of allowance journeys beyond sphere of duty	Extent
1	2	3	4	5
8.	Other Inspectors, Sergeants, Sub-Inspectors and Assistant Sub-Inspectors	The boundaries of their districts	The Superintendent of Police under whose orders they are serving	Full powers in individual case, provided that the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case
9.	Other Head Constables and Constables	The boundaries of the tahsil within which their headquarters are situated	Ditto	Ditto
10.	Inspectors, Sergeants, Head Constables and Clerks of Motor Vehicles Staff	Headquarters of the group	Superintendent of Police of the district in which group headquarters are fixed	

Note – A Police Officer acting in the exercise of his legal powers does not require prior sanction to proceed beyond his sphere of duty.

10-121. Rates of travelling allowance admissible to police officers – Appendix 10-121(a) and (b) show the rates of travelling allowances admissible to police officer for different classes of journey.

10-122. Mileage allowance – A mileage allowance is an allowance calculated on the distance travelled, which is given to meet the cost of particular journey on the principles explained in rule 2-25, Travelling Allowance Rules. Mileage allowance will ordinarily be granted by the route which is the cheapest and most expeditious.

10-123. Point of commencement and end of journey – The point in any station at which a journey is held to commence or end is the chief public office or such other Point as may be fixed for the purpose by the Provincial Government. (Rule 2-27, T.A. Rules). A list of points thus fixed is given in Appendix D of the same rules.

10-124. Mileage allowance for journeys by railway, sea or by river steamer – For the purpose of calculating mileage allowances by rail and steamer the class of accommodation sanctioned for a police officer in rule 10-121 is further defined as follows (Rules 2-29 and 2-32 of the Punjab Travelling Allowance Rules) :-

Class accommodation	By Railway	By sea or by river steamer
First class	Highest class	Highest class
Second class	Second, or, if the line by which he travels provides no second class accommodation on any train, the highest class	Second class – If there be two classes only on the steamer, the higher class, if there be more than two classes, middle or second class.
Intermediate class	(1) On any railway which provides no intermediate class accommodation on any of the trains which stop at the stations to and from which the police officer is travelling:- (i) Where there are two classes only, lower class; and (ii) Where there are three classes, second class if his pay is not less than Rs.100 and third class if it is less than Rs.100 (2) On any railway which provides intermediate class accommodation on trains which stop at the stations to and from which he is travelling, intermediate class	(1) If there be two classes only on the steamer the lower class:- If there be three classes, middle or second class; If there be four classes, third class Provided that competent authority may direct that any Government servant whose pay does not exceed Rs.45 is entitled, for journeys generally or for particular journeys, to accommodation in lowest class
Third Class	Lowest class	Lowest class

Note – In cases where the intermediate or third class railway fare is higher for journeys made by faster trains than it is for journeys made by other trains, police officers entitled to the intermediate or third class of railway fare will not in general be allowed to draw mileage allowance regulated by the higher rate unless special reason can be shown for the necessity of travelling by the faster train and, in the case of transfers and recalls from leave, such mode of travel was expressly ordered in advance.

10-125. Mileage allowance for journeys by road – (1) For the purpose of these rules, travelling by road includes travelling by sea or river in a steam or motor launch or in any vessel other than a steamship, and travelling by canal.

(2) In calculating mileage allowance for journeys by road, fractions of a mile should be omitted from the total of a bill for any one journey but not from the various items which makeup the bill.

(3) If a police officer travels by stage carriage he can receive 1-2/3 fares actually paid in exchange for mileage (Rules 2-38 – 2-40 of T.A. Rules).

10-126. Mileage allowance for Journeys performed by motor car or motor cycle – Police officers travelling by motor car or motor cycle between places connected by railway may be allowed mileage allowance; provided that the Inspector-General, or the Deputy Inspector-General in respect of journeys by officers serving under them within such officers districts, certifies that the journey was performed in the public interest (Rule 2-41 T.A. Rules). For the purpose of this rule the fact that a motor car or cycle may be required for duty within the limits of another station is not in itself sufficient justification for a claim.

10-127. Journeys by special conveyance – When a police officer is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance of mileage admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate signed by the officer ordering the journey and countersigned by the controlling officer, that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary (Rule 2-45 T.A. Rules).

10-128. Definition of tour - A police officer is on tour when absent on duty from his headquarters either within, or, with proper sanction (*vide* rule 10-120), beyond his sphere of duty. A journey to a hill station is not treated as a journey on tour (Rule 2-47, T.A Rules).

10-129. Distance to be travelled before daily allowance is admissible – Daily allowance may not be drawn for any day on which a police officer does not reach a point outside a radius of five miles from his headquarters or return to his headquarters from a similar point. The actual amounts which may be spent on tolls and on fares for journeys by railway or other public conveyance within five miles of headquarters may be drawn. (Rule 2-54, T. A. Rules).

10-130. Halts on tour – Daily allowance may be drawn for a halt on tour or on a holiday occurring during a tour, provided, as a general rule, that the halt in any one place does not exceed ten days. After a continuous halt of ten days, the halting place ordinarily regarded as the officer's temporary headquarters. Fro the method of calculating the duration of a halt, and the conditions under which daily allowance for prolonged halts may be granted, Travelling Allowance Rules 2-55 to 2-57 should be consulted.

10-131. Mileage allowance on tour – (1) When a journey by road only is performed mileage allowance may be drawn in addition to daily allowance for such portion of the journey as is in excess of (a) 25 miles if the journey starts from and ends with the same place on the same day; and (b) 15 miles in other cases. If, however, the mileage for the first 25 to 15 miles (as the case may be) be less than the daily allowance, mileage should be drawn instead of daily allowance, provided the mileage calculated for the entire journey be not less than the daily allowance. For journeys from headquarters and back not exceeding 25 miles performed on the same day to a place beyond a radius of 5 miles the travelling allowance drawn should be mileage allowance or daily allowance, whichever is less.

(2) For journeys by rail or steamer, in addition to the rates admissible for such journeys, half daily allowance may be drawn for the day of departure and arrival

including days of departure from and arrival at headquarters.

(3) When on any day, a journey by road is combined with a constable, may draw, in lieu of his daily allowance, mileage allowance in respect of the journey by rail or steamer or both *plus* either (1 half daily allowance of (2 if the journey by road does not exceed (a) 25 miles if it starts from, and ends with the same place on the same day, and (b) 15 miles in other cases, mileage allowance restricted to daily allowance. If these limits are exceeded he may draw in addition mileage allowance for the excess number of miles. Mileage allowance under this rule is calculated to and from the railway station.

Note 1 – Short journeys within a radius of five miles from headquarters may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

Note 2 – in the case of a journey by a sub-inspector or assistant sub-inspector the place visited must be beyond his jurisdiction

(4) When a journey by road is performed in a private motor vehicle, which is not the property of the Government servant travelling, travelling allowance will be regulated by rule 2-159 of the Travelling Allowance Rules.

Note 1 – When two or more Government servants travel in a motor vehicle belonging to one of them the travelling allowance of the owner of the vehicle will be regulated by the ordinary rules, and the travelling allowance of the other government servants, travelling with the owner will be regulated by the rule referred to in sub-rule(4) above even though they may have incurred some expense for the use or propulsion of the vehicle in question.

Note 2 – The words “private motor vehicle” used in sub-rule(4) do not include public motor vehicles plying for hire (Rules 2-59 – 2-61-A, T.A. Rules).

10-132. Rules specially applicable to constables – The following provisions apply to constables as distinct from other ranks in the police force:-

(i) For journeys by rail, mileage allowance may be drawn in addition to daily allowance for each day. (Rule 2-63(a), T.A. Rules).

(ii) For journey by sea or river steamer, daily allowance at double the rate ordinarily admissible to him may be drawn in addition to mileage allowance, provided that, whatever be the nature of other journeys which may be combined with the steamer journey, no further daily allowance may be drawn for any day for which this double allowance is drawn (Rule 2-63(b), T.A. Rules).

(iii) For a journey by road mileage and daily allowances at the rates allowed for “interior serve” are admissible on the same terms as for other police officers (rule 10-121) and, on any day when a constable travels by public or hired conveyance, mileage allowance may be drawn instead of daily allowance, provided the head of the officer certifies the necessity of such mode of travel. If, however, the journey is performed in a private motor vehicle (belonging to another Government servant) for the use of propulsion of which he does not incur any expense, he will draw daily allowance only in respect of this journey and no mileage allowance.

(iv) For a journey by road combined with journey by railway or steamer, or both, the allowances admissible for the rail or steamer journeys under clauses (i) or (ii), as the case may be, and for road journeys under clause (iii) subject to the restrictions in clause (ii) regarding daily allowance (Rule 2-63, Travelling allowance Rules)

10-133. When travelling allowance for journeys on tour is inadmissible. Except in the cases mentioned below, police officers, including those in the Criminal Investigation Department, below the rank of inspector are not entitled to travelling allowance for journeys on tour within their sphere of duty (as defined in rule 10.120) other than journeys by rail or steamer.

Exception No. I. – Sub-inspector and assistant sub-inspectors are entitled to draw daily allowance at the ordinary rates for all journeys on duty:---

(a) of more than 10 miles from their headquarters if they travel by a motor conveyance;

(b) of more than 15 miles from their headquarters if they travel by any other mode of conveyance;

Provided that in both cases if the sub-inspector or assistant sub-inspector is attached to & police station, the place to which he travels is beyond the limits of the police station.

Note - In the case of a road journey combined with a journey by railway or steamer or both and which exceeds the limits laid down in exception I, the travelling allowance admissible under rule 2-66 of the Travelling Allowance Rules.

Exception No. II. – Head Constables and Constables may draw actual expenses for journeys by boat where this is the ordinary mode of travelling.

Exception No. III. – Police officers attached under proper authority to the camp of magistrates or gazetted police officers as court of personal orderlies.

Exception No. IV. – Police officers employed as clerks in district or railway police officer.

Exception No. V. – A police officer below the rank of Inspector may draw travelling allowance for a journey performed by motor omnibus or other road vehicle either within or beyond his sphere of duty,---

(a) between places not connected by rail, or

(b) between places connected by road as well as by rail when the road route is the shorter or when the journey by rail, although shorter in distance, would cause inordinate delay;

Provided that the Superintendent of Police certifies on the travelling allowance bill that the journey was necessary in the public interest and that no other form of travelling allowance has been drawn.

Note I. – In certifying that the journey was necessary in the public interest, the Superintendent of Police shall verify that the purpose of the journey was one for which travelling allowance is ordinarily admissible under the provisions of the Punjab Travelling Allowance Rules.

Note 2. – See also Police Rules 22.43.

Exception No. VI. – The staff employed on the mobile police patrol when the distance travelled is more than 20 miles from head quarters. (Appendix E to T. A. Rules).

Exception No. VII. – Sergeants of Police employed to control motor traffic on the Rawalpindi – Murree and Pathankot – Dharamasla roads, will be entitled to draw daily allowance for any day on which they are absent from their headquarters for more than eight consecutive hours.

Exception No. VIII. – Police Officers are permitted to draw travelling allowance for journeys by road within their sphere of duty made in public motor vehicles provided that the amount is not more than the railway fare between the two places and provided also that the journey if it had not been performed by a public motor vehicle would have been performed by rail.

10.134. Special Provisions regarding tours. – (1) The Inspector – General may authorise a police officer, who is compelled by a sudden emergency to leave his camp and travel rapidly to a place more than twenty miles distant, to draw, in addition to mileage and daily allowance, the actual cost of maintaining his camp, up to the amount of the rate of daily allowance admissible to such officer. (Rule 2.64, T. A. Rules).

(2) The Inspector – General may, by special order in each case, allow an officer to draw, in addition to daily or mileage allowance or both, the actual cost of transporting by rail or boat his horse, motor car or other means of conveyance and camp equipment, provided he is satisfied that the interests of the public service are served by such action. (For detailed conditions see rule 2.66, T. A. Rules).

(3) Tent pitchers, not being enrolled police officers, may draw travelling allowance, when accompanying an officer on tour for which travelling allowance is not drawn for more than two men of the menial establishment. Constables employed as tent pitchers will draw the travelling allowance admissible to their rank. (Rule 2.50 (note 3), T. A. Rules).

(4) By special order in each case the Inspector – General may permit the recovery of the actual cost of maintaining camp equipage during halts at or within a five mile radius of headquarters. (Rule 2.71, T. A. Rules).

10.135. Travelling allowance admissible to Railway Police. – The special provisions governing the travelling allowances admissible to railway police officers on tour are contained in rule 2.68 of the Travelling Allowance Rules. The assistant Inspector – General, Government Railway Police, is responsible that those provisions are understood and observed by police officers and clerks serving under him. (Rule 2.68, T. A. Rules).

10.136. Travelling allowance for joining first appointment. – (1) Persons appointed direct from outside Government service to a post, whether permanent or temporary in the Police Department above the rank of head Constable (or, in the case of the clerical cadre, above the grade of Junior Clerk) shall at the discretion of the Inspector – General of Police, be permitted to draw travelling allowance for a journey performed in order to join such appointment at the rates authorised for that appointment for a journey on tour provided that the journey actually necessary in the circumstances of each case is over 100 miles, and that in no case shall allowance be drawn for any halt in the course of such journey (Rule 2.80 of Travelling Allowance Rules).

(2) The concession contained in this rule does not include a journey by a candidate to attend a medical or selection board or to obtain a health certificate.

(3) The case of the journey of a probationary Assistant Superintendent of Police appointed in England from the port at which he lands in India to the station to which he is ordered to proceed is governed by rule 2.78 of the Travelling Allowance Rules.

(4) A Person, to whom travelling allowance has been granted on first appointment under this rule, may on the cessation of his temporary employment, be granted travelling allowance to return to the place at which he was engaged, under the conditions prescribed in rule 2.116 of the Travelling Allowance Rules.

10.137. Rates of travelling allowance under this rule. – Travelling allowance under rule 10.136 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys. (Rules 2.79 and 2.117, T. A. Rules).

Travelling allowance is not admissible to an officer, who is transferred at his own request or in consequence of misconduct, unless the authority sanctioning the transfer, for special reasons, which should be recorded, otherwise directs. Travelling allowance for such journeys shall be calculated according to rule 2.84 and 2.89 (as regards police constables) of the Travelling Allowance Rules.

10.139. Justification of Claim. – Countersigning and controlling officers are required to satisfy themselves that claims, especially those in regard to transport of conveyances and personal effects, are reasonable. Claims must be supported by certificates showing (a) in the case of families, the numbers and relationship of those for whom claims made (b) in the case of conveyances and personal effects, details and, if possible, the original receipts for the payments made, together with a certificate that the actual expense incurred was not less than the sum claimed. (Rules 2.174 (c), 2.84 (C), 2.84 (B), T. A. Rules).

10.140. Special cases. – In the following special cases allowances may be drawn according to the rules of the Travelling Allowance Rules quoted against each:---

(i) When in consequence of transfer or deputation an officer's family has to be sent to a station other than his new headquarters. (T. A. Rules 2.86).

(ii) When an officer is allowed to hand or take over charge at a place other than his headquarters. (T. A. Rule 2.85).

(iii) When an officer is appointed to a new post while in transit, takes leave before joining, or while in transit to his new post, or is posted to a new station on return from leave. (T. A. Rules 2.91 to 2.94).

10.141. Allowances to Railway Police on transfer – Railway police officer on transfer within railway police jurisdiction are entitled to the allowances prescribed by rule 2.88 of the Travelling Allowance Rules, but police officered from the railway to the district police, or vice versa, are entitled to allowances on the scales prescribed in Appendix 10-121 (b).

10.142. Travelling allowances for journeys to and from hill stations – Special rules which govern the grant of travelling allowance to the Inspector – General and Deputy Inspector – General, Crime Investigation Department, and officers and clerks of their offices moving to and from Simla with the headquarters of Government, are contained in Appendix J of the Travelling Allowance Rules. The rules governing the move to hill stations within their spheres of duty of Deputy Inspectors – General of Ranges are contained in Appendix K of the same rules.

10.143. Allowances to officers travelling to a hill station by order of a superior authority or within their sphere of duty – Up to a limit of ten days or the time required for the performance of a specific duty, whichever is less, officers may draw travelling allowance as for a journey on tour for visits to hill stations and the stations visited immediately before and after the halt at the hill station, will be forfeited. (Rule 2-96, T. A. Rules).

Notwithstanding the above restrictions, the Inspector – General may allow, by special order in each case, extended halts or the extension of the stay during holidays or casual leave, and, with the sanction of the Provincial Government, may allow travelling allowance to an officer retained for duty in a hill station on expiry of casual leave.

Travelling allowance bills of all gazetted officers on account of visits to or halts at hill stations require the countersignature of the Inspector – General.

10.144. Officers permitted to perform their duties at a hill station for their own convenience – Police officers, other than Deputy Inspector-General of Rangers, whose case is covered by rule 10-143 above, who perform their duties at a hill station for their own convenience, are entitled to no travelling allowance either for the period of their stay, or for the journeys between the hill station and their headquarters in the plains, or the place in the plains which they visit in the course of a tour immediately before proceeding to or after leaving the hill station. Deputy Inspectors-General are responsible for the correct observance of this rule (Rule 2097, T.A. Rules).

10.145. Visits to hill stations within sphere of duty – A Superintendent of Police is permitted to take his work to any hill station situated within the limits of his district under the following conditions:---

(a) He may spend two periods of not more than fifteen days each at such hill station between 15th May and 15th October with the permission of the Deputy

Inspector-General and with the concurrence of Deputy Commissioner. The grant of travelling allowance will be subject to the rules in Part II – class A of Appendix K of the Travelling Allowance Rules.

- (b) If he proceeds on duty to such hill station between the same dates and draws travelling allowance and halting allowance for ten days under rule 10-143 he shall forfeit the right to one period of 15 days recess for each occasion on which travelling and halting allowances are so charged.
- (c) When more than one Superintendent of Police is posted to the district, one such officer shall remain at headquarters or on tour in the plains during the period that any other such officer is taking a recess in the hills.
- (d) In the case of the Superintendent of Police, Rawalpindi, the two periods of days apply, but not clause (b).

10-146. Allowances for journeys to attend departmental or language examination – (1) A police officer is entitled to draw travelling allowance as for a journey on tour but excluding any halts on the journey for the journey to and from the place at which he appears for an examination of any of the following kinds:---

- (a) An obligatory departmental or language examination.
- (b) An examination in the Pushtu or Baluchi languages, subject to permission to appear in the examination having been obtained in advance from the Inspector-General.
- (c) The prosecuting inspector examination, provided the officer has permission to attend.
- (d) Any other examination to which this concession may from time to time be extended (Rule 2-98, T.A. Rules)

(2) The grant of travelling allowances under the above rule is subject to the following conditions:---

- (a) travelling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination; and
- (b) the Inspector-General may disallow travelling allowance under this rule to any candidate who, on the showing of the report of the board of examiners:---
 - (i) has culpably neglected the duty of preparing himself for an obligatory examination, or
 - (ii) does not display a reasonable standard of proficiency in an examination which is not obligatory,
 - (iii) in the case of the prosecuting inspectors' examination, does not pass in at least on subject.

(3) A police officer who obtains a reward for proficiency by any standard in an oriental language, or who for the first time obtains a degree of honour in any language, in the second division, is entitled to draw travelling allowance for the journey to and from the place of examination.

Note – These concessions may be extended, with the sanction of the Provincial Government to officers who, during or while travelling to attend the examination, were on leave on average pay not exceeding four months.

(4) Accepted candidates for the post of prosecuting inspector may be permitted to draw travelling allowance for journeys to attend departmental examinations to and from the place of such examinations, provided that:---

- (i) in each case the candidate passes in at least one subject at the examination for attending which travelling allowance is claimed; and
- (ii) In no case can travelling allowance be drawn more than twice in respect of any one complete examination (Appendix L of the T.A. Rules)

10-147. Travelling allowance to officer on leave – Except as provided in the note to rule 10-146 travelling allowance may be drawn by Government servants in the police department for journeys performed while on leave only under the following circumstances:---

- (i) to an officer compulsorily recalled to duty one month or more before the expiry of his leave – mileage allowance for journey from the place at which the order of recall reaches him, or from the port of landing in cases of recall from overseas, to the station to which he is recalled. The authority ordering the recall has discretion to grant mileage allowance if the leave is curtailed by less than one month (Rule 2-108, T.A. Rules). Allowances cannot be drawn under this rule in addition to those admissible under rule 10-143(3).
- (ii) to a non-gazetted officer compulsorily recalled from leave exceeding four months and posted, on pay not exceeding Rs.400 per mensem, to a station more than 200 miles distant from his old station – allowance as for a journey on transfer for himself and his family, subject to the maxima and conditions prescribed in rule 2-84 of the Travelling Allowance Rules (Rule 2-110, T.A. Rules)

10-148. Travelling allowance for journeys to give evidence – The following provisions govern the grant of travelling allowance to a police officer who is summoned to give evidence:---

- (a) in a criminal case, a case before a court-martial, a civil case to which Government is party or a departmental enquiry held by a properly constituted authority in British India, or
- (b) before a court in an Indian State or in foreign territory;

Provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties:---

- (i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him.
- (ii) When he draws travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to Government.

Note 1 – A police officer summoned to give evidence, who has to undertake a journey for the purpose while on leave is entitled to the concessions described in this rule.

Note 2 – When a police officer summoned as a witness in a criminal case, or in a civil case to which Government is a party, claims travelling allowance under this rule a certificate from the court should be attached to the bill showing that he has been paid no travelling or subsistence allowance under the rules of the court.

10-149. Payment of expenses in cases where travelling allowance is not drawn – A police officer summoned to give evidence in circumstances other than those described in rule 10-148 is not entitled to any payments other than those admissible by the rules of the court. If the court pays him any sum as subsistence allowance or

compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence (Rule 2-120, T.A. Rules)

10-150. Travelling allowance to police officers charged in criminal or civil cases - The Provincial Government may sanction travelling allowance under rule 10-148 in cases in which police officers are compelled to answer criminal or civil cases brought against them in respect of acts done by them in the discharge of their official duty, and in which Government has decided to undertake their defence at the public cost. (Rule 2-121, T.A. Rules)

10-151. Travelling allowance for journeys to obtain medical advice - (1) If, owing to there being no medical officer of Government at the station at which he is posted a police officer is compelled to travel to another station, he may, on production of a certificate from the medical officer consulted that the journey was absolutely concession is not authorised for journeys to consult a dentist (Rule 1-122, T.A. Rules).

(2) travelling allowance may similarly be drawn for a journey to obtain a medical certificate, but not for one to obtain counter-signature on such a certificate (Rule 2-123, R.A. Rules).

(3) Prior sanction of the controlling officer is necessary for journeys of the nature referred to in sub-rules (1) and (2) above, if risk to the officer requiring medical advice is not entailed by the delay thereby involved (Rule 2-124, T.A. Rules).

(4) The grant of travelling allowance to a member of a superior civil service, who is of non-Asiatic domicile serving in a station where there is no medical officer appointed by Government to attend hi, or his family, is governed by rules 2-121-A and 2-121-B, of the Travelling Allowance Rules.

10-152. Journey to appear before a medical board preliminary to retirement - (1) A police officer who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual travelling expenses, subject to a maximum of the amount of travelling allowance to his head-quarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interests of the public service, and that he did not voluntarily ask to retire (Rule 2-126, T.A. Rules).

(2) The Inspector-General may allow actual expenses, as limited by the above rule, to be drawn by a police officer who voluntarily applies for an invalid pension; provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession (Rule 2-127, R.A. Rules)

(3) A Government servant who has been directed to apply for, or, is in receipt of, a wound or disability pension from provincial revenues, may, for the journeys made to obtain a certificate from a Medical Board for the grant of or the continuance of his pension, draw his actual expense, subject to a maximum of the amount of travelling allowance calculated for the journey from his headquarters to the place where the Medical Board is held and back (Rule 2-126-A, T.A. Rules)

(4) Except as provided above no travelling allowances is admissible for a journey undertaken in order to appear before a medical board (Rule 2-128, T.A. Rules)

10-153. Travelling allowance for journeys during a course of training - (1) Police officer are authorised to draw travelling allowance as follows for journeys in connection with the course of training:---

(a) for the original journey from his place of posting to the place of training and for the journey on return at the conclusion of the course, whether to the same or to another place of posting, at the course exceeds six weeks in duration; otherwise at the rates authorised for a journey on tour.

(b) for journeys on duty performed under due authority during the course of training at the rates authorised for journeys on tour.

(2) When a course of training is divided into two or more terms, each of more than six weeks in duration, travelling allowance for journeys performed from the place of training and back to it again at the end of one term and the beginning of the next shall, if the interval has been spent in a continuation of training in some other place, ordinarily be drawn at the rates authorised for journeys on tour; provided that the Deputy Inspector-General in control of the course of training in question may, by special order in each case, permit the allowance to be drawn at rates authorized for journeys on transfer, if satisfied that the actual expense between two terms is treated as vacation, no travelling allowance will be admissible for journeys performed in proceeding on or returning from such vacation.

(3) The officers, who are required to sign and countersign bills in which claims under sub-rule (1) above are made, shall take special care to prevent abuse of the concession authorised. Claims for the cost of conveying personal effects by goods train should not be admitted without special reasons in each case, and no claim for the transport of a motor cycle or other conveyance will be allowed, unless the officer making such claim has been actually ordered by the Inspector-General to maintain such conveyance at the place of training.

Note - For rules relating to travelling allowance admissible to police officers permitted to attend a course of physical training beyond their sphere of duty, refer to Order III in Appendix O of Travelling Allowance Rules.

10-154. Travelling allowance for journeys as sick-attendant - Journeys performed in attendance on a sick Government servant on the authority of the District Health Officer are counted as duty, and travelling allowance as for journeys on tour may be drawn for the outward and return journey (Rule 2-130, T.A. Rules)

10-155. Travelling allowance when means of conveyance is supplied free of charge - When any police officer above the rank of constable travels on duty by conveyance supplied to him free of charge by Government, a local fund, a Court of Wards Estate or an Indian State, the allowance to which he is entitled will be reduced according to the extent to which free conveyance covered to the cost of the journey. The rules regulating claims for such journeys are contained in rule 2-159 to 2-162 of the Travelling Allowance Rules.

10-156. Journeys in connection with polling - Police officers detailed for duty in connection with the maintenance of order at polling stations or the guarding and escorting of ballot boxes will be entitled to the travelling allowance admissible to them according to their grade as for journeys on tour or escort duty respectively (Rule 2-171, T.A. Rules)

Note - The cost of carriage of ballot boxes shall be recovered from Deputy Commissioners.

10-157. Controlling officers - The Superintendent shall be the controlling officer for the countersignature of all travelling allowance bills of enrolled police officers serving under him in the district. The Principal Police Training School and Assistant Inspector-General of Police, Punjab, shall similarly countersign bills of enrolled police officers and clerks serving under them.

Deputy Inspectors-General shall be the controlling officer for the countersignature of all travelling allowance bills of gazetted officers in their ranges and of clerks serving in their offices. Bills of Assistant Superintendents of Police and Deputy Superintendents of Police shall be first countersigned by the Superintendent under whom they are serving, before submission to the Deputy Inspector-General. The Assistant Inspector-General, Railway Police, the Deputy Inspector-General, Criminal Investigation Department, and the Principal, Police Training School, Phillaur, are controlling officers for the bills of gazetted and enrolled officers and clerks serving under them.

The officers specified are prohibited from delegating their authority of countersignature.

10-158. Responsibility of controlling officers - (1) it is the duty of a controlling officer, before signing or countersigning a travelling allowance bill:---

- (a) to scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt, if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;
- (b) to scrutinise carefully the distance entered in travelling allowance bills;
- (c) to satisfy himself that, where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects, etc., were transported was reasonable and to disallow any claim which, in his opinion, does not fulfil that condition;
- (d) to exercise care that there is no evasion or breach of the fundamental principle of travelling allowance laid down in Fundamental rule 44, viz., that the allowance is not to be source of profit, especially in the case of journeys by road performed.
- (e) to ensure that departmental rules regarding the preparation, submission and payment of travelling allowance bills are correctly followed, and (Rule 2-174, T. A. Rules.)
- (f) to judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket according to the rules of the railway or steamer company and to allow travelling allowance according to the proviso to Rule 2-23, Travelling Allowance Rules, when he considers that the officer making the journey could have purchased, return ticket.

(2) The scrutiny to be exercised before signing and counter signing bills of enrolled police officers and clerks is prescribed rule 10-160. To enable a proper check to be kept on the claims of gazetted officers and to prevent the allowances for one journey from being charged twice the Inspector General and Deputy Inspectors General shall maintain a register in Form No, 10-158 (2).

10-159. Travelling allowance bills forms – Gazetted officers bills shall be prepared in Civil Account Form No, 2 and those of enrolled police officers and clerks shall be prepared in Form 10-159 (b). The certificates printed on these forms endorse the necessity of a careful scrutiny by signing and countersigning officers, as directed in rule 10-4.

Note – Travelling allowance claims for additional police shall be prepared on separate bills from those of the regular establishment.

10-160. Preparation of enrolled officers bills – (1) Every effort must be made to expedite the submission of claims for travelling allowance of enrolled officers and the preparation and disbursement of the amounts of bills.

(2) Officers in charge of police stations and Lines officers shall insist on the prompt entry by their clerk head constables of all claims for journeys performed by themselves or police officer serving under their orders in Form 10-160 (2 (a)). This form will remain open for ten days, and all journeys completed within that period shall be entered in it. After ten days it shall be closed and submitted, together with an acquittance roll in Form 10-160(2)(b), duly filled in as regards the first seven columns to the Superintendent of Police. The bills and all certificate required to be furnished with it shall be signed by the Lines officer himself and in police stations by the officer in charge of the police station, or, in his absence, by the senior police officer present. A brief abstract showing the amount of the bill and the dates covered by it, shall be entered in the correspondence register at the time of despatch to headquarters.

(3) Claims for mileage allowance for distances which are not shown in the published polymetrical table of the district or in any available map, or which are otherwise open to question must be supported by the certificate of the officer in charge of the police station, within whose jurisdiction the whole or part of the journey was performed, or by other satisfactory evidence of the correctness of the distance entered in the claim.

Officers preparing travelling allowance claims must scrutinize with special care claims for daily and other allowance for journeys which have caused their subordinates to visit the neighbourhood of their homes. So far as may be possible orders necessitating such journeys should be avoided.

(4) The Superintendent shall, on receipt of the bills mentioned in sub-rule (2) above, have them checked and translated in his office by the bill clerk, whose work in this connection shall be supervised by the head clerk and accountant. Consolidated bills shall be prepared in the prescribed form, whenever a sufficient number of Urdu bills have been received and checked; this should ordinarily be three times in the month.

(5) The bills clerk, after preparing the consolidated English bills shall, jointly with the accountant, check it carefully with the Urdu bills, and shall then correct and complete the acquittance rolls. The accountant shall make the necessary entries the Advice Notes and the Cash Distribution Register. The contents of the consolidated bill shall then be entered in the travelling allowance register to be maintained in English by the bill clerk in Form 10-160 (5).

(6) When the procedure described above has been completed, the consolidated bills shall be presented at the treasury, together with the necessary requests for cash orders, letters of credit, etc., as in the case of encashment of pay bills. Acquittance rolls will be returned to the disbursing officers together with the advice note.

10-163. Check on disbursement – It is an important duty of gazetted officers to check the correct disbursement of travelling allowance which is sometimes inevitably delayed. To facilitate this check the serial numbers and officer of origin of all travelling allowance acquittance rolls, which have not so far been returned to the office, shall be entered in the remarks column of the travelling allowance register on the last working day of each month. These entries shall be initialled by a gazetted officer after comparison with the previous months' entry.

PART VIII

Miscellaneous

10-164. Police Lands Fund – Revenue and expenditure in connection with police lands (*vide* rule 3-28 *et seq*) shall be accounted for in the police lands fund. Payments to this fund shall be made in the manner prescribed in rule 10-150 (b). Expenditure from the fund can be incurred, at the discretion of the Superintendent of Police within his budget allotment, on the pay of the establishment sanctioned for each district by the Deputy Inspector General, on the planting and watering of shade and fruit trees and ornamental shrubs, and on similar development of the land calculated to improve, the appearance and amenities of Police Lines and other buildings. If funds are available after the above purposes have been served, expenditure may be incurred, under the specific sanction of the Deputy Inspector General in each case, on the purchase and upkeep of utensils for the use of cooks in the headquarters lines. Sums for expenditure shall be drawn in abstract contingent bills as prescribed in appendix 10-111.

10-165. Establishment – All posts on the establishment of the police lands fund are non-pensionable and can be created only on the authority of the Deputy Inspector General of Range. The Accountant General shall be supplied by each Deputy Inspector General with a statement of all such posts, and all alterations in the establishments should be similarly communicated.

10-166. Budget estimates and allotments or police land fund – (1) Superintendents of police shall submit to the Deputy Inspector General annually on the 1st August budget estimates of police lands fund revenue and expenditure in Form 10-166 (1).

(2) Estimates shall be carefully framed on the principle laid down for other budget estimates. The relation between revenue and expenditure must vary according to local conditions. In some places the revenue cannot be expected to provide for the minimum expenditure, which is necessary to keep the surroundings of police buildings

in proper order; in other places revenue from valuable fruit crops and the like may greatly exceed the reasonable needs of expenditure. Superintendents in making their estimates and Deputy Inspectors – General in scrutinising them are required to consider each case carefully on its merits and to ensure that steps are taken to credit to the fund all revenue, which can reasonably be collected from the lands, and that no expenditure is incurred which is not both consonant with the legitimate purposes of the fund and provided for in the allotment of funds. Convincing reasons will be required, however, in every case where estimates of expenditure exceed estimates of revenue.

(3) Deputy Inspectors – General shall submit consolidated estimates in Form 10-166 (3) for their ranges to the Inspector – General not later than 25th September, retaining the original district estimates in their own offices.

(4) On receipt of intimation from the Inspector – General of the allotments placed at their disposal Deputy Inspectors – General shall make distribution to districts at their discretion. Re-appropriation within the distribution may be made at the discretion of the Deputy Inspector – General, who may also, if he considers it necessary, apply to the Inspector – General for re-appropriation from the police lands fund allotment of another range.

10-167. Local audit of police accounts – A special post of auditor is sanctioned in the office of each range Deputy Inspector – General. These auditors are required to carry out a through audit inspection of the whole of the accounts, including those of the Police Deposit Fund and General Police fund, in each district of the range, in conjunction with the Deputy Inspector – General's annual inspection of the district. They shall carry out similar audit inspections of police offices not attached to ranges, as may be ordered by the Inspector – General or Deputy Inspector – General.

10-168. The Budget – Gazetted officers, head clerks and accountants are required to familiarise themselves with the general principles of the system of Government accounts contained in the Punjab Budget Manual. In order that they may understand the processes by which revenue and expenditure are estimated and demands scrutinised, and to enable them to put forward proposals affecting their own offices in the form necessary to ensure consideration at the proper time, a study of the following portions of the Manual in particular is necessary:---

Paragraphs 1-2, 1-4 and 14-1, showing the structure of the estimates and the division of expenditure.

Paragraphs 1-10 and 1-11, explaining the chain of scrutiny and the imperative necessary of adherence to prescribed procedure and dates.

Paragraphs 1-12 to 1-17, which show the stages through which all proposals involving new expenditure have to pass, and from which it can readily be understood that the prospect of such proposals being sanctioned without avoidable delay depends mainly upon the care and foresight with which schemes are presented in the first instance by Superintendents of Police.

Paragraphs 1-22 which explains the means by which unspent balances (other than the savings in the contract contingent grant) may be made available in the next budget grant, thus making hasty expenditure at the end of a financial year inexcusable.

Paragraphs 1-25 which is an explanation of the constitutional reasons for the prohibition of expenditure in excess of budget grants.

Chapter 2, read with the relevant portions of Appendix D and paragraph 5-6, describes the method of completing the forms supplied by the Finance Department for the preparation of budget estimates of revenue and expenditure, the nature of the explanatory material which is required in support of estimates and the dates and channel of submission.

10-169. Preparation of budget estimates – Budget estimates will be prepared in the first instance by head clerks and accountants, but heads of offices are required personally to check the estimates so prepared with great care, and to satisfy themselves that estimates of revenue and expenditure are as accurate as possible, and are not mere repetitions of the figures of previous years.

Note – Grain compensation allowance estimated for the current and next year will be entered in Form B. M. II and attached to the budget estimates.

10-170. Proposals involving new expenditure – (1) In making proposals, other than proposals concerning buildings involving expenditure not provided for in their budget allotments, officers shall invariably endeavour to suggest a means of meeting such expenditure during the current financial year by re-appropriation within their allotment. Failing such re-appropriation the Inspector – General may, if the proposal is approved, provide funds by re-appropriation within his powers. Where, however, the proposal involves recurring expenditure for which provision must be made in the budget of the ensuing year, the provisions of Chapter 7 of the Budget Manual must be strictly observed. As all such proposals have to be placed by the Inspector – General before the Finance Department not later than August 1st, after scrutiny by Deputy Inspectors – General, by Inspector – General himself and by the Home Department, it follows that the proposals must be put forward by the Superintendent of Police by June 15th at the latest. Only in very urgent cases can the Inspector – General send up supplementary proposals as late as the 1st October, so the latest possible date for the submission by Superintendents of even urgent proposals involving expenditure in the next financial year is the 1st September.

(2) In the case of proposals for new expenditure on buildings the principles laid down in chapter 7 of the Budget Manual also apply generally, but the date by which the Inspector – General is required to submit his list of major and minor works is the 20th September ; proposals may, therefore, be put forward to Deputy Inspectors – General by Superintendents as late as the 1st September, Supplementary proposals may, if of great urgency, be submitted to Deputy Inspectors – General up to the 10th October at the latest. As, however, proposals regarding buildings require the preparation of plans and estimates and the obtaining of administrative approval according to police rule 3.7 before the Inspector – General can take any steps towards in the proper form, in order of urgency and by the required dates. On the other hand proposals should not be submitted unless there is reasonable prospect of getting funds. Inquiry might be made demi-officially from the Inspector – General.

10-171. Distribution of budget allotment – The action to be taken after the communication to the Inspector – General of the budget allotment of the department for the year is described in paragraphs 12.5 and 12.6 of the Budget Manual. Not later than the 15th May the Inspector – General informs heads of offices, by means of a statement published in the *Police Gazette*, of the grants distributed to them, and the amounts retained by him in reserve.

10-172. Reporting of loss caused to Government – In order that transactions which involve a loss to Government may be properly accounted for in audit, all instances of loss to Government coming under the following categories shall be reported to the Inspector – General through the Deputy Inspector – General concerned, and also to the Accountant – General, through the Inspector – General, in cases in which a report to that officer is to be made under Article 29 of the Civil Account Code.

- (a) Complete or partial relinquishment of a claim for money due to Government.
- (b) Loss, theft or embezzlement of money due to Government.
- (c) Losses other than trivial losses in stores and equipment.
- (d) Losses of or deficiencies in cash in hand, whether in the form of a deposit with the treasury or imp rest money.

Note – the acceptance of counterfeit coins or notes is regarded as a loss.

- (e) Previous over-payments of which the record in the accounts cannot now be rectified.
- (f) Payments in excess of what would ordinarily be due, where, the excess payment is due to the action of another department of Government.

- (g) Payments on account of default or damage which have to be made under the terms of a contract.
- (h) Payments made by Government servants as acts of grace, i.e., where no payment is due under statute or rule, but where, having regard to the circumstances, payment is regarded as equitable.
- (i) Payments for damage done by Government servants or by Government property or by fire in a Government building.
- (j) Payments by Government which are in excess of the amount admissible under rule.
- (k) Irrecoverable balances of payments made by Government in advance.
- (l) Losses due to errors of Government servants which can be measured in terms of money.

10-173. General Provident Fund – (1) all police officers in permanent and pensionable service and all members of the police clerical cadre are eligible to become subscribers to the General Provident Fund. Subscription to the Fund is compulsory in the case of all Europeans and Anglo-Indians in permanent service. The statutory rules of the fund are published in a pamphlet which is on record in all district Police Officers.

(2) Advances from the fund may be granted under the conditions prescribed in the statutory rules by the following authorities.

To subscribers who are gazetted officers. The Inspector – General.

To subscribers who are non-gazetted officers Deputy Inspector - General

in receipt of Rs.150 per mensem or over.

To all other subscribers Superintendents of Police.

The authorities specified are prohibited from delegating their powers of sanction.

CHAPTER XI – Office Routine

11-1. Office staff of Superintendent – The English and Urdu office staff of each Superintendent consists of the following:---

1	2	3	4
Division of duties	Designation	Rank	Remarks
English Office branch	Head Clerk	Inspector or Sub-Inspector	This officer is in charge of the English office and is responsible for the punctual disposal of correspondence, submission of periodical reports and returns, and the maintenance of character rolls and service books and, when no senior officer is available may sign necessary letters, etc., for the Superintendent of Police. He shall also supervise the work of the Accounts Branch and is responsible for the correctness of the accounts. He will be assisted by as many assistant clerks as may from time to time be sanctioned
Accounts branch	Accountant	Sub-Inspector	His duties and responsibilities are detailed in Chapter X, Police Rules. He will be assisted by as many head constables and constables as may from time to time be sanctioned.
	Bill Clerk	Head-Constable	He shall prepare travelling allowance bills and be general assistant to the Accountant
Urdu Office branch	Reader to Superintendent of Police	Assistant Sub-Inspector	This officer shall exercise supervision over his assistant readers (head-constables) of whom there will be as many as there are gazetted officers. He shall also maintain the standing order book and the district order book.
	Record keeper	Head-Constable	This officer shall be in charge of the Urdu records and will be assisted by one or more constables according to the requirements of the district.
	Return-writer	Head-Constable	Shall maintain the general crime register, and despatch register of conviction slips and shall be responsible for all prescribed returns from the Urdu office.
	Diarist, Copyist and Despatcher	Head-Constable or Constable	With as many assistants as may be sanctioned shall deal with the receipt, registration, distribution, copying and despatch of Urdu correspondence according to rules.

Provided that every police officer shall at all times render such general assistance as may be required of him in the exigencies of the service.

The assistant sub-inspector selected to discharge the duties of head reader shall be selected from officers of that rank employed on executive duties and shall not remain in the post for a longer period than two years at a time without the special sanction of the Deputy Inspector-General. An officer who has been head reader shall again become eligible for such post, without any special sanction, after three years ordinary police duty.

Note – Readers to the Senior Superintendent of Police, Lahore, and the Superintendents of Police, Amritsar, Ferozepore, Multan and Rawalpindi will be of the rank of Sub-Inspector.

11-2. Methods of correspondence – (1) All gazetted police officers and those subordinates who are employed in the offices of Superintendents of Police are required to familiarise themselves with the general instructions governing correspondence, which are contained the Punjab government Consolidated Circular No. 5.

(2) Ordinary correspondence within the department should be in memorandum form, and the same form should be used for un-important correspondence with officers of other departments of equal or inferior status to that of the police officer addressing them. In important references requiring a lengthy letter, or which are likely to be forwarded other departments, the form of address and subscription of an official letter shall be used.

(3) Every official communication shall be headed with its number, the name and also the office of the writer and of the addressee, the place from, and the date on which it is written, followed by an abstract subject heading and shall, at its commencement, quote the number, date and purport of any previous communication written from the same office to the same addressee, or received from the office addressed, on the same or relevant subject. If any communication or order is referred to which is not enclosed, the number, date, paragraph and purport of such communication or order shall be quoted.

(4) Colloquial phrases, vernacular, or provincial expressions shall not be used unless their equivalents are given in the text or in notes.

(5) More than one subject shall not ordinarily be discussed in the same communication.

(6) All communications, which will require to be filed with a case shall ordinarily be written on paper of foolscap folio or quarto size.

11-3. Enclosures – Original documents shall not be forwarded as enclosures unless such a course is necessary. Urdu enclosures shall ordinarily be accompanied by English translations. The transmitting communication shall contain a list of all enclosures.

11-4. Disposal of unimportant communication – In all unimportant cases, when a copy of the receipt or despatch communication is not considered necessary, the reply may be written at the foot or on the reverse of the receipt communication, which, after being numbered and entered in the correspondence register, shall be returned in original to the office of issue.

11-4-A. Relief to be given to Deputy Commissioners and other Administrative and Executive Officers in clerical work – To lighten the burden placed upon district officers Government have issued instructions reproduced in Appendix No.11-4-A prohibiting the issue from the Government Secretariat of unnecessary references calling for information from district officers. These instructions apply *mutates mutandis* to administrative police offices.

11-5. Method of despatch and posting – (1) Communications and articles of considerable weight which are not of an urgent nature shall be sent by parcel of packet post; provided that communications and articles of value shall not be sent as packets. A parcel may contain one but not more than one written communication of the nature of a letter, which shall be addressed only to the addressee of the parcel itself. The inclusion of more than one letter in the same envelope or cover is contrary to Rule 31 of the Indian Posts and Telegraphs Rules, 1933. Office files, however, are not letters within the meaning of Sections 4 and 5 of the Indian Post Office Act and may be transmitted in a single parcel or by private agency instead of by post.

The despatch number of all letters, etc., enclosed in one registered cover shall be noted on the cover. The officer opening the covers shall satisfy himself that the contents received are correct.

(2) For important communications, where only a proof of posting is required, the system of acknowledgment of posting afforded by the Post Office, at the rate fixed by the Postal Department, shall ordinarily be resorted to. Where, however, a proof of delivery is required the cover shall be sent "Registered and acknowledgment due".

11-6. Use of rubber stamps – Printed or lithographed signatures as franks may not be used, but stamps giving a facsimile of an officer's signature may, under proper precautions, be used for franking, but for no other purpose whatsoever. A list of rubber stamps, for use in district police offices and obtainable on payment from the Controller of Stationery, Calcutta, is given in Appendix 11-6.

11-7. Covers to be franked – All covers despatched from the office shall be franked by the despatcher; otherwise they are treated as bearing covers under the rules of the Postal Department. Police, offices shall receive, and pay postage due on articles addressed to them "On Pakistan States Service", and bearing the signature in full of the sender.

11-8. Sue of reminders – Reminders (that is communications drawing attention to unanswered references) shall not ordinarily be numbered; and reminders received shall, if the reply called for is not at once despatched, be returned with an explanation of the delay and a statement when a reply may be expected.

11-9. Addressing covers of official communications – The covers of official communications shall be addressed to the official designation of the officer; but those of demi-official communications shall be addressed to the name as well as to the official designation, and should be opened only by the individual to whom they are addressed.

11-10. Despatch of confidential papers – When confidential papers are sent out of an office they shall be put into double sealed covers. The inner one shall be marked "Confidential", and be super scribed with the name of the addressee. The outer cover should bear the official designation of the addressee only, and have no marking of any kind on it to indicate that its contents are of a confidential nature.

11-11. Destruction of confidential correspondence – The destruction of confidential correspondence is a matter for the discretion of district officers, but as a general rule correspondence, other than that of special importance, over 20 years old may be destroyed. The destruction of other confidential records is regulated by instructions issued periodically by the Deputy Inspector-General, Criminal Investigation Department.

11-12. Despatch of plans and maps on which the title to any property is based – No plans or maps on which the title to any property is based shall be sent out of the office of record in original, unless specially called for by competent authority, in which case they should, if entrusted to the post, be sent under registered cover. Copies of such plans or maps may accompany letters if necessary.

11-13. Channel of correspondence – (1) A Superintendent shall ordinarily correspond direct only with his equals or inferiors in official status or with those immediately superior to him. Correspondence with the Commissioner shall be conducted through the District Magistrate and with the Inspector-General through the Deputy Inspector-General. Superintendents shall address Military Officers or above the rank of Colonel Commandant and Colonel on the Staff through their Staff Officers.

(2) Except (1) in cases in which direct reports may be ordered by general or special rules, (2) in emergencies, and (3) in answer to direct reference, the above channels of communication shall be followed. In cases coming under (2) or (3) of the exceptions above named, a copy of the communication shall be sent to the officer through whom the communication would, in the ordinary course, have passed.

11-14. Communications with other provinces and countries – (1) All communications and documents sent by police officers to officers in another province where there is a different vernacular shall be in English.

(2) Should it be necessary to communicate with British Officials in the United Kingdom and the colonies regarding a criminal case or any matter of Public Security Intelligence, the facts should be reported, through the Deputy Inspector-General, Criminal Investigation Department, to the Inspector-General of Police, who is authorised

to conduct such correspondence.

(3) Communications between gazetted police officers and between such officers and officers of similar status in other departments, and in answer to communications in English from persons not in the service of Government, shall be in English, unless the person addressed is known habitually to conduct his correspondence in the vernacular.

11-15. Translation – All translations made in the office of a Superintendent shall be checked and certified as correct by a responsible officer not below the rank of assistant sub-inspector.

11-16. Translation of vernacular words – (1) The transliteration of Indian words and the spelling of names should follow, as closely as possible, the rules given in Appendix C of Punjab Government Consolidated Circular No. 5.

(2) As regards the names of places, the Imperial Gazetteer shall be accepted as the primary authority for the spelling of all names of places found in it, and in the case of names which do not appear in the Gazetteer, the local civil authority shall decide all questions relating to the spelling.

11-17. Communications on private matters – Officers shall not address their superiors on personal matters concerning their own leave, pay, promotion, appointment, etc., by “State” telegram or in service paid letters. Should a reply to such a communication be required by telegraph the cost of the reply shall be prepaid. When such references are forwarded by the superior officers of those submitting them, they will be treated like any other official communication.

11-18. Wording of telegram – Telegraphic messages should be worded as briefly as is consistent with conveying the intended meaning with ambiguity.

11-19. Telegrams – use of - Police officers may use the Government and State Railway telegraph system for the transmission on official business of telegrams of the following classes:---

- (a) Ordinary State, (b) Express State, (c) Special Police

Message should be classed “Ordinary” except in cases of special urgency. The “E-press” class should be used for messages of special urgency, when the difference of a few hours in the time of delivery is of moment, or when it is known that, owing to a block of traffic, “Ordinary” class of telegrams are liable to serious delay.

The authority to class messages “Special Police” has been given to police officers and an above rank of Inspector at the headquarters of districts, with the proviso that, when a gazetted officer is available, the privilege shall ordinarily be exercised by him only, and to officers of an above the status of “officer in charge of police station” at places other than district headquarters. Telegrams so classed take precedence for despatch over almost all classes of traffic. The classification is intended for the reporting of facts and events of such pressing urgency that even a few minutes’ delay would be serious, and its use should be confined to emergencies and to messages in connection with the prevention or detection of crime, when immediate communication of information is essential.

“Special police” messages must be received for despatch and delivery by all telegraph offices, whether during “closed” hours or not. They are paid for at “express” rates including late fees.

11-20. Abbreviated telegraphic addresses – Superintendent of Police shall arrange to supply officers in charge of police stations and others with a list of the registered telegraphic address of all officials, both of the police and other departments, with whom they are likely to be called upon to exchange telegrams, and to keep these lists up to date. A list of such addresses is published in Appendix D of the Punjab Civil List.

11-21. Use of canal telegraph system – The canal telegraph system in the Punjab may be used by police offices under the following restrictions:---

- (a) All messages must be strictly on Government service.
- (b) No message may be sent to any place which is served by other wires, *e. g.*, Government telegraph or railway wires.
- (c) Messages sent on canal service shall have precedence over all others.
- (d) No guarantee can be given as to the correctness of messages or against delay.
- (e) When the addressee is at a distance from the receiving telegraph office, the message will be forwarded by hand, with a letter from the signaller to the addressee stating what fee has been agreed on. This fee will be paid to the messenger on delivery and will vary according to the conditions of distance, time and weather.

Such fees are chargeable to the contract contingent grant.

11-22. Telephone – The telephone should be freely use, wherever it is available, to save time and formal correspondence. This means of communication should be utilised for reporting matters of urgency including “special reports” of crime from police stations to headquarters; for obtaining information required to supplement or explain a written report, and for conveying orders. Where a record in necessary of orders or information conveyed in the first instance by telephone, a copy should be sent by the earliest available post. Message books (Form 11-22) shall be kept in each office which is supplied with a telephone. The recipient of a message or order, as received, and will then repeat it over the telephone and obtain the sender’s acknowledgment of its correctness. Messages recorded in this form shall be placed in the appropriate file in the receiving office, until their place is taken by the official copy which is required to follow by post; on receipt of the latter the message form will be destroyed.

Trunk calls shall be used for official purposes, only when the use of the telegraph would be justified, and if the cost of such a call is not greater than would be the cost of making the enquiry in question and getting a reply thereto by telegram. Except in cases of great emergency, trunk call will be made only by officers of and above the rank of inspector.

11-23. Treatment of receipt letters and postal matter containing remittances – (1) In the offices of Superintendent of Police all letters, etc., received shall be opened by a gazetted officer or, if no gazetted officer is at headquarters, by the head clerk personally. Every receipt shall be registered before any other action is taken, the office stamp, with the diary number and date entered in red ink, being impressed in the upper left-hand corner. The head clerk is responsible that every fresh receipt is shown to a gazetted officer within forty-eight hours, even if the connected file is not available for submission at the same time. This rule shall apply as far as is practicable to the officers of Deputy Inspector General of ranges.

(2) Receipts for insured or registered letters or packets shall be signed by the head clerk personally or other officer senior to the head clerk. Such letters and packets shall invariably be opened by a gazetted officer, or, when no such officer is at headquarters, by an inspector. The officer opening insured letters or packets will be personally responsible for seeing that the contents are correct according to the covering letter, if any, or endorsement on the cover, and are immediately brought on to permanent record or account. If the insured contents are currency notes, cheques, or remittance transfer receipts they shall be made over to the accountant and the receipt shall be entered forthwith in the general cash book and initialled by the officer opening the letter or packet; if they are other valuable goods or documents they shall immediately be placed in suitable safe custody. Officers must realise that laxity in the receipt and disposal of valuables sent through the post gives an easy opening for misappropriation and fraud of kind the detection of which is not easy.

11-24. Registration – (1) All correspondence, both receipts and issues, shall be registered in one diary of correspondence [Form 11-24(1)] and every separate

receipt and issue shall be given a serial number as shown in the diary, receipts being entered in black ink and issues in red.

(2) Periodical and other standard returns shall be entered in the diary and numbered for despatch. Covering letters shall not be sent with communications, unless it is necessary to make explanatory remarks, which cannot be endorsed on the return itself.

When a return is blank the fact should be reported on a post card. –[vide sub-rule 11-39(3)].

(3) The number of a despatch letter should be given above, the file and subject head number below, e.g., meaning letter number 256 of file 2, subject head 19.

(4) When a ²⁵⁶ ~~11~~ ^{rich} starts a new subject is issued or received the head clerk shall decide whether, in accordance with rule 11-25, it should be filed with the “miscellaneous file” or the chapter concerned or with one of the “general files,” or whether it should be given a “special file.” In the last case the necessary entry in the file register [Form 11-28 (1)] shall at once be made.

(5) When any communication is sent to more than one office, the distribution shall be shown on each copy.

11-25. Filing – (1) Correspondence shall be kept in the flat file system and given file covers [Form 11-25 (1)]. Files shall be kept according to their file and subject head numbers – (See rule 11-26).

(2) Papers in file shall be arranged chronologically, and shall be paged on one side only on the right hand top corner, the first paper being numbered I, and the second, 3, and so on, the reverse of each paper being the following even number, which need not be marked. Office notes and orders, except purely ephemeral notes such as calls for papers and explanations of delay, which should be made on “slips” or “buff sheets” and destroyed when disposed of, shall form part of the file and be paged accordingly.

(3) Enclosures to a letter when placed on record should come before the letter itself. A note in red ink shall be recorded on the enclosure on receipts, as follows:---

“Enclosures to letter number _____, dated _____ to be returned,” the last three words being omitted if the enclosures are not to be returned.

(4) An index to the contents of each file shall be maintained on the outer cover and shall show whether letters are pending or otherwise.

11-26. Heads of correspondence – (1) Main subject heads of correspondence shall be allotted in accordance with the chapter headings of Police Rules, one extra main head “head subjects” being added for correspondence bearing no relation to those rules, Sub-heads shall follow, as far as possible, the paragraph headings of Police Rules. Further instructions are given in Appendix 11-26 (1).

(2) Files under each subject head will be of three descriptions, viz., “Miscellaneous,” “General” or “Special”.

(a) Only one “miscellaneous” file shall be maintained under each main head. It will be given the first serial number under the head concerned each year, and will contain all correspondence on that head of an unimportant or routine nature, concerning which no lengthy correspondence is expected, and for which a “general” or “special” file is considered unnecessary.

(b) A “special” files under each subject head will consist of papers connected with periodical correspondence or returns on one general subject, on any one item of which no lengthy correspondence is expected. General files will be marked with the letter “G”.

(c) A “special” file shall be started for every case which, either from the item of its imitation or at a later stage, appears likely to be the subject of prolonged correspondence, or to be of intrinsic importance as a precedent or as embodying a new ruling or order, or to constitute a distinct item within a general sub-head, which is likely to be required frequently for reference and should be kept on record for more than item years. It will frequently be necessary to transfer papers from a “miscellaneous” or “general” file to a “special” file. Whenever this is done corrections must be made in the diary of correspondence, and index of the file from which the papers are removed.

(3) Papers in connection with “miscellaneous” and “general” files may, if convenient, be submitted separately as they are received. After necessary orders have been issued and complied with they should be placed with the files to which they belong. Papers in connection with “special” files should ordinarily be submitted for orders with their files.

(4) When a file becomes unduly bulky {ordinarily when it exceeds 100 pages}, a separate continuation file should be studied both by gazetted office sand clerks, and should followed, as for as the conditions of different offices permit.

11-27. Detailed instructions regarding office procedure – Further detailed instruction for the conduct of the business of an office are published as Appendix 11-27. These instruction should be studied both by gazetted officers and clerks, and should be followed, as far as the conditions of different offices permit.

11-28. File Register – (1) An annual files register shall be maintained in Form 11-28(1) for each subject head. It will give the number of and serve as an index to all “general” and “special” files.

(2) A new register and a new series of serial numbers will be started at the commencement of each year.

11-29. Arrangements of correspondence files – (1) For purposes of arrangement in the record room, correspondence files will be divided into two classes:---

(a) “Action files, in which further correspondence is expected, including all “miscellaneous” and “general” files.

(b) Completed “special” files, in which correspondence has been finished.

(2) One or more record cupboards should be kept for correspondence files of the current and preceding year, and should be divided into compartments marked with a distinguishing number for each main-head. Each compartment will be sub-divided into two.

Completed files will be tied up between boards and placed below the action files, which will be kept loose, but in their proper order.

Action files will be kept in the upper division and completed files in the lower division of the compartment.

(3) At the end of the second year the files of each subject head shall be placed between stiff boards in a separate record cupboard, divided into annual compartments. On the top board of each packet shall be written the number of files. This portion of the record hslal be classed as old records.

11-31. Period of retention of, and destruction of records – The process of eliminating superfluous records shall be carried on continuously under the orders of the head clerk. No file shall be considered for destruction till it has been three years in the “old records”. Files in the “old records” shall be kept in two classes (a) miscellaneous and general, (b) special. No special file shall be considered for destruction till it has been ten year in the “old records”.

Subject to this guiding principle the record room staff will be continuously engaged on the overhaul of old files. Each file liable to destruction will be first examined

with the aid of its index. Any portion of its contents which the record clerk considers should be kept, shall be removed – the orders of the head clerk being taken if necessary – before the rest of the file is destroyed. The orders of the head clerks shall be cancelled in red ink, dated and initialled by the record clerk. Progress in destruction work will be checked at all office inspections by reference to the file register.

Papers removed for retention from files which are to be destroyed shall be recorded in a special file under the appropriate subject head entitled “Papers retained from files destroyed.” This extra file shall, when created, be entered in red ink at the end of the file register of the year in question.

11-32. Station delivery register – An annual station delivery register shall be maintained in Universal Form No. 20 for all letters, etc., sent out by hand.

11-33. Stamp Register – (1) A stamp register shall be maintained by the accountant Form 11-33 showing the receipt and issue of Government stamps to each officer during the year.

(2) The rules prescribed by the Punjab Finance Department for the audit and better control of service labels, - *vide* Inspector General’s Memo. No. 3402-A dated 26th September 1931 – Should be carefully observed. Range auditors should examine the stamp accounts during the course of their inspection of district accounts.

11-34. Stock book of office furniture – A register of furniture in the office of Superintendents, Deputy Inspector General, and the Inspector General shall be maintained in Universal Form No. 93. Stock shall be taken annually in April and the record verified under the hand of a gazetted officer, the condition of articles in stock being duly noted in the column provided for this purpose. To facilitate identification each article shall be marked with the abbreviated designation of the office concerned. Inspecting officers shall examine this register in the course of their inspections.

11-35. Inventory of stores – (1) An inventory of stores in Form 5-16(I) shall be maintained in each police office showing all European and other stores and moveable property in the custody of the head of the office. Articles required to be entered in the registers maintained under rules 11-34 and 11-58 shall not be entered, but all other Government property, other than that purchased or maintained from the Chanda, Police Land or General Police funds, shall be included.

Note – Stores purchased or maintained from the Police land or General Police funds shall be entered in the miscellaneous stores register in the Lines (Rules 22-70).

(2) On the 31st March of each year the balances of all stores should be shown in once line and shall be verified by count by a gazetted police officer, and attested by his signature in the register in the column for remarks. At the same time a certificate shall be forwarded to the Deputy Inspector General, by Superintendents, and to the Inspector General, by Deputy Inspectors General, that this verification has been carried out.

At inspections the controlling officer should call for the stock register and see that entries have been regularly made and verify the record of actual count. He should, if possible, verify by actual count the balance of one or more items, as the balance of the particular stock affected is struck at each operation.

11-36. List of register – A list of registers to be maintained of a permanent character, whether in English or in Urdu, shall be ordered to be submitted by the police, except under the authority of the Inspector General or Government, or by law or rule having the force of law.

11-37. Unauthorised re-terms – No periodical return or report of a permanent character, whether in English or in Urdu, shall be ordered to be submitted by the police, except under the authority of the Inspector – General or Government, or by law or rule having the force of law.

11-38. Compilation of Returns – the material for authorized periodical returns and reports should normally be available from the records and registers in the office preparing the. Such returns and reports shall be prepared accordingly, and material shall not be demanded from executive officers except for special and adequate reasons. When a special return ordered by proper authority necessitates the collection of material directly from executive officers and police stations, blank forms of the required returns shall be sent for completion.

11-39. List of returns due from offices of Superintendents and Deputy Inspectors-General – (1) A list of periodical returns which have to be submitted by Superintendents, showing the period after which the office copies of such returns may be destroyed, is given in Appendix 11.39(1)(A). A similar list, showing the returns to be submitted by Deputy Inspectors – General, is given in Appendix 11-39(1)(B).

(2) Each Deputy Inspector – General shall cause a check statement of periodical returns to be kept up in his office, in Form 11-39 (2).

(3) When a return is blank, intimation of the fact shall be sent by post card, quoting the description of the return, as given in Appendix 11-39 (I) (A) and the number of the rule in which it is prescribed.

PART – II

Stationary and Forms

11-40. Supply of English stationery – (1) English stationery shall be procured by means of indents in the form supplied by the Stationary Office, Calcutta. Such indents shall be submitted to the Inspector – General on or before the 15th June each year. Head clerks are required to make themselves familiar with the provisions of the Punjab Printing and Stationary Manual, which affect procedure in the police department.

(2) Care shall be taken that the cost does not exceed the annual allotment of funds.

(3) Superintendents and Deputy Inspectors – General shall each submit an annual estimate, in form B. M. I., of the total expenditure on account of English stationery for the following year, to the Inspector – General, not later than 1st July in each year.

(4) The requirements of stationery shall be estimated for a calendar year on the basis of actual expenditure for ten-and-a-half months and average expenditure for one-and-a-half months. The balance stock in hand shown shall be that remaining after deducting one-and-a-half months average expenditure as above.

11-41. Instructions for the preparation of indents for stationery – Heads of offices and their head clerks are personally responsible for utilising their allotment of funds for the purchase of stationery to the best advantage. The annual indent must receive very careful attention, and must not be treated as a matter of routine. Types of stationery and envelopes suited to the actual requirements of the office must be selected; quantities must be carefully calculated in the light of actual requirements and stock in hand; the mere repetition of previous years’ indents must not be allowed. The indent for pens, pencils, inks and miscellaneous requisites must similarly be framed after a detailed survey of what is required to meet reasonable expenditure under proper supervision. A model scale is given as appendix J, Punjab Printing and Stationery Manual, and should be taken as a guide.

11-42. Indents for forms – (1) The instructions contained in the Punjab Printing and Stationery Manual must be carefully followed in all indents for forms. Superintendents of Police are not authorized to indent direct on the Superintendent, Government Printing, the Central Jail Press or Government contractors. Their indents will be consolidated and forwarded by the Deputy Inspector – General, Government Railway Police, will indent direct for their own requirements. The original indents must contain all instructions regarding the binding of any forms which have to be bound into registers, also the full address to which such forms and registers are to be dispatched. The same care must be exercised in the preparation of indents for forms as is enjoined in the case of stationery indents. (Rule 11-41). Balances in stock must be verified by a responsible official, the balance of each form, whether it is being indented for or not, being shown in the indent. Dates fixed for the submission of indents must be strictly adhered to; otherwise the Press will not be responsible for any delay which may occur. Printing cannot be commenced until all indents are received.

(2) Supplementary indents must be avoided as far as possible. Only in very special circumstances will a supplementary indent be passed, and the reasons necessitating such an indent must be stated in every case. These indents should be submitted through the Deputy Inspector –General who, if he passes them, will forward them to the Inspector –General of Police for station.

(3) When forms, etc., are packed in gunny cloth or gunny bags, the indenting officer concerned should arrange to retain such packing material, and, when a sufficiently large quantity has been collected, should return it by goods train to the Superintendent, Government Printing, Punjab. All invoices for forms, etc., supplied should be returned, duly acknowledged, to the Superintendent, Government Printing, Punjab, within a fortnight.

11-43. Universal Forms and Standard Official Envelopes – (1) Consolidated annual indents for universal forms and standard official envelopes are due with the Superintendent, Government Printing, Punjab, on the 1st April of each year, Indents are made on U.F. No. 35, and should be forwarded to reach the Deputy Inspector – General of the range by the 1st March. Deputy Inspectors – General are required to scrutinise all indents carefully, and to cut down demands which appear to scrutinise all indents carefully, and to cut down demands which appear excessive in view of stocks in hand and the normal requirements of the office concerned. Notable variations in demands between offices of equivalent status should be noticed and rectified. Scrutinising officers shall be guided, further, by the provisions of the Printing and Stationery Manual.

(2) Forms required for use in the offices of Deputy Inspectors – General of ranges, should be included in the consolidated indents; the indents of the Deputy Inspector – General, Criminal Investigation Department and Assistant Inspector – General, Railway Police, should be prepared on U.F.35 and forwarded direct.

(3) Printing of addresses and franks on envelopes is not allowed. For despatching by post papers of an unimportant nature, wrappers (to be obtained from the Superintendent, Government Printing), should be used if practicable. The number required should be stated on U.F.35, and proportionate reduction made in the number of envelopes ordered. Cloth-lined envelopes are intended to be used for confidential or specially important papers only and the supply allowed shall be kept as low as possible. To permit of envelopes being used more than once, full use shall be made of “National Economy Slips” U.F.51.

(4) Rules regarding the supply of file boards, which are classed as Universal Forms, are contained in Chapter 8 and Appendix N, Punjab Printing and Stationery Manual.

11-44. Standard departmental forms – Consolidated annual indents for standard English departmental forms, in Form 11-44m are due with the Superintendent, Government Printing, on the 15th of September of each year, and with Deputy Inspector General on 1st August. The procedure in the offices of Deputy Inspector General, Assistant Inspectors General and Superintendents of Police is the same as in the case of indents for universal forms. Standard departmental forms are those authorized in the present edition of Police Rules, or introduced from time to time by means of correction slips to those rules. Indenting officers are not authorized to require any alteration to be made in any standard form. Envelopes, other than those indented for under rule 11-43 are not authorized.

11-45. Non-Standard departmental forms – No non-standard form maybe indented for without the sanction of the Inspector General of Police, obtained in the case of Superintendents of Police, through the Deputy Inspector General. Such sanction will only be given in exceptional circumstances and for definite reasons, which must be explained.

Consolidated indents for non-standard forms, in form No. C. –O.- No. B. 1, copies of which are obtainable from the Superintendent, Government Printing, are due on the same dates as those for standard forms. Samples of forms required must be attached to the indent.

11-46. Account forms – Indents for treasury and accounts forms are due with the Superintendent, Government Printing, Punjab, on the 1st October annually and with Deputy Inspector General on the 1st September.

11-47. Standard departmental Urdu forms – Consolidated indents for standard departmental Urdu forms are due with the Superintendent, Government Printing, Punjab, on the 1st of July annually and with Deputy Inspector General on the 1st June.

Indents should be prepared by Superintendents of Police in Form 11-47. As regard consolidation and scrutiny, the procedure prescribed in rule 11-42 shall be followed.

As regards non-standard Urdu forms, rule 11-44 applies, except that the date for submission of indents to Deputy Inspector General is the 1st of June.

11-48. Account of expenditure of stationery and Forms – (1) The supply of English stationery and forms shall, on receipts be examined by a gazetted officer. It shall then be made over to one of the clerks of the English Office for safe custody under lock and key. Such clerk shall keep an account of the expenditure in the form supplied by the Superintendent, Government Printing, Punjab, Lahore. Attention is invited to rules 10-26 to 10-32 Punjab Printing and Stationery Manual regarding the procedure to be followed in case of defects or shortages.

(2) Country stationery and Urdu forms shall on receipt be examined by the prosecuting inspector. They shall then be made over to, and accounted for by, the Vernacular Record Keeper under the general control of the prosecuting inspector. The form referred to in sub-rule (1) above is U. F. 96 and shall be used for the record of stocks of both English and Urdu stationery and forms.

(3) Paper used in Urdu police offices shall be either jail-made paper or that specially supplied for carbon copying. Supplies for police stations, including supplies of carbon paper and indelible pencils, should ordinarily be sent out in quantities sufficient for a full year, a half year's stock being maintained at headquarters. The consumption at police stations, however, inevitably varies considerably with the fluctuations of crime and their stock of material for carbon copying must on no account be allowed to become exhausted. Demands for replenishment must be submitted in good time by police station clerks, and must be promptly met.

11-49. Stock register of printed forms, etc. – A stock register of printed forms, envelopes, registers, etc., shall be maintained in the Central Police Office and all other polices. The form for this register is standardized, and requirements shall be included in indents submitted in accordance with rule 11-42.

11-50. Page numbers to police station registers – All police station registers shall be paged in English in the office of Superintendent before issue to police stations. The number of pages in the register shall be noted on the inside of the cover under the signature of the prosecuting inspector or a prosecuting sub-inspector.

PART III

Gazetted, Publications and Contract

11-51. The Police Gazette – The Gazetted is published in two parts in both English and Urdu,--

Part I – Departmental Orders.

Part II – Notifications regarding additional police, police station boundaries, plague, appointments, promotions, reductions, dismissals, transfers, rewards (in cases of exceptional interest or importance only), examinations, leave pension, etc.

11-52. The Criminal Intelligence Gazette – (1) The *Criminal Intelligence Gazette* is published by the Criminal Investigation Department. As much publicity as

possible with in the department shall be given to its contents, and information published in it regarding arrests and identifications wanted, warning, etc., shall be freely disseminated to the public ; the gazette as a whole, however, may not be shown to non-officials.

(2) Information on the following matters may be published in the *Criminal Intelligence Gazette*, and should be submitted in the forms noted:---

- (a) Valuable property lost or stolen or found and awaiting identification [Form 22-79 (I) (d)]. Notices shall be sent only when the circumstances, nature of the case and the description available of the property are such as to render publicity valuable.
- (b) Proclaimed offenders and absconders [Form 23-22 (I)]. Notices shall be sent only when wide publicity is necessary as a warning against the offender and as an aid to his arrest, and when full particulars likely haunts, associates and description are available.

Note – When notices are sent for publication regarding absconding suspects wanted by the police, by against whom a warrant has not been issued, the officer submitting the notice will be held personally responsible in any legal proceedings for defamation or the like, which may arise from the publication.

- (c) Arrests of proclaimed offenders and absconders will be published in important cases only, or, when “wanted” notices under clause (b) above have previously been published.
- (d) Persons lost or missing [Form 22-79 (I) (b)]. In important cases only and provided a complete description of the person lost or missing is forthcoming.
- (e) Unidentified persons found dead [Form 22-79 (I) (a)]. In important cases in which a complete description of the dead body is forthcoming.
- (f) Lists of bad characters entered in Police Station Register No. X, who have left their homes and cannot be traced [Form 23-4 (I)]. These will only be published in the circumstances indicated in clause (b) above.
- (g) Descriptive notes regarding offences of a novel or professional type, including cases of coining, note-forging, fraudulent conspiracy, professional poisoning and cheating, and memoranda embodying the shifts and artifices of criminals, and special measures employed in countering them.
- (h) Reports regarding suspicious vagrants, strangers, loafers, etc.
- (i) Loss of passports, etc.
- (j) Notices regarding loss and recovery of arms according to the instructions contained in Criminal Investigation Department Circular No, 4986, dated 14th December 1923.
- (k) Material for publication in the *Criminal Tribes Supplement*.

(3) Except as prescribed above, no particular form is necessary for matter intended for publication, but the general form of the notices published in the *Criminal Intelligence Gazette* shall be followed. The matter should in all cases be in narrative form. A gazetted officer shall personally draft, or carefully revise the drafting of, and sign all matter intended for publication, so that it may be sent to the press in the form in which it is received. All matter intended for publication in the *Criminal Intelligence Gazette* should be despatched, as soon as it is ready, in ordinary covers, addressed to the Assistant Inspector General, Crime and Criminal Tribes. In urgent cases special supplements will be issued within twenty-four hours; notices in such case should be marked “urgent – for special supplement”.

11-53. Notices for insertion in the *Police Gazette* – Notices for insertion in *Police Gazette* shall be despatched in envelopes marked “Gazette” on the upper left hand corner, and may be sent direct to the office of the Inspector General, except where a channel of submission is prescribed by rule. They shall be written on one side of the paper only and headed “For publication in the *Police Gazette*”. No covering letter is required, but drafts must be signed by a gazetted officer; all drafts must be in the form commonly used in original as manuscript for the press. Notices which are delivered in Lahore after Tuesday afternoon, cannot ordinarily be inserted till the week next following.

11-54. Advertisements in the *Police* and *Criminal Intelligence Gazettes* – The *Police Gazette*, both in English and in Urdu, may be used as a medium for advertisements. Departmental advertisements of a public character shall be inserted free of charge in the *Police Gazette*. Private advertisements and notices of rewards offered and property or persons lost or found will be published in the *Criminal Intelligence Gazette*, provided they shall have been paid for in advance at the rate of one anna for every ten words for each insertion, and the money credited to Government. Superintendents forwarding such advertisements or notices shall state the sums paid under this rule.

11-55. Supply and binding of *Police* and *Criminal Intelligence Gazettes* – (1) Copies of the *Police* and *Criminal Intelligence Gazettes* in English and Urdu are supplied free to all police officers whose official duties require them to maintain a file of these publications. Heads of offices shall intimate any changes required in this distribution to the Assistant Inspector-General of Police, Punjab, and the Assistant Inspector-General of Crime and Criminal Tribes, in the case of the *Police* and *Criminal Intelligence Gazette* respectively.

(2) Officers may obtain additional copies of either edition of the *Police* and *Criminal Intelligence Gazette* on payment in advance at the following prices:---

Part I of the *Police Gazette*, Rs.5-12-0 per annum or one anna and nine pies per copy.

Part II of the same gazette, Rs.11-6-0 per annum or three annas and six pies per copy.

The *Criminal Intelligence Gazette*, Rs.15-0-0 per annum or four annas and nine pies per copy.

Excise Supplement to the Criminal Intelligence Gazette, Rs.5 per annum or one anna and six pies per copy.

Such payments shall be credited as directed in Appendix 10-31(1) and the treasury receipt shall be attached to applications for supply of copies. The prices are liable to alteration from time to time.

(3) On receipt of the index, which is issued for each edition of the two gazettes as soon after the 31st December as possible, all copies which are issued free shall be bound in accordance with the directions in rule 11-57.

(4) Neither the *Police* nor the *Criminal Intelligence Gazette* may be sold to members of the public, and police officers are prohibited from allowing non-officials to have access to their copies.

11-55-A. District *Criminal Intelligence Gazette* – Superintendents of Police are required to issue a District *Criminal Intelligence Gazette* in Urdu for circulation among Police Stations, of their districts and such adjoining districts as is considered necessary. Ordinarily it will be a weekly publication. Such gazettes shall include:---

- (a) a brief resume of the crime in the district since last publication;
- (b) particulars of cases of an interesting nature, deductions from a study of *modus operandi* records as to particular gangs or individuals at work and

departmental notices and orders provided this matter is not published in the *Punjab Criminal Intelligence Gazette*;

(c) such other matter as Superintendents of Police consider should be published.

11-56. Supply of Police Rules and other subsidiary manuals – (1) Copies of English editions of the Police Rules and authorized subsidiary manuals are supplied once at Government expense to all gazetted officers, to Inspectors and Sub-Inspectors who know English and to Sergeants. Copies of the Urdu edition of the Police Rules are supplied once to Inspectors and Sub-Inspectors who do not know English and to all Assistant Sub-Inspectors. In the event of any volume being lost the holder will be required to refund the cost. Every officer is responsible for keeping his copy of the rules up-to-date.

(2) English and Urdu copies are also supplied once to all police stations, offices and police lines, and to the Police Training School and Urdu copies to all Police out-posts other than those in the charge of Assistant Sub-Inspectors, according to the scale fixed by the Inspector-General of Police. Losses shall be replaced either at Government expense or at the cost of individuals according to the circumstances of each case.

(3) Officers desirous of purchasing copies of Police Rules may obtain them from the Superintendent, Government Printing, Lahore, the price shall be credited into the local treasury, the treasury receipt being forwarded to the Superintendent, Government Printing, Lahore.

(4) Corrections to Police Rules will be published in the *Police Gazette* by the Inspector-General of Police when necessary. No memorandum or instructions issued by the Inspector-General of Police or any officer subordinate to him shall have the effect of altering any Police Rule, unless it is definitely stated to be a correction and, as such published with the authority of the Provincial Government.

(5) Concurrently with their publication in the *Police Gazette* copies of all corrections to Police Rules will be sent in correction slip form to all holders of copies of the rules. These correction slips will be printed on one side of the paper only and in the same type as and on paper of the same width and with the same margin as the volume which they amend. They will be serially numbered in block type in the left hand margin.

(6) Minor verbal corrections, and other corrections where space permits, shall be copied into the original volume by hand; in such cases the serial number of the correction slip shall invariably be copied in the left hand margin also, after which the correction slip itself may be destroyed.

(7) A list of correction slips will be issued to all holders of Police Rules and allied manuals, who will on receipt paste it into the spare binding edges provided for the purpose at the end of each volume.

(8) when one correction slip cancels another previously issued, the cancelled one shall be removed and destroyed and the index shall be correspondingly corrected.

11-57. Supply of publications, book binding and printing – (1) Government publications, including Acts of the Central and Provincial Legislatures, are supplied as required to police officers under arrangements made by the Inspector-General of Police in accordance with the provision of Punjab Printing and Stationery Manual. Changes in the requirements of districts in this respect, due to increases or reductions in the number of police stations, etc., shall be notified to the Inspector-General of Police as they occur.

(2) Requirements in respect of the binding of blank book of forms shall be carefully stated in the indents for such forms (*vide* rule 8-3, Printing and Stationery Manual). The periodical binding of returns and other records required by Police Rules to be bound shall be done under the instructions (general or special) of the Superintendent, Government Printing, -*vide* rules 8-1 to 8-5, of the same publication. Records, which cannot be allowed to leave the office, or cannot be spared for the time required by the Government or a Jail Press to do the work, may be bound either by the office *dafiri* or by a local Press, subject to the conditions prescribed in the rules referred to above. The cost of such local binding shall be met from the contingent grant, - [*vide* Appendix 10-111(1)].

(3) Except in the case of very urgent work, the cost of which is within the limits prescribed in items 4-A and 4-B of rule 20-6 in Punjab Financial Handbook No.1, police officers are prohibited from having printing work execute at private presses. The procedure in all cases shall be as laid down in rule 2-20, Punjab Printing and Stationery Manual.

(4) Survey maps required by police officers in their official capacity shall be obtained on indent to be submitted to the Inspector-General who will include them in the consolidated indent to the Map Record and Issue Officer, Calcutta. Indents should reach the Central Police Office by the 1st June annually. The cost of maps so supplied will be charged to the contingent grant of the Inspector-General. Revenue, Municipal and District Board maps shall be obtained from the Deputy Commissioner or the local authority publishing them and paid for from the contingent grant of the office for which they are purchased.

11-58. The Library Register – Each Deputy Inspector-General and Superintendent shall maintain a library register in Form 11-58 of books and publications other than newspapers supplied to him at the public expense for official use. Every fresh receipt shall be entered in the library register. The serial number of the register entry, the name of the office and the date of receipt shall be endorsed on the title page of the book and a label containing similar particulars shall be affixed to the back of the cover. Gazettes and similar periodicals shall be kept in file boards and brought on to the library register as soon as they bound.

11-59. Custody and issue of library books – All publications belonging to the library, which are not in constant use by and kept, under due authority, on the tables of particular officers, shall be kept in locked cupboards. The library clerk shall keep the keys of these cupboards and be responsible for the completeness of the library. The whereabouts of every book, whether permanently or temporarily off the shelves, shall be noted in the library register and periodically checked.

11-60. Inspection of the library by inspecting and relieving officers – Inspecting and relieving officers shall ascertain that the library is complete and in good order. Such books as have become obsolete may be destroyed under the authority of the Superintendent of Police personally Bound volumes of the *Police Gazette* may be destroyed after 15 years. The destruction of other books shall be left to the discretion of Deputy Inspectors-General, when examining the library registers at their inspections of districts.

11-61. Contracts – (1) No contract binding Government as one of the parties shall be entered into by a Superintendent of Police on his own authority. Contracts for the supply of clothing and stores may be executed by the Inspector-General of Police, and contracts or other instruments connected with the lease, sale, hiring or purchase of land or buildings may be executed by the Inspector-General of Police, Deputy Commissioners or by the Public Works Department according to circumstances and in accordance with the orders contained in Part IV of the Law Department Manual, 1926.

(2) Any existing contract or other instrument, which has not been executed as above shall be reported for orders to the Inspector-General of Police.

11-62. Bonds – Bonds taken in the Police Department to secure the due performance of duty shall be executed only in one or other of the forms authorized by the Inspector-General of Police. Specimens of these forms may be obtained on application to the Central Police Office.

11-63. Supply of copies of Police records – (1) No document or record belonging to, or in the custody of the police, and no copy or extract from such document, shall be furnished to any private individual or to any Government servant for his private, use, save under the authority of an express provision of the law, or by order of a Court acting within its legal powers, or a general or special order issued by a competent authority in respect of any class of classes of documents.

(2) By a general order of the Inspector-General extracts, or copies from files of departmental proceedings, may be granted to police officers or *ex-police* officers for the purpose of preferring appeals.

(3) Except in cases where copies are required by law, or other competent authority, to be given free, fees shall be charged for all copies at the same rates as are in force for the time being in the civil courts, and shall be paid as follows:---

- (a) Half to the copyist.
- (b) One-tenth to the examiner.
- (c) The remaining amount shall be credited into the treasury as Police Income under head "Fees, Fines and Forfeitures".

11-64. Cancellation of stamps – (1) Court fee stamps upon dutiable instruments presented to or issued by police officers, shall be cancelled in the manner prescribed in Chapter 4-C, Volume IV of the Rules and Orders of the High Court, 1931.

(2) The first hole to be made on receipt of a document bearing a court fee stamp and on the issue of a copy shall be made by a small circular punch; the second hole to be made on receipt of a copy shall be made by a small triangular punch; and the third hole, in the case of a copy shall be made, when the record is finally filed, by the record-keeper with a small square punch.

11-65. Certain copies requiring to be stamped – When copies of documents falling under Articles 6, 7 and 9 of Schedule I of Act VII of 1870 (The Court Fees Act), and Article 25, Schedule I of Act II of 1899 (The Indian Stamp Act, are submitted with petitions without being stamped, the petition should ordinarily be returned to the sender or presenter with direction that orders cannot be passed unless it is resubmitted with the copy duly stamped.

11-66. Literary works by gazetted officers – Information regarding literary works of a public or official character undertaken by gazetted officers shall be reported through the Inspector-General to the Secretary to Government, Home Department, for incorporation in the History of Services of gazetted officers.

PART IV

Urdu Office

11-67. Diary of Urdu correspondence received – (1) A diary of Urdu correspondence in Form 11-67(1) shall be maintained by the diarist in the office of every Superintendent. Every Urdu petition, report or other communication, not being a periodical statement or return or case diary, shall be entered in the diary for the year in which it was written.

(2) A clear abstract of each document received, shall be entered in the appropriate column of the register. The manner of disposal by the diarist of each document received shall be briefly noted in the column provided for the purpose. Final disposal shall be noted by a reference to the despatch register in the last column of the form.

(3) The diary shall be bound in quarterly or half-yearly volumes, and shall be kept for two years.

11-86. Despatch book of Urdu correspondence – (1) A despatch book of Urdu correspondence in Form 11-86(1) shall be maintained by the despatcher in the office of every Superintendent. It shall be bound in quarterly or half yearly volumes and kept for two years.

(2) All Urdu communications by the Superintendent and orders, other than copies or extracts from the order book or standing order book, shall be entered. When papers previously received are to be despatched with orders endorsed on the original, the entry in columns 2 and 5 of the form shall be sufficiently clear to permit of the purport of both the original document and the order on it being understood, and of its disposal being traced. In such cases cross references shall be made in column 7 of both the receipt and despatch registers.

11-69. Receipt and despatch routine – (1) All Urdu correspondence received shall, except as provided in rule 11-23, be opened by the diarist, who shall distribute to the branches of the office those papers which he is not required to enter in the receipt register (*vide* rule 11-67(1)). Other receipts shall be similarly distributed with the minimum of delay after being entered in the register.

(2) With all correspondence despatched from one police office to another, including offices subordinate to the district police office, a *challan* in Form 11-69(2) shall be sent, containing a detailed list under the main classes of correspondence of all papers sent. The diarist or station clerk, as the case may be, of the receiving office, shall sign and return these *challans* to the office of issue, where they shall be kept in yearly bundles for two years.

(3) All correspondence for despatch from the office of the Superintendent of Police shall be made over to the despatcher. Orders and papers requiring copying shall be dealt with by the copyist, under the supervision of the diarist or despatcher. The despatcher shall make out *challans*, write up his despatch register and send off correspondence with the minimum of delay.

(4) In every district a standing order shall be framed, with the approval of the Deputy Inspector-General of the range, to regulate the distribution of papers between the different branches of the Urdu office, but a clerk of each branch shall be responsible for receiving from, or handing over to, the diarist or despatcher all papers which pass through those branches, and all such papers, even if they are to pass from one branch of the office to another, shall be entered in the despatch register.

Example – An order issued by the Superintendent to the prosecuting inspector shall be taken by the assistant reader to the diarist for record and despatch.

11-70. Ordinary correspondence – (1) General Urdu correspondence shall be kept as follows:--

- (a) Monthly district files containing copies of general *parwanas* issued and miscellaneous papers not connected with particular police stations.
- (b) Annual files by police stations of daily diaries.
- (c) Annual files by police stations of *parwanas*.
- (d) Annual files by police stations of miscellaneous papers.

These files shall be destroyed after two years, but files of class (a) shall, before destruction, be seen by the prosecuting inspector, who will bring to the notice of the Superintendent of Police any order, which he considers should be preserved for permanent record as a standing order.

(2) The record-keeper shall maintain a register in Form 11-70(2) showing the receipt and issues of all files, in and from the record room.

11-71. Method of record of orderly head constable's and Accountant's papers – (1) All papers relating to enrolments, promotion, transfers, leave and other matters concerning the orderly head constable's branch, regarding the record of which there are not special orders, shall be filed in separate files under each head; such files shall be either annual, half yearly or quarterly according to the volume of the work in different districts and, on completion, shall be kept in orderly head constable's branch for five years and then destroyed. Each file shall have an index, showing the detail of its contents, attached to it.

(2) Papers other than those shown in Appendix 11-36 shall be maintained in the accounts branch in monthly bundles and destroyed after the period noted against each:--

	Years
(a) Advice Note (Rule 10-42)	1
(b) Application for recouping permanent advance ...	3
(c) Papers regarding promotions, reductions and transfers	1
(d) Miscellaneous papers	1

APPENDIX NO. 11-4-A

D. O. No. 890-G-37/5814 (H – Gaz)

Dated Lahore, the 19th February, 1937.

Subject:- RELIEF TO BE GIVEN TO DEPUTY COMMISSIONERS AND OTHER ADMINISTRATIVE AND EXECUTIVE OFFICERS IN CLERICAL WORK.

My Dear Sir,

I am desired to inform you that at the instance of His Excellency the Viceroy, an exhaustive inquiry was recently held into the touring of district officers. The latter were asked to bring to the notice of Government any matters which tended to interfere with their touring. The inquiry has elicited an almost general complain:---

- (i) that unnecessary references are often made to district officers by the Secretariat or by Heads of Departments asking for information or reports, and
- (ii) that where necessary references are made, inadequate time is sometimes given to reply them.

2. Proposals which are circulated from the Secretariat for opinion consist of Legislative measures and other references. With regard to the former, there are Standing Orders (paragraph 517 of the Secretariat Instructions) that it is undesirable to add to the pre-occupation of district officers by asking for opinions on questions of which they have little knowledge, or which do not seriously affect their districts, and the attention of all officers in the Secretariat has recently been drawn to these instructions with a view to ensuring that superfluous calls are not made on the time of Deputy Commissioners to divert them from their more important duties.

3. With regard to other reference, the Governor in Council acting with Ministers has been pleased to lay down the following principles for observance in the Secretariat:---

- (i) No call for information should be made, unless it is necessary for the disposal of a case, and is not available in the Secretariat or office of the Head of Department concerned.
- (ii) While Commissioners and Deputy Commissioners should be freely consulted about questions of policy or particular cases affecting their charges, care should be taken to see that references are not made, unless it is clearly desirable to have the views of the Commissioner or Deputy Commissioner and, in particular, the pernicious practice should be checked of making references with the object of temporarily getting rid of a case.
- (iii) Where a reference is necessary, reasonable time should be given for a reply. What is reasonable will depend on the nature of the case. Sometimes it is necessary to have an immediate reply; at others an early reply is necessary. Often a period of two or three months may safely be given. Unless the case is immediate or very urgent, referring authorities should give adequate time for the material necessary for a reply to be collected.
- (iv) Complaints or applications are often made direct to Government, which relate to matters of a purely local character. Sometimes they are sufficiently important or serious to merit a report to Government by the local authorities. More often they can be left to the latter for disposal. Where this is the case, there are two ways of dealing with them in the Secretariat; the first is to return the complaint or application to the sender for presentation to the proper authority, and the second is to send it in original through the proper channel to the competent authority for disposal. Where the first method is appropriate, it is to be preferred to the second, since it helps to check a tendency which is on the increase. In any case, the primary principle should be observed not to call for reports from local officers on applications and complaints of this kind, unless it is clearly desirable for Government to take up the matter. The practice of sending references from the Secretariat marked "for disposal or report" should cease. The endorsement should make it clear whether the reference is for disposal or for report.

4. The above principles apply equally to Council questions. The great majority of these can be disposed of without reference to local officers. Sometimes when a question consists of several parts, a reference to local officers is necessary only in regard to one or two of these parts. Where a reference is made, it should be stated in regard to which parts information is required. Further, where a question asks for information which will require considerable time and labour for its collection, local officers should not be asked to supply this information, unless the Secretary concerned is satisfied that the information may reasonably be given in spite of the time and labour involved. Where he does not think that this is the case, he should obtain the orders of the Member or Minister concerned before starting inquiries which may later prove unnecessary. When it is decided not to collect information required to answer a Council question, the proper answer is – "It is not in the public interest to collect this information".

5. In order to secure that the above orders are observed, the following procedure is prescribed:---

- (i) Except in purely routine matters, no reference to Commissioners or Deputy Commissioners should be made without the approval of a gazetted officer. Important references should receive the approval of the Secretary or the Head of the Department concerned, unless they are of an immediate nature and the approval of the Secretary or Head of the Department cannot be obtained without delay.
- (ii) Commissioners of Division should bring to the notice of the Chief Secretary by demi-official letter cases in which unnecessary references are made or inadequate time is given for the disposal of necessary references. The Chief Secretary will submit the reference of the Commissioner to the Member or Minister concerned, who will no doubt wish to satisfy himself that the orders of Government have been observed.

6. The above orders relate primarily to references of Commissioners and Deputy Commissioners. They will also apply *mutates mutandis* to references by the Secretariat and Heads of Departments to other administrative and executive officers, e.g., in the Irrigation Branch of the Public Works Department they will apply to

references by the Secretariat to Superintending a Executive Engineers; in the Agriculture Department they will apply to references by the office of he Director of Agriculture to Deputy Directors of Agriculture and a Extra Assistant Directors of Agriculture, and so on.

7. IN order that the foregoing instructions are not lost sight of they should be embodied in departmental Manuals.

Your Sincerely,

F. H. PUCKLE,

Chief Secretary to Government, Punjab

To –

- (i) *All Heads of Departments in Punjab*
- (ii) *The Registrar, High Court of Judicature at Lahore.*
- (iii) *All Commissioners of Divisions, Deputy Commissioners and District and Sessions Judges in the Punjab.*

APPENDIX NO. 11-6

Rubber stamps and punches to be kept in Police Offices. The following rubber stamps and similar appliances, obtainable on payment from the Stationery office, Calcutta, under the regulations contained in Chapter 12, Punjab Printing and Stationery Manual, should be kept in district police offices:---

(a) *English Office*

- (1) Office rubber stamp – to stamp English communications received.
- (2) “Confidential” stamp.
- (3) Stamp bearing designation of head of office.

(b) *Account Branch.*

To stamp receipts and vouchers:---

- (1) Revolving date stamp.
- (2) “Cancelled” stamp.
- (3) Additional Police Stamp.
- (4) Lock-up allowances stamp
- (5) Police deposit stamp.

To stamp bills and voucher:---

- (6) 26 – Police, D. E. F. (Provincial) reserved –
 - (a) Travelling allowance (non-voted).
 - (b) Travelling allowance (Voted).
 - (c) Other allowance and honoraria.
 - (d) “C” class contingencies.
 - (e) Supplies and Services.
 - (f) Contact contingencies.
 - (g) Debitable to General Police Fund.
 - (h) Constabulary – Leave salary.
 - (i) Constabulary – Pay.
 - (j) Cancelled.

For cancelling court-fee stamps and punching stamps affixed to vouchers and acquittance rolls:---

- (1) A small circular punch.
- (2) A small triangular punch.
- (3) A small square punch.

APPENDIX NO. 11-26-(1)

DETAILED RULES REGARDING CLASSIFICATION OF CORRESPONDENCE UNDER
SUBJECT – HEADS.

1. If experience show that under any particular main subject head there are too many files, such subject may, under the authority of Superintendent of Police, be divided into as many further subject-heads as may be considered convenient; and similarly if there are too few files under any subject-head, two or more chapters may

be combined together under one head. For example, Chapter 10 might be divided into 10-A – Contingencies and 10-B – Other Account, whilst Chapters 25-27 might be combined under one subject-head as No. 25 – Crime.

2. When a file can be appropriately entered in the file register under more than one head it may be entered under such other heads without being given a serial number and a cross reference may be given in column 4 and 5 to the subject-head under which it has been given a file number.

3. Letters should be registered under the most definite head appropriate to them; for instance a return or correspondence connected with the clothing fund should be registered under “Clothing” (number 4) and not under “Accounts” (number 10). The index to Police Rules will show the chapter heading and, consequently the main file number, to which any subsidiary subject belongs.

APPENDIX NO. 11-27

INSTRUCTIONS REGARDING OFFICE PROCEDURE.

1. Urgent receipts shall be submitted to the gazetted officer concerned on the date of their receipt in the office.
2. The head clerk or assistant clerk dealing with the file is responsible that it is sent up complete with all the necessary papers paged, and prepared throughout in accordance with orders.
3. The head clerk is empowered to send to the copyist for issue ordinary reminders and simple drafts in cases in which the orders have been clearly given, and as to the nature and mode of the conveyance of which there can be no doubt. All other drafts should be signed by such office, whenever possible.
4. Files shall not be left lying about uncared for. When done with for the time being, they shall be kept on side tables or on shelves. Torn or frayed papers shall be repaired at once; the record-keeper is responsible for having such repairs carried out.
5. Alphabetical indicating slips should be pinned on papers referred to in notes or correspondence. The page should also be cited in the noting. Such slips should be removed as soon as the need for them has passed.
6. Whenever fresh papers are added, the officer or clerk adding them should page them.
7. Whenever it is necessary to remove any pages from a file, a slip should be inserted showing when; and why they were removed, and where they are to be found.
8. The clerks responsible for the compilation of returns shall see that they are received punctually and bring delay to the notice of the head clerk. On receipt of the first return, referring to a particular subject, the clerk concerned shall insert in the file cover a record slip, in which are noted all the police stations and, at the top, note the subject and refer to the order prescribing the returns and the date on which they are due. As the returns are received, the date of receipt shall be entered opposite each police station, and the returns, after necessary check, shall then be posted into the general statement.
9. All office copies of communications, including demi-official letters, which may have to be filed with any case, shall ordinarily be written on paper the size of foolscap folio or half foolscap folio size. The first impression of typescript should be sent to the address.
10. When an acknowledgment is required to a communications, the letter shall either be sent registered and “acknowledgement due,” or a printed or typed acknowledgment slip shall be sent with the letter. On the return of such acknowledgment slip, it shall be attached to the office copy of the letter which if refers without being numbered or entered in the register.
11. Any law books or books of reference that may be required by the officer to whom a case is submitted shall accompany the file, unless copies are known to be immediately available to him.
12. Continuation blank sheets for notes shall be added to cases in which further notes or orders are expected from the officer to whom the case is submitted. When a case is sent out of the office, superfluous papers and spare copies shall be removed, and only those papers sent that are necessary for the disposal of the reference.
13. (1) A note may be either –
 - (a) The briefest remarks or suggestion for the disposal of a case, as “For information” “copy to Accountant General” “No orders” and the like ; or
 - (b) A comment on the paper under consideration, or on the previous papers in the file without any summary ;or
 - (c) A brief summary of the facts leading up to the points for orders.

A *précis* is a full abstract of the papers in the case.
- (2) The following definite rules shall be observed, in the matter of notes and *précis*:---
 - (a) The object of an office note is to assist the officer, who is required to pass orders, by referring him to rules, precedents, and previous correspondence bearing on the question for decision; by pointing out mistakes, mis-apprehensions and miscalculations in the papers under consideration and by supplying information or calculations which will facilitate disposal. A recapitulation of the case as stated in the correspondence itself is not required. Criticisms and suggestions arising merely from the personal opinion of the noting clerk himself are prohibited, but an opinion based on precedents and other formal authorities may and should be expressed.
 - (b) A full note is only required when the case cannot be decided without consideration of considerable correspondence and references. Such a note should summarise only such portions of the previous correspondence as may be necessary to elucidate clearly the point or points for orders.
 - (c) A *précis* or full abstract of case should not ordinarily be put up by the office unless called for by the gazetted officer in charge.
 - (d) All orders, that are to be communicated to other officers, should be couched in language that can be easily converted into a draft.
 - (e) In long notes, each paragraph should be given a serial number.

When a reference is made to previous notes or papers the page of the file where they are to be found should be quoted and, when necessary, indicating slips should be added.

(3) In cases where the reverse side of the receipt letter is blank and the papers is tout, the note may be written thereon and continued (if necessary) on a note form. When noting is unnecessary, brief suggestions may be written on the face of a letter.

14. The head clerk is responsible to the head of the office for the efficient working of the whole office. His duties are:---

- (a) to exercise disciplinary control and general supervision;
- (b) to see to the regular attendance of the clerks. Personal matters relating to the clerks such as promotions, leave, etc., are submitted through the head clerk;
- (c) to arrange for the work of absentees and for the proper training of junior clerks;
- (d) to go round the office at least once a day to see that no arrear cases are being neglected, that the tables are tidy, that the clerks lying about uncared for;
- (e) to receive or open the mail, stamp the letters with the date of receipt and send them to the record-keepers, urgent letters being first marked with a blue or red slip, according to their urgency.

15. (1) the copyist shall initial and date every draft he copies. He is responsible that all enclosures are fully copied and that they are attached to the covering letter or, if numerous and bulky, that they are separately labelled and marked with the number and date of the letter to which they belong and the designation of the officer to whom the letter is address.

(2) Letters should be copied in order of their receipt unless marked "urgent" when they should be taken in hand at once.

(4) If an urgent or ordinary letter remains undisposed of by the copyist at the expiration of the first or third day respectively, after its receipt by him, he shall bring the fact to the notice of the head clerk, in order that the issue of the letter may be expedited.

(5) After letter have been copied, the copyist shall read out the drafts to the head clerk or other clerk deputed for the purpose. The latter shall initial and date the fair letters in token of their accuracy and send them up for signature.

(5) After being signed, the letters together with their respective files, shall be made over to the despatcher who shall number and date them, place them in envelopes and send them off. The despatcher, having attached the draft to the file (if there is one), shall page it and, unless further action is required, return the file to the record-keeper.

(6) All letters shall be despatched from the office on the date they are signed.

(7) Whenever it is necessary to send any enclosures independently of the covering letter, the letter shall indicate the manner in which the enclosures are sent. Enclosures shall be despatched the same day as the covering letter. Books and papers, when sent by book or parcel post, shall be securely packed and, if the season requires it, waterproof cloth will be used for covers. Confidential communications shall be enclosed in double covers addressed as prescribed in rule 11-10. Care must be taken to verify the title or designation of the officers addressed.

(8) Post Office receipt for letters and parcels shall be kept by the despatcher in monthly bundles, which be destroyed after six months.

APPENDIX NO. 11-36

LIST OF REGISTERS, ETC., PRESCRIBED UNDER THE POLICE RULES, TO BE MAINTAINED IN THE OFFICES OF SUPERINTENDENTS OF POLICE.

1	2	3	4	5	6
Serial No.	Rule.	Books and Registers, etc.	In charge of	Supervising officer.	Period after which destroyed.
		ENGLISH OFFICE.			
1.	3 :3 (2)	List of places of worship on Police premises.	Head Clerk ...	Superintendent of Police ...	Permanent
2.	3 :20	Register of applications for family quarters or house rent in lieu thereof.	Ditto ...	Ditto ...	When a new one is made.
3.	3 :28	Register of lands in possession of the Police.	Ditto ...	Ditto ...	Permanent.
4.	4 :34(ii)	Register showing an account of material and cost of making up clothing.	Ditto ...	Ditto ...	5 years.
5.	4 :34(ii)	Clothing stock account of new articles of clothing and materials.	Ditto ...	Ditto ...	10 years.
6.	5 :16 (i)	District miscellaneous	Ditto ...	Ditto ...	Revised form time to

		stores registers.			time.
7.	5'17	Distribution Register of miscellaneous stores.	Ditto ...	Ditto ...	7 years
8.	6'2	File of copies of Standing Orders by Inspector General authorising deviations from equipment tables.	Ditto ...	Ditto ...	Permanent.
9.	6'3	Printed statement showing total armament of district and its distribution.	Ditto ...	Ditto ...	10 years.
10.	7'32(i)	Register of horses and camels on the chanda	Ditto ...	Ditto ...	Revise yearly
11.	7'32(2)	Register of enrolled officers who are required to maintained horses.	Ditto ...	Ditto ...	Permanent
12.	8'13	Leave account in Form A. T. 200 under Fundamental Rule 76.	Ditto ...	Ditto
13.	9'17(1) A and B.	Age register of upper and lower subordinates.	Ditto ...	Ditto ...	Permanent
14.	10'14(6)	Receipt Books	Ditto ...	Ditto
15.	10'50(b)	Police Land Improvement Fund Cash Book.	Ditto ...	Ditto ...	Permanent
16.	10'57 (2)	Police Deposit Account Pass Book. (Form 65, Civil Account Code.)	Superintendent	Ditto ...	Permanent
17.	10'76(5)	Registers of house rent allowances.	Head Clerk ...	Ditto ...	7 Years.
18.	11'22	Telephone Message Books.	Telephone Clerk	Head Clerk	2 Years
19.	11'24(1)	Diary of receipts and despatches.	District and Despatcher.	Ditto ...	10 Years
20.	11'28(1)	Register of annual files.	Record Keeper	Ditto ...	Permanent
21.	11'32	Annual Station Delivery Register.	Ditto ...	Ditto ...	10 years.
22.	11'34	Stock Book of Office Furniture.	Head Clerk ...	Superintendent of Police.	Permanent
23.	11'35(1)	Inventory of Store Register.	Ditto ...	Ditto ...	Permanent
24.	11'48(1)	Account of English	Stationery Clerk	Head Clerk	3 years

		Stationery and Forms.			
25.	11'49	Stock Register of Printed Forms etc.	Assistant Clerk	Ditto ...	Permanent
26.	11'55	Files of Criminal Intelligence Gazettes	Ditto ...	Ditto ...	Permanent
26-A.	11'55	Flies of Police Gazette	Ditto ...	Ditto ...	15 years
27.	11'58	Library Register	Ditto ...	Ditto ...	Permanent
28.	12'28(1)	Character rolls	Head Clerk	Ditto ...	Ditto ...
29.	12'28(2)	Service Books	Superintendent	Ditto ...	Ditto ...
30.	13'6	Promotion List A	Ditto ...	Ditto ...	Ditto ...
31.	13'7	Promotion List B	Ditto ...	Ditto ...	Ditto ...
32.	13'8(1)	Promotion List C	Ditto ...	Ditto ...	Ditto ...
33.	13'9(1)	Promotion List D	Ditto ...	Ditto ...	Ditto ...
34.	15'11	Confidential Register of contingent expenditure incurred from head "Rewards."	Ditto ...	Ditto ...	Ditto ...
35.	16'16 (1)	Punishment Register	Head Clerk	Ditto ...	Ditto ...
36.	20'14	Registers E, F, G, H and I under the Arms Act.	Ditto ...	Ditto ...	Ditto ...
37.	20'18	Minute Book of meetings of Gazetted officers.	Superintendent	Ditto ...	Ditto ...
38.	21'8	Confidential Note Book	Ditto ...	Ditto ...	Ditto ...
39.	22'68 (b)	List of licenses under the Excise Laws.	Head Clerk	Superintendent of Police	Revised yearly.
40.	22'68 (c)	List of licenses under the Indian Explosives Act.	Ditto ...	Ditto ...	Ditto ...
41.	22'68 (d)	List of licenses under the Petroleum Act.	Ditto ...	Ditto ...	Ditto ...
42.	22'68 (e)	List Of licenses under the Poisons Act.	Ditto ...	Ditto ...	Ditto ...
43.	22'68 (f)	Lit of Serais registered under the Serais Act. (No. XII of 1867)	Ditto ...	Ditto ...	Ditto ...
44.	24'8 (1)	Register of conizable offences.	Return – Writr	Ditto ...	10 years.
45.	24'18	File of special reports	Head Clerk	Ditto ...	Ditto ...
46.	26'16 (2)	Register of Deserters	Ditto ...	Ditto ...	Ditto ...

ACCOUNTS BRANCH					
47.	10'5	Register in B. M. Form No.29	Accountant	Head Clerk	6 years
48.	10'14 (6)	Receipt Book	Ditto ...	Ditto ...	Ditto ...
49.	10'17	File of Road Certificates....	Ditto ...	Ditto ...	When last certificate is 3 years' old.
50.	10'19 (2)	File book of treasury receipts.	Ditto ...	Ditto ...	6 years.
51.	10'20 (1)	Chanda Fund Subscription Register.	Ditto ...	Ditto ...	Ditto ...
52.	10'27 (1)(a)	General Police Fund Cash Book	Ditto ...	Ditto ...	Permanent
53.	10'27 (2)	General Police Fund Ledger	Ditto ...	Ditto ...	Ditto ...
54.	10'35 (1)	File books of vouchers	Ditto ...	Ditto ...	3 years. The sub-vouchers should not be destroyed even after the expiry of this period until departmental audit for the relevant period has been conducted and any objections relating to the voucher have been settled.
55.	10'39 (6)	Check memorandum book	Ditto ...	Ditto ...	Ditto ...
56.	10'42 (1)1048 (1)(a)	Cash Distribution Register.	Ditto ...	Ditto ...	Permanent
57.	10'48 (1)	General Cash Book...	Ditto ...	Ditto ...	Ditto ...
58.	10'88 (1)	Gradation List of Constables.	Ditto ...	Ditto ...	Ditto ...
59.	10'89 (c)	Register of absentees....	Ditto ...	Ditto ...	6 years
60.	10'93	Check Register of postings of lower subordinates.	Ditto ...	Ditto ...	Ditto ...
61.	10'108	Register of permanent advance.	Ditto ...	Ditto ...	Ditto ...
62.	10'110	Register of contingent charges	Ditto ...	Ditto ...	Ditto ...
	10'160 (5)	Register of travelling	Bill Clerk	Accountant	3 years

63.		allowance bills of enrolled officers			
64.	11'33	Stamp Account Register.	Accountant	Head Clerk	When finished a new one be started.
UNDER OFFICE					
65.	4'06 (2)	Check list of issues or replacement of clothing and equipment	Orderly Head Constable	Reserve Inspector	Permanent.
66.	8'14 (a)	Applications for leave...	Ditto ...	Ditto ...	When finished a new one be started.
67.	8'14(b) 8'14©	Leave register with Index	Ditto ...	Ditto ...	When finished a new one be started.
68.	11'48(2)	Stock Register to Urdu Stationery and Forms.	Record Keeper	Prosecuting Inspector	3 years
69.	11'67 (1)	Diary of Urdu correspondence	Diarist	Ditto ...	2 years
70.	11'68	Despatch Book of Urdu correspondence.	Despatcher	Ditto ...	Ditto ...
71.	11'70 (2)	Register showing receipts and issues of files.	Record Keeper	Head of Prosecuting Agency.3 years	Permanent
72.	12'13	Recruit Register..	Orderly Head Constable.	Superintendent*Permanent of Police.	3 years
73.	13'39	Urdu Personal Files.	Ditto ...	Ditto ...	*Permanent
74.	12'40	List of vacancies	Ditto ...	Ditto ...	When a new one is made.
75.	12'41 (1)	Long Roll	Ditto ...	Ditto ...	Permanent
76.	12'16 (1)	Register of postings	Ditto ...	Ditto ...	When a new one is made
77.	14'55	Urdu Order Book	Reader ...	Ditto ...	Permanent
78.	145'66	File of Standing Orders.	Ditto ...	Ditto ...	Revised form time to time
79.	23'20	District Register of absconders	Ditto ...	Head of Prosecuting Agency.	Permanent
80.	23'22	Register showing progress of action against absconders and proclaimed offenders.	Record Keeper.	Ditto ...	6 years
80-A	23'22	Register of proclaimed offenders	Ditto ...	Ditto ...	Ditto ...
81.	23'28	Register of Criminal Tribes.	Clerk in charge of Criminal Tribes work.	Head Clerk	Permanent

82.	27'32 (1)	Receipt and despatch register of charge sheets.		Head of Prosecuting Agency	10 years
83.	27'36	General Crime Register	Head of Prosecuting Agency	Head of Prosecuting Agency	Ditto ...

APPENDIX NO. 11-39 (1) (A).

LIST OF PERIODICAL REPORTS AND RETURNES, ETC., TO BE SUBMITTED UNDER THE POLICE RULES
BY SUPERINTENDENTS.

Serial #	Rule.	Nature of return	Date of submission	To whom to be submitted	Period after which returne may be destroyed	Remarks
		ENGLISH RETURN Weekly.			Years	
1)	21'9(I)..	Superintendent's dairy No. 1	Saturday evening	Through District Magistrate to the Deputy Inspector General	2	To be sent to Commissioner or Inspector General if considered necessary
2)	21'9(3)..	Assistant or Deputy Superintendent and Probationary Assistant's dairy.	Ditto	Trough Superintendent to Deputy Inspector General	2	
3)	21'12(I)..	Confidential dairy No. Ii	Ditto	1 st copy. – Retain for record. 2 nd copy. –Deputy Inspector General of range. 3 rd copy. – Assistant to Deputy Inspector General of Police, Criminal Investigation Department. 4 th copy. – Ditto ditto. 5 th copy. –Deputy Inspector General of range, through (i) District Magistrate and (ii)Commissioner.	3 or more.	
4)	22'66(2)..	Vital statistics	Monday evening	District Health Officer ...		Urdu Return.
MONTHLY						
5)	21'15(1)..	Monthly statement of crime	With first weekly diary of each month.	Through District Magistrate to the Deputy Inspector General.	3	A copy of Superintendent's review with extract from statement to reach Deputy Inspector General on the 5 th of each month.
6)	10'83..	Salary bills, gazetted officer	1 st working day in each month.	Treasury Officer ...	10	
7)	10'95(I)..	Salary bills, upper subordinates.	Ditto	Ditto	10	
8)	10'96(I)(B)&(C)..	Salary bills, lower subordinates.	Ditto	Ditto	10	

9)	10'159(a)..	Travelling allowance bill, gazetted officers.	Whenever necessary.	Deputy Inspector General ...	5	
10)	10'159(b)..	Travelling allowances, bill, enrolled officers.	Ditto	Treasury Officer ...	3	
11)	10'28..	Return of income ...	1 st working day in each month.	Inspector General ...	1	
12)	10'5..	Account of expenditure in B. M. Forms Nos. 29, 28 and 31.	3 rd working day in each month.	Ditto	-	
13)	10'5..	Monthly statement of expenditure	Ditto	Inspector General and Deputy Inspector General.	1	
14)	10'20(I)..	Chalan for remitting chanda money into treasury.	5 th working day in each month.	Inspector General	5	
15)	10'27(3)..	Return of receipts and expenditure of additional police.	Ditto	Inspector General and Accountant General	-	Prepared in triplicate – 1 copy for Inspector General and 2 for Accountant General.
16)	10'95(3)..	Absentee statement of Inspectors and Sergeants.	Ditto	Inspector General	-	
17)	10'95(3)..	Absentee statement of sub-inspectors and assistant sub-inspectors.	Ditto	Deputy Inspector General	1	
18)	10'112..	Contingent bills,	Ditto	Treasury Officers.	5	
19)	15'24..	Return of rewards	Ditto	Deputy Inspector General	2	
20)	16'15(I)..	Return of punishments	Ditto	Ditto ditto.	2	
21)	10'117(2)(a)..	Statement showing the number, date and amount of railway warrants.	1 st working day in each month.	Accountant General	-	
QUARTELY.						
22)	20'5(4)..	Report of inspection duty performed by gazetted officers.	5 th working day in January, April, July and October.	Through District Magistrate to Deputy Inspector General	2	
HALF – YEARLY						
23)	15'21..	Recommendations for Orders and Indian titles.	1 st July and 1 st December.	Through Deputy Inspector General to Inspector General Police.		Confidential
24)	13'9(3).. 13'10(I)..	Report on the working of head constables on list D and Assistant Sub-Inspectors on List E.	15 th March and 15 th September in the case of head constables and 15 th October in the case of	Deputy Inspector General	-	

			Assistant Sub-Inspectors.			
25)	19'27..	Report on probationary Sergeants and Inspectors who fail to pass their examination the Training School.	When necessary	Inspector General	-	
		ANNUAL				
26)	23'212..	Statement showing the result of action taken against proclaimed offenders.	1 st working day of January	Deputy Inspector General, Criminal Investigation Department.	1	1 copy in English and 1 in Urdu.
27)	6'25..	Indents for arms, ammunition and ordnance stores.	1 st week of January	Through Deputy Inspector General to the Chief Ordnance Officers.	2	
28)	21'16(I)..	Annual administration report.	15 th January	Through District Magistrate to Deputy Inspector General and Inspector General.	Permanent.	
29)	14'23(I)..	Certificates of gazetted police officers regarding additions to immovable property.	Ditto	Assistant Inspector General of Police, Punjab.	Do	
30)	21'16(3)..	Retunes appended to the annual police administration report.	Ditto	Inspector General	Do	
31)	19'35(I)..	Return showing result to target practice.,	Ditto	Deputy Inspector General	1	
32)	5'21..	Indent for tents	20 th February	Inspector General	1	
33)	4'32..	Indent for war medal ribbon		Ditto	1	
34)	11'43..	Indent for universal forms and official envelopes	Ditto	Through Deputy Inspector General to Superintendent, Government Printing.	3	
35)	21'18(2).. 21'18(3)..	Criminal Tribes Report	1 st April	Through District Magistrate, Deputy Inspector General and Commissioner to Deputy Commissioner, Criminal Tribes	Permanent	A copy of the Superintendent's report to be sent to the Assistant to the Inspector General of Police for Criminal Tribes, by the 1 st April each year.
36)	16'18..	Return of punishment for corruption	10 th April	Through Deputy Inspector General to Inspector General.	5	
37)	10'85(2)..	Statement showing upper subordinates on leave and under suspension.	15 th April	Deputy Inspector General	-	
38)	10'105(3)..	Acknowledgment of permanent advance.	Ditto	Accountant General	5	
39)	13'17..	Confidential report on assistant sub-inspectors sub-inspectors. Sergeants and inspectors.	Ditto	Deputy Inspector General	-	
40)	13'15..	Recommendations for promotion to rank of Inspector.	1 st May	Ditto	-	

41)	15'20..	Recommendation for the Kings' Police Medal.	Ditto	Through Deputy Inspector General to Inspector General	-	Confidential
42)	10'85(I)..	Establishment Return	15 th May	Accountant General	-	-
43)	10'113(I)@..	Refunds of clothing deposits	Ditto	Inspector General	-	
44)	10'113(2)..	Special contingent bills on account of charges for clothing and equipment	Ditto	Deputy Inspector General	5	*Approximately.
45)	11'47..	Indents for standard and non-standard departmental Urdu forms.	1 st June	Through Deputy Inspector General of Superintendent, Government Printing.	3	
46)	11'57(4)..	Indents for Survey Maps.	Ditto	Inspector General	2	
47)	10'170(I)..	Proposals involving new expenditure.	15 th June	Through Deputy Inspector General to Inspector General.	5	Very urgent proposals may be submitted by 1 st September.
48)	11'40(I)..	Indents for English Stationery	Ditto	Inspector General	2	
49)	11'40(3)..	Estimate of total expenditure on account of English stationery	1 st July	Ditto	3	
50)	15'20(2)..	Recommendations for the Indian Police Medal	Ditto	Through the Deputy Inspector - General to Inspector - General	..	
51)	10'166(I)..	Budget estimate of police lands contingent grant	1 st August	Deputy Inspector - General	3	
52)	11'44,II'45..	Indents for English standard and non-standard departmental forms.	Ditto	Through Deputy Inspector - General to Superintendent, Government Printing	3	
53)	10'170(2)..	Proposals involving new expenditure on buildings	1 st September	Through Deputy Inspector - General to Inspector - General	5	Urgent supplementary proposals may be submitted by the 10 th October.
54)	15'9 (3)..	Recommendations for the grant of Sanads.	Ditto	Deputy Commissioner	..	
55)	11'46..	Indents for treasury and accounts forms.	Ditto	Deputy Inspector - General	3	
56)	13'14(I)..	Recommendation rolls of Sub-Inspectors considered fit for the selection grade.	Ditto	Ditto	Permanent	
57)	10'168..	Budget estimate -29-Police-2- District Executive Force B.M.I / 139	Ditto	Ditto	..	
58)	10'168(B.M.3*I)..	Budget estimate-29 Police-8-Miscellaneous B.M.I / 147	Ditto	Ditto	..	
59)	9'17(I)B..	Returns of upper and lower subordinates due for super-annuation on attaining the age of 55 years or more.	1 st October	Ditto	Permanent	

60)	10'168(B.M.3*I)..	Budget estimate 47 – Miscellaneous Departments (Transferred) I-Provincial statistics B.M.I / 150	Ditto	Inspector – General of Police	...	
61)	10'168(B.M.3*I)...	Budget estimate XXIII-Police, Part I / B.M.I / 24	20 th October	Inspector – General	...	
62)	21'20 (I)..	List of fairs and assemblies to be held during the ensuing year	1 st December	Ditto	1	
63)	10'4..	Recommendations for the grant of class-II commendation certificates to upper subordinates.	End of each year	Deputy Inspector – General	Permanent	

APPENDIX No. 11-39 (1) (B).

LIST OF PERIODICAL REPORTS AND RETURNS TO BE SUBMITTED UNDER THE POLICE RULES BY DEPUTY INSPECTORS – GENERAL.

1	2	3	4	5	6	7
S. No.	Rule	Nature of return	Date of submission	To whom to be submitted	Period after which the office copy of the return may be destroyed	Remarks
		<i>monthly</i>			Years	
1	10-38	Salary bills of gazetted officers	1 st working day in each month	Treasury Officer or Accountant General	10	
2	10-95 10-96	Salary bills of office clerks	Ditto	Ditto	10	
3	10-159(a)	Travelling allowance bills of gazetted officers	When necessary	Ditto	5	
4	10-159(b)	Travelling allowances bills of clerks	Ditto	Ditto	3	
5	10-5	Account of expenditure in B.M. Forms Nos.29, 28 and 31	3 rd working day in each month	Inspector-General	...	
6	10-5	Monthly statement of expenditure	Ditto	Ditto	1	
7	23-20	Monthly return of re-arrest of restricted criminal tribesmen	1 st week of each month	Assistant Inspector-General, Criminal Tribes	...	
8	10-95(3)	Statement showing permanent or officiating vacancies in their Clerical establishments	10 th of each month	Inspector-General	1	
9	21-15(2)	Monthly statement of crime	15 th of each month	Deputy Inspector-General, CID, copies to Commissioner in the range	3	
10	10-95(2)(b)	Absence statement	Ditto	Accountant-General	...	
		<i>Half-Yearly</i>				

11	16-21	Recommendations for Orders and Indian Titles	15 th July and 15 th December	Inspector General	...	Confidential
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APPENDIX No. 11-39 (1) (B). *Contd.*

1	2	3	4	5	6	7
S. No.	Rule	Nature of return	Date of submission	To whom to be submitted	Period after which the office copy of the return may be destroyed	Remarks
		<i>annual</i>				
12	19-35(3)	Abstract showing figure of merit from musketry returns	1 st February	Inspector-General, Police	...	
13	11-43	Indents for universal forms and envelopes	1 st April	Superintendent, Government Printing	...	
14	21-13(2)	Annual Administration Report	15 th April	Inspector-General	Permanent	
15	10-105(3)	Acknowledgment of permanent advance	Ditto	Accountant General	5	
16	16-18	Return of punishment for corruption	20 th April	Inspector-General	5	
17	20-1	Inspection	1 st May	Ditto	...	
18	21-18(2)(c)	Criminal Tribes Report	Ditto	Commissioner	...	
19	13-15(3)	Recommendations for admission of Sergeants and Sub-Inspectors to List F	October	Inspector-General	...	
20	10-85	Consolidated district statement of upper subordinates on leave or under suspension, etc.	1 st May	Ditto	...	
21	10-85(1)	Establishment Return (for his own office)	15 th May	Accountant-General	...	
22	15-20	Recommendations for the King's Police Medal	Ditto	Inspector-General	...	Confidential
23	4-37 5-11	Transactions of the clothing and equipment funds	...	Ditto	...	Copies of remarks of Deputy Inspector-General to be submitted after their inspections of districts
24	11-5(4)	Indents for survey maps	1 st June	Ditto	2	
25	11-40(1)	Indent for English stationery	5 th June	Ditto	...	

APPENDIX No. 11-39 (1) (B). *Contd.*

1	2	3	4	5	6	7
S. No.	Rule	Nature of return	Date of submission	To whom to be submitted	Period after which the office copy of the return may be destroyed	Remarks

annual CONTD.						
26	10-170(1)	Proposals involving new expenditure	1 st July	Ditto	5	Very urgent proposals may be submitted by 15 th September
27	11-40(9)	Establishment total expenditure on account of stationery	Ditto	Ditto	...	
28	11-47	Consolidated indents for standard departmental Urdu forms	Ditto	Superintendent, Government Printing	3	
29	15-20(2)	Recommendations for the Indian Police Medal	15 th July	Inspector-General	...	
30	310(3)	List of minor works, etc.	1 st August	Ditto	...	
31	10-125(2)	Proposals involving new expenditure on building	15 th September	Ditto	5	
32	11-44 11-45	Indents for English standard and non-standard departmental forms	Ditto	Superintendent, Government Printing	...	
33	10-168(3)	Budget Estimate 29-Police –District Force, B.M.I.139	10 th September	Inspector-General	...	
34	10-166(1)	Budget Estimate of Police lands contingent grant	25 th September	Ditto	3	
35	10-168	Budget Estimate 29-Police-8-Miscellaneous, B.M.I.147	26 th September	Ditto	...	
36	11-46	Indents for treasury and accounts forms	1 st October	Superintendent, Government Printing	1	
37	9-17(2)	Recommendation for retention of upper subordinates on attending the age of 55	October	Inspector-General	Permanent	
38	13-15(3)	Recommendations for admission of sergeants and Sub-Inspectors to Inspector’s promotion list	Ditto	Ditto	...	

FORM NO. 11-22

TELEPHONE MESSAGE FORM COUNTERFOIL	TELEPHONE MESSAGE FORM
Serial No.	_____ District
	For official use only
Received from _____	No. _____ Police Station / Office

Addressed to _____ Recorded by _____ Time of call _____	From:- To:- Message begins:- _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____: - Message ends
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(Bilingual Form)
FORM NO. 11-24(1)

POLICE DEPARTMENT _____ DISTRICT

DIARY OF CORRESPONDENCE RECEIVED AND ISSUED DURING THE YEAR _____ 19 .

(Note—the despatch No. of a letter issued will be the No. shown in column 1 and the date of such letter will be that shown in column 3)

1	2	3	4	5				6		7	8	9	10	
Diary No. of	Date of entry in this register	LETTERS RECEIVED		CLASS OF OFFICER FROM OR TO WHOM RECEIVED OR SENT TO BE SHOWN THUS X OR THE NAME OF THE OFFICER UNDER "SUPERINTENDENT OF POLICE" OR "MISCELLANEOUS"				REFERENCE TO				Subject-	CONTENTS OF LETTERS RECEIVED OR ISSUED	REMA -Date remin should be ent

receipt and despatch communication	and date of despatch communication	Letter No.	Date of Issue				Superintendent of Police	Miscellaneous			File No.	head No.	Subject	in pencil which should be rubbed when received

* As required

FORM NO. 11-25(1)

FILE COVER

OFFICE OF _____

OF POLICE _____

Subject-head _____

File No. _____

Subject _____

FOR PREVIOUS FILE SEE NO. _____ OF 19						FOR LATER FILE SEE NO. _____ OF 19.
<i>Index to contents of this file</i>						
Form or to whom	No. of letter received	No. of letter despatched	Date of letter	Page in this file	* P – Pending or otherwise	Subject
					P.	
					P.	
					P.	
					P.	
					P.	
					P.	
					P.	

Note – When a letter is disposed of the P. opposite it will be struck out

FORM NO. 11-28(1)

REGISTER OF FILES AND INDEX OF CORRESPONDENCE

SUBJECT – HEAD _____

1	2	3	4
Annual No. of file	Subject of the very briefly	Date when files ceased to be pending	Whereabouts of case with date (entries to be made in pencil to admit of necessary alteration)

FORM NO. 11-28(1)

REGISTER OF FILES AND INDEX OF CORRESPONDENCE

Date of receipt of stamps from treasury	Value of stamps received	How distributed					Total distributed	Receipt of receiving office
		English office	Urdu office			X		
	*						+	

(Form to be drawn by hand)

X – As many columns as are required *i.e.*, for each officer.

* Total in hand on quarter ending –

+ Total issues during quarter ending –

FORM NO. 11-39(2)

Check Statement of Periodical Returns.

Nature of Report or Return

Date on which due from Superintendent

Column 1. District

2. Date of receipt

3. Date of 1st reminder

4. Date of 2nd reminder

5. Date of 3rd reminder

6. Date of 4th reminder

Completed and submitted on:---

FORM NO. 11-44

POLICE DEPARTMENT _____ DISTRICT OR RANGE _____

INDENT FOR STANDARD DEPARTMENTAL FORMS (ENGLISH)

FORM 1ST JANUARY _____ TO 31ST DECEMBER 19 .

FOR THE USE OF THE _____

Prepared _____ 19 .

Despatched _____ 19 .

			ANNUAL				
--	--	--	--------	--	--	--	--

Serial No.	No. of form	Description of form	CONSUMPTION DURING			Average	Balance in hand, verified by a responsible official	Number now indented	Remarks
			19 .	19 .	19 .				

FORM NO. 11-44

INDENT FOR STANDARD DEPARTMENTAL FORMS (URDU)
REQUIRED FOR USE IN THE _____ DISTRICT DURING 19.

Serial No.	No. of form	Description of form	ANNUAL CONSUMPTION DURING			Average	Balance in hand, verified by a responsible official	Number now indented	Remarks
			19 .	19 .	19 .				

FORM NO. 11-58

POLICE DEPARTMENT _____ DISTRICT OR RANGE

Register of Books and Periodicals

REGISTER SHOWING ALL PRINTED BOOKS, PERIODICALS, ETC., RECEIVED

1	2	3	4	5	6	7	8			9
Register No.	Title of work	Name of author	Particulars of publisher and date of publication	Number of the edition	How obtained	Date of receipt	Amount paid			Remarks
							Rs.	a.	p.	

FORM NO. 11-67(1)

DIARY OF URDU CORRESPONDENCE RECEIVED IN THE OFFICE OF THE SUPERINTENDENT OF POLICE FOR THE YEAR 19 .

1	2	3	4	5	6	7
Diary Serial No.	Subject	Name and address of writer	Date of letter	Date of receipt in this office	Disposal of paper by receipt branch	reference

--	--	--	--	--	--	--

FORM NO. 11-68(1)

DESPATCH BOOK OF URDU CORRESPONDENCE ISSUED FROM THE OFFICE OF THE SUPERINTENDENT OF POLICE IN THE YEAR 19 .

1	2	3	4	5	6
Despatch Serial No.	Subject	Address	Date	Disposal of paper by despatch branch	Reference

FORM NO. 11-69(2)

Challan of dak despatched by _____

A.

At _____ M. on _____ 19 .

P.

Case Diaries _____

Periodical Returns _____

General Dak _____

Order Book _____

Despatcher

Contents received and chlan returned at (time and date).

Recipient

FORM NO. 11-70(2)

REGISTER OF FILES IN THE URDU RECORD ROOM

_____ POLICE DEPARTMENT

1	2	3	4	5	6	7	8
No. and date of First Information Report	Offence	Name, parentage and residence of complainant	Name, parentage and residence of accused	Result of case with date, i.e., convicted, discharged or acquitted, untraced or cancelled	Where sent and when	Signature of recipient	Date of return

Note 1 – All files shall be entered according to numbers of First Information Reports.

2 – Sufficient space shall be left between each line to admit of entries being made in columns 6 to 8 each time a file is taken out of the record room

THE PUNJAB POLICE RULES

CHAPTER-XII. -- 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 summaries 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. [For Pb.] "Officers incharge, Police Constables Training Centres" and Officer in-charge Of the Constables Advanced Training Center.	The extent of the Delegation
Inspectors Sergents, Sub-Inspectors And Assistant Sub-Inspectors	Deputy Inspectors-general Of Police, Assistant Inspector-General, Government Railway Police, Assistance Inspector-General, Provincial Additional Police, (designed as Commandant, Provincial Additional Police), and the Assistant Inspector-General Of Police (Traffic) Superintendent of Police And Deputy Superintendent (Administrative), Government Railway Police and Assistant Superintendent, Government Railway Police.	Full powers subject to Rules governing the conditions of service as defined in Police Rule.

Contd.

Head Constables and constables	Superintendent of Police, and Deputy Superintendent, (Administrative), Government Railway Police, Assistant Superintendent, Government Railway Police, Deputy Superintendents incharge of Railway Police Sub-Divisions, Senior Assistant Superintendent of Police, Lahore and Officers in-charge, Recruits training Centres, Deputy Superintendent of Police, Punjab Armed Police, Lahaul and Spiti.	
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- (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 in 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 constabulary 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 Rules, for the time being in force, in so far as they are not inconsistent with the provisions in these rules.

NOTE.—Regarding amendment by Haryana Govt.

No. G.S.R. 44/C.A. 5/1861/Amd. (1)/82 dated 26.3.1982

In the Punjab Police Rules.---

- (a) for the words "Assistant Inspector General, Government Railway Police" occurring not in conjunction with "Superintendent of Police" or "Deputy Inspector General". The words "Superintendent of Police Railways," shall be substituted;
- (b) for the words "Assistant Inspector General, Government Railway Police" Wherever occurring in conjunction with the words "Superintendent of Police", the words "Superintendent of Police, Railways" shall be substituted;
- (c) for the words "Assistant Inspector General, Government Railway police" wherever occurring with the words "Deputy Inspector General of Police", the words "Deputy Inspector General of Police, Railway and Traffic" shall be substituted.

In the said rules, in chapters XII for the words "Deputy Superintendent of Police (Administration), Government Railway Police, or Assistant Superintendent Government Railway Police" wherever occurring, the words "Superintendent of Police, Railways" shall be substituted.

SYNOPSIS

1. Authority who appointed at the relevant time to be considered the appointing authority.
2. Compulsory retirement – Adverse remarks.
3. Order of discharge can only be made by Superintendent of police.
4. Promotion – Qualifying the lower school course—Names entered in List C-I meant for promotion.
5. Removal—By Superintendent of Police.

COMMENTS

1. Authority who appointed at the relevant time to be considered the appointing authority. Counsel for the petitioner has drawn our attention to the decision of the Delhi High Court in the case of the Management of Delhi Transport undertaking. *New Delhi vs. B.B.L. Hajelay* and another wherein it has been observed that a subordinate authority (1972 SLR 299 Delhi FB). In *Krishna Kumar, Divisional Assistant Electrical Engineer and other, 1980 SCC (L&S) 1 at 3*, the Supreme Court has observed that "Whether or not an authority is subordinate in rank to another has to be determined with reference to the state of affairs existing on the date of appointment. It is at that point of time that the constitutional guarantee under Article 311(1) becomes available to the person holding, for example, a civil post under the Union Government that he shall not be removed or dismissed by the authority subordinate to that which appoints him.

In view of the foregoing, we are of the opinion that the contentions raised by the respondents in their counter-affidavit that S.P. (Lines) was competent to enlist a Constable in Police force under P.P.R.12.1 and that he is competent to remove such an employee after departmental enquiry is not legally tenable. That being so, we are of the opinion that the order of S.P. (Lines), Delhi dated 13.2.1969 placing the petitioner under suspension, his subsequent order dated 17.5.1974 continuing the petitioner under suspension w.e.f. the earlier order dated 24.3.1975 wherein it was stated that the suspension of the petitioner cannot be said to be wholly unjustified within the meaning of F.R. 54(B)(5) and, therefore he will be entitled to only pay and allowances already drawn by him in the form of subsistence allowance for the period of suspension and the said period will be treated as 'not spent on duty', are all unsustainable in law. *Brahma Singh vs. Union of India 1988 (5) S.L.R.260*.

2. Compulsory retirement...Adverse remarks. Reverting to the case in hand, the stand of the petitioner in para No. 4 of the writ petition that he was confirmed as Assistant Sub Inspector vide order dated February 28,1983, Annexure P.1 with effect from February 1, 1980, was refuted in the written statement. Annexure P.1 shows that the order passed by the Deputy Inspector General of Police dated February 28, 1983 and was communicated by Superintendent of Police Karnail whereby Karnail Singh petitioner was confirmed with effect from February 1, 1980. Furthermore, it was Deputy Inspector General of Police who passed the order on April 23, 1983 annexure P.2 allowing retention in service of the petitioner beyond the age of 55 years.

The petitioner was brought on list 'E' and he was promoted as Sub Inspector on April 1, 1977 as mentioned in para No. of the petition. This fact was not denied in the corresponding para in the written statement. It is not the case of the respondents that the petitioner was promoted as Sub Inspector by the Superintendent of Police.

The case of the petitioner is that of promotion to the post of Assistant Sub Inspector and Sub Inspector. Substantively he was confirmed on the post of Assistant Sub Inspector under order of the Deputy Inspector General of Police. Thus, for all intents and purposes the appointing authority of the petitioner to the post of Assistant Sub Inspector and Sub Inspector was Deputy Inspector General of Police and not the Superintendent of Police. This being a case of promotion and not initial appointment, Superintendent of Police cannot be treated as competent authority under Rule 12.1 of the Police Rules in this case, Kamil Singh of Haryana and others, 1989(2) S.L.R. 345= 1989(2) RSJ 536

3. Order of discharge can only be made by superintendent of Police. The rule as such does not take of any appointing authority, and therefore, could not be made to be subject to rule 12.1 which provides the authority power to make appointments. Even if the Assistant Superintendent was competent to make appointment to non-gazetted rank even then the discharge order under rule 12.21 could be passed by the Superintendent. It is particularly so because there was no appeal provided against such an order of discharge. Jagjit Singh's case, AIR 1970 SC 122 has no applicability to the facts of the present case. Therein the rule under consideration was rule 16.1 in chapter 16 which is altogether different from the rule 12.21 in chapter 12. That being so, the other contention of the learned counsel for the respondent need not be gone into. Consequently the appeal fails and is dismissed with no order as to costs. State of Punjab and another vs. Sudershan Rani, 1989(4) S.L.R.305.
4. Promotion--- Qualifying the lower school course – Names entered in List C-1 meant for promotion . Action of the respondent, so far as the transfer of certain constables from other districts to Faridabad district in order to check the uneven increase in vacancies in the cadre of Head Constables and ad hoc promotions of outstanding and meritorious Constables to the rank of Head Constables are concerned may be justified in the exigencies of service, by so far as non-consideration of the claims of the petitioners, who were admittedly senior and fully qualified and eligible for promotion as Head Constable is wholly arbitrary and discriminatory. The respondents were duly bound to consider the petitioners for promotion to the rank of Head Constable when the petitioners were fully eligible according to the statutory rules. If the respondents thought that the increase of chances of promotion was uneven in the case of Head Constables in district Faridabad and for that purpose Constables had to be brought from other districts for promotion, there was no necessity of making ad hoc promotions from amongst Constables posted in district Faridabad itself. These ad hoc promotions made in favor of Constables, howsoever outstanding and meritorious they may be, could not be made at the cost of their seniors. If the transfer of Constables from other districts to Faridabad was to be made as considered necessary in the exigencies of service, when while making promotions to the rank of Head Constable, the petitioners should also have been considered for promotion. Otherwise, if the Constables who are qualified and senior in their own district are to be ignored and Constables from other districts are to be brought for promotion, the impugned action will be wholly arbitrary and discriminatory . Jai Kishan and others vs. State of Haryana and others, 1987(4) S.L.R.740.
5. Removal – By Superintendent of Police. It is well known that the Assistant inspector General of Police functions on behalf of the Inspector General of Police the said order dated 21.3.1964 is relatable to and has to be read in conjunction with the previous order of the Inspector General of Police dated 21.12.1963 who had directed that a test should be held for promoting Head Constables against existing vacancies. The Assistant Inspector General of Police, was acting only on behalf of the Inspector General of Police, not as Superintendent of Police, since he was only carrying out the orders previously passed by the Inspector General.

Whether it was the Deputy Inspector General of Police, as mentioned in the petition who appointed the petitioner, or whether it was even the Inspector General of Police himself who did this, it is clear that the petitioner was promoted by an officer higher in rank than a Superintendent of Police. The mere fact that an Assistant, who merely carried out the orders of the Inspector General of Police, had signed the order pertaining to the petitioner's promotion as Head Constable cannot make it a promotion made by a Superintendent of Police merely on the ground that the Assistant Inspector General of Police, working as the I.G.'s assistant , is also a Superintendent of Police. He was not making the said promotion in his rank or status or even exercising functions as Superintendent of Police. On account of the abovenoted features relating to the petitioner's promotion it is small wonder that both the petitioner as well as the Police Department experienced difficulty in the matter of making a precise plea concerning it . Ram Karan vs. Union of India and others, 1975(2) S.L.R.683.

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) All appointments of enrolled police officers are no probation according to the rules in this chapter applicable to each rank.

Seniority in the case of upper subordinates, will be reckoned in the first instance from date of first appointment, officers promoted from a lower rank being considered senior to persons appointed direct on the same date, and the seniority of officers appointed direct on the same date being reckoned according to age. Seniority shall, however, be finally settled by dates of confirmation, the seniority inter se of several officers confirmed on the same date being that allotted to them on first appointment. Provided that any officer whose promotion or confirmation is delayed by reason of his being on deputation outside his range or district shall, on being promoted or confirmed, regain the seniority which he originally held vis-à-vis any officers promoted or confirmed before him during his deputation.

The seniority of lower subordinates shall be reckoned from dates of appointment, subject to the conditions of rule 12-24 and provided that a promoted officer shall rank senior to an officer appointed direct to the same rank on the same date.

"Provided that in the case of officers recruited direct after 23rd December, 1958, as a result of the same examination or selection, their inter-se-seniority shall be reckoned.

- (a) by the order of merit fixed by the selection body, and
- (b) when there is no such order by merit indicated, by the age of the candidate, i.e., the oldest being placed the senior-most and the youngest the junior-most".

SYNOPSIS

1. *Automatic confirmation.*
2. *Maximum period of probation in the case of a police officer.*
3. *Reversion to substantive rank of Sub-Inspector.*
4. *Seniority whether to be counted from the date of appointment or promotion as the case may be or from the date of confirmation.*

COMMENTS

1. Automatic confirmation. The relevant provision relating to probationary period of promoted officers of the police is contained in rule 13-18 of the Rules

which is applicable in the present case. A bare reading of rule 13-8 of the Rules shows that it relates to Inspectors, Sergeants, Sub-Inspectors, and Assistant Sub-Inspectors who are directly appointed, whereas Rules 13-19 lays down the period of probation for officers who have been promoted in rank.

The appellant there was appointed purely on a temporary basis and not on probation and, therefore, Rule 12-8 on the assumption that Rule 12-8 applied to the appellant there. It was held that a probationer could not be deemed to be automatically confirmed in the absence of express order of confirmation and the probation is presumed to be extended. However, it was held that in view of the fact that rule 12-8 is differently worded than Rule 13-18 the ratio of the decision in Partap Singh's case was not applicable. I agree with Chadha J. and following the law laid down by the Division Bench of this Court in the above said two cases. I hold that the petitioner is deemed to have been confirmed from 1st January, 1963, as a Head Constable and his seniority in that rank by virtue of Rule 12-2(3) is to be counted from 1st January, 1961, *Ram Pat vs. Union of India* and other, 1984 (3) S.L.R. 756

2. Maximum period of probation in the case of a police officer. The maximum period of probation in the case of a police officer of the rank of constable is three years, for the Superintendent of Police concerned has the power to discharge him within that period. It follows that the power to discharge cannot be exercised under rule 12-21 after the expiry of the period of three years. If therefore it is proposed to deal with an inefficient police officer after the expiry of that period, it is necessary to do so in accordance with the rules of Chapter XVI of the Rules which makes provision for the imposition of various punishments including dismissal from the police force. It is not permissible to ignore those rules and make a simple order of discharge under Rule 12-21 after the expiry of the period of three years for that will attract Article 311 of the Constitution. The Superintendent of Police concerned could not have ignored that requirement of the law and terminated the services of the three respondents after the expiry of the period of three years from their enrolment in the police force of the State. *The Superintendent of Police, Ludhiana and another vs. Dwarka Das, 1979(1) S.L.R. 299.*

3. Reversion to substantive rank of Sub-Inspector. There is no manner of doubt that the underlying principle of rule 13-12(1) and as a consequence of rule 13-16(2) is that promotions to the temporary vacancies of Sub-Inspectors and Inspectors are not hidden but by seniority but by the overriding consideration of affording equal opportunities to all eligible candidates on list 'E' and 'F' for holding an independent charge in the higher rank and to test their mettle in these posts. *Gurcharan Singh vs. State of Punjab, 1976 P.L.R. 166.*

4. Seniority whether to be counted from the date of appointment or promotion as the case may be or from the date of confirmation. A reading of Rule 12-2 would demonstrate beyond doubt that it is the date of appointment or promotion, as the case may be, which is relevant for the purpose of determining seniority and not the date of confirmation. K.S. Tiwana, J. in *Gurdial Singh's* case discussed the matter threadbare and held that the seniority of the lower subordinates i.e. Head Constables who are promoted from Constable, shall be determined in accordance with third paragraph of the sub-rule (supra). The language of this sub-rule in clear and unambiguous terms provides that the seniority of the lower subordinates shall be reckoned from the dates of their appointments. I am in complete agreement with the view expressed by K.S. Tiwana, J. (as he then was) Additionally, it is the admitted position that confirmation of head Constables is done district-wise. In a given case depending upon the availability of confirmed posts in a particular district junior persons may score over senior for the simple reason that in that district the vacancies of confirmed employees are in existence whereas in the other district there is bought of such vacancies. This precise matter was dealt with by the Hon'ble Supreme Court in *D.K. Mitra's* case (supra) wherein it was held that when the seniority lists are prepared zone-wise for determining seniority, the date of confirmation would be wholly irrelevant. *Mohinder Singh, Head Constable and other vs. The State of Haryana and other, 1991(4) S.L.R. 757 = 1990(1) RSJ 801.*

12.3. Direct appointments of inspector and assistant sub-inspector – Except as provided in Rules 12.1 and 12.4, direct appointments shall not be made except in the rank of Inspector 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 per cent of vacancies respectively.

12.3 A. Appointment of Urdu Stenographer – Appointment to the special posts of Urdu stenographer 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.

SYNOPSIS

1. Any rule which affects promotion pertains to conditions of service.
2. Entitlement to the privilege as was available.
3. Promotion in the line ministerial and executive staff.
4. Recommendation of names of candidates by Commission gives no right to appointment.

COMMENTS

1. Any rule affects promotion pertains to conditions of service. – The promotion list of Head Constable (Ministerial) prepared on the basis of the impugned Standing Order is not in accordance with law. The Standing Order on the face of it applicable to executive category has been wrongly applied to the ministerial category to which the petitioners belong. During the hearing, the learned counsel for the petitioners stated that the petitioners had been confirmed as Head Constable in 1972 and they were appointed a Assistant Sub-Inspector initially on ad hoc basis and thereafter regularised in 1979 and that they have been confirmed as such on 5.7.1983.

In view of the above, we order and direct that the petitioners should be considered for promotion by strictly applying the criteria contained in P.P Rule 12.3D read with P.P. Rule 13.17. If on such consideration, the petitioners are found suitable for promotion earlier than respondents 5-42, they would be entitled to have their due place in the seniority list. The petitioners have prayed that all the impugned lists as in annexure "A", "B", "C", and "D" are liable to be quashed. In view of what is stated above, the impugned lists are hereby quashed. The respondents should prepare a fresh list of Head Constables (Ministerial) and lists of officers suitable for promotion in the higher grade by strictly applying the provisions of P.P Rule 12.3D and 13.17 and consider the suitability of the petitioners for appointments for to such grades. The petitioners would also be entitled to all consequential benefits, including the arrears of pay. *Banawari Lal and others vs. Union and others, 1988 (5) S.L.R. 306*

2. Entitlement to the privilege/right as was available. – The stand of the respondents is that in view of the specific provisions made in the Delhi Police (Appointment & Recruitment) Rules, 1980, the relevant provisions of the Punjab Police Rules stand automatically repealed and are of no consequence. The post of the applicant has been designated as technical and the is accordingly not eligible for promotion to the post of Inspector.

According to the provisions any right, privilege, obligation or liability already acquired accrued or incurred before the commencement of these rules shall not be affected. According to our mind the applicant shall continue to remain entitled to the privilege / right, as was available to him under the Punjab Police Rules, in terms of which he was appointed to the post. From another view point, the rules under which the applicant was appointed cannot be varied to his disadvantage or detriment to his interest. *Radihey Shyam vs. Commissioner of Police, 1992(4) S.L.R. 45*

3. Promotion in the line of ministerial and executive staff. It is significant to note that the impugned Standing Order refers only to P.P. Rule 13-8 which applies to the executive staff and not to P.P. Rule 12-3D which applied to the ministerial staff. The P.P. Rule 12-3D does not provide for any test or course for the ministerial staff nor does it provide for Promotion Lists 'A', 'B', 'C', 'D', 'E', and 'F'. As regards the ministerial staff, the promotion has to be based solely on the basis of seniority and the assessment contained in the confidential reports as per the provision of P.P. Rule 12-3D read with P.P. Rule 13-17 which are categorised as 'A', 'B', and 'C'. In the case of 'A' category reports, promotion will be given irrespective of seniority. In the case of category 'B' reports promotion will be given in the ordinary course of seniority. In the case of 'C' category reports, the officer can be passed over for promotion. *Banawari Lal and others vs. Union of India and others, 1988(5) S.L.R. 306*

4. Recommendation of names of candidates by Commission gives no right to appointment. The grievance of the petitioners is that their names having been recommended by the Public Service Commission for the posts for which requisition was made by the Director of Public Instruction in July, 1970, they should have been appointed. However, no law or statutory rule has been brought to my notice providing that mere recommendation of the name of a candidate by the Public Service Commission clothes him with a legal right to be appointed to the post for which his name is recommended. The Public Service Commission is only an advisory body and recommends the names of the persons to be appointed in response to the requisition made by the Government or its departments. But it is for the State Government or any other appointing authority to make appointments in accordance therewith or not. If the appointing authority does not make appointments in accordance with those recommendations, the candidate recommended has no right to come to this court and claim that his legal right has been infringed and that a writ of mandamus should be issued to the appoint him. *Davinder Singh and others vs. State of Punjab and others, 1982(2) S.L.R. 249*

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 District 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 in 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 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.)

SYNOPSIS

1. Selection for appointment as Assistant Sub-Inspector, Police.
2. Termination on account of concealment of involvement in criminal case in application for recruitment.

COMMENTS

1. Selection for appointments as Assistant Sub-Inspector, Police. Under Rule 12-4 of the Police Rules it was necessary for the authorities to verify character antecedents of the candidate before his appointment to the Police force. The report of verification obtained by the police department cannot be brushed aside. The extract from the judgment of the criminal Court acquitting the petitioner under Section 307/34, IPC shows that on account of discrepancies in the evidence produced, by way of abundant caution giving the benefit of doubt. Narindra Singh petitioner was acquitted. Learning counsel for the petitioners has argued that it was also mentioned in the judgment that in this part of the country, there was tendency to implicate the persons and it should be given weightage and acquittal of petitioner should be considered as honourable. This contention cannot be accepted. Apart from this occurrence which resulted registration of case under Section 307, IPC in the year 1979, there was another case registered against the petitioner in 1988. The overall assessment made by the department on the basis of antecedents was that the petitioner should not be appointed. *Narindra Singh vs. Punjab and others, 1992(5) S.L.R.255*

2. Termination on account of concealment of involvement in criminal case in application for recruitment. The plea taken by the respondents in highly hypertechnical and the writ petition deserve to be allowed. It is not a concealment of fact regarding his earlier conviction which can be taken into consideration against an employee and on the basis whereof his appointment can be set aside later on. In the present case, petitioner had only been prosecuted and was acquitted by a competent Criminal Court. It was not necessary for the petitioner to disclose this fact to the respondents at the time of his submitting application for recruitment to the police service. In any case, the fact stands that there is nothing against the petitioner on the basis whereof his appointment could be set aside having already been made by order dated 4.9.1989 Annexure P.1. therefore, the non-disclosure of the information relating to his acquittal in the criminal case is no ground for withholding the appointment of the petitioner. *Subhash vs. State of Haryana and another, 1990(4) S.L.R. 525*

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 acknowledge as submitted, out on 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 applications 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 Inspector-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 qualification:---

- (a) Good moral character.
- (b) Good physique and active habits.
- (c) [For Pb.] He must be between 18 and 25 years of age.
- (c) [For Hry.] He must be, on or before the 1st day of February next preceding the date of submission of application to the Public Service Commission/Subordinate Service Selection Board less than 21 years and more than 30 [Vide Notification Dated 23.6.1989.] years of age for the post of an Inspector of Assistant Sub-Inspector;

Provided that the Legal Practitioners selected for appointment as prosecuting Sub-Inspectors, may be appointed up to 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/Subordinates Service Selection Board."

- (d) [For Hry.] A candidate for an Inspectorship or an Assistant Sub-Inspectorship should be a graduate of a recognized University; provided that the Inspector-General of Police may in special cases dispense with the said qualification."
- (d) [For Pb.] He must, if a candidate for an inspectorship, ordinarily be a graduate of a University, or, if a candidate for Assistant Sub-Inspectorship have passed the first examination in Arts, or its equivalent in other faculties, or he must hold the Diploma of the Aitchison Chiefs College; provided that the Inspector-General has power, in special cases, to dispense with this educational qualification.

[For Punjab]

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

“Note 2—Inspector General may, in special circumstances to record in writing, relax the upper age limit in the case of candidates.

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

[For Haryana]

Note 1. – A candidate whose age is not less than 17 years may be enrolled, subject to the condition that the service rendered before the age of 18 years shall not qualify for pension”.

“Note 2. – Upper age limit shall be relaxable in case of Scheduled Castes, Scheduled Tribes, Backward and Ex-servicemen recruits in accordance with instructions issued by the State Government in this behalf from time to time”.

(Hr. G.S.R. 64/C.A-5/1861/Ss.2 and 7/Amd (1) 74 dt. 18.5.74)

SYNOPSIS

1. *Appointments made without complying with the formal letter of law-Would stand vitiated.*
2. *Good Physique takes within its ambit the height and other physical qualifications.*

COMMENTS

1. Appointments made without complying with the formal letter of law – Would stand vitiated. Appointment was offered to the selected candidates without prior police verification and medical examination as required by Rule 12-6 of the Rules. It is argued that in this admitted situation the appointment of the respondents was bad as being in violation of the rules. While we are of the opinion that it is only appropriate that before appointments are actually made, requirements of medical examination and character verification should be complied with, but it cannot be held as a matter of law that in case the appointments are made without complying rigidly with the formal letter of the law, they would stand vitiated. As already mentioned above, the Government had taken a positive decision and relaxed the rigid compliance with Rule 12-6 in the case of the selected candidates and had issued a direction that the medical examination and police verification could be done after appointment keeping in view exigencies of service. We are of the view that this amounts to substantial compliance with the rules and although the action is to be deprecated, it would not vitiate the selection. *Parkash Vir and others vs. State of Haryana and others, 1992(1) S.L.R. 157*

3. Good Physique takes within its ambit the height and other physical qualifications. Good physique takes within its ambit the height and other physical specifications, whereas the one star physical test has been introduced to evaluate the active habits' of the applicants. As a matter of fact these supplement the Rules and make their applicability more uniform and practical and leave little to the caprice or whim of the selecting agency. It is significant that the Rules do not talk of a written test as well, but there has been no argument by either side on this aspect. Some arguments were made on the question as to what were the requirements of the one star physical test. The contesting parties and the respondents inter se were at variance on this question. We are of the view that the one star physical test implied the passing of all 5 items as per the advertisement. We have examined the matter on the basis of the record and find that out of the 19 candidates selected, only 7 passed in all five tests. The entire selection is, therefore, liable to be set aside on this score alone. *Parkash Vir and others vs. State of Haryana and other, 1992(1) S.L.R. 157*

12.7. Assistant Sub-Inspector's list of accepted candidates. – (1) A list of accepted candidates for direct appointment to the rank of Assistant 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 in the province.

12.8 . Probationary nature of a appointments. – (1) Inspectors, Sergeants, Sub-Inspectors and Assistant Sub-Inspector who are directly appointed will be considered to be on probation for three years and are liable to be discharge at any time during or on the expiry of the period of their probation if they fail to pass the prescribed examinations including 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 discharge by the Inspector-General and all other Upper Subordinates by Range Deputy Inspector-General and Assistant Inspector-General Government Railway Police, Assistant Inspector-General, Provisional Additional Police (designated as Commandant, Provincial Additional Police) and Assistant Inspector-General of Police(Traffic). No appeal lies against an order of discharge.

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

SYNOPSIS

1. *Passing the Departmental Examination.*

COMMENTS

1. *Passing the Departmental Examination. – Confirmation can only be if he passes the departmental examination. Jagjit Singh vs. Punjab, 1967 Cur L.J 187*

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

12.10. Appointment of head constable. – (1) Head Constable shall be appointed by promotion from selection grade constable in accordance with rules 13.7 and 13.8.

12.10 A . Direct appointments of selection grade constable. – Matriculates of good social status and strong family claims may be enlist 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 with credit. No officers 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 conformed and they continue to receive good reports they will be deputed to be take Intermediate course when they have six years service. Any such officers who fail to pass the recruit's 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 appointment. Cards for these officers shall be maintained in form 138.8(1) from the date on which they are enlisted.

SYNOPSIS

1. *Persons directly recruited as Selection Grade Constables.*

COMMENTS

1. Persons directly recruited as Selection Grade Constables. Rules in terms applies to person s directly recruited as Selection Grade Constables and the petitioner is not one of them, but this does not mean that the petitioner cannot be deputed to undergo the Intermediate School Course. It has not been contended that the petitioner as a confirmed Head Constable is not entitled to be considered for promotion. The petitioner, who was a confirmed Head Constable with requisite length of service and who had earned consistently good reports, could not be debarred from being deputed for the Intermediate School Course, simply because he did not secure a position of merit, in the unauthorised test which was introduced by the departmental authorities. *Ram Kishan, Head Countable Vs The Inspector General of Police, Haryana and others, 1968 S.L.R. 661.*
- 12.11. Restriction on appointment of non-British subject- 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 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 enroll 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 candidate for enrollment shall invariably be carried out by a gazetted officer, who shall concern himself specially to prevent the victimization 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 a system whereby the cost is recovered later in installments from pay, are adequate, and the recruitment is not discouraged by initial and avoidable hardships. Deputy Inspector-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.

SYNOPSIS

1. Discharge from service while still under suspension.
2. Initiation of disciplinary proceedings.

COMMENTS

1. Discharge from service while still under suspension. The Superintendent of Police has to consider and decide to whether or not a constable is likely to prove an efficient police officer. If on a consideration of material in his possession, he forms an opinion that he is not likely to prove an efficient officer, an order of discharge can be passed. However, the order has to be passed on some objective data. In the present case, this does not appear to have been done. The petitioner was accused of having committed an offence. Soon after the registration of the case, he was placed under suspension. He was never reinstated. While he was still under suspension, the petitioner was ordered to be discharged from service. Full salary was not paid to him for the period of suspension. Even otherwise, nothing has been shown from his character-roll or any other record to indicate that there was any adverse report or comments regarding his performance. On the contrary, there is an entry in his character roll which shows that the petitioner had been awarded a commendation certificate "in recognition of doing conspicuously good work for the administration of law and maintenance of peace, safety and good order and for conduct displaying exceptional address, acuteness, industry, fidelity for smooth functioning of government work during Independence Day, 1990 Celebrations. "He was also given a cash reward of Rs. 50/-. In this situation, it is apparent that the order of discharge was passed solely on account of the allegations made in the above mentioned FIR against him. These allegations do constitute misconduct. However, on the basis thereof, an order of discharge could not have been passed. If these allegations were found to be correct during enquiry, the petitioner could have been dismissed from service. However, the procedure prescribed under the Rules had to be followed.. This was not done. Taking the totality of circumstances into consideration, I am driven to conclude that the petitioner was in fact punished for the alleged misconduct and the order dated April 18, 1991 was not a simple order of discharge. *Sunder Kumar vs. State of Haryana and others, 1992(5) S.L.R. 727 = 1991 (3) RSJ 504.*
2. Initiation of disciplinary proceedings. These is also another aspect of the matter. It is well established that what is material for the purpose of Article 311(1) of the Constitution is who actually appointed the person concerned. What is involved in matters of appointment and removal for the purpose of Article 311 of the Constitution is the status and rank of the employee and the state and rank of the authority taking action vide the *Management of Delhi Transport Undertaking vs. BBL Hajelay and another, 1972 SLR 787 SC.* In the present case, the petitioner was actually appointed as a Constable by the S.S.P exercising the powers of D.I.G. of Police who, in terms of rank and status, was higher than that of the Additional Supdt. Of Police. The Additional S.P. who was a lower authority, was, therefore, not competent to initiate disciplinary proceedings against the petitioner. As has been pointed out in para 12 above, it was only after the issue of the notification dated 18th May, 1968 that the Additional S.P. was empowered to exercise the powers and perform the duties of a District Supdt. of Police. The Commandant of the Delhi Armed Police was empowered to exercise the same powers only by the notification issued by the Lt. Governor on 6th May, 1976. *Lakhi Ram vs. Union of India and others, 1989(7) S.L.R. 365.*
- 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 on 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 purpose of inspection.
- 12.14 Recruit—Status of.-- (1) Recruits shall be of good character and great care shall be taken in selection men of a type suitable for police service from candidates presenting themselves for enrolment.
3. 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.
4. 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.

SYNOPSIS

1. Preference in favour of some and near relative of persons.
2. Relaxation of age, qualification and Physical standard to the words of ex-policemen.
3. Relaxation of rules-Petitioners despite that relaxation not sent for training of constables.
4. Relaxation should be made by the Administrator.
5. Rules framed under the Police Act of 1861.

COMMENTS

1. Preference in favour of some and near relatives of persons. Rule 12.14(3) of the Punjab Police Rules, 1934 which authorised the granting of preference in favour of sons and near relatives of persons serving in the police service became unconstitutional on the coming into force of the Constitutions. While it may be permissible to appoint a person who is the son of a police officer who dies in service or who is incapacitated while rendering service in the Police Department, a provision which confers a preferential right to appointment on the children or wards or other relatives of the police officers either in service or retired merely because they happen to be the children or wards or other relatives of such police officers would be contrary to Article 16 of the Constitutions. Opportunity to get into public service should be extended to all the citizens equally and should not be confined to any extent to the descendants or relatives of a person already in the service of the State or who has retired from the service. *Yogender Pal Singh and other vs. Union of India and others*, 1987(1) S.L.R. 379.
2. Relaxation of age, qualifications and Physical standard to the wards of ex-policemen. It is not the case before me that this provision of public employment is invalid because no one from outside has come to challenge the validity of this provision. In 1975, 1976 and 1977 the Government itself acting under this very provisions granted relaxation. Now they deny relaxation because they say that it can be availed of only by one son of the a Policemen. I find there is no such restriction in sub-rule (3). If the Government itself makes a special provision as it does by making the order dated 3.10.81 in favour of the wards of the Delhi Policemen, there is no good reason why the provisions of sub-rule (3) of rule 12.14 should also not be followed in cases of sons and near relatives of police constables. *Jogindar Pal Singh vs. Union of India and others*, 11983(3) S.L.R. 252.
3. Relaxation of rules—Petitioners despite that relaxation not sent for training of constables. The petitioners will be appointed as constables and will be given the required training subject to fulfilling the requirements of the order dated 3.10.81. Seniority of these petitioners will be reckoned from the date when their colleges were sent for training and were appointed as constables. Future increment and other benefits will be given on that basis. No pay will be given for this period. Pay will be given from the date of their appointment. *Jogindar Pal Singh vs. Union of India and others*, 1983(3) S.L.R. 252.
4. Relaxation should be made by the Administrator. Under Rule 30 of the Rules any relaxation should be made by the Administrator (Lt. Governor of the Union Territory of Delhi) and not by the Deputy Commissioner of Police. Thus no reliance can be placed on the order of relaxation passed by the Deputy Commissioner of Police on 3.10.1981 and since by the letter dated April 3, 1982 the Delhi Administration had imposed an additional condition in respect of the wards of Delhi Policemen/Class IV employees that only son of police personnel/Class IV employee would be considered for grant f such relaxation of the appellants cannot claim that they were entitled to be recruited because admittedly their brothers had already been recruited in the Delhi Police Service on the basis of an earlier order of relaxation. *Yogender Pal Singh and other vs. Union of India and others*, 1987(1) S.L.R. 379.
5. Rules framed under the Police Act of 1861. The rules framed under the Police Act of 1861 would continue to be in force after the Act came into force in so far as they were consistent with the Act but at the same time Section 147 of the Act authorised the Administrator (Lt. Governor of the Union Territory of Delhi) jto make rules regarding recruitment to and they pay, allowances and all other conditions of service of the members of the Delhi Police under Clause (b) of section 5. It is not disputed that rule 12.14 and rule 12.15 of the Punjab Police Rules, 1934 and the rules promulgated on December 31, 1980 death with identical subject, namely the recruitment of Constables to the Delhi Police Service. *Yogender Pal Singh and others vs. Union of India and others*, 1987(1) S.L.R. 379.

12.15 Recruits-age and physical standards of.—(1) Recruits shall be not more than 25, or less than 18 years of age, (For Hry.—Recruits shall not be less than 18 years and not more than 27 years of age - Notification dated 14.3.1984) at the time of enrolment, and shall have a minimum height of 5'-7 and normal chest measurement of 33" with expansion of 1-1/2 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 Depty Inspector 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. The Inspector General may in special circumstance to be recorded in writing relax the upper age limit and the physical standard in the case of recruits.

[For Haryana]

Note. 1- 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.

Note-2- Upper age limit shall be reliable in case of Scheduled Castes, Scheduled Tribes, Backward Classes and ex-serviceman recruits in accordance with the instructions issued by the State Government in this behalf form time to time.

[For Punjab]

Not:-- 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 pensions.

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 bonafied mistake.

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

[For Himachal Prades]

In sub-rule (1) of rule 12.15 of the Punjab Police Rules 1934, as applicable to state of Himachal Pradesh, for the existing words and figures "Recruits shall be not more than 25, or less than 18 years of age" the words and figures "Recruits shall be not more than 22 years (27 years for Scheduled Castes and Scheduled Tribes) or less than 18 years of age" shall be substituted.

SYNOPSIS

1. Date of birth.
2. Forfeiture of service-Date of birth
3. Intermediate School Course.
4. Recruitment in violation of Rule-discharge from service.

COMMENTS

1. Date of birth. Mere fact that School leaving Certificate records different date of birth is of no consequence. *Constable Jagir Singh vs. The Inspector General of Police, Punjab and others*, 1989 (1) RSI 609.

2. Forfeiture of service of birth. Date of birth. Even after the impugned order forfeiting four years service was passed, on the administrative side another order was passed by correcting the service record of the petitioner to incorporate August 10, 1938 as the date of birth which was given in the education certificate. Subsequently the Commandant passed an order on February, 7, 1980 under the instructions of Deputy Inspector General of Police contained in the letter dated January 30, that according to Appendix "B" to Rule 7.3 of the Punjab Financial Rules the recorded date of birth cannot be changed. Thus entry of date of birth as August 10, 1938 was cancelled and the original date of birth August 23, 1943 was substituted. Copy of the order is annexure P/2. The correctness of this letter has not been disputed. This shows that respondents are taking up contradictory stands. By passing the order of punishment the actual date of birth of the petitioner is taken as August 10, 1938 whereas the same is not considered for the purpose of service record as in Annexure P/2. The original given by the petitioner at the time of recruitment. The mere fact that in the School leaving certificate his date of birth is recorded as August 10, 1938 will be of no consequence. Furthermore, such a date of birth recorded therein. Needless to say such a date of birth was not recorded by the petitioner himself but by somebody who took him to the school for admission.

The evidence of such a person who recorded the date of birth of the petitioner at the time of his admission in the school was not recorded in the enquiry conducted against the petitioner. The report of the enquiry officer is solely based on the school certificate produced in the enquiry. Since such evidence cannot be considered sufficient to hold the actual date of birth of the petitioner being August 10, 1938, obviously the petitioner could not be penalized more so, department for all intents and purposes is taking the date of birth of the petitioner as August 23, 1943, *Jagir Singh vs. The Inspector-General of Police, Punjab and others*, 1989 (3) S.L.R 278.

3. Intermediate School Courses. Petitioners have no right to be deputed to the course as no one from their range who was junior to them, had been deputed for the course then simply because by virtue of the interim orders, they have completed half of the Intermediate Course is no ground to allow them to continue with the course. *Ilam Singh and ors. Vs. The State of Haryana and ors.* 1992 (1) RSI 57.
4. Recruitment in violation of Rule—Discharge from service. None of the petitioners fulfils the prescribed standard. Accordingly, they were not eligible to be recruited. As such, I find no infirmity in the action of the respondents. Person who do not fulfil the conditions of eligibility are not entitled to continue on their posts. Keeping in view the fact that the petitioners admit the position as depicted in Annexure R-1 to the written statement and that there is no claim on the behalf that the measurement as depicted in the written statement around no useful purpose would be served by directing the respondents to hear them. The purpose of the grant of an opportunity of hearing is only to ascertain the factual position. In case where there is no dispute on facts, no useful purpose would be served by directing the respondents to hear the petitioners. It is no doubt correct that normally before passing an order adverse to the interest of a person, he is entitled to be heard to that he can put forth his view point. However, such an opportunity is necessary only when a person disputed the facts on the basis of which the action is sought to be taken. In the present case, learned counsel for the petitioners is categorical in his assertion that he does not want even to controvert the factual position as depicted in the written statement. This being the admitted position it is clear that no useful purpose would be served by directing the respondents to re-decide the matter after hearing the petitioners. *Ram Dia and other vs. State of Haryana and others*, 1992 (5) S.L.R 719.

- 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 instruction 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 candidate whose general standard of physique and intelligence is unsatisfactory; only those candidate should be sent for medical examination whom the Superintendent has accepted a being up to the required standards in these respects. (See Appendix 12.16).

- 12.17. Recruits-Enrolment of—When a candidate has been passed by Superintendent of 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 chidril 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 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 lambardars of 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 lambardars 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 they recruit is not a resident of British territory, the Superintendent shall take steps to verify his character through other serving police officer, whose homes are the same neighborhood, 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 justify such action, police officers proceeding on leave shall be encouraged to enlist recruits at their homes, and selected men may be adapted singly or in parties on recruiting duty.

- (2). When police officers 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 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 case where a police officer has been put to expense on account of the feeding and travelling expenses 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—Superintendent of Police shall fill up vacancies in the rank of constable as and when suitable men are available. Recruiting parties may be despatched, if 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 Inefficient.—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.

SYNOPSIS

1. Absence from duty.
2. Certificate of appointment
3. Certificate prescribed under Rule 12.22.
4. Competent authority.
5. Discharge.
6. Discharge during probation on the basis of unauthorised absence.
7. Discharge from service for being absence from duty for a few hours.
8. Discharge of police constable.
9. Discharge-no material on record to come to the conclusion that the constable was likely to prove a good police officer.
10. Discharge of police constable after the grant of certificate under rule 12.22. whether permissible.
11. Discharge-Reinstatement
12. Discharge-Relieved after more than 3 years 4 months of service.
13. Discharge within a period of three years of enrolment.
14. Discharge within period of three years under rule 12.21.
15. Natural justice- Discharge of enrolled constable.
16. Order of discharge.
17. Police officer cannot be discharged from service on account of misconduct of absence from duty.
18. Power to discharge.
19. Power of discharge a recruit
20. Power to discharge at any time within three years.
21. Power under-can be exercised only within three years of the enrolment of Constable.
22. Probationer- Removal from service-juniors retained –validity
23. Temporary employee- Discharge of on the ground that he having been found unlikely to prove an efficient police officer.
24. Termination of services of temporary lady constable.
25. Termination-put in six years as constable and obtained certificate under Rule 12.22.

COMMENTS

1. Absence from duty- Apparent that the petitioner was not merely discharged from service but had been punished on account of the alleged misconduct. Such an order could not have been passed except after the grant of a due and reasonable opportunity of hearing as contemplated under the provisions of the Punjab Police Rules and Article 311. *Paramjit Singh vs. State of Haryana*, 1991 (2) RSJ 705.
2. Certificate of appointment- A constable who has obtained a certificate under rule 12.22 cannot be dealt with under R.12.21. if he is to be removed from service procedure prescribed in Ch. XVI has to be followed. It is, therefore, aborts that the order of termination of the petitioner under rule 12.21 is not justified by the police Rules. *Dwaka Dass vs. Superintendent of Police, Ludhiana, IKR (1969) II Punj.324*.
3. Certificate prescribed under Rule 12.22. The certificate prescribed under Rule 12.22 is meant to serve the purpose of section 8 of the Act by vesting a police officer with the powers functions and privileges of a police officer and has to be issued on his appointment as such. The certificate is thus a letter of authority, and enables the police officer concerned to enter upon his duties as a police officer. It has to be granted almost from the inception, when a person is appointed and enrolled as police officer, and it is not correct to say that the mere issue of the certificate puts its holder beyond the reach of rule 12.21 even if it is found that he is unlikely to prove an efficient police officer and has not completed the period of three year after his enrolment. *The Superintendent of Police, Ludhiana and another vs. Dwaka Das, 1979 (1) S.L.R. 299*.
4. Competent authority. Police Force is a special kind of force for which merely passing of examinations and tests is not enough Certain other qualities are required as stated in rule 19.5 of the Police Rules. It was wrong that there are no guide lines indicated in the rule for the exercise of the power by the competent authority under rule 12.21 of the Police Rules. The guide lines are stated in Chapter XIX, particularly rules 19.3 and 19.5. The competent authority exercises the power under rule 12.21 on certain reports and not in an arbitrary manner. It cannot, therefore, be said that the competent authority under rule 12.21. exercises any arbitrary power. *Sawaranpuri vs. State of Haryana, 1970 Cur. L.J. 462=1972 P.L.R. 771*.
5. Discharge. Original order of discharge (Annexure P=1) was set aside and the petitioner was reinstated in service from the date of his discharge and that order of reinstatement could not be reviewed by the authorities as there is no provision for the same. *Shishpal vs. State of Haryana, 1991(2) RSJ 379*.
6. Discharge during probation on the basis of unauthorised absence. Without going into the merits of the fact whether the petitioner has absented himself unauthorisedly or was in fact under medical treatment and what is the evidentiary value of letter like Annexures P-3 and P-4, I am of the view that the impugned order though couched in simple language is in fact by way of punishment as the whole basis is the misconduct of the petitioner of having absented unauthorisedly during the training course. Admittedly no enquiry was held prior to passing the order of discharge. *Om Parkash vs. state of Haryana and others, 1991(4) S.L.R. 75=1992(1) RSJ 13*
7. Discharge from service for being absence from duty for a few hours. We find that no doubt under Rule 12.21 of the Punjab Police Rules a Constable who is found unlikely to prove and efficient police officer may be discharged by the Superintendent at any time within three years of enrolment”, but the order of discharge cannot be based on some minor or trivial stray incident, as the language of the rule is clearly indicative of the intention of the rule makers; that the Constable has

to be found unlikely to prove an efficient police officer, which can only be on the basis of opinion formed by the authorities by consistent lapses or misbehaviour on the part of the Constable which should be incompatible with his efficiency. These tests are completely missing in the present case and we are satisfied that the impugned order is wholly arbitrary in as much as mere absence from duty for a few hours, although even that allegation is disputed by the petitioner, is not sufficient to be the basis of the order of discharge. *Dinesh Kumar vs. State of Haryana and others, 1992(1) S.L.R. 582.*

8. Discharge—No material on record to come to the conclusion that the constable was likely to prove a good Police Officer. There is absolutely no material on the record to prove that the plaintiff was not likely to prove a good police officer for which he could be discharged from service under Rule 12.21 of the Rules. It is evident from the said rule that the Constable shall be kept under close supervision and reported on at intervals of six months in Form 195(1) by the Sub-Inspector or Inspector under whom he is working through his gazetted officer to the Superintendent of Police. No such six-monthly report has been brought on the record on behalf of the defendants. In the circumstances, there is no illegality in the concurrent findings of the two Courts below as to be interfered with in second appeal. *Punjab State through Secretary to Government of Punjab Home Department, Chandigarh and anr, vs Joginder Singh, Ex-Constable, 1989(3) S.L.R. 665.*
9. Discharge of Police Constable. The Deputy Superintendent (Admn) exercises the powers of the Superintendent of Police of a Civil District. The order of discharge made by Deputy Superintendent of Police, therefore, was within jurisdiction. *Sawaran Puri vs. The State of Haryana, 1970 Cur. L.J. 462=1972 PIR 771.*
10. Discharge of police constable after the grant of certificate under rule 12.22 whether permissible. No constable can be discharged under rule 12.21 after the grant of the prescribed certificate under rule 12.22 to him is to say that rule 12.21 is non-existent, and can never come into effect. This argument was repelled by the Division Bench in Karan Singh's case and we are in full agreement with the view taken by this Court. *Jai Singh, Ex-Constable vs. State of Haryana and others, 1977(2) S.L.R. 371.*
11. Discharge—Reinstatement. Another significant aspect of the matter is that the original order of discharge (Annexure P-1) was set aside and the petitioner was reinstated in service from the date of his discharge and that order of reinstatement could not be viewed by the authorities as there is no provision for the same. *Shishpal vs. State of Haryana and others, 1991(4) S.L.R. 9=1991(3) RSI 379.*
12. Discharge – Relieved after more than 3 years and 4 months of service. Under provision of P.P.R. 12.21 a constable who is found unlikely to prove an efficient police officer may be discharged by the Superintendent of Police at any time within three years of enrolment. But in the instant case the petitioner was enrolled as a Constable in 1984 (6.2.1984) and the competent authority has passed the impugned order relieving him w.e.f. 20.6.1987, i.e., after more than 3 years and 4 months. *Shishpal vs. State of Haryana and others, 1991(4) S.L.R. 9=1991(3) RSI 379.*
13. Discharge within a period of three years of enrolment. The Appointing authority of the petitioner had considered his record of service on 10.2.1983 and decided to discharge him from service under rule 12.21 of the Rules. So far as the appointing authority is concerned, it exercised its power well within the period of three years communicated to him five days later, i.e. on 15.2.1983 and qua the petitioner it became effective on that date and he is entitled to salary till 15.2.1983. The assertion of the petitioner that he had unblemished record of service has been found to be incorrect. Besides punishment awarded to him at three occasions for lapse on his part in stance of his absence from duty recorded in the office file, which was also placed before the appointing authority. He willfully absented himself from duty for about ten hours from 10.P.M. on 1.12.1982 to 8.30 A.M. on 2.12.1982. he made an excuse that he was not feeling well but his version was disbelieved. In view of the instances of lapse on the part of the petitioner in the performance of his duties mentioned in the written statement as also recorded in the office file which were taken into consideration by the appointing authority while exercising power under the aforesaid rule, no fault can be found with the said order. The contention of the learned counsel for the petitioner that the order Annexure P.5 is not a speaking order has also no force. It is a simple order of discharge and no reasons in support of the same were required to be given. *Vinod Kumar vs. State Haryana and another, 1986(3) S.L.R. 311.*
14. Discharge within period of three years under rule 12.21. The petitioner having once undergone a rigorous training and various tests provided by the various sub-rules of rule 12 and sub-rules (2) and (3) of rule 19 there can be no question of his being declared to be not likely to be an efficient police officer. We are unable to find any force in this argument. Rules 19.2, 19.3 and 19.4 are succeeded by rule 19.5 which by way of abundant caution makes it clear that all the provisions contained therein are subject to rule 12.21. the initial training provided for in the various provision of rule 12 is in order to qualify a constable for enrolment. The period of three years during which a constable can be discharged under rule 12.21 is in the nature of a probationary period. The fact that a constable undergoes training and rigorous tests rule 12.21. *Jai Singh, Ex-Constable vs. State of Haryana and others, 1977(2) S.L.R. 371.*
15. Natural Justice – Discharge of enrolled constable. It cannot be disputed that he from of the order is not decisive as to whether the order is simple order of discharge under Rule 12.21 of the Rules. It is always open to the Court before which the order is challenged to go behind the form and ascertain the true character of the order. If the Court holds that the order though in the form is merely a determination of employment is in reality a cloak for an order of punishment, the court would not be debarred, merely because of the form of the order, in giving effect to the rights conferred by law upon the employed. It gives an absolute power to the Superintendent of Police discharge a constable who is found unlikely to prove an efficient police officer. This rule applies where the constable is found not upto the mark in discharging his official duties. It relates to his functioning as a police constable. If an objective data available, the Superintendent of Police opines within three years of the enrolment of the Constable that he is not likely to prove an efficient police officer, the Constable can be discharged from service under the Rules. If he is accused of misconduct, then he is to be dealt with under Rule 16.24 of the Rules. Rule 16.24. lays down the procedure to be followed in departmental enquiries. If a Police Officer is accused of misconduct, the superior officer may direct an enquiry to be conducted against him unless the allegations are such that it can form the basis of criminal charge, the superior officer shall decide at that stage whether the officer accused of misconduct shall be tried departmentally first and judicially thereafter. *Jagit Singh, Ex-Constable vs. The Director General of Police and another, 1990(6) S.L.R. 700=(1)RSI 654.*
16. Order of discharge. No departmental enquiry held against him. Purpose of impugned order found to be punitive. *Jagit Singh vs. Director General of Police and others, 1991(1) RSJ 654*
17. Police officer cannot be discharged from service on account of misconduct of absence from duty. Even though a reference has been made to Police Rule 12.21, yet it has been clearly stated herein that the petitioner had been dismissed from service w.e.f. May 30, 1990. It is also clear from a perusal of the documents on record as also the written statement that the petitioner was accused of being absent from duty. He had been called upon to show cause as to why action be not taken against him. In this situation, it is apparent that the petitioner was not merely discharged from service but had been punished on account of the alleged misconduct. Such an order could not have been passed except after the grant of a due and reasonable opportunity of hearing as contemplated under the provisions of the Punjab Police Rules and Article 311 of the Constitution. *Paramjeet Singh vs. State of Haryana and others, 1991(6) S.L.R. 313 = 1991(2) RSJ 705*
18. Power to discharge a recruit. The Police Rules disclose that the constables are appointed under rule 12.12. They are recruited and then their names are entered in the register of recruits. Thereafter, their physical fitness is ascertained under rule 12.15. They are subjected to medical examination under rule 12.16 and after they have been declared medically fit, they are enrolled in the order book in Form 12.13. Thereafter the recruit is sent to the Lines officer who personally places him in the charge of the Chief Drill Instructor and thereafter his training starts. Rule 12.18 prescribes for the verification of the character of the recruit. rule 12.20 deals with dated of enrolment. Then follows rule 12.21 which confers powers on the Superintendent of Police to discharge a constable. In the context of the Police Rules, it appears that this Rule is meant to finally screen suitable persons who should be appointed to the police force. It is after a period of three years screening that a recruit is entitled to be enrolled as a police constable and then a certificate of appointment is issued to him in the Form 12.22(1) unless within the period of three years, he is discharged from service. There is no rule in the Police Rules providing for confirmation of temporary police constables. It is evident from the scheme of the Police Rules that the power to discharge a recruit, and here I must emphasise that all recruits are temporary hands, is with the Superintendent of Police and has to be exercised by him within a period of three years from the date the constable is brought on the register of enrolled recruits. As a matter of fact, under rule 12.18, a recruit can be provisionally enrolled pending, the result of reference as to his character. Therefore, if the intention was that a person should still remain a temporary hand after a certificate to him had been issued under rule 12.22, the framers would have made a similar provision as has been made in rule 12.20 namely

that he will still be a provisional hand in the police force.

After reading the rules in Chapter XII in their proper context, the result is that a constable who has obtained a certificate under rule 12.22 cannot be dealt with under rule 12.21. If he is to be removed from service, procedure prescribed in Chapter XVI has to be followed. It is, therefore, obvious that the order of termination of the petitioner under rule 12.21 is not justified by the Police Rules and, therefore, must be quashed.

We may make it clear that we are not pronouncing upon the fitness of the petitioner to be retained in the police force. That is a matter which the Superintendent of Police or any competent authority in this behalf is entitled to determine. It will be open to them after following the procedure prescribed in Chapter XVI to dispense with the services of the petitioner if they are of the opinion that he is not a suitable person to be retained in the police force. We are only striking down the order because the order could not be passed under Rule 12.21. *Shri Dwarka Dass vs. The Superintendent of Police, Ludhiana and other, 1968 S.L.R. 760*

19. Power to discharge at any time within three years. Every service is governed by its own rules. No service rule can be struck down as being ultra vires Article 16 of the Constitution merely because it is more vigorous than the corresponding rule for some other service of the State or because its equal cannot be found in any other service. Equality of opportunity is guaranteed amongst equals. Inasmuch as the rule is the same for all the Constables in the Punjab Police Force the argument of discrimination is wholly fallacious. *Jai Singh, Ex-Constable vs. State of Haryana and others, 1977(2) S.L.R. 371*
20. Power to discharge. We are fortified in this view of ours by the authoritative pronouncement of their Lordships of the Supreme Court in *S.P. Vasudeva vs. State of Haryana and others, AIR 1975 SC 2292*. Indeed Mr. Saini concedes that if the constable covered by rule 12.21 can be equated to a probationer, he cannot press this argument. His submission however, is that according to rule 13.18 the constable are not governed by any rule as to probation. There is no doubt that rule 13.18 which refers to probationary period neither has not can have any application to constables, but the provisions of rule 12.21 provide for same kind of probation, and though this is not called a probationary period, it is in fact nothing short of making a special provision of that nature. Article 311 of the constitution has, therefore, no application to this case. *Jai Singh, Ex-Constable vs. State of Haryana and others, 1977(2) S.L.R. 371*
21. Power under — Can be exercised only within three years of the enrolment of Constable. Only point on behalf of the appellant is, that this case was fully covered by the decision of the Division Bench in *Dwarka Das's case (ibid)*, the ratio of which would be binding on this Bench. In other words, he reiterates point No. 3 conveyed by him before the learned Single Judge and maintains that the issue of the certificate under rule 12.22(1) had conferred on the appellant the substantive rank of the constable vesting him with the powers, functions and privileges of a police officer. The argument proceeds that the appellant thus had a right to hold the post and his summary discharge amounts to a punishment, which could not be awarded without complying with the procedure laid down in Article 311, the Police Rules indicate that every person is enrolled in Police Force on a sort of probation for a period of three years and during this period, at any time, the Superintendent of Police can discharge him from service, if it is found that he is "unlikely to prove an efficient Police Officer". This is provided in rule 12.21.

A plain reading of rule 12.22(1) and the prescribed form shows that this certificate is issued at the time of enrolment and not as proof by his having satisfactorily completed the three years' period of 'probation'. Indeed, in the instant case, this enrolment, viz November 17, 1966. Of course, there are some observations in *Dwarka Das's case (ibid)* that such a certificate in the prescribed Form under rule 12.22(1) is to be issued only after the satisfactory completion of the three years' probation by a recruit and that a Constable who has obtained such a certificate cannot be dealt with under rule 12.21. These observations as rightly pointed out by the learned Single Judge, "having to be taken in the context of that case and in my opinion, cannot be applied to the case of a constable who is discharged from service before the expiry of the three years by the Superintendent of Police under the power vested in him by rule 12.21". The distinguishing feature of *Dwarka Das's case*, was the constable's services were terminated as no longer required after he had satisfactory completed three year's service from the date of his recruitment. In other words, the power under Rule 12.21 can be exercised only within three years of the enrolment of Constable and no thereafter. Since that period of three years had expired, *Dwarka Das* could not be validly discharged under rule 12.22(1). *Karan Singh vs. The State of Punjab and others, 1972 S.L.R. 624*
22. Probationer – Removal from service – Juniors retained – Validity. There is not even a word either on the record or otherwise to show that the enquiry with respect to the alleged misconduct was to find out the suitability to retain in service. It is obvious that the enquiry was with and intention to punish the delinquent plaintiff as well as *Jasbir Kaur*. In order to find out whether an apparently innocuous order is in substance by way of punishment, one has to look on the facts which preceded and succeeded. In order to do substantial justice, the Court can go behind an ostensibly innocuous order to find out the real nature of the order by removing veil. Undoubtedly, the impugned order by which the plaintiff who was a probationer and, has been removed does affect her reputation as a female member of society as well as her future chances of service. Had an opportunity been given to her, she would have shown that the alleged misconduct attributed to her in no way affected her being an efficient police officer to be retained in police service. At any rate the discharge of the plaintiff from service is totally discriminatory as the alleged misconduct similarly attributed to *Jasbir Kaur* was no found to be sufficient to hold that she will not prove to be an efficient police officer. *Punjab State and another vs. Smt. Kamlesh Kumari, 1988(1) S.L.R. 614*
23. Temporary employee – Discharge of on the ground that he having been found unlikely to prove an efficient Police Officer. The impugned order of discharge from service was no made in accordance with Rule 12.21 of the Punjab Police Rules, 1934 and in accordance with the terms and conditions of the letter of appointment but it was made by way of punishment. The Commandant – respondent No.2, vide his dated 29.9.1987 had asked the petitioner to resume duty otherwise departmental action would be taken against him. In the background of these facts and circumstances it is clear that the impugned order of discharge from service was made on the ground of his misconduct i.e. absence from duty and it is penal in nature. In the case of *Rajinder Kaur vs. Punjab State and another, 1986(3) SLR 78*, replying upon the decisions in the cases of *Shamsher Singh and another vs. State of Punjab, 1975(1) SCR 814* and *Anoop Jaiswal vs. Government of India and another, 1984(2) SCR 453*, the Supreme Court held that the impugned order of discharged though couched in innocuous terms, was merely a camouflage for an order of dismissal from service on the ground of misconduct. That order was made without serving the appellant any charge-sheet, without asking for any explanation from her and without giving any opportunity to show cause against the purported order of dismissal from service and without giving any opportunity to cross-examine the witnesses examined, that is, in other words in total contravention of the provisions of Article 311(2) of the Constitution. *Rajender Singh vs. State of Haryana and another, 1989(2) S.L.R. 79 = 1991(1) RSJ 761*
24. Termination of services of temporary lady constable. The impugned order of discharge though couched in innocuous terms, is merely a camouflage for an order of dismissal from service on the ground of misconduct. This order has been made without serving the appellant any charge-sheet, without asking for any explanation from her and without giving any opportunity to show cause against the purported order of dismissal from service and without giving any opportunity to cross-examine the witnesses examined, that is, in other words the order has been made in total contravention of the provision of Article 311(2) of the Constitution. The impugned order is, therefore, liable to be quashed and set aside. A writ of certiorari be issued on the respondents to quash and set aside the impugned order dated 9.9.1980 of her dismissal from service. A writ in the nature of mandamus and appropriate directions be issued to allow the appellant to be reinstated in the post from which she has been discharged. The appeal is thus allowed with costs. The authorities concerned will pay all her emoluments to which she is entitled to in accordance with the extent rules as early as possible in any case not later than eight weeks from the date of this judgment. *Rajindar Kaur vs. Punjab State and another, 1986(3) S.L.R. 13*.
25. Termination – put in six years of services as constable and obtained certificate under Rule 12.22. The petitioner having been recruited as a Constable on May 11, 1967, his service could be terminated by the Superintendent of Police under rule 12.21 till May 10, 1970. The Superintendent of Police could not invoke his authority under rule 12.21 of the Rules after the expiry of three years with effect from May 11, 1967. The impugned order Annexure P.1 having been passed on July 16, 1973, is violative of Article 311 of the Constitution read with rule 12.21 of the Rules.

It is clear that the impugned order Annexure P.1 having been passed after expiry of three years of the enrolment of the petitioner as a constable cannot be sustained. The instructions dated December 11, 1963, issued by the deputy Legal Remembrancer and referred to in the written statement of the Superintendent of Police, Hoshiapur, are hardly relevant to the point under consideration. In the first place these instructions do not lay down that the service of a police constable who has put in more than three years can be terminated under rule 12.21 of the Rules by giving him two months' notice. And secondly any such instruction, if so issued,

shall have to be ignored being illegal. *Curdev Singh, Constable vs. State of Punjab and others, 1982(2) S.L.R. 365.*

12.22. Certificate 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.

SYNOPSIS

1. Appointment of the post of DIG. The Additional Supdt. of Police who initiated the disciplinary proceedings against the petitioner, has not been mentioned under Section 7 of the Police Act, 1861 as one of the authorities competent to do so. The service record of the petitioner also contained entries indicating that the verification of the service of the petitioner from 18.7.1949 to 31.12.1961 was made "for Senior Supdt. of Police, Delhi". The service roll of the petitioner indicates that the appointing authority of the petitioner was the Senior Supdt. of Police. *Lakhi Ram vs. Union of India and others, 1989(7) S.L.R. 365.*

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; and 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 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 officer. – (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 rule 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 officer, 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 of 55, if they present themselves for re-enrolment and are found medically fit within two years of [voluntarily taking For Punjab only] their discharge.

(c) The break of service between the date of enrolment in the police and the date of discharge from previous army employed 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 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 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 percent 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 Pension. – (1) Under the rule 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 cases 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 specified 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 proper deduction to be made from his pay.

SYNOPSIS

1. Judicial Set up.

COMMENTS

1. Judicial set up. Recourse to the legal proceedings can be had one police constable or more police constables collectively if their grouse is made. Certain collections are made by those aggrieved constable, to meet out the litigation expenses the same would not amount to misconduct under Rule 12.25(4) of the Rules *Constable Gurmukh Singh vs. The State of Punjab and others, 1992(1) RSJ 757*

12.26. Inter-district transfers. – Exchange of appointment between lower subordinates in district 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 district in different ranges, or from and to the railway police, the sanction of both Deputy Inspector-General concerned and the Assistant Inspector-General, Government Railway Police, is required.

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

12.28. Character rolls. – A character roll in Form 12.28 shall be prepared and maintained 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 recruits 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 recruits 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 and give him the opportunity of claiming alternation 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 in maintaining character rolls – In compiling and maintaining character rolls the following points shall received 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 as 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 [form 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 (form 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 appended 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 – 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 unauthorized 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 officers 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 should 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, should 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 files shall be maintained by the Inspector-General of each gazetted officer. This shall contain,---

- (a) Articles of agreement.
- (b) Names and addresses 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 place on the personal file.

Officers shall inform the Inspector-General 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 of higher officers for signature and should not merely be a copy 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 life time 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 officers concerned. The giving of 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 – A vernacular personal file (fauji misal) shall be maintained in each district office for every upper and lower subordinate serving in the district. The 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 a 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.

14-42. 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 Superintendent 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 detection of crime in the group of village 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 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 station, and submit it with a report, after consultation and in communication with the Superintendent, through the Commissioner, for the orders of Government, giving his reason 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 zail shall be confined to sparsely populated tracts.

APPENDIX No. 12.1.

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

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 Rule 12.15(1).
- (c) He must produce evidence of social status qualifying him for the positions 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 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 and 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 the 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 commendations of the Inspector-General of Police.

B – 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.

VII. 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 past in the Provincial Police Service to count towards the period of probation.

VIII. 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 offices 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.

XI. 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.

X. 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 Superintendents 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.

XI. 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 unfavourably reported on in two interim reports or in his final report, shall be reverted to his substantive rank of Inspector.

XII. Probationary Deputy Superintendents of Police of either class, on passing the examination prescribed for them and on being favourably 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 of the terms authorized, 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 – 1. 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.

Training of Urdu Stenographers – 2. (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 that rank, will depend on their passing the course.

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

Transfer to the executive line – 4 (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 school course.

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

General – 6 (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 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 = % JI } without glasses

Left eye V = % 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 examination 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, atheroma 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 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 lion 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 his 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 burse on the dorsum of toes, Hallux Valgus, Hallux rigidus, knockknee, 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

ROLL OF A CANDIDATE FOR 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 a 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 application.

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 qualification, mentioning any Examination passed. (Attested copies of any certificate obtained should be attached in candidate's own handwriting). _____

8. Does the candidate possess any athletic qualification? Did he belong to his school Cricket Eleven or Football or Hockey Team? Is he 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. Name 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 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 _____

Date _____

Superintendent of Police

The _____ 19 .

FORM No 12.7							
REGISTER OF ACCEPTED CANDIDATE 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 Qualification	REMARKS

POLICE DEPARTMENT FROM NO 12.13. _____ DISTRICT							
RECRUIT REGISTER							

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
				RESIDENCE					HEIGHT					
Serial No.	Date of measurement	Name of recruit	Parent age	Village	Police station	District	Religion of cast	Age	Feet/Inches	Chest measurement in inches	Intials of Gazetted Police Officer	Opinion of Mmedical officer	If enrolled/date	ConstableNo.

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 may 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 or 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 OR RANG

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
- 5. Appointments, promotions, reductions, discharges, & c.
- 6. Transfer beyond the district
- 7. Relatives in Government employ
- 8. Particulars of heirs
- 9. Educational qualification
- 10. Professional attainments
- 11. Medals and decorations
- 12. Miscellaneous particulars
- 13. Commendatory entries
- 14. Censures and punishments
- 15. Health certificate
- 16. Record of postings of inspectors, sub-inspectors and assistant sub-inspectors
- 17. Statement of land held by Head Constable [rule 14.23 (1)]
- 18. Progress report of probationary inspectors, sub-inspectors and assistant sub-inspectors
- 19. Medical History sheet
- 20. Leave account of constables and head constables
- 21. Marking sheet in connection with promotion to the selection grade of constables

FORM NO. 12.28.---cont.

CHARACTER AND SERVICE ROLL OF _____

CONSTANULARY NUMBER _____ IN _____ DISTRICT

CONSTANULARY NUMBER _____ IN _____ DISTRICT

CONSTANULARY NUMBER _____ IN _____ DISTRICT

Name	Father's name	Tribe or cast	Village or town	Post and Tlegraph office	Police Station	District	Province	Date of birth	Height	Chest measurement	Date of enrolment	Age on enrolment	Distinctive marks

- Verification roll no. _____ dated, _____ received back and attached to the Fuji misal.
- Government service prior to present employment, which is approved, for pension.

Service or department	Rank or grade	Pay of last appointment	From	PERIOD			
				To	Y.	M.	D.
Cause of and character on the discharge form above service							

Reference to order approving above service for pension in Police Department

FORM NO. 12.28---contd.

- 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 service 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).

Date _____ Signature _____

- Rolled impressions of fingers and thumb of left hand.

Left little	Left ring	Left middle	Left index	Left thumb

HARACTER ROLL OF _____

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

FORM No. 12.28.—Contd.

- Transfers beyond the district.

1	2	3	4
Date	From	To	Authority for transfer

7. Names of relatives in Government service.

1	2	3	4
Name	Relationship	Nature of employ	District

8. Names, residence and other particulars of heirs.

Wife.

Father

Mother.

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. | Punjabi. |
| Degree. | Pushtu. |

NOTE__ Underline the qualifications possessed, add particulars where necessary and 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 commendations 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. [Sheet 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 constable. [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.

Name and dates of inoculation, vaccination

Signature of Medical Officer.

And re-vaccination.

1. _____

2. _____

3. _____

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

FORM No. 12.32 (b)

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	Name of duty on which employed	Place	REMARKS

FROM No. 12.38 (1).

Personal File.

Of _____ of Police

PART 1.

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. Names 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,
_____ Range.

Dated _____ 19

FORM No. 12.38 (1) – concluded.

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	8	9	10	11	12
Constabulary Number	Name and Parent age	Date of enlistment	Cast- e	Age on Enlis- tme -nt	HEIGHT (a) Feet (b) Inche -s	RESIDENCE (a)Village (b)Police Stati -on (c)District	Parti- cula -r mark- s	Deta-il of Past Serv-ice Prior To enter- ing Constabul- ary	Promotions And reduction	Date And Caus- e Of leav -ing Polic- e	Rem-arks Givi-ng Referenc- e to the seria-l No In The Punish- ment Regi-ster of any punishent awar- ded

CHAPTER-XII. -- 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 farmed 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 summaries 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 competnt to make appointments to the non-gazetted ranks.

1	2	3
Class of Government Servants	Authority to whom the power Of appointment is delegated. [For Pb.] "Officers incharge, Police Constables Training Centres" and Officer in-charge Of the Constables Advanced Training Center.	The extent of the Delegation

Inspectors	Deputy Inspectors-general Of Police, Assistant Inspector-General, Government Railway Police, Assistance Inspector-General, Provincial Additional Police, (designed as Commandant, Provincial Additional Police), and the	Full powers subject to Rules governing the conditions of service as defined in Police Rule.
Sergents, Sub-Inspectors And Assistant Sub-Inspectors	Assistant Inspector-General Of Police (Traffic) Superintendent of Police And Deputy Superintendent (Administrative), Government Railway Police and Assistant Superintendent, Government Railway Police.	

Contd.

Head Constables and constables	Superintendent of Police, and Deputy Superintendent, (Administrative), Government Railway Police, Assistant Superintendent, Government Railway Police, Deputy Superintendents incharge of Railway Police Sub-Divisions, Senior Assistant Superintendent of Police, Lahore and Officers in-charge, Recruits training Centres, Deputy Superintendent of Police, Punjab Armed Police, Lahaul and Spiti.	
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- (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 in 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 constabulary 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 Rules, for the time being in force, in so far as they are not inconsistent with the provisions in these rules.

NOTE.—Regarding amendment by Haryana Govt.

No. G.S.R. 44/C.A. 5/1861/Amd. (1)/82 dated 26.3.1982

In the Punjab Police Rules.---

- (a) for the words "Assistant Inspector General, Government Railway Police" occurring not in conjunction with "Superintendent of Police" or "Deputy Inspector General". The words "Superintendent of Police Railways," shall be substituted;
- (b) for the words "Assistant Inspector General, Government Railway Police" Wherever occurring in conjunction with the words "Superintendent of Police", the words "Superintendent of Police, Railways " shall be substituted;
- (c) for the words "Assistant Inspector General, Government Railway police" wherever occurring with the words "Deputy Inspector General of Police", the words "Deputy Inspector General of Police, Railway and Traffic " shall be substituted.

In the said rules, in chapters XII for the words "Deputy Superintendent of Police (Administration), Government Railway Police, or Assistant Superintendent Government Railway Police" wherever occurring, the words "Superintendent of Police, Railways" shall be substituted.

SYNOPSIS

1. *Authority who appointed at the relevant time to be considered the appointing authority.*
2. *Compulsory retirement – Adverse remarks.*
3. *Order of discharge can only be made by Superintendent of police.*
4. *Promotion – Qualifying the lower school course—Names entered in List C-I meant for promotion.*
5. *Removal—By Superintendent of Police.*

COMMENTS

1. **Authority who appointed at the relevant time to be considered the appointing authority.** Counsel for the petitioner has drawn our attention to the decision of the Delhi High Court in the case of the Management of Delhi Transport undertaking, New Delhi vs. B.B.L. Hajelay and another wherein it has been observed that a subordinate authority (1972 SLR 299 Delhi FB). In Krishna Kumar, Divisional Assistant Electrical Engineer and other, 1980 SCC (L&S) 1 at 3, the Supreme Court has observed that "Whether or not an authority is subordinate in rank to another has to be determined with reference to the state of affairs existing on the date of appointment . It is at that point of time that the constitutional guarantee under Article 311(1) becomes available to the person holding, for example, a civil post under the Union Government that he shall not be removed or dismissed by the authority subordinate to that which appoints him.

In view of the foregoing , we of the opinion that the contentions raised by the respondents in their counter-affidavit that S.P. (Lines) was competent to enlist a Constable in Police force under P.P.R.12.1 and that he is cometen to remove such an employee after departmental enquiry is not legally tenable. That being so, we are of the opinion that the order of S.P. (Lines), Delhi dated 13.2.1969 Placing the petitioner under suspension, his subsequent order dated 17.5.1974 continuing the petitioner under suspension w.e.f. the earlier order dated 24.3.1975 wherein it was stated that the suspension of the petitioner cannot be said to be wholly unjustified within the meaning of F.R. 54(B)(5) and, therefore he will be entitled to only pay and allowances already drawn by him in the form of subsistence allowance for the period of suspension and the said period will be treated ad 'not spent on duty', are all unsustainable in law. Brahma Singh vs. Union of India 1988 (5) S.L.R.260.

2. **Compulsory retirement...Adverse remarks.** Reverting to the case in hand, the stand of the petitioner in para No. 4 of the writ petition that he was confirmed as Assistant Sub Inspector vide order dated February 28,1983, Annexure P.1 with effect from February 1, 1980, was refuted in the written statement. Annexure P.1 shows that the order passed by the Deputy Inspector General of Police dated February 28, 1983 and was communicated by Superintendent of Police Karnail whereby Karnail Singh petitioner was confirmed with effect from February 1, 1980. Furthermore, it was Deputy Inspector General of Police who passed the order on April 23, 1983 annexure P.2 allowing retention in service of the petitioner beyond the age of 55 years.

The petitioner was brought on list 'E' and he was promoted as Sub Inspector on April 1, 1977 as mentioned in para No. of the petition. This fact was not denied in the corresponding para in the written statement. It is not the case of the respondents that the petitioner was promoted as Sub Inspector by the Superintendent of Police.

The case of the petitioner is that of promotion to the post of Assistant Sub Inspector and Sub Inspector. Substantively he was confirmed on the post of Assistant Sub Inspector under order of the Deputy Inspector General of Police. Thus, for all intents and purposes the appointing authority of the petitioner to the post of Assistant Sub Inspector and Sub Inspector was Deputy Inspector General of Police and not the Superintendent of Police. This being a case of promotion and not initial appointment, Superintendent of Police cannot be treated as competent authority under Rule 12.1 of the Police Rules in this case, Kamail Singh of Haryana and others, 1989(2) S.L.R. 345= 1989(2) RSJ 536

3. **Order of discharge can only be made by superintendent of Police.** The rule as such does not take of any appointing authority, and therefore, could not be dad to be subject to rule 12.1 which provides the authority power to make appointments. Even if the Assistant Superintendent was competent to make appointment to non-gazetted rank even then the discharge order under rule 12.21 could be passed by the Superintendent. It is particularly so because there was no appeal provided against such an order of discharge. Jagjit Singh's case, AIR 1970 SC 122 has no applicability to the facts of the present case. Therein the rule under consideration was rule 16.1 in chapter 16 which is altogether different from the rule 12.21 in chapter 12. That being so, the other contention of the learned counsel for the respondent need not be gone into. Consequently the appeal fails and is dismissed with no order as to costs. State of Punjab and another vs. Sudershan Rani, 1989(4) S.L.R.305.
4. **Promotion--- Qualifying the lower school course – Names entered in List C-1 meant for promotion .** Action of the respondent, so far as the transfer of certain constables from other districts to Faridabad district in order to check the uneven increase in vacancies in the cadre of Head Constables and ad hoc promotions of outstanding and meritorious Constables to the rank of Head Constables are concerned may be justified in the exigencies of service, by so far as non-consideration of the claims of the petitioners, who were admittedly senior and fully qualified and eligible for promotion as Head Constable is wholly arbitrary and discriminatory. The respondents were duly bound to consider the petitioners for promotion to the rank of Head Constable when the petitioners were fully eligible according to the statutory rules. If the respondents thought that the increase of chances of promotion was uneven in the case of Head Constables in district Faridabad and for that purpose Constables had to be brought from other districts for promotion, there was no necessity of making ad hoc promotions from amongst Constables posted in district Faridabad itself. These ad hoc promotions made in favor of Constables, howsoever outstanding and meritorious they may be, could not be made at the cost of their seniors. If the transfer of Constables from other districts to Faridabad was to be made as considered necessary in the exigencies of service, when while making promotions to the rank of Head Constable, the petitioners should also have been considered for promotion. Otherwise, if the Constables who are qualified and senior in their own district are to be ignored and Constables from other districts are to be brought for promotion, the impugned action will be wholly arbitrary and discriminatory . Jai Kishan and others vs. State of Haryana and others, 1987(4) S.L.R.740.

5. **Removal – By Superintendent of Police.** It is well known that the Assistant inspector General of Police functions on behalf of the Inspector General of Police the said order dated 21.3.1964 is relatable to and has to be read in conjunction with the previous order of the Inspector General of Police dated 21.12.1963 who had directed that a test should be held for promoting Head Constables against existing vacancies. The Assistant Inspector General of Police, was acting only on behalf of the Inspector General of Police, not as Superintendent of Police, since he was only carrying out the orders previously passed by the Inspector General.

Whether it was the Deputy Inspector General of Police, as mentioned in the petition who appointed the petitioner, or whether it was even the Inspector General of Police himself who did this, it is clear that the petitioner was promoted by an officer higher in rank than a Superintendent of Police. The mere fact that an Assistant, who merely carried out the orders of the Inspector General of Police, had signed the order pertaining to the petitioner's promotion as Head Constable cannot make it a promotion made by a Superintendent of Police merely on the ground that the Assistant Inspector General of Police, working as the I.G.'s assistant, is also a Superintendent of Police. He was not making the said promotion in his rank or status or even exercising functions as Superintendent of Police. On account of the abovenoted features relating to the petitioner's promotion it is small wonder that both the petitioner as well as the Police Department experienced difficulty in the matter of making a precise plea concerning it. *Ram Karan vs. Union of India and others, 1975(2) S.L.R.683.*

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.

(4) The rules governing the probation and seniority of Deputy Superintendents of Police are contained in Appendix 12-1.

(5) All appointments of enrolled police officers are no probation according to the rules in this chapter applicable to each rank.

Seniority in the case of upper subordinates, will be reckoned in the first instance from date of first appointment, officers promoted from a lower rank being considered senior to persons appointed direct on the same date, and the seniority of officers appointed direct on the same date being reckoned according to age. Seniority shall, however, be finally settled by dates of confirmation, the seniority inter se of several officers confirmed on the same date being that allotted to them on first appointment. Provided that any officer whose promotion or confirmation is delayed by reason of his being on deputation outside his range or district shall, on being promoted or confirmed, regain the seniority which he originally held vis-à-vis any officers promoted or confirmed before him during his deputation.

The seniority of lower subordinates shall be reckoned from dates of appointment, subject to the conditions of rule 12-24 and provided that a promoted officer shall rank senior to an officer appointed direct to the same rank on the same date.

"Provided that in the case of officers recruited direct after 23rd December, 1958, as a result of the same examination or selection, their inter-se-seniority shall be reckoned.

(e) by the order of merit fixed by the selection body, and

(f) when there is no such order by merit indicated, by the age of the candidate, i.e., the oldest being placed the senior-most and the youngest the junior-most".

SYNOPSIS

5. *Automatic confirmation.*

6. *Maximum period of probation in the case of a police officer.*

7. *Reversion to substantive rank of Sub-Inspector.*

8. *Seniority whether to be counted from the date of appointment or promotion as the case may be or from the date of confirmation.*

COMMENTS

5. **Automatic confirmation.** The relevant provision relating to probationary period of promoted officers of the police is contained in rule 13-18 of the Rules which is applicable in the present case. A bare reading of rule 13-8 of the Rules shows that it relates to Inspectors, Sergeants, Sub-Inspectors, and Assistant Sub-Inspectors who are directly appointed, whereas Rules 13-19 lays down the period of probation for officers who have been promoted in rank.

The appellant there was appointed purely on a temporary basis and not on probation and, therefore, Rule 12-8 on the assumption that Rule 12-8 applied to the appellant there. It was held that a probationer could not be deemed to be automatically confirmed in the absence of express order of confirmation and the probation is presumed to be extended. However, it was held that in view of the fact that rule 12-8 is differently worded than Rule 13-18 the ratio of the decision in Partap Singh's case was not applicable. I agree with Chadha J. and following the law laid down by the Division Bench of this Court in the above said two cases. I hold that the petitioner is deemed to have been confirmed from 1st January, 1963, as a Head Constable and his seniority in that rank by virtue of Rule 12-2(3) is to be counted from 1st January, 1961, *Ram Pat vs. Union of India and other, 1984 (3) S.L.R. 756*

6. **Maximum period of probation in the case of a police officer.** The maximum period of probation in the case of a police officer of the rank of constable is three years, for the Superintendent of Police concerned has the power to discharge him within that period. It follows that the power to discharge cannot be exercised under rule 12-21 after the expiry of the period of three years. If therefore it is proposed to deal with an inefficient police officer after the expiry of that period, it is necessary to do so in accordance with the rules of Chapter XVI of the Rules which makes provision for the imposition of various punishments including dismissal from the police force. It is not permissible to ignore those rules and make a simple order of discharge under Rule 12-21 after the expiry of the period of three years for that will attract Article 311 of the Constitution. The Superintendent of Police concerned could not have ignored that requirement of the law and terminated the services of the three respondents after the expiry of the period of three years from their enrolment in the police force of the State. *The Superintendent of Police, Ludhiana and another vs. Dwarka Das, 1979(1) S.L.R. 299.*

7. **Reversion to substantive rank of Sub-Inspector.** There is no manner of doubt that the underlying principle of rule 13-12(1) and as a consequence of rule 13-16(2) is that promotions to the temporary vacancies of Sub-Inspectors and Inspectors are not hidden behind seniority but by the overriding consideration of affording equal opportunities to all eligible candidates on list 'E' and 'F' for holding an independent charge in the higher rank and to test their mettle in these posts. *Gurcharan Singh vs. State of Punjab, 1976 P.L.R. 166.*

8. **Seniority whether to be counted from the date of appointment or promotion as the case may be or from the date of confirmation.** A reading of Rule 12-2 would demonstrate beyond doubt that it is the date of appointment or promotion, as the case may be, which is relevant for the purpose of determining seniority and not the date of confirmation. K.S. Tiwana, J. in Gurdial Singh's case discussed the matter threadbare and held that the seniority of the lower subordinates i.e. Head Constables who are promoted from Constable, shall be determined in accordance with third paragraph of the sub-rule (supra). The language of this sub-rule in clear and unambiguous terms provides that the seniority of the lower subordinates shall be reckoned from the dates of their appointments. I am in complete agreement with the view expressed by K.S. Tiwana, J. (as he then was) Additionally, it is the admitted position that confirmation of head Constables is done district-wise. In a given case depending upon the availability of confirmed posts in a particular district junior persons may score over senior for the simple reason that in that district the vacancies of confirmed employees are in existence whereas in the other district there is a shortage of such vacancies. This precise matter was dealt with by the Hon'ble Supreme Court in

D.K. Mitra's case (supra) wherein it was held that when the seniority lists are prepared zone-wise for determining seniority, the date of confirmation would be wholly irrelevant. Mohinder Singh, Head Constable and other vs. The State of Haryana and other, 1991(4) S.L.R. 757 = 1990(1) RSJ 801.

12.3. Direct appointments of inspector and assistant sub-inspector – Except as provided in Rules 12.1 and 12.4, direct appointments shall not be made except in the rank of Inspector 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 per cent of vacancies respectively.

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

SYNOPSIS

5. Any rule which affects promotion pertains to conditions of service.
6. Entitlement to the privilege as was available.
7. Promotion in the line ministerial and executive staff.
8. Recommendation of names of candidates by Commission gives no right to appointment.

COMMENTS

5. Any rule affects promotion pertains to conditions of service. – The promotion list of Head Constable (Ministerial) prepared on the basis of the impugned standing Order is not in accordance with law. The Standing Order on the face of it applicable to executive category has been wrongly applied to the ministerial category to which the petitioners belong. During the hearing, the learned consul for the petitioners stated that the petitioners had been confirmed as Head Constable in 1972 and they were appointed a Assistant Sub-Inspector initially on ad hoc basis and thereafter regularised in 1979 and that they have been confirmed as such on 5.7.1983.

In view of the above, we order and direct that the petitioners should be considered for promotion by strictly applying the criteria contained in P.P Rule 12.3D read with P.P. Rule 13.17. If on such consideration, the petitioners are found suitable for promotion earlier than respondents 5-42, they would be entitled to have their due place in the seniority list. The petitioners have prayed that all the impugned lists as in annexure "A", "B", "C", and "D" are liable to be quashed. In view of what is stated above, the impugned lists are hereby quashed. The respondents should prepare a fresh list of Head Constables (Ministerial) and lists of officers suitable for promotion in the higher grade by strictly applying the provisions of P.P Rule 12.3D and 13.17 and consider the suitability of the petitioners for appointments for to such grades. The petitioners would also be entitled to all consequential benefits, including the arrears of pay. Banawari Lal and others vs. Union and others, 1988 (5) S.L.R. 306

6. Entitlement to the privilege/right as was available. – The stand of the respondents is that in view of the specific provisions made in the Dehli Police (Appointment & Recruitment) Rules, 1980, the relevant provisions of the Punjab Police Rules stand automatically repealed and are of no consequence. The post of the applicant has been designated as technical and the is accordingly not eligible for promotion to the post of Inspector.

According to the provisions any right, privilege, obligation or liability already acquired accrued or incurred before the commencement of these rules shall not be affected. According to our mind the applicant shall continue to remain entitled to the privilege / right, as was available to him under the Punjab Police Rules, in terms of which he was appointed to the post. From another view point, the rules under which the applicant was appointed cannot be varied to his disadvantage or detriment to his interest. *Radihey Shyam vs. Commissioner of Police, 1992(4) S.L.R. 45*

7. Promotion in the line of ministerial and executive staff. It is significant to note that the impugned Standing Order refers only to P.P. Rule 13-8 which applies to the executive staff and not to P.P. Rule 12-3D which applied to the ministerial staff. The P.P. Rule 12-3D does not provide for any test or course for the ministerial staff nor does it provide for Promotion Lists 'A', 'B', 'C', 'D', 'E', and 'F'. As regards the ministerial staff, the promotion has to be based solely on the basis of seniority and the assessment contained in the confidential reports as per the provision of P.P. Rule 12-3D read with P.P. Rule 13-17 which are categorised as 'A', 'B', and 'C'. In the case of 'A' category reports, promotion will be given irrespective of seniority. In the case of category 'B' reports promotion will be given in the ordinary course of seniority. In the case of 'C' category reports, the officer can be passed over for promotion. Banwari Lal and others vs. Union of India and others, 1988(5) S.L.R. 306

8. Recommendation of names of candidates by Commission gives no right to appointment. The grievance of the petitioners is that their names having been recommended by the Public Service Commission for the posts for which requisition was made by the Director of Public Instruction in July, 1970, they should have been appointed. However, no law or statutory rule has been brought to my notice providing that mere recommendation of the name of a candidate by the Public Service Commission clothes him with a legal right to be appointed to the post for which his name is recommended. The Public Service Commission is only an advisory body and recommends the names of the persons to be appointed in response to the requisition made by the Government or its departments. But it is for the State Government or any other appointing authority to make appointments in accordance therewith or not. If the appointing authority does not make appointments in accordance with those recommendations, the candidate recommended has no right to come to this court and claim that his legal right has been infringed and that a writ of mandamus should be issued to the appoint him. *Davinder Singh and others vs. State of Punjab and others, 1982(2) S.L.R. 249*

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 District 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 in 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 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.)

SYNOPSIS

3. Selection for appointment as Assistant Sub-Inspector, Police.
4. Termination on account of concealment of involvement in criminal case in application for recruitment.

COMMENTS

1. Selection for appointments as Assistant Sub-Inspector, Police. Under Rule 12-4 of the Police Rules it was necessary for the authorities to verify character antecedents of the candidate before his appointment to the Police force. The report of verification obtained by the police department cannot be brushed aside. The extract from the judgment of the criminal Court acquitting the petitioner under Section 307/34, IPC shows that on account of discrepancies in the evidence produced, by way of abundant caution giving the benefit of doubt. Narindra Singh petitioner was acquitted. Learning counsel for the petitioners has argued that it was also mentioned in the

judgment that in this part of the country, there was tendency to implicate the persons and it should be given weightage and acquittal of petitioner should be considered as honourable. This contention cannot be accepted. Apart from this occurrence which resulted registration of case under Section 307, IPC in the year 1979, there was another case registered against the petitioner in 1988. The overall assessment made by the department on the basis of antecedents was that the petitioner should not be appointed. *Narindra Singh vs. Punjab and others, 1992(5) S.L.R.255*

2. Termination on account of concealment of involvement in criminal case in application for recruitment. The plea taken by the respondents in highly hypertechnical and the writ petition deserve to be allowed. It is not a concealment of fact regarding his earlier conviction which can be taken into consideration against an employee and on the basis whereof his appointment can be set aside later on. In the present case, petitioner had only been prosecuted and was acquitted by a competent Criminal Court. It was not necessary for the petitioner to disclose this fact to the respondents at the time of his submitting application for recruitment to the police service. In any case, the fact stands that there is nothing against the petitioner on the basis whereof his appointment could be set aside having already been made by order dated 4.9.1989 Annexure P.1. therefore, the non-disclosure of the information relating to his acquittal in the criminal case is no ground for withholding the appointment of the petitioner. *Subhash vs. State of Haryana and another, 1990(4) S.L.R. 525*

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 acknowledge as submitted, out on 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 applications 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 Inspector-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 qualification:---

(d) Good moral character.

(e) Good physique and active habits.

(f) [For Pb.] He must be between 18 and 25 years of age.

(g) [For Hry.] He must be, on or before the 1st day of February next preceding the date of submission of application to the Public Service Commission/Subordinate Service Selection Board less than 21 years and more than 30 [Vide Notification Dated 23.6.1989.] years of age for the post of an Inspector of Assistant Sub-Inspector;

Provided that the Legal Practitioners selected for appointment as prosecuting Sub-Inspectors, may be appointed up to 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/Subordinates Service Selection Board.”

(h) [For Hry.] A candidate for an Inspectorship or an Assistant Sub-Inspectorship should be a graduate of a recognized University; provided that the Inspector-General of Police may in special cases dispense with the said qualification.”

(d) [For Pb.] He must, if a candidate for an inspectorship, ordinarily be a graduate of a University, or, if a candidate for Assistant Sub-Inspectorship have passed the first examination in Arts, or its equivalent in other faculties, or he must hold the Diploma of the Aitchison Chiefs College; provided that the Inspector-General has power, in special cases, to dispense with this educational qualification.

[For Punjab]

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

“Note 2—Inspector General may, in special circumstances to record in writing, relax the upper age limit in the case of candidates.

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

[For Haryana]

Note 1. – A candidate whose age is not less than 17 years may be enrolled, subject to the condition that the service rendered before the age of 18 years shall not qualify for pension”.

“Note 2. – Upper age limit shall be relaxable in case of Scheduled Castes, Scheduled Tribes, Backward and Ex-servicemen recruits in accordance with instructions issued by the State Government in this behalf from time to time”.

(Hr. G.S.R. 64/C.A-5/1861/Ss.2 and 7/Amd (1) 74 dt. 18.5.74)

SYNOPSIS

4. *Appointments made without complying with the formal letter of law-Would stand vitiated.*

5. *Good Physique takes within its ambit the height and other physical qualifications.*

COMMENTS

1. Appointments made without complying with the formal letter of law – Would stand vitiated. Appointment was offered to the selected candidates without prior police verification and medical examination as required by Rule 12-6 of the Rules. It is argued that in this admitted situation the appointment of the respondents was bad as being in violation of the rules. While we are of the opinion that it is only appropriate that before appointments are actually made, requirements of medical examination and character verification should be complied with, but it cannot be held as a matter of law that in case the appointments are made without complying rigidly with the formal letter of the law, they would stand vitiated. As already mentioned above, the Government had taken a positive decision and relaxed the rigid compliance with Rule 12-6 in the case of the selected candidates and had issued a direction that the medical examination and police verification could be done after appointment keeping in view exigencies of service. We are of the view that this amounts to substantial compliance with the rules and although the action is to be deprecated, it would not vitiate the selection. *Parkash Vir and others vs. State of Haryana and others, 1992(1) S.L.R. 157*

6. Good Physique takes within its ambit the height and other physical qualifications. Good physique takes within its ambit the height and other physical

specifications, whereas the one star physical test has been introduced to evaluate the active habits' of the applicants. As a matter of fact these supplement the Rules and make their applicability more uniform and practical and leave little to the caprice or whim of the selecting agency. It is significant that the Rules do not talk of a written test as well, but there has been no argument by either side on this aspect. Some arguments were made on the question as to what were the requirements of the one star physical test. The contesting parties and the respondents inter se were at variance on this question. We are of the view that the one star physical test implied the passing of all 5 items as per the advertisement. We have examined the matter on the basis of the record and find that out of the 19 candidates selected, only 7 passed in all five tests. The entire selection is, therefore, liable to be set aside on this score alone. *Parkash Vir and others vs. State of Haryana and other, 1992(1) S.L.R. 157*

12.7. Assistant Sub-Inspector's list of accepted candidates. – (1) A list of accepted candidates for direct appointment to the rank of Assistant 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 in the province.

12.8 . Probationary nature of a appointments. – (1) Inspectors, Sergeants, Sub-Inspectors and Assistant Sub-Inspector who are directly appointed will be considered to be on probation for three years and are liable to be discharge at any time during or on the expiry of the period of their probation if they fail to pass the prescribed examinations including 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 discharge by the Inspector-General and all other Upper Subordinates by Range Deputy Inspector-General and Assistant Inspector-General Government Railway Police, Assistant Inspector-General, Provisional Additional Police (designated as Commandant, Provincial Additional Police) and Assistant Inspector-General of Police(Traffic). No appeal lies against an order of discharge.

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

SYNOPSIS

2. Passing the Departmental Examination.

COMMENTS

2. Passing the Departmental Examination. – Confirmation can only be if he passes the departmental examination. *Jagjit Singh vs. Punjab, 1967 Cur L.J 187*

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

12.10. Appointment of head constable. – (1) Head Constable shall be appointed by promotion from selection grade constable in accordance with rules 13.7 and 13.8.

12.10 A . Direct appointments of selection grade constable. – Matriculates of good social status and strong family claims may be enlist 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 with credit. No officers 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 conformed and they continue to receive good reports they will be deputed to be take Intermediate course when they have six years service. Any such officers who fail to pass the recruit's 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 appointment. Cards for these officers shall be mainted in form 138.8(1) from the date on which they are enlisted.

SYNOPSIS

2. Persons directly recruited as Selection Grade Constables.

COMMENTS

2. Persons directly recruited as Selection Grade Constables. Rules in terms applies to person s directly recruited as Selection Grade Constables and the petitioner is not one of them, but this does not mean that the petitioner cannot be deputed to undergo the Intermediate School Course. It has not been contended that the petitioner as a confirmed Head Constable is not entitled to be considered for promotion. The petitioner, who was a confirmed Head Constable with requisite length of service and who had earned consistently good reports, could not be debarred from being deputed for the Intermediate School Course, simply because he did not secure a position of merit, in the unauthorised test which was introduced by the departmental authorities. *Ram Kishan, Head Countable Vs The Inspector General of Police, Haryana and others, 1968 S.L.R. 661.*

12.13. Restriction on appointment of non-British subject- 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.

12.14. 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 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 enroll 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 candidate for enrollment shall invariably be carried out by a gazetted officer, who shall concern himself specially to prevent the victimization 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 a system whereby the cost is recovered later in installments from pay, are adequate, and the recruitment is not discouraged by initial and avoidable hardships. Deputy Inspector-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.

SYNOPSIS

3. Discharge from service while still under suspension.

4. Initiation of disciplinary proceedings.

COMMENTS

- 5. Discharge from service while still under suspension.** The Superintendent of Police has to consider and decide to whether or not a constable is likely to prove an efficient police officer. If on a consideration of material in his possession, he forms an opinion that he is not likely to prove an efficient officer, an order of discharge can be passed. However, the order has to be passed on some objective data. In the present case, this does not appear to have been done. The petitioner was accused of having committed an offence. Soon after the registration of the case, he was placed under suspension. He was never reinstated. While he was still under suspension, the petitioner was ordered to be discharged from service. Full salary was not paid to him for the period of suspension. Even otherwise, nothing has been shown from his character-roll or any other record to indicate that there was any adverse report or comments regarding his performance. On the contrary, there is an entry in his character roll which shows that the petitioner had been awarded a commendation certificate "in recognition of doing conspicuously good work for the administration of law and maintenance of peace, safety and good order and for conduct displaying exceptional address, acuteness, industry, fidelity for smooth functioning of government work during Independence Day, 1990 Celebrations. "He was also given a cash reward of Rs. 50/-. In this situation, it is apparent that the order of discharge was passed solely on account of the allegations made in the above mentioned FIR against him. These allegations do constitute misconduct. However, on the basis thereof, an order of discharge could not have been passed. If these allegations were found to be correct during enquiry, the petitioner could have been dismissed from service. However, the procedure prescribed under the Rules had to be followed.. This was not done. Taking the totality of circumstances into consideration, I am driven to conclude that the petitioner was in fact punished for the alleged misconduct and the order dated April 18, 1991 was not a simple order of discharge. *Sunder Kumar vs. State of Haryana and others, 1992(5) S.L.R. 727 = 1991 (3) RSJ 504.*
- 6. Initiation of disciplinary proceedings.** These is also another aspect of the matter. It is well established that what is material for the purpose of Article 311(1) of the Constitution is who actually appointed the person concerned. What is involved in matters of appointment and removal for the purpose of Article 311 of the Constitution is the status and rank of the employee and the state and rank of the authority taking action vide the *Management of Delhi Transport Undertaking vs. BBL Hajelay and another, 1972 SLR 787 SC.* In the present case, the petitioner was actually appointed as a Constable by the S.S.P exercising the powers of D.I.G. of Police who, in terms of rank and status, was higher than that of the Additional Supdt. Of Police. The Additional S.P. who was a lower authority, was, therefore, not competent to initiate disciplinary proceedings against the petitioner. As has been pointed out in para 12 above, it was only after the issue of the notification dated 18th May, 1968 that the Additional S.P. was empowered to exercise the powers and perform the duties of a District Supdt. of Police. The Commandant of the Delhi Armed Police was empowered to exercise the same powers only by the notification issued by the Lt. Governor on 6th May, 1976. *Lakhi Ram vs. Union of India and others, 1989(7) S.L.R. 365.*
- 12.16 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 on 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 purpose of inspection.
- 12.17 Recruit**—Status of.-- (1) Recruits shall be of good character and great care shall be taken in selection men of a type suitable for police service from candidates presenting themselves for enrolment.
- 7.** 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.
- 8.** 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.

SYNOPSIS

6. Preference in favour of some and near relative of persons.
7. Relaxation of age, qualification and Physical standard to the words of ex-policemen.
8. Relaxation of rules-Petitioners despite that relaxation not sent for training of constables.
9. Relaxation should be made by the Administrator.
10. Rules framed under the Police Act of 1861.

COMMENTS

6. Preference in favour of some and near relatives of persons. Rule 12.14(3) of the Punjab Police Rules, 1934 which authorised the granting of preference in favour of sons and near relatives of persons serving in the police service became unconstitutional on the coming into force of the Constitutions. While it may be permissible to appoint a person who is the son of a police officer who dies in service or who is incapacitated while rendering service in the Police Department, a provision which confers a preferential right to appointment on the children or wards or other relatives of the police officers either in service or retired merely because they happen to be the children or wards or other relatives of such police officers would be contrary to Article 16 of the Constitutions. Opportunity to get into public service should be extended to all the citizens equally and should not be confined to any extent to the descendants or relatives of a person already in the service of the State or who has retired from the service. *Yogender Pal Singh and other vs. Union of India and others, 1987(1) S.L.R. 379.*
7. Relaxation of age, qualifications and Physical standard to the wards of ex-policemen It is not the case before me that this provision of public employment is invalid because no one from outside has come to challenge the validity of this provision. In 1975, 1976 and 1977 the Government itself acting under this very provisions granted relaxation. Now they deny relaxation because they say that it can be availed of only by one son of the a Policemen. I find there is no such restriction in sub-rule (3). If the Government itself makes a special provision as it does by making the order dated 3.10.81 in favour of the wards of the Delhi Policemen, there is no good reason why the provisions of sub-rule (3) of rule 12.14 should also not be followed in cases of sons and near relatives of police constables. *Jogindar Pal Singh vs. Union of India and others, 11983(3) S.L.R. 252.*
8. Relaxation of rules—Petitioners despite that relaxation not sent for training of constables. The petitioners will be appointed as constables and will be given the required training subject to fulfilling the requirements of the order dated 3.10.81. Seniority of these petitioners will be reckoned from the date when their colleges were sent for training and were appointed as constables. Future increment and other benefits will be given on that basis. No pay will be given for this period. Pay will be given from the date of their appointment. *Jogindar Pal Singh vs. Union of India and others, 1983(3) S.L.R. 252.*
9. Relaxation should be made by the Administrator. Under Rule 30 of the Rules any relaxation should be made by the Administrator (Lt. Governor of the Union Territory of Delhi) and not by the Deputy Commissioner of Police. Thus no reliance can be placed on the order of relaxation passed by the Deputy Commissioner of Police on 3.10.1981 and since by the letter dated April 3, 1982 the Delhi Administration had imposed an additional condition in respect of the wards of Delhi Policemen/Class IV employees that only son of police personnel/Class IV employee would be considered for grant f such relaxation of the appellants cannot claim that they were entitled to be recruited because admittedly their brothers had already been recruited in the Delhi Police Service on the basis of an earlier order of relaxation. *Yogender Pal Singh and other vs. Union of India and others, 1987(1) S.L.R. 379.*

10. Rules framed under the Police Act of 1861. The rules framed under the Police Act of 1861 would continue to be in force after the Act came into force in so far as they were consistent with the Act but at the same time Section 147 of the Act authorised the Administrator (Lt. Governor of the Union Territory of Delhi) to make rules regarding recruitment to and they pay, allowances and all other conditions of service of the members of the Delhi Police under Clause (b) of section 5. It is not disputed that rule 12.14 and rule 12.15 of the Punjab Police Rules, 1934 and the rules promulgated on December 31, 1980 death with identical subject, namely the recruitment of Constables to the Delhi Police Service. *Yogender Pal Singh and others vs. Union of India and others*, 1987(1) S.L.R. 379.

12.18 Recruits-age and physical standards of.—(1) Recruits shall be not more than 25, or less than 18 years of age, (For Hry.—Recruits shall not be less than 18 years and not more than 27 years of age - Notification dated 14.3.1984) at the time of enrolment, and shall have a minimum height of 5'-7 and normal chest measurement of 33" with expansion of 1-1/2 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 Depty Inspector 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. The Inspector General may in special circumstance to be recorded in writing relax the upper age limit and the physical standard in the case of recruits.

[For Haryana]

Note. 1- 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.

Note.2- Upper age limit shall be reliable in case of Scheduled Castes, Scheduled Tribes, Backward Classes and ex-serviceman recruits in accordance with the instructions issued by the State Government in this behalf from time to time.

[For Punjab]

Not:-- 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 pensions.

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 bonafied mistake.

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

[For Himachal Prades]

In sub-rule (1) of rule 12.15 of the Punjab Police Rules 1934, as applicable to state of Himachal Pradesh, for the existing words and figures " Recruits shall be not more than 25, or less than 18 years of age" the words and figures "Recruits shall be not more than 22 years (27 years for Scheduled Castes and Scheduled Tribes) or less than 18 years of age" shall be substituted.

SYNOPSIS

5. Date of birth.
6. Forfeiture of service-Date of birth
7. Intermediate School Course.
8. Recruitment in violation of Rule-discharge from service.

COMMENTS

2. Date of birth. Mere fact that School leaving Certificate records different date of birth is of no consequence. *Constable Jagir Singh vs. The Inspector General of Police, Punjab and others*, 1989 (1) RSI 609.

22. Forfeiture of service of birth. Date of birth. Even after the impugned order forfeiting four years service was passed, on the administrative side another order was passed by correcting the service record of the petitioner to incorporate August 10, 1938 ad the date of birth which was given in the education certificate. Subsequently the Commandant passed an order on February, 7, 1980 under the instructions of Deputy Inspector General of Police contained in the letter date January 30, that according to Appendix "B" to Rule 7.3 of the Punjab Financial Rules the recorded date of birth cannot be changed. Thus entry of date of birth as August 10, 1938 was cancelled and the original date of birth August 23, 1943 was substituted. Copy of the order is annexure P/2. The correctness of this letter has not been disputed. This shows that respondents are taking up contradictory stands. By passing the order of punishment the actual date of birth of the petitioner is taken as August 10, 1938 whereas the same is not considered for the purpose of service record as in Annexure P/2. The original given by the petitioner at the time of recruitment. The mere fact that in the School leaving certificate his date of birth is record as August 10, 1938 will be of no consequence. Furthermore, such a date of birth recorded therein. Needless to say such a date of birth was not recorded by the petitioner himself but by somebody who took him to the school for admission.

The evidence of such a person who recorded the date of birth of the petitioner at the time of his admission in the school was not recorded in the enquiry conducted against the petitioner. The report of the enquiry officer is solely based on the school certificate produced in the enquiry. Since such evidence cannot be considered sufficient to hold the actual date of birth of the petitioner being August 10, 1938, obviously the petitioner could not be penalized moreso, department for all intents and purposes is taking the date of birth of the petitioner as August 23, 1943, *Jagir Singh vs. The Inspector-General of Police, Punjab and others*, 1989 (3) S.L.R 278.

23. Intermediate School Courses. Petitioners have no right to be deputed to the course as no one from their range who was junior to them, had been deputed for the course then simply because by virtue of the interim orders, they have completed half of the Intermediate Course is no ground to allow them to continue with the course. *Ilam Singh and ors. Vs. The State of Haryana and ors.* 1992 (1) RSI 57.

24. Recruitment in violation of Rule—Discharge from service. None of the petitioners fulfils the prescribed standard. Accordingly, they were not eligible to be recruited. As such, I find no infirmity in the action of the respondents. Person who do not fulfil the conditions of eligibility are not entitled to continue on their posts. Keeping in view the fact that the petitioners admit the position as depicted in Annexure R-I to the written statement and that there is no claim on the behalf that the measurement as depicted in the written statement around no useful purpose would be served by directing the respondents to hear them. The purpose of the grant of an opportunity of hearing is only to ascertain the factual position. In case where there is no dispute on facts, no useful purpose would be served by directing the respondents to hear the petitioners. It is no doubt correct that normally before passing an order adverse to the interest of a person, he is entitled to be heard to that he can put froth his view point. How ever, such an opportunity is necessary only when a person disputed the facts on the basis of which the action is sought to

be taken. In the present case, learned counsel for the petitioners is categorical in his assertion that he does not want even to controvert the factual position as depicted in the written statement. This being the admitted position it is clear that no useful purpose would be served by directing the respondents to re-decided the matter after hearing the petitioners. *Ram Dia and other vs. State of Haryana and others*, 1992 (5) S.L.R 719.

12.17 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 instruction 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 candidate whose general standard of physique and intelligence is unsatisfactory; only those candidate should be sent for medical examination whom the Superintendent has accepted a being up to the required standards in these respects. (See Appendix 12.16).

12.22. Recruits-Enrolment of—When a candidate has been passed by Superintendent of 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 chidril 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 recruits uniform and equipment, and for allotting him to a squad and showing him his place in barracks.

12.23. Recruits—Verification of character of—(1) The character and suitability for enrolment of every recruit shall be ascertained by a reference to the lambardars of village of 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 oterwise form conviction. Such lambardars or word member shall, if the recruit is of good character, furnish a certificate to that affect 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 they recruit is not a resident of British territory, the Superintendent shall take steps to verify his character through other serving police officer, whose homes are the same neighborhood, or by such means as may be most suitable under the circumstances.

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

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

(2). When police officers are required under the provisions of the above sub-rule to bring recruits form 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 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 form the date of their being so passed, and shall be entitled to pay and travelling allowance form 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 case where a police officer has been put to expense on account of the feeding and travelling expenses 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.

12.25. Recruits-Dates of Enrolment of—Superintendent of Police shall fill up vacancies in the rank of constable as and when suitable men are available. Recruiting parties may be despatched, if 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.

12.26. Discharge of Inefficient.—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.

SYNOPSIS

26. Absence from duty.
27. Certificate of appointment
28. Certificate prescribed under Rule 12.22.
29. Competent authority.
30. Discharge.
31. Discharge during probation on the basis of unauthorised absence.
32. Discharge from service for being absence from duty for a few hours.
33. Discharge of police constable.
34. Discharge-no material on record to come to the conclusion that the constable was likely to prove a good police officer.
35. Discharge of police constable after the grant of certificate under rule 12.22. whether permissible.
36. Discharge-Reinstatement
37. Discharge-Relieved after more than 3 years 4 months of service.
38. Discharge within a period of three years of enrolment.
39. Discharge within period of three years under rule 12.21.

40. Natural justice- Discharge of enrolled constable.
41. Order of discharge.
42. Police officer cannot be discharged from service on account of misconduct of absence from duty.
43. Power to discharge.
44. Power of discharge a recruit
45. Power to discharge at any time within three years.
46. Power under-can be exercised only within three years of the enrolment of Constable.
47. Probationer- Removal from service-juniors retained –validity
48. Temporary employee- Discharge of on the ground that he having been found un- likely to prove an efficient police officer.
49. Termination of services of temporary lady constable.
50. Termination-put in six years as constable and obtained certificate under Rule 12.22.

COMMENTS

26. **Absence from duty-** Apparent that the petitioner was not merely discharged from service but had been punished on account of the alleged misconduct. Such an order could not have been passed except after the grant of a due and reasonable opportunity of hearing as contemplated under the provisions of the Punjab Police Rules and Article 311. *Paramjit Singh vs. State of Haryana, 1991 (2) RSJ 705.*
27. **Certificate of appointment-** A constable who has obtained a certificate under rule 12.22 cannot be dealt with under R.12.21. if he is to be removed from service procedure prescribed in Ch. XVI has to be followed. It is, therefore, aborts that the order of termination of the petitioner under rule 12.21 is not justified by the police Rules. *Dwaka Dass vs. Superintendent of Police, Ludhiana, IKR (1969) II Punj.324.*
28. **Certificate prescribed under Rule 12.22.** The certificate prescribed under Rule 12.22 is meant to serve the purpose of section 8 of the Act by vesting a police officer with the powers functions and privileges of a police officer and has to be issued on his appointment as such. The certificate is thus a letter of authority, and enables the police officer concerned to enter upon his duties as a police officer. It has to be granted almost from the inception, when a person is appointed and enrolled as police officer, and it is not correct to say that the mere issue of the certificate puts its holder beyond the reach of rule 12.21 even if it is found that he is unlikely to prove an efficient police officer and has not completed the period of three year after his enrolment. *The Superintendent of Police, Ludhiana and another vs. Dwaka Das, 1979 (1) S.L.R. 299.*
29. **Computer authority.** Police Force is a special kind of force for which merely passing of examinations and tests is not enough Certain other qualities are required as stated in rule 19.5 of the Police Rules. It was wrong that there are no guide lines indicated in the rule for the exercise of the power by the competent authority under rule 12.21 of the Police Rules. The guide lines are stated in Chapter XIX, particularly rules 19.3 and 19.5. The competent authority exercises the power under rule 12.21 on certain reports and not in an arbitrary manner. It cannot, therefore, be said that the competent authority under rule 12.21. exercises any arbitrary power. *Sawaranpuri vs. State of Haryana, 1970 Cur. L.J. 462=1972 P.L.R. 771.*
30. **Discharge.** Original order of discharge (Annexure P=1) was set aside and the petitioner was reinstated in service from the date of his discharge and that order of reinstatement could not be reviewed by the authorities as there is no provision for the same, *Shishpal vs. State of Haryana, 1991(2) RSI 379.*
31. **Discharge during probation on the basis of unauthorised absence.** Without going into the merits of the fact whether the petitioner has absented himself unauthorisedly or was in fact under medical treatment and what is the evidentiary value of letter like Annexures P-3 and P-4, I am of the view that the impugned order though couched in simple language is in fact by way of punishment as the whole basis is the misconduct of the petitioner of having absented unauthorisedly during the training course. Admittedly no enquiry was held prior to passing the order of discharge. *Om Parkash vs. state of Haryana and others, 1991(4) S.L.R. 75=1992(1) RSI 13*
32. **Discharge from service for being absence from duty for a few hours.** We find that no doubt under Rule 12.21 of the Punjab Police Rules a Constable who is found unlikely to prove and efficient police officer may be discharged by the Superintendent at any time within three years of enrolment”, but the order of discharge cannot be based on some minor or trivial stray incident, as the language of the rule is clearly indicative of the intention of the rule makers; that the Constable has to be found unlikely to prove and efficient police officer, which can only be on the basis of opinion formed by the authorities by consistent lapses or misbehaviour on the part of the Constable which should be incompatible with his efficiency. These tests are completely missing in the present case and we are satisfied that the impugned order is wholly arbitrary in as much as mere absence from duty for a few hours, although even that allegation is disputed by the petitioner, is not sufficient to be the basis of the order of discharge. *Dinesh Kumar vs. State of Haryana and others, 1992(1) S.L.R. 582.*
33. **Discharge—No material on record to come to the conclusion that the constable was likely to prove a good Police Officer.** There is absolutely no material on the record to prove that the plaintiff was not likely to prove a good police officer for which he could be discharged from service under Rule 12.21 of the Rules. It is evident from the said rule that the Constable shall be kept under close supervision and reported on at intervals of six months in From 195(1) by the Sub-Inspector or Inspector under whom he is working through his gazetted officer to the Superintendent of Police. No such six-monthly report has been brought on the record on behalf of the defendants. In the circumstances, there is no illegality in the concurrent findings of the two Courts below as to be interfered with in second appeal. *Punjab State through Secretary to Government of Punjab Home Department, Chandigarh and anr, vs Joginder Singh, Ex-Constable, 1989(3) S.L.R. 665.*
34. **Discharge of Police Constable.** The Deputy Superintendent (Admn) exercises the powers of the Superintendent of Police of a Civil District. The order of discharge made by Deputy Superintendent of Police, therefore, was within jurisdiction. *Sawaran Puri vs. The State of Haryana, 1970 Cur. L.J. 462=1972 PIR 771.*
35. **Discharge of police constable after the grant of certificate under rule 12.22 whether permissible.** No constable can be discharged under rule 12.21 after the grant of the prescribed certificate under rule 12.22 to him is to say that rule 12.21 is non-existent, and can never come into effect. This argument was repelled by the Division Bench in Karan Singh’s case and we are in full agreement with the view taken by this Court. *Jai Singh, Ex-Constable vs. State of Haryana and others, 1977(2) S.L.R. 371.*
36. **Discharge—Reinstatement.** Another significant aspect of the matter is that the original order of discharge (Annexure P-1) was set aside and the petitioner was reinstated in service from the date of his discharge and that order of reinstatement could not be viewed by the authorities as there is no provision for the same. *Shishpal vs. State of Haryana and others, 1991(4) S.L.R. 9-1991(3) RSI 379.*
37. **Discharge – Relieved after more than 3 years and 4 months of service.** Under provision of P.P.R. 12.21 a constable who is found unlikely to prove an efficient police officer may be discharged by the Superintendent of Police at any time within three years of enrolment. But in the instant case the petitioner was enrolled as a Constable in 1984 (6.2.1984) and the competent authority has passed the impugned order relieving him w.e.f. 20.6.1987, i.e., after more than 3 years and 4 months.

Shishpal vs. State of Haryana and others, 1991(4) S.L.R. 9=1991(3) RSI 379.

38. **Discharge within a period of three years of enrolment.** The Appointing authority of the petitioner had considered his record of service on 10.2.1983 and decided to discharge him from service under rule 12.21 of the Rules. So far as the appointing authority is concerned, it exercised its power well within the period of three years communicated to him five days later, i.e. on 15.2.1983 and qua the petitioner it became effective on that date and he is entitled to salary till 15.2.1983. The assertion of the petitioner that he had unblemished record of service has been found to be incorrect. Besides punishment awarded to him at three occasions for lapse on his part in stance of his absence from duty recorded in the office file, which was also placed before the appointing authority. He willfully absented himself from duty for about ten hours from 10.P.M. on 1.12.1982 to 8.30 A.M. on 2.12.1982. he made an excuse that he was not feeling well but his version was disbelieved.

In view of the instances of lapse on the part of the petitioner in the performance of his duties mentioned in the written statement as also recorded in the office file which were taken into consideration by the appointing authority while exercising power under the aforesaid rule, no fault can be found with the said order. The contention of the learned counsel for the petitioner that the order Annexure P.5 is not a speaking order has also no force. It is a simple order of discharge and no reasons in support of the same were required to be given. *Vinod Kumar vs. State Haryana and another, 1986(3) S.L.R. 311.*

39. **Discharge within period of three years under rule 12.21.** The petitioner having once undergone a rigorous training and various tests provided by the various sub-rules of rule 12 and sub-rules (2) and (3) of rule 19 there can be no question of his being declared to be not likely to be an efficient police officer. We are unable to find any force in this argument. Rules 19.2, 19.3 and 19.4 are succeeded by rule 19.5 which by way of abundant caution makes it clear that all the provisions contained therein are subject to rule 12.21. the initial training provided for in the various provision of rule 12 is in order to qualify a constable for enrolment. The period of three years during which a constable can be discharged under rule 12.21 is in the nature of a probationary period. The fact that a constable undergoes training and rigorous tests rule 12.21. *Jai Singh, Ex-Constable vs. State of Haryana and others, 1977(2) S.L.R. 371.*

40. **Natural Justice – Discharge of enrolled constable.** It cannot be disputed that he from the order is not decisive as to whether the order is simple order of discharge under Rule 12.21 of the Rules. It is always open to the Court before which the order is challenged to go behind the form and ascertain the true character of the order. If the Court holds that the order though in the form is merely a determination of employment is in reality a cloak for an order of punishment, the court would not be debarred, merely because of the form of the order, in giving effect to the rights conferred by law upon the employed. It gives an absolute power to the Superintendent of Police discharge a constable who is found unlikely to prove an efficient police officer. This rule applies where the constable is found not upto the mark in discharging his official duties. It relates to his functioning as a police constable. If an objective data available, the Superintendent of Police opines within three years of the enrolment of the Constable that he is not likely to prove an efficient police officer, the Constable can be discharged from service under the Rules. If he is accused of misconduct, then he is to be dealt with under Rule 16.24 of the Rules. Rule 16.24. lays down the procedure to be followed in departmental enquiries. If a Police Officer is accused of misconduct, the superior officer may direct an enquiry to be conducted against him unless the allegations are such that it can form the basis of criminal charge, the superior officer shall decide at that stage whether the officer accused of misconduct shall be tried departmentally first and judicially thereafter. *Jagit Singh, Ex-Constable vs. The Director General of Police and another, 1990(6) S.L.R. 700=(1)RSI 654.*

41. **Order of discharge.** No departmental enquiry held against him. Purpose of impugned order found to be punitive. *Jagit Singh vs. Director General of Police and others, 1991(1) RSJ 654*

42. **Police officer cannot be discharged from service on account of misconduct of absence from duty.** Even though a reference has been made to Police Rule 12.21, yet it has been clearly stated herein that the petitioner had been dismissed from service w.e.f. May 30, 1990. It is also clear from a perusal of the documents on record as also the written statement that the petitioner was accused of being absent from duty. He had been called upon to show cause as to why action be not taken against him. In this situation, it is apparent that the petitioner was not merely discharged from service but had been punished on account of the alleged misconduct. Such an order could not have been passed except after the grant of a due and reasonable opportunity of hearing as contemplated under the provisions of the Punjab Police Rules and Article 311 of the Constitution. *Paramjeet Singh vs. State of Haryana and others, 1991(6) S.L.R. 313 = 1991(2) RSJ 705*

43. **Power to discharge a recruit.** The Police Rules disclose that the constable are appointed under rule 12.12. They are recruited and then their names are entered in the register of recruits. Thereafter, their physical fitness is ascertained under rule 12.15. They are subjected to medical examination under rule 12.16 and after they have been declared medically fit, they are enrolled in the order book in Form 12.13. Thereafter the recruit is sent to the Lines officer who personally places him in the charge of the Chief Drill Instructor and thereafter his training starts. Rule 12.18 prescribes for the verification of the character of the recruit. rule 12.20 deals with dated of enrolment. Then follows rule 12.21 which confers powers on the Superintendent of Police to discharge a constable. In the context of the Police Rules, it appears that this Rule is meant to finally screen suitable persons who should be appointed to the police force. It is after a period of three years screening that a recruit is entitled to be enrolled as a police constables and then a certificate of appointment is issued to him in the Form 12.22(1) unless within the period of three years, he is discharged from service. There is no rule in the Police Rules providing for confirmation of temporary police constables. It is evident from the scheme of the Police Rules that the power to discharge a recruit, and here I must emphasise that all recruits are temporary hands, is with the Superintendent of Police and has to be exercised by him within a period of three years from the date the constable is brought on the register of enrolled recruits. As a matter of fact, under rule 12.18, a recruit can be provisionally enrolled pending, the result of reference as to his character. Therefore, if the intention was that a person should still remain a temporary hand after a certificate to him had been issued under rule 12.22, the framers would have made a similar provision as has been made in rule 12.20 namely that he will still be a provisional hand in the police force.

After reading the rules in Chapter XII in their proper context, the result is that a constable who has obtained a certificate under rule 12.22 cannot be dealt with under rule 12.21. If he is to be removed from service, procedure prescribed in Chapter XVI has to be followed. It is, therefore, obvious that the order of termination of the petitioner under rule 12.21 is not justified by the Police Rules and, therefore, must be quashed.

We may make it clear that we are not pronouncing upon the fitness of the petitioner to be retained in the police force. That is a matter which the Superintendent of Police or any competent authority in this behalf is entitled to determine. It will be open to them after following the procedure prescribed in Chapter XVI to dispense with the services of the petitioner if they are of the opinion that he is not a suitable person to be retained in the police force. We are only striking down the order because the order could not be passed under Rule 12.21. *Shri Dwarka Dass vs. The Superintendent of Police, Ludhiana and other, 1968 S.L.R. 760*

44. **Power to discharge at any time within three years.** Every service is governed by its own rules. No service rule can be struck down as being ultra vires Article 16 of the Constitution merely because it is more vigorous than the corresponding rule for some other service of the State or because its equal cannot be found in any other service. Equality of opportunity is guaranteed amongst equals. Inasmuch as the rule is the same for all the Constables in the Punjab Police Force the argument of discrimination is wholly fallacious. *Jai Singh, Ex-Constable vs. State of Haryana and others, 1977(2) S.L.R. 371*

45. **Power to discharge.** We are fortified in this view of ours by the authoritative pronouncement of their Lordships of the Supreme Court in *S.P. Vasudeva vs. State of Haryana and others*, AIR 1975 SC 2292. Indeed Mr. Saini concedes that if the constable covered by rule 12.21 can be equated to a probationer, he cannot press this argument. His submission however, is that according to rule 13.18 the constable are not governed by any rule as to probation. There is no doubt that rule 13.18 which refers to probationary period neither has not can have any application to constables, but the provisions of rule 12.21 provide for same kind of probation, and though this is not called a probationary period, it is in fact nothing short of making a special provision of that nature. Article 311 of the constitution has, therefore, no application to this case. *Jai Singh, Ex-Constable vs. State of Haryana and others, 1977(2) S.L.R. 371*

46. **Power under — Can be exercised only within three years of the enrolment of Constable.** Only point on behalf of the appellant is, that this case was fully covered by the decision of the Division Bench in *Dwarka Das's case* (ibid), the ratio of which would be binding on this Bench. In other words, he reiterates point No. 3 conveyed by him before the learned Single Judge and maintains that the issue of the certificate under rule 12.22(1) had conferred on the appellant the

substantive rank of the constable vesting him with the powers, functions and privileges of a police officer. The argument proceeds that the appellant thus had a right to hold the post and his summary discharge amounts to a punishment, which could not be awarded without complying with the procedure laid down in Article 311, the Police Rules indicate that every person is enrolled in Police Force on a sort of probation for a period of three years and during this period, at any time, the Superintendent of Police can discharge him from service, if it is found that he is "unlikely to prove an efficient Police Officer". This is provided in rule 12.21.

A plain reading of rule 12.22(1) and the prescribed form shows that this certificate is issued at the time of enrolment and not as proof by his having satisfactorily completed the three years' period of 'probation'. Indeed, in the instant case, this enrolment, viz November 17, 1966. Of course, there are some observations in Dwarka Das's case (ibid) that such a certificate in the prescribed Form under rule 12.22(1) is to be issued only after the satisfactory completion of the three years' probation by a recruit and that a Constable who has obtained such a certificate cannot be dealt with under rule 12.21. These observations as rightly pointed out by the learned Single Judge, "having to be taken in the context of that case and in my opinion, cannot be applied to the case of a constable who is discharged from service before the expiry of the three years by the Superintendent of Police under the power vested in him by rule 12.21". The distinguishing feature of Dwarka Das's case, was the constable's services were terminated as no longer required after he had satisfactory completed three year's service from the date of his recruitment. In other words, the power under Rule 12.21 can be exercised only within three years of the enrolment of Constable and no thereafter. Since that period of three years had expired, Dwarka Das Could not be validly discharged under rule 12.22(1). *Karan Singh vs. The State of Punjab and others, 1972 S.L.R. 624*

47. **Probationer – Removal from service – Juniors retained – Validity.** There is not even a word either on the record or otherwise to show that the enquiry with respect to the alleged misconduct was to find out the suitability to retain in service. It is obvious that the enquiry was with and intention to punish the delinquent plaintiff as well as Jasbir Kaur. In order to find out whether an apparently innocuous order is in substance by way of punishment, one has to look on the facts which preceded and succeeded. In order to do substantial justice, the Court can go behind an ostensibly innocuous order to find out the real nature of the order by removing veil. Undoubtedly, the impugned order by which the plaintiff who was a probationer and, has been removed does affect her reputation as a female member of society as well as her future chances of service. Had an opportunity been given to her, she would have shown that the alleged misconduct attributed to her in no way affected her being an efficient police officer to be retained in police service. At any rate the discharge of the plaintiff from service is totally discriminatory as the alleged misconduct similarly attributed to Jasbir Kaur was no found to be sufficient to hold that she will not prove to be an efficient police officer. *Punjab State and another vs. Smt. Kamlesh Kumari, 1988(1) S.L.R. 614*
48. **Temporary employee – Discharge of on the ground that he having been found unlikely to prove an efficient Police Officer.** The impugned order of discharge from service was no made in accordance with Rule 12.21 of the Punjab Police Rules, 1934 and in accordance with the terms and conditions of the letter of appointment but it was made by way of punishment. The Commandant – respondent No.2, vide his dated 29.9.1987 had asked the petitioner to resume duty otherwise departmental action would be taken against him. In the background of these facts and circumstances it is clear that the impugned order of discharge from service was made on the ground of his misconduct i.e. absence from duty and it is penal in nature. In the case of *Rajinder Kaur vs. Punjab State and another, 1986(3) SLR 78*, replying upon the decisions in the cases of *Shamsher Singh and another vs. State of Punjab, 1975(1) SCR 814* and *Anoop Jaiswal vs. Government of India and another, 1984(2) SCR 453*, the Supreme Court held that the impugned order of discharged though couched in innocuous terms, was merely a camouflage for an order of dismissal from service on the ground of misconduct. That order was made without serving the appellant any charge-sheet, without asking for any explanation from her and without giving any opportunity to show cause against the purported order of dismissal from service and without giving any opportunity to cross-examine the witnesses examined, that is, in other words in total contravention of the provisions of Article 311(2) of the Constitution. *Rajender Singh vs. State of Haryana and another, 1989(2) S.L.R. 79 = 1991(1) RSJ 761*
49. **Termination of services of temporary lady constable.** The impugned order of discharge though couched in innocuous terms, is merely a camouflage for an order of dismissal from service on the ground of misconduct. This order has been made without serving the appellant any charge-sheet, without asking for any explanation from her and without giving any opportunity to show cause against the purported order of dismissal from service and without giving any opportunity to cross-examine the witnesses examined, that is, in other words the order has been made in total contravention of the provision of Article 311(2) of the Constitution. The impugned order is, therefore, liable to be quashed and set aside. A writ of certiorari be issued on the respondents to quash and set aside the impugned order dated 9.9.1980 of her dismissal from service. A writ in the nature of mandamus and appropriate directions be issued to allow the appellant to be reinstated in the post from which she has been discharged. The appeal is thus allowed with costs. The authorities concerned will pay all her emoluments to which she is entitled to in accordance with the extant rules as early as possible in any case not later than eight weeks from the date of this judgment. *Rajindar Kaur vs. Punjab State and anr. 1986(3) S.L.R. 13.*
50. **Termination – put in six years of services as constable and obtained certificate under Rule 12.22.** The petitioner having been recruited as a Constable on May 11, 1967, his service could be terminated by the Superintendent of Police under rule 12.21 till May 10, 1970. The Superintendent of Police could not invoke his authority under rule 12.21 of the Rules after the expiry of three years with effect from May 11, 1967. The impugned order Annexure P.1 having been passed on July 16, 1973, is violative of Article 311 of the Constitution read with rule 12.21 of the Rules.

It is clear that the impugned order Annexure P.1 having been passed after expiry of three years of the enrolment of the petitioner as a constable cannot be sustained. The instructions dated December 11, 1963, issued by the deputy Legal Remembrancer and referred to in the written statement of the Superintendent of Police, Hoshiapur, are hardly relevant to the point under consideration. In the first place these instructions do not lay down that the service of a police constable who has put in more than three years can be terminated under rule 12.21 of the Rules by giving him tow months' notice. And secondly any such instruction, if so issued, shall have to be ignored being illegal. *Curdev Singh, Constable vs. State of Punjab and others, 1982(2) S.L.R. 365.*

12.22. Certificate 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.

SYNOPSIS

1. Appointment of the post of DIG. The Additional Supdt. of Police who initiated the disciplinary proceedings against the petitioner, has not been mentioned under Section 7 of the Police Act, 1861 as one of the authorities competent to do so. The service record of the petitioner also contained entries indicating that the verification of the service of the petitioner from 18.7.1949 to 31.12.1961 was made "for Senior Supdt. of Police, Delhi". The service roll of the petitioner indicates that the appointing authority of the petitioner was the Senior Supdt. of Police. *Lakhi Ram vs. Union of India and others, 1989(7) S.L.R. 365.*

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 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; and 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 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 officer. – (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 rule 9.2 and 9.29:-

(f) 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.

(g) Age on the date of re-enrolment in the police must be below 30, but ex-Punjab police officer, 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 of 55, if they present themselves for re-enrolment and are found medically fit within two years of [voluntarily taking For Punjab only] their discharge.

(h) The break of service between the date of enrolment in the police and the date of discharge from previous army employed shall not exceed two years, and there must not have been more than two breaks of service in all.

(i) 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.

(j) Service in 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 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 percent 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 Pension. – (1) Under the rule 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.

(c) He may either refund the gratuity or cases 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.

(d) 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 specify 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 proper deduction to be made from his pay.

SYNOPSIS

2. Judicial Set up.

COMMENTS

9. Judicial set up. Recourse to the legal proceedings can be had one police constable or more police constables collectively if their grouse is made. Certain collections are made by those aggrieved constable, to meet out the litigation expenses the same would not amount to misconduct under Rule 12.25(4) of the Rules *Constable Gurmukh Singh vs. The State of Punjab and others, 1992(1) RSJ 757*

12.26. Inter-district transfers. – Exchange of appointment between lower subordinates in district 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 district in different ranges, or from and to the railway police, the sanction of both Deputy Inspector-General concerned and the Assistant Inspector-General, Government Railway Police, is required.

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

12.28. Character rolls. – A character roll in Form 12.28 shall be prepared and maintained 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 recruits 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 recruits 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 and give him the opportunity of claiming alternation 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.

12.33 Points to be attended in maintaining character rolls – In compiling and maintaining character rolls the following points shall received attention :-

- (vi) The authority for transfer beyond the district shall be entered.
- (vii) A note shall be made of the result of verification of character with a reference to the original report in the vernacular personal file.
- (viii) Every entry under items 13, 14 and 15 respectively shall be given as serial number and shall be signed and dated by a gazetted officer.
- (ix) Major punishments shall be entered in red ink and minor punishments in black ink.
- (x) 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.

12.34 Records to be attached to character rolls – The following records shall be attached to character rolls:---

- (h) Health Certificate (form 10.64);
- (i) Medical history sheet [form 12.32(b)];
- (j) Leave account (F.R. form No. 9-A. O>S. 113-A);
- (k) Statement of land held in case of Head constable [form 14.23(1)(a)];
- (l) Record of posting [form 12.32(e)];
- (m) Progress report on probationary inspectors, sub-inspectors and Assistant sub-inspectors (form 19.25);
- (n) 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 appended 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 – 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 unauthorized 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 officers 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 should 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, should 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 files shall be maintained by the Inspector-General of each gazetted officer. This shall contain,---

- (g) Articles of agreement.
- (h) Names and addresses of nearest relatives.
- (i) Statements of land held, with particulars of locality.
- (j) Distinctions granted.
- (k) Annual confidential reports.
- (l) Such other papers as the local Government may order, or the Inspector-General may consider desirable, to have place on the personal file.

Officers shall inform the Inspector-General 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,---

- (f) the original confidential annual reports submitted by Superintendents.
- (g) 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 of higher officers for signature and should not merely be a copy 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 life time 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 officers concerned. The giving of 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 – A vernacular personal file (fauji misal) shall be maintained in each district office for every upper and lower subordinate serving in the district. The 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:---

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

(4) 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.

(6) 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.

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

(8) 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.

(9) 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.

14-43. 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 Superintendent in special establishment bills in which the names of the zaildars shall be given and the sanction to appointment quoted.

(6) 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.

(7) Each police zaildar shall be responsible for the prevention and detection of crime in the group of village 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.

(8) Police zaildars shall 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.

(9) 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 station, and submit it with a report, after consultation and in communication with the Superintendent, through the Commissioner, for the orders of Government, giving his reason 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 zail shall be confined to sparsely populated tracts.

APPENDIX No. 12.1.

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

I. Deputy Superintendents shall be appointed (a) by direct recruitment form 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.

(c) He must produce a certificate of physical fitness as prescribed in rule 10 of the Fundamental Rules read with Police Rule 12.15(1).

(h) He must produce evidence of social status qualifying him for the positions of a gazetted officer.

(i) 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.

(j) 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 in Council has made a declaration under Section 96-C of the Government of India Act.

IV. Applications from persons who possess the above qualifications shall be

received by the Inspector-General of police and submitted by him to the Honourable and 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 the 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 commendations of the Inspector-General of Police.

B – 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.

VII. 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 past in the Provincial Police Service to count towards the period of probation.

VIII. Directly appointed probationary Deputy Superintendents of Police will be required to undergo the course of training at the Police Training School prescribed form 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 offices 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.

XI. 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.

X. 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 Superintendents 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.

XI. 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 unfavourably reported on in two interim reports or in his final report, shall be reverted to his substantive rank of Inspector.

XII. Probationary Deputy Superintendents of Police of either class, on passing the examination prescribed for them and on being favourably 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 of the terms authorized, 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 – 1. 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.

Training of Urdu Stenographers – 2. (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 that rank, will depend on their passing the course.

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

Transfer to the executive line – 4 (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 school course.

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

General – 6 (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 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:---

(I) 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 = % JI } without glasses

Left eye V = % 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 examination the recruit by means of the "Test Dot Card" the following directions should be observed: -

(v) 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.

(vi) 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.

(vii) 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.

(viii) The "Test Dot Card" must be kept perfectly clean.

- (m) that the height and chest measurements are up to the standard prescribed in rule 12.15(1);
- (n) 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, atheria or exostosis of the meatus, perforation of the tympanic membrane or who has had a radical mastoid peration;
- (o) that the recruit appears healthy, strong ad active;
- (p) that he is sufficiently intelligent;
- (q) that there is no malformation, deficiency or defect of any essential part
- (r) that there is perfect motion in every joint and good physical development power;
- (s) that the recruit is free from diseases of he nervous, circulator, respiratory, digestive, cutaneous, lymphatic, generative or excretory system. Special care should be given to tracing he presence of contagious or infectious disorders, rupture, strictures, dysentery, hepatic or severe malarial disease;
- (t) that here 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;
- (u) 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 lion 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.

- (v) 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 he service in which he is desirous of being enrolled.

NOTE - - The following points should not be overlooked: -

- (8) Glandular swellings and enlarged thyroid.
- (9) Prominence of eyes, squint. Long-standing trachoma, nebulae or leucomata, pannus.
- (10) Polypus of nose, perforated palate, tonsils, adenoids.
- (11) Insufficient sound teeth for efficient mastication, severe pyorrhoea.
- (12) Loss or deferimity of fingers, flat feet, hammer toes with painful corns or burase on the dorsumof toes, Hallux Valgus, Hallux rigidus, knockknee, deformity of chest and joints, abnormal curvature of the spine.
- (13) Inveterate cutaneous disease, fistulae, condylomata, haemorrhoids prolapsus ani, varix or varicocele, undescended testicle, tachycarida.
- (14) Recent marks of vaccination, and two indentification marks should be noted.

With discharged soldiers for enlistment in the Police Force - -

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

FORM No 12.6

ROLL OF A CANDIDATE FOR 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 a 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 application.

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 qualification, mentioning any Examination passed. (Attested copies of any certificate obtained should be attached in candidate's own handwriting). _____

8. Does the candidate possess any athletic qualification ? Did he belong to his school Cricket Eleven or Football or Hockey Team? Is he is active habits? Can be 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. Name 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 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 _____

Date _____

Superintendent of Police

The _____ 19 .

FORM No 12.7							
REGISTER OF ACCEPTED CANDIDATE 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 Qualification	REMARKS

POLICE DEPARTMENT FROM NO 12.13. _____ DISTRICT														
RECRUIT REGISTER														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Serial No.	Date of measurement	Name of recruit	Parent age	Village	Police station	District	Religion of cast	Age	Feet/Inches	Chest measurement in inches	Intials of Gazetted Police	Opinion of Mmedical officer	If enrolled/date	ConstableNo.

_____ Officer _____

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 may 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 or 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)

CERIFICATE OF APPOINTMENT

POLICE DEPARTMENT. _____ **DISTRICT OR RANG**

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

- 1-6. General particulars
- 25. Appointments, promotions, reductions, discharges, & c.
- 26. Transfer beyond the district
- 27. Relatives in Government employ
- 28. Particulars of heirs
- 29. Educational qualification
- 30. Professional attainments
- 31. Medals and decorations
- 32. Miscellaneous particulars
- 33. Commendatory entries
- 34. Censures and punishments
- 35. Health certificate
- 36. Record of postings of inspectors, sub-inspectors and assistant sub-inspectors
- 37. Statement of land held by Head Constable [rule 14.23 (1)]
- 38. Progress report of probationary inspectors, sub-inspectors and assistant sub-inspectors
- 39. Medical History sheet
- 40. Leave account of constables and head constables
- 41. Marking sheet in connection with promotion to the selection grade of constables

FORM NO. 12.28.---cont.

CHARACTER AND SERVICE ROLL OF _____

CONSTANULARY NUMBER _____ IN _____ DISTRICT

CONSTANULARY NUMBER _____ IN _____ DISTRICT

CONSTANULARY NUMBER _____ IN _____ DISTRICT

Name	Father's name	Tribe or cast	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

10. Verification roll no. _____ dated, _____ received back and attached to the Fuji misal.

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

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

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

FORM NO. 12.28---contd.

12. 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 service 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).

Date _____

Signature _____

13. 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, dismissal, resigned or died	To what grade and pay appointed, promoted or reduced	Date	Number of district order	Full Signature of Superintendent of Police

FORM No. 12.28.—Contd.

14. Transfers beyond the district.

1	2	3	4
Date	From	To	Authority for transfer

15. Names of relatives in Government service.

1	2	3	4
Name	Relationship	Nature of employ	District

16. Names, residence and other particulars of heirs.

Wife.

Father

Mother.

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. | Punjabi. |
| Degree. | Pushtu. |

NOTE.— Underline the qualifications possessed, add particulars where necessary and 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.

23. 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).

- 24. Miscellaneous particulars, including awards other than those accompanied by commendations certificates admission to or removal from promotion lists, etc.
- 25. Commendatory entries.
- 26. Censures and Punishments.
- 27. Medical Certificate of appointment and health. (See form No. 10.64).
- 28. Record of postings.
- 29. Statement of land held by Head Constable only [Rule No. 14.23 (1)].
- 30. Progress report on probationary assistant sub-inspector, sub-inspector or inspector of police. [See Form No. 19.25(5)].
- 31. Medical History Sheet. [Sheet Form No. 12.32(b)].
- 32. Leave Account. (See F.R. Form No. 9-A. O.S. 113-A in Appendix B to Fundamental Rules).
- 33. Marking sheet in connection with promotion to the selection grade of constable. [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.

Name and dates of inoculation, vaccination

Signature of Medical Officer.

And re-vaccination.

1. _____

2. _____

3. _____

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

FORM No. 12.32 (b)

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	Name of duty on which employed	Place	REMARKS

FORM No. 12.38 (1).

Personal File.

Of _____ of Police

PART 1.

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. Names 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,

_____ Range.

Dated _____ 19

FORM No. 12.38 (1) – concluded.

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	8	9	10	11	12
Constabulary Number	Name and Parentage	Date of enlistment	Cast-e	Age on Enlistment	HEIGHT (b) Feet (b) Inches	RESIDENCE (a)Village (b)Police Station (c)District	Particulars	Detail of Past Service Prior To entering Constabulary	Promotions And reduction	Date And Cause Of leaving Police	Remarks Giving Reference to the serial No In The Punishment

19. Rules are statutory in character.
20. Seniority on the basis of dates of confirmation maintained at District level.
21. Substantive promotion or the confirmation in a permanent post.

COMMENTS

1. Automatic confirmation—Appointment against permanent post. It is obvious that the maximum period of probation is two years. During this period either a person is found fit for confirmation or he is to be reverted. It does not lie in the mouth of the State that the petitioner was not fit for confirmation because in that case it was the duty of the State to revert him. The rule makes it imperative that the period of probation could not be extended beyond two years under any circumstance. *Shri-Hari Nand vs. State of Himachal Pradesh and others, 1981(2) S.L.R. 727*
2. Confirmation. Rule 13.9(2) relates to promotion as an Assistant Sub-Inspector. It is specifically provided in the rule that substantive promotion to the rank of Assistant Sub-Inspector shall be made by the Deputy Inspector-General in accordance with the principles prescribed in rule 13.1. It is not in dispute that the petitioner passed the Intermediate School Course in September, 1963 whereas respondent Nos. 3 and 6 passed the said course in March, 1964 and March, 1965, respectively, respondent No. 4 was a direct recruit, respondent No. 7, however, passed that course in March, 1962. It has not been provided in any rule that in case an Assistant Sub-Inspector has been brought on list 'E' prior to his seniors he should be confirmed as Assistant Sub-Inspector prior to the latter. It may also be relevant to point out at this stage that the petitioner had also passed the Upper School Course prior to the confirmation of respondent Nos. 3, 4, 6 and 7 as Assistant Sub-Inspector and that they were junior to him. Therefore, the petitioner was entitled to be considered for confirmation as Assistant Sub-Inspector when the above said respondents were confirmed. *Balkrishan vs. State of Punjab and others, 1982(1) S.L.R. 367*
3. Efficiency and Honesty. The basic rule laid down in Rule 13.1(1) is that the substantive promotion or the confirmation in a permanent post was to be made "by selection tempered by Seniority. Efficiency and Honesty shall be the main factors governing selection."

Rule 13.1(1) implies that the efficiency is to be judged by the confirming authority and leaves the confirming authority free to judge it in a suitable manner. The test is a just and fair method of judging the efficiency. The power to prescribe the test is, therefore, implied in the power to judge the efficiency. It is now well established that executive instructions such as the circular prescribing the test can supplement statutory rules particularly when the power to issue such an executive instruction is implied in the power given by the statutory rules. *1972 P.L.R. (D) 35*

4. Eligibility for Promotion. Incumbent on Government to provide the qualifications to concerned employees. *State of Punjab vs. Kirpal Singh, AIR 1970 Punjab 395 = 1970 SLT 239 = 1970 Lab. IC 1136*
5. Holding of departmental examinations for promotion. In the return filed on behalf of respondents 1 to 3, it has been stated in sub-paragraph (iv) of paragraph in reply to the allegations contained in paragraph 15 of the petition that according to departmental instructions, selection for Intermediate Course is to be made from among confirmed Head Constables who have passed Lower School Course and do not exceed 40 years in age. It was denied that certain Head Constables in the matter of selection superseded the petitioner. All those Head Constables were said to have been either on probation or were confirmed at the time of the selection for the Intermediate Training Course. Shri Parkash Chand, Assistant to the Deputy Inspector-General of Police, who has filed the affidavit on behalf of respondents 1 to 3, has stated that the petitioner appeared before him on 17th May, 1966 and requested that he should be allowed to serve in the C.I.D. and that he would not claim his promotion. Later on, however, he was asked to put the same in writing. He submitted that his domestic affairs did not permit him to work in the District Police and it was on his own request that he was permitted to stay in the C.I.D. I have no manner of doubt that the examinations which were conducted by the Superintendent of Police are not at all contemplated or covered by Rule 13.8(2) nor can I persuade myself to accept that under Rule 13.1 the holding of the examinations by the Superintendent of Police was the proper method for judging efficiency and honesty. There are various other ways of finding whether an officer is honest and efficient and a good deal would depend on the actual reports of his work by his superior officers relating to efficient and honest discharge of duty. I am, therefore, satisfied that the petitioner has a genuine grievance when the result of the examinations held by the Superintendent of Police was taken into consideration while deciding whether, he should be put on probation as a Head Constable. *Lakshya Vir, Head Constable vs. Punjab State, 1967 S.L.R. 706*
6. Intermediate School Course. The respondents are confirmed Head Constables. The stage of undergoing the Lower School Course has long since passed. It would have been a relevant consideration at the time of confirmation. The learned counsel for the respondent have rightly contended that once the respondents have been confirmed, they will be deemed to have been exempted from passing the Lower School Course. Whether the respondents had passed the Lower School Course or not, is not relevant at the present stage. The respondents were confirmed many years back. They have not to be deputed to the Intermediate School Course in accordance with their seniority. We are in complete agreement with the conclusions of the learned Single Judge. The learned counsel for the appellants has not been able to support his contention either on principle or on precedent. *State of Haryana and others vs. Phool Chand, Head Constable and others, 1985(2) L.L.R. 425*
7. Objective test for the assessment of the efficiency of the candidates. The authority empowered to confirm or substantively promote an officiating Sub-Inspector under Rule 13.1(1) was liable to act in a discriminatory manner if he were to judge the efficiency of the numerous persons in List 'E' only subjectively. It was for this reason that the circular dated 14.9.1957, Exhibit PW/3/10 laid down an objective test for the assessment of the efficiency of the candidate in List 'E'. Such objective test was fair to all the candidates in List 'E' and protected them from possible discrimination or vagaries inevitable in a merely subjective test. *Union of India and another vs. Shri Hans Raj, A.S.I. Police, 1969 S.L.R. 782*
8. Officiation and Substantive promotion. The promotion under Ch. XIII is of two kinds viz. (a) an officiating promotion and (b) a substantive promotion. Officiating promotion is governed by the provisions of R. 13.10 and 13.12. whereas substantive promotion is governed by R.13.1. The distinction between substantive promotion and the officiating promotion is clearly made in R. 13.9(2), which deals with List 'D'. But the same distinction is applicable to the provisions dealing with List 'E' also. Rule 13.1(1) applies to the substantive promotion of Police Officers in all the lists including List 'E' as is shown by the provisions of Rule 13.1(3) which specifically refers to List 'E' also.
9. Probation period—Reversion. The relevant Punjab Police Rules may have to be seen to ascertain whether there is scope for issuing instructions concerning the holding of the test for preparing a test for promoting a police constable driver as a head constable. Rule 13.18 prescribes that all police officers promoted in rank shall be on probation for two years; while on probation officers may be reverted without departmental proceeding and such reversion shall not be considered as reduction in rank. *Makhan Singh vs. Union of India, 1977 P.L.R. (D) 85*
10. Promotion – Criteria for. Upper subordinates in the above rule mean Sub-Inspector and Inspectors. It is evident from the said rule that in the first instance seniority of the upper subordinates is reckoned from the date of first appointment but the final seniority is determined from the dates of confirmation. The matter which is to be taken into consideration for making promotion as already observed has been given in rule 13.1 of the Rules. The fact that an officer is brought on list 'E' prior to another senior officer does not make him entitled to promotion to the rank of Sub-Inspector prior to the latter. At the time of promotion the criteria laid down in rule 13.1 is to be taken into consideration. *Balkrishan vs. State of Punjab and others, 1982(1) S.L.R. 367*
11. Promotion from one rank to another and from one grade to another. Rule 13.1 of the Rules prescribes that promotion from one rank to another and from one grade to another in the same rank shall be made by selection tempered by seniority and that efficiency and honesty shall be main factors governing selection. Specific qualifications, whether in the nature of training courses or practical experience, shall be carefully considered in each case and when the qualification of two officers are otherwise equal, the senior shall be promoted. When the petitioner was promoted as officiating Sub-Inspector of Police, it is presumed that he had been found fit for that promotion and he was not reverted on the ground that he had become unsuitable or his efficiency and honesty had deteriorated. Respondents 2 to 14 were promoted

in the rank of Head Constable, Assistant Sub-Inspector and Sub-Inspector, a number of years later than the petitioner. The possible exception of respondent 8 is that he was promoted as officiating Head Constable and conformed in that post earlier than the petitioner, but he got his promotion as Assistant Sub-Inspector of Police and Sub-Inspector of Police on December 21, 1960, and September 21, 1963, respectively, whereas the petitioner was promoted as Assistant Sub-Inspector of Police on October 15, 1957 and December 13, 1960, respectively. In the case of a promotion, selection has been made on merit keeping in view seniority and, once an officer is promoted, it is to be presumed that he was found fit for promotion. At the time of reversion, the junior most officer has to be reverted first and selection cannot be made from amongst the officiating personnel on the basis of relative merit unless it is found in the case of a senior officer that he had become unsuitable or his efficiency and honesty had deteriorated after he was given the officiating chance. I regret and honesty had deteriorated after he was given the officiating chance. I regret I cannot agree the choice the submission of the learned counsel for respondents 1 and 2 that the employer has the choice of selecting his employees. This rule does not apply to Government servants for whose service specific statutory rules have been framed. Under the statutory rules, no arbitrary powers can be presumed to exist in favour of the appointing authority or the Head of the Department. The executive power has to be exercised justly and fairly, so that all the Government servants are treated alike, which is their fundamental right guaranteed by Article 16 of the Constitution. The reversion of a senior officer, while a junior officer is retained in the officiating rank status; emoluments and further chances of promotion and is thus punitive in character although it has not been made by way of punishment. Nevertheless, evil consequences follow and in order to avoid that the well-known principle of 'last come first go' has to be followed in the case of reservation. At the risk of repetition, I wish to emphasize that the appointing authority has the power to select from amongst the eligible candidate the best man available who may not be the senior most man at the time of appointment or promotion but at the time of reversion, the senior man will be reverted only if he has not been found suitable for the officiating post or after occupying that post his efficiency and honesty have deteriorated. This principle has not been followed by respondents 2 while reverting the petitioner in the present case. The order passed by him smacks of arbitrariness and favoritism. In fact, the assertion on behalf of respondent 2 in his written statement that 'exceptions cannot be ruled out altogether on the basis of special consideration achievements' gives a clue how he while passing the order of reversion. Not only was relative merit not considered but other 'consideration' prevailed with him, which other consideration have not been explained in the written statement. The order also does not contain any reason for reverting the petitioner while retaining his juniors in service. The only reason given is for want of vacancy and for his reason the junior-most officiating Sub-Inspector should have been reverted. *Harmohinder Singh, Sub-Inspector of Police vs. State of Punjab and others, 1971 (2)S.L.R 304*

12. Promotion on list "D" – No test prescribed under the Rules. – Standing Order No 238 of the Inspector General of Police prescribed departmental qualifying test for drawing up promotion list "D" (women police) is in total conflict with the procedure prescribed for maintenance of promotion list "D" by rule 13.9 of ht Punjab Police Rules. The object of standing order No 238 of the Inspector General of Police was to prescribe altogether a different method for drawing promotion list "D" (women police) and the method adopted was contrary to and in conflict with the provisions of rule 13.9 of Punjab Police Rules. The standing order did not have effect of merely supplementing the provisions rule 13.9. A method contradictory to the one prescribed in rule 13.9 was provided by the standing order for list "D" (women police). *Smt. Kailash Wati Bajaj vs. Union of India and other. 1973(1) S.L.R. 249*

13. Promotion—Record shabby. – It is obvious promotion has to be selection tempered by seniority, and efficiency as well as honesty are the main consideration for it. The appellant claims that he should have been promoted before respondents Malkiat Singh, Yudnvir Singh was character rolls of the appellant which were duly conveyed to him. Now Malkiat Singh was conformed in August, 1963, long before the appellant was confirmed. He was thus senior to the appellant. As regards the other respondents, there is nothing to show that their record was no better than the appellant. Persons with better record were entitled to be selected. It may be noticed that appellant has been reported to be a habitual drunkard and having misconducted himself on a number of occasions even after his promotion as Police Prosecutor. *Bani Ram Sharma vs. State of Himachal Pardesh and others, 1982 (1)S.L.R 378*

14. Promotion—To the posts of Assistant Sub-Inspectors—Passing of certificate wave. – A perusal of Rule 13.1(1) reproduced above would go to show that promotion from one rank to another, inclusive of from the post of Head Constable to that of Assistant Sub-Inspector had to be made by selection tempered by seniority. The emphasis is upon selection. It is true that the selection is tempered with seniority but all that it means is that in the process of selection, seniority would also play its due role. If seniority alone was the criteria there was no need to mention selection in the Rule. Seniority alone is not the sole determining factor is also made out from the last three lines of the Rule which go to show that when qualification of two officers are otherwise equal, the senior shall be promoted. It necessarily follows that when junior has better qualifications, he can score over his senior correct reading of Rule 13.1(1) of Punjab Police Rule, in my opinion, cannot be interpreted to say that whatever by the circumstances, whatever be the qualifications of Head Constable and whatever be their merit, only senior Head Constable who have passed the qualifying course first have to be promoted before the one who have done the said course later. It is the positive case of the respondents that a test was conducted. Whereas respondents No 4 to 31 has qualified the said test, the petitioners failed. The Departmental Promotion Committee had gone through the process of selection by holding a test and the said test with a view to find out merit is certainly of the modes to make selection. *Ashwani Kumar and other vs. State of Haryana and others, S.L.R 687=1991(3)RSJ 682*

15. Removal of name of a police officer from list E or list D. In deciding in each particular case whether the reversion of a Government servant id by way of punishment or not yhe court has to keep in view the context and circumstances of the case leading to reversion and the consequence directly flowing from reversion in so far as they may affect the substantive rank of the Government servant and not qua the higher rank which he was holding in an officiating capacity or as a probationer. The loss of emoluments of higher post and being reverted to the lower post are not penal consequences as they have reference to their post and not to substantive post. Though the motive of reversion id not relevant, actual effect of the order of reversion is material for deciding whether in each particular case it amounts to reduction in rank or not. *The State of Punjab vs. Rijinder Sing, ILR (1996) Punj. 84=1965 P.L.R. supp 625*

16. Requirement of the test laid down by the circular. The requirement of the test laid down by the circular, dated 14.9.1957 was merely a method of judging the efficiency. It was, therefore, valid and the reversion of the respondent could not be challenged in so far as it was made because the respondent failed to appear at the test and thereby showed that he was not efficient within the meaning of Rule 13.1(1) of the Punjab Police Rules.

The respondents has pointedly pleaded in paragraph 8(I) of the plaint that several persons were confirmed as Sub-Inspector of Police without qualifying in the departmental test laid down by the circular, dated 14.9.1957 and that the respondents alone was reverted for not taking the test, an action which was discriminatory and contrary to Article 14 and 16 of the Constitution. The only defence was that the persons who were confirmed inspite of their failure to take the test were probationers and their cases did not stand on the same footing as that of the respondents, who was only officiating as a Sub-Inspector of Police. This defence is untenable on the face of it. Firstly, the circular, dated 14.9.1957 expressly to probationers as well as to persons officiating as Sub-Inspector of Police. Both these categories of persons were required to take the test. The defence is, thus contrary to the circular and, therefore, totally fails to explain why several probationers were confirmed without taking the test, while the respondents alone was reverted for not taking test. Secondly, neither any Rules nor any administrative instructions have been brought to any my notice to show if a probationer and a person appointed to officiate can be distinguished from each other by intelligible differentia. *Union of India and another vs. Shri Hans Raj A.S.I Police, 1969 S.L.R 782*

17. Reversion for failure to satisfy the test of efficiency. In *State of Haryana vs. Shamsheer Jung, 1968 SLR 162*, the departmental examination for promotion was not show to be implied in the statutory rules governing the promotion in considering whether executive instructions supplement the statutory rules. The above-mentioned Supreme Court decisions were not considered by the Court in *Satpal Sharma vs. State of Punjab, 1968 SLR 484* also the imposition of a test for promotion was not shown to be necessary for the assessment of efficiency as in the present case. In *Ram Kishan vs. Inspector-General of Police, 1968 SLR 661* the vital distinction between the officiating promotion and the substantive promotion pointed out above was not brought to the notice of the court with the result that the court did not consider the question whether the power to hold a test was implied in the power to judge the efficiency under the Punjab Police Rule 13.1 (1). In *Lakshya Vir vs. State of Punjab, 1967 SLR 706*, it was observed that under Punjab Police Rules, 13.1(1), 13.1(2) and 13.8(1) there could be other methods than test to judge the efficiency of a candidate. With great respect, however, it may be pointed out that it is for the confirming authority to devise a suitable method of judging the efficiency. If the test was a suitable method, it is not for this court to suggest to the confirming authority to search for other suitable methods so long as the method of test cannot be said to be unsuitable or outside the power conferred by the Punjab Police Rule 13.1(1). A mere reversion for failure to satisfy the test of efficiency and removal of the name from list "E" was, therefore, not a reduction in a rank at all within the meaning of Article 311(2) of the Constitution. This was also the view expressed in the *State of Punjab vs. Rajinder Singh, 1965 PLR . Supplement 625. Union of India and another vs. Shri Hans Raj, A.S.I Police, 1969 S.L.R 728*

18. Right to be deputed for Intermediate School Course . – Rule 13.9 deals with the preparation of list "D" for promotion to the rank of Assistant Sub-Inspectors.

The Head Constable eligible for being admitted to this list are those who have passed the Lower School Course and the Intermediate School Course and unless they are so qualified, they have no right to be considered for being admitted to that list. Once a Head Constable qualified by passing both the course, his case is placed before the Deputy Inspector General of Police for being brought on list "D" and it is at that time that his efficiency and integrity come up for consideration along with other relevant factors, one of them being whether he is fit for officiating or substantive promotion to the rank of Assistant Sub-Inspector. Merely because a Head Constable has passed the Intermediate School Course does not give him right of being admitted to list "D". By passing that course, he only qualifies himself for being considered for admission to list "D". It can well happen that when a Head Constable passed an Intermediate School Course, he may not be considered thoroughly efficient in all branches of the duties of a Constable or Head Constable and some time later he attains that efficiency. He will then become eligible for being brought on list "D" which will open the way for him to be promoted to the rank of officiating or substantive Assistant Sub-Inspector of Police. It is contended on behalf of the respondents that when he became efficient, he will be sent for the Intermediate School Course but it may happen that at that time he is unable to qualify in that examination either because of advanced age or physical unfitness. In that case it will mean that such a Head Constable is condemned for ever to remain as a Head Constable and cannot seek promotion to the next higher rank. We are, therefore, of the opinion that it is inherent in rule 13.9 and a legitimate inference can be drawn from the language of this rule every Head Constable list "C" has the right to be deputed for the Intermediate School Course on his turn and no obstacle can be placed in his way by any of the authorities because it is a necessary prescribed by any that rule and there is no other institution from where this qualification himself by passing the Intermediate School Course from any other institution, no obligation would have been cast on the Government to afford him an opportunity to pass that course and thus acquire that qualification just as educational qualifications are prescribed which can be acquired by the candidates from any of the numerous institutions. Since this qualification cannot be acquired in any other way but by admission to the Police Training College, the Head Constable willing to undergo that must be afforded an opportunity to do so. Since the number of seats for the Intermediate School Course is limited, the Head Constable can be sent in the order of seniority as stated hereinafter.

Under Rule 13.9 these two factors are taken consideration by the Deputy Inspector-General of Police while admitting a Head Constable to list "D", which can be done only after a Head Constable qualifies himself by passing the Lower School Course and the Intermediate School Course. These two factors cannot be taken into consideration when a Head Constable is to be sent for Intermediate School Course. That is a specific qualification which has also to be considered in each case along with efficiency, honesty and suitability. A Head Constable can become eligible for being selected only after he acquires qualification by passing the Intermediate School Course. Without passing that course, he cannot be considered and, therefore, it can legitimately be said that the acquiring of the qualification does not constitute a part of the process of promotion, it only makes the Head Constable eligible for being considered for selection. It is not possible for us to subscribe to the very wide proposition canvassed by the learned Advocate General for the State of Punjab that the process of promotion from the rank of Constable to the other higher ranks starts when a Constable is brought on list "A". It cannot be said that immediately therefore the process of promotion from one rank to the other start and it is a continuing process till the Constable reaches the highest rank for which he is eligible. The process of promotion and is to be seen in the case of every promotion from one rank to the next higher rank and not as a whole from the lowest to the highest rank. *Saradul Singh, Head Constable vs. Inspector-General of Police, Punjab and others, 1970 S.L.R 505*

19. Rules are statutory in character. – Rule 13.1 and 13.9 of the Punjab Police Rule are statutory in character, having been made under the Police Act, 1861, and are applicable to the Union Territory of Delhi. Further as these rules do not make any distinction between male and female members of the police force list "D" for regulating promotion to the rank of Assistant Sub-Inspectors even in the case of Lady Head Constable has to be prepared in accordance with the provision of rule 13.9. If for maintaining list "D" for Lady Constable for regulating their promotion to the rank of Assistant Sub-Inspector any method is adopted which is in conflict with the procedure prescribed by rule 13.9 it would obviously be illegal, being opposed to a statutory rule Sub-rule (3) of Rule 12(1) does not contemplate laying down a different procedure for women police than the one contained in Rule 13.9 of the Punjab Police Rules, 1934 for maintaining list "D". *Smt. Kailash Wati vs. Union on India and others., 1973 (1) S.L.R*

20. Seniority on the basis of dates of confirmation maintained at District level. – The official respondents 1 to 3 in their return that the Deputy Inspector-General of Police, Ferozpur, directed the consideration of the dates of confirmation of respondents 4 to 9 as also others in the light of the availability of the permanent vacancies for their confirmation as Head Constable with effect from dates earlier to the ones from which they had actually been confirmed. The petitioners cannot possibly make any grouse of that particularly when there is no inter so seniority of the petitioners and respondents Nos. 4 to 9 under Police Rules which govern their service conditions. As already pointed out, a working seniority list of all the Head Constables in the range is made by the Deputy Inspector General with a view to send them to the Intermediate Course as the said course forms a part of the process of their further promotion to the rank of Assistant Sub-Inspectors whose seniority under the rules is maintained at the range level. I also find no mala fides or extraneous considerations in the Deputy Inspector General or General directing the Senior Superintendent of Police, Faridkot, to consider the dates of confirmation of the Head Constables of his district in the light of the availability of permanent vacancies during the years 1976 to 1981. That having been done, respondents Nos. 4 to 9 apparently stole a march over the petitioners to be sent to the Intermediate Course. There is thus no question of any discrimination or arbitrariness in the orders passed by the Deputy Inspector General or the Senior Superintendent of Police, Faridkot. *Lakha Singh, head Constable and others vs. State of Punjab and others, 1985(2) S.L.R. 695.*

21. Substantive promotion or the confirmation in a permanent post – The most important thing which has been overlooked not only by both the learned lower Courts, but also in the various decisions cited in support of the respondents case is that the promotion under Chapter XIII is of two kinds, viz. (a) an officiating promotion and (b) a substantive promotion. Admittedly, the respondent had received only an officiating promotion. This was governed by the provisions of Rule 13.10 and 13.12. The substantive promotion of the respondent which would have meant his confirmation as a Sub-Inspector of Police had yet to come. Substantive promotion was governed by Rule 13.1. The distinction between substantive promotion and the officiating promotion is clearly made in Rule 13.9(2), which deals with List 'D'. But the same distinction is applicable to the provisions dealing with List 'E' also. This is borne out by the fact that Rule 13.4 specifically deals with officiating promotions Rule 13.4(2), deals with officiating promotions to the rank of Sub-Inspector and Rule 13.4(3) specifically deals with persons, who are in List 'E' as the respondent was. These officiating promotions are to be distinguished from promotions simpliciter or substantive promotions referred to in Rule 13.1(1). Rule 13.1(1) applies to the substantive promotion of Police Officers in all the Lists including List 'E' as is shown by the provisions of Rule 13.1(3), which specifically refers to List 'E', which was the List in which the name of the respondent had been placed.

The basic rule laid down in Rule 13.1(1) is that the substantive promotion or the confirmation in a permanent post was to be made "by selection tempered by seniority. Efficiency and honesty shall be the main factors governing selection". *Union of India and another vs. Shri Hans Raj, A.S.I. Police, 1969 S.L.R. 782.*

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 of 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 in the authority of a specific order by and 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, respectively, is required.

[For Punjab]

(No. G.S.R. 124/C.A. 5/61/S. 7/Amd (15)/82. Dated 11.9.1982)

13.2-A Power to grant local rank – (1) Notwithstanding anything contained in these rule, 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 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."

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 Inspectors-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 Constable 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).

SYNOPSIS

1. *Jurisdiction to proceed with departmental enquiry.*

COMMENTS

1. Jurisdiction to proceed with departmental enquiry – Where the criminal court has tried the concerned person and acquitted him, it would be improper and such a proceeding is liable to be quashed as not in consonance with the principles of natural justice, if the administrative authority later initiates disciplinary proceedings on the identical facts and identical charge and records a contrary conclusion. There could be no right or inflexible rule that the finding of a criminal Court is conclusive in every sense, upon administrative authorities. If the finding be that the acquittal is on a technical ground, the administrative authority may conceivably punish the employee the same facts. It can certainly punish where the acquittal is solely based on the same facts, sanction, or some technical defect in procedure. It could punish on the same facts, for some lesser charge, which may not amount to a criminal offence, but may well amount to grave dereliction of duty, entitling disciplinary action. But, however, where the acquittal is substantially on merits, on identical facts and charges, it will not be proper for a disciplinary Tribunal to record a finding of guilt, and to punish, the employee thereon. This would be a basic principle of jurisprudence and it would make no difference that the departmental authority acts before the criminal proceedings or after it and the Court, in exercise of the jurisdiction under Article 226 of the Constitution, would be justified in striking down the action based on such finding as not in consonance with the principles of natural justice. *Harinarayan dubey vs. State of Madhya Pradesh and others, 1976(1) S.L.R. 585.*

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 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, Assistant Sub-Inspector (For Haryana. - and Head-Constable) 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, Head-Constables (For Haryana.-and Constables) on the promotion lists from one district to another.

(3) All promotions concerning Inspectors, Sub-Inspectors, Assistant Sub-Inspectors and Head Constables 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 C, 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.

SYNOPSIS

- 1. *Automatic confirmation - - "Officiation" and being placed on "probation".*
- 2. *Order of dismissal by a subordinate authority.*
- 3. *Promotion to the report of Assistant Sub-Inspector of Police from list 'D'.*

COMMENTS

1. Automatic confirmation - - "Officiation" and being placed on "probation" – Learned counsel for the respondent-State was right in his stand that the nature of officiation does not either change or vary by the nature of the post against which a person officiates. The statutory rules do not the post against which a temporary vacancy only. To hold so, by a process of interpretation would, in my view, be unsupportable. The language in the status is unlimited in its sweep. Therefore, officiation may well be against a regular or permanent vacancy. In view permanent vacancies cannot possibly be excluded from the concept of an officiation against them.

If in essence 'officiation' and being placed on probation 'are' district and separate term then the mere length of time of officiating cannot convert it into a deemed probation. On principle such an interpretation does not command itself to me and as would appear hereafter preceding is equally to the same effect *Raj Kumar , A.S.I vs. State of Punjab and others 1980(3) S.L.R.779*

2. Order dismissal by a subordinate authority. – The sole that has been argued in the petition is that the petitioner has been appointed an officiating Assistant Sub-Inspector of Police by the Deputy Inspector-General of Police, Patiala Range, Patiala, and not by the Superintendent of Police, Patiala, and therefore, he could be dismissed from service only by the Deputy Inspector-General of Police Patiala Range. The reply on behalf of the respondents is that under rule 13.4 of the Punjab Police Rule, 1934 an officiating Assistant Sub-Inspector of Police can be appointed by the Superintendent of Police provided the vacancy in which he is appointed is of less than eight months duration. *Man Singh A.S.I. vs. State of Punjab and others, 1973(1) S.L.R.365*

3. Promotion to the post of Assistant Sub-Inspector of Police from list "D". With regard to officiating promotions, rule 13.9(2) directions that officiating promotion shall be made out of his list as far as possible in rotation so as to give each man a trial in the duties of the higher rank. An analysis rules shows that officiating promotion of Assistant Sub Inspector from list D is intended to be made, as far as possible, in rotation or turns so as to give each man a trail in the higher rank. We are of

the view that officiating appointments envisaged in the rule appointments against temporary posts or against temporary vacancies in appointment posts, both of which must be made in officiating capacity for more than 2 years being the period mentioned in rule 13.18 during which their fitness and confirmation must finally be determined. It is obvious that the promotion of a fit senior officer cannot be superseded and by-passed by a junior, by keeping the senior in an officiating capacity indefinitely. Any other interpretation would destroy the object of the rules and would militate, particularly against rule 13.18. On a construction of rule 13.9(2), it is left to the authorities concerned to discriminate equal persons and appointment some in officiating capacity and keep them in this capacity for several years while appoint others on probation on way to automatic confirmation after two years, the power will be unguided and unfettered and would be discriminatory and unconstitutional.

The rule requires the higher officers to keep a strict watch on the conduct and efficiency of the officers and pass definite orders with regard to their fitness within a reasonable time, but it is a legal right of the public servant equally placed to be considered for promotion. If there is nothing against the officers, senior qualified officers must be promoted and confirmed and if there be anything against them which militated against their fitness there must be a definite decision according to law holding unfit for promotion or confirmation every time their juniors are considered for promotion. *Sat Pal, A.S.I. vs The Delhi Administration, Delhi through Lt. Governor Delhi and ors., 1974(1) S.L.R. 733.*

13.5.—Omitted by Haryana vide Notification dated 18.3.1980.

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 Superintendent 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) 1 st or 2 nd in recruits' examination	... 1 mark.
(vi) St. John's Ambulance 1 st Aid Course	... 1 mark.
(vii) Armourer's Course	... 2 marks.

(c) Professional ability--

Up to a maximum of 12 marks.

(d) Character --

Up to a 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 year's service. Marking under (c) shall be estimated by commendation certificates and other 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 an above 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.

(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 in efficiency, 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—Omitted by Haryana vide Notification dated 18.3.1980.

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.

SYNOPSIS

1. Relaxation – Admission to Upper School Training Course.

COMMENTS

1. Relaxation.—Admission to Upper School Training Course. The petitioner after having completed the course represented to the department that he was qualified for that being promoted as Sub-Inspector but his representation was rejected. It is averred that respondent. No.s, 3,4, and 7 have been confirmed as Assistant Sub-Inspectors vide order dated August 4, 1971 with effect from August 4, 1971. He as challenged the order of confirmation of the respondent Nos. 3,4, 6 and 7 dated August 4, 1971 and that of promotion as Sub-Inspector of respondent Nos. 8 to 10 through this writ petition. The writ petition has been contested by the respondents. *Balkrishan vs. State of Punjab and others, 1982 (1) S.L.R. 367.*

[For Punjab]

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 districts for the year with at twenty per cent reserve. Names will be entered in the list in order of merit determined by the Department 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 an have put in more than four years of service;
- (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 in the aforesaid list, if they are not above thirty years of age on the first day of July in they 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 lists and if any Constable whose name has been brought on this list is not sent to the Police Training College in that 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.

- (7) 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 lessons to be recorded in writing consider him deserving of another chance and he is still eligible. The reasons are to be communicated tot he Superintendent of Police concerned.

[For Haryana]

(Substituted vide Notification No. S.O. 116 dated 8.9.1992)

13.7. Selection of candidate for admission to courses at the Police Training College – List B (in Form 13.7) shall be maintained by each Superintendent of Police. It Course to be held at the Police Training College. Selection to the list shall be made in the Month of January each year and shall limited to the number of seats allotted to the district for the year. FoOr reasons to be recorded, the number of seats can be increased by 20 percent. Allotment of seats to each dist4rict shall be done on the basis of existing vacancies and the number of vacancies which are likely to occur during the next one year. Names shall be entered in the list in the order of merit, determined by the Department Promotion Committee on the basis of tests in (i) Parade, (ii) written test in general law (Indian Penal Code, Criminal Procedure Code, Indian Evidence Act and such other Local and Special Laws as may be specified) and (iii) Examination of Service Record.

(a) All Constable irrespective of their educational qualifications shall eligible to appear for the B-I test, if they are under the age of 40 years and have completed 5 years of service on the 1st day of July, for the year in which selection is made.

(b) The marks to be awarded for educational qualification will be as under:-

B.A. and above	... 5 marks
Matric and above	... 3 marks
Middle and above	... 2 marks

(c) The marks to be awarded for training courses already passed will be as under:-

Courses upto 1 months duration	... 2 marks
Courses upto 3 months duration	... 4 marks
Courses upto 6 months duration	... 6 marks
Courses upto 9 months duration	... 10 marks

(d) the marks to be awarded for commendation certificates will be as under:-

Class I	... 3 marks
Class II	... 2 marks
Class III	... 1 marks

The maximum marks for Class, Class II and Class III commendation certificates shall be 15 and in no case will exceed the maximum limit. For the purpose of awarding marks for commendation certificates only those certificates shall be considered which have been awarded before the 1st day of July for the year in which selection is made.

(e) The marks to be awarded for the length of service will be as under:---

(i) 5 years to 10 years	... 10 marks @ 2 for each completed year of service
(ii) 10 years to 15 years	... 20 marks @ 2 for each completed year of service
(iii) 15 years to 20 years	... 30 marks @ 2 for each completed year of service

For the purpose of reckoning completed year of service, the date shall be the 1st day of July for the year in which selection is made.

(f) Constables who obtained around 1st, 2nd and 3rd positions in the Recruits Course specified under Rules 1-9.2, shall be awarded 3, 2 marks and 1 mark respectively only if they have put in more than five years service into the 1st of July for the year in which selection is made.

(g) The marks to be deducted for punishment will be as under:---

For every major punishment	... 5 marks
For every minor punishment	... 3 marks

However, no other punishment will be taken into account for the purpose of deduction of marks. The total marks to be deducted for punishment shall not exceed 25. The major/minor punishment considered for deduction of marks shall only be those which have been awarded on or before the 1st day of July for the year in which selection is made.

(h) The subject for written test shall be the same as prescribed for Recruits Basic Course of Police Training College, Madhuba. There shall be two questions on each of Indian Penal Code, Criminal Procedure Code and Evidence Act and 4 questions of local and Special laws. One question on each of Indian Penal Code, Criminal Procedure Code and Evidence Act and two questions on Local and Special Laws shall be attempted and each question would carry 10 marks, with total of 50 marks for the written paper.

(i) Subject for test in parade will be as under:---

(1) Turn Out	... 5 marks
(2) Personal performance in squad, drill and rifle exercises	... 5 marks
(3) Word of Command	... 5 marks
(4) Class taking	... 10 marks
(5) Those candidates who completed 100 metres race in 14.5 seconds	... 5 marks

...30marks

The minimum pass marks individually in written and parade tests shall be 50%. The Departmental Promotion Committee while preparing the merit list of qualified candidates shall take into account the marks obtained in written and parade tests and marks obtained/deducted as specified above at clauses (b) to (i)

For the parade/written test, each range Deputy Inspector General of Police shall constitute a Departmental Promotion Committee consisting of District Superintendent of Police and two Deputy Superintendents of Police from outside the concerned district. The question paper of written test shall be set by each range Deputy Inspector General of Police. The Superintendent of Police heading the Departmental promotion Committee will provide answer sheets with fictitious roll numbers and have the answer sheets evaluated under his personal supervision."

SYNOPSIS

1. Admission to Lower School Course.
2. Constable with doubtful is not entitled to be deputed for the course.
3. Constable who were eligible for further promotion and stood promoted to the next higher post.
4. Constables thought not eligible under the rules for undergoing cadre course/Lower school course sent for the same.
5. Denial of admission to course not proper.
6. Denial to constable already on list 'B' to undergo training not proper.
7. Departmental test for being brought on List B-1 for promotion.
8. Distinction between a lady constable and male constable.
9. First Aid Course.
10. Fixation of cut off date as January 1 of every year contrary to the Rules.

11. Justifiable reasons to ignore a Constable on list 'B' from sending him to training.
12. Lady constable allowed to participate the combined test for being deputed for Lower Training Course.
13. Lower School Course.
14. Police Training Course – Eligibility of.
15. Power of I.G.P. to frame rules and order.
16. Power to constitute the Departmental Promotion Committee.
17. Prescription of age limit at 30 years.
18. Prescription of age on attaining which Constables are debarred from being considered for selection to Promotion Course.
19. Promotion – Denial of – Discrimination.
20. Promotion – Departmental promotion Committee.
21. Proviso to Rule 13.7(2) in consistent with the provisions of Rule 13.7(1) and 13.8-A.
22. Relaxation/Abolition of Rule 13.21
23. Reservation can only be made if otherwise eligible to be considered for promotion
24. Reservation for Scheduled Castes/Tribes/Lower School Course.
25. Reservation of posts for Scheduled Castes and backward Classes.
26. Rules also applicable to Armed constabulary.
27. Scope – Not mandatory.
28. Second test during the currency of the year in which earlier test for selection for promotion.
29. Selection for being sent to Lower School Course cannot be equated with promotion.
30. Suspension not a bar to depute for training.
31. Test parade prescribed under Rule 13.7 for selection.
32. Training -- Petitioner selected and sent for promotion course – Recalled back after 1-1/2 months training.
33. Upper age limit of 30 years.

COMMENTS

1. Admission to Lower School Course. The contention of the petitioner's counsel that more than 15 marks cannot be assigned for examination of service record does not find favour with the Court. The break-up of the marks assigned for assessment of service record has been given in sub-rule (4) of Rule 13.7 of the Rules. A candidate under group (1) cannot be given more than 5 marks for education. A candidate who has passed all the courses under group (ii) will be entitled to 15 marks. Under group (iii) if a candidate is in possession of commendation certificate of Class-I he shall be entitled to three marks, for class II, 2 marks and for Class III, 1 mark subject to a maximum of 15 for both. A Graduate candidate who had passed all the courses and is in possession of Class-I, Class-II, certificates, he will be entitled to 28 marks. *Zile Singh vs. State of Haryana and others, 1991(7) S.L.R. 4 = 1992(3) RSJ 60*
2. Constable with doubtful integrity is not entitled to be deputed for the course. The service record of Dhanna Singh, as produced before me, shows that his integrity has been doubted. A person, who has been considered to be of doubtful integrity by his superiors cannot claim that his record is not really based. So, the action of the respondents is not including his name in List 'B' and deciding to send him for Lower School Course is fully justified. However, the case of Bant Singh and Mghar Singh, petitioners, is different. In the service record of both the petitioners, there is no adverse entry apart from the fact that they had been censured. Censure according to the rules is not a major punishment. So, the petitioners could not be denied admission to List B and an opportunity for training in Lower School Course on the basis of the minor punishments of Censure. *Dhanna Singh, Constable vs. The Chandigarh Administration and ors., 1984(1) S.L.R. 739*
3. Constables who were eligible for further promotion and stood promoted to the next higher post. The appellants in L.P.A. Nos. 291 and 368 of 1984 before us were necessary parties to the Civil Writ Petitions Nos. 7124 and 6900 of 1975 and therefore, the observations made in those judgments would not, in any manner, affect adversely the appellants with the result that the appellants who had undergone the cadre course of the lower school course in the year 1976 were entitled to be considered for being brought on the 'C' list and to be promoted as Head Constable from the date they had been so promoted as on that date the provide respondents were yet undergoing the cadre course/lower school course and they, therefore, in terms, of rule were no even eligible to be considered for promotion to the post of Head Constable as the successful completion of the lower school course was sine qua non for promotion to the next higher post of Head Constable. Once the constables who were eligible for further promotion and stood promoted to the next higher post, the Constables who were their senior as Constable having also passed the lower school course after their so called junior had been promoted to the post of Head Constable, cannot be legally permitted to flaunt their seniority as Constables and seek promotion as Head Constable in point of time prior to those who although were junior to such constable but were alone eligible to be promoted on the date they were so promoted to the post of Head Constable. *Amrik Skingh and others vs. State of Punjab and others, 1986(1) S.L.R. 324*
4. Constables though not eligible under the rules for undergoing cadre course/Lower school course sent for the same. The contention advanced by Mr. Gupta in regard to the two constables is no doubt correct but then all the private respondent in terms of amended rule 13.7 had failed in the said test and they were not entitled to be admitted to the course in question. They were directed to be admitted by this Court. So it hardly lies in their mouth to challenge the eligibility even of these two constables for being sent to undergo the given course. The private respondents and these two constables both being in terms of rule 13.7 not entitled to undergo the course, but both having done so, then the one who completed the course earlier would, therefore, if the rules permit would continue to have the upper hand. *Amrik Singh and others vs. State of Punjab and others, 1986(1) S.L.R. 324*
5. Denial of admission to the course not proper. Training course which began in October 1976 has already come to an end. Under the circumstances, the case of the petitioners will have to be considered for the new training course which may commence hereafter. But so far as further training courses are concerned, it is in an admitted position that the matter will obviously be covered by the amended rule 13.7 which has come into operation by virtue of the notification dated 16.06.1976. Obviously the petitioners will have to undergo the test prescribed by amended rule 13.7 before getting admission to future course for training. We may, however,

observe that all these petitioners have wrongly been denied admission to this course in the past. Therefore, this aspect of the matter must be borne in mind at the time of considering their future admission to the course in question. On behalf of the petitioners we were requested to adopt the same formula which was adopted by this Court in *Miss Manju vs. State*, reported in AIR 1972 H.P. 37. That was the case for admission to medical college and at the time when the writ petition was decided by this Court, rules for admission to the medical college were amended. The Court, however, gave directions to increase the number of seats to accommodate petitioner Manju who was found successful in the writ petition. We find that it is not possible for us to adopt any course in this case because it may not be open to the state Government to ask the Government of Punjab to increase any seat at the Training College at Phillaur with a view to accommodate these petitioners. But we strongly recommend the case of these petitioners to the State Government and the concerned authorities, who shall see to it that unless there is any exceptional circumstance which would justify the refusal to admit the petitioners to the required course in future in accordance with the amended rule No. 13-7, the petitioners shall be sent to the necessary training at Phillaur. It is recommended that, if possibly, the State Government may take any other necessary step including the step to increase the seats with a view to accommodate the petitioners in case there is nothing exceptionally adverse found against them at the relevant time. *Shri Baldav Ram, Constable and another vs. The Superintendent of Police, Kangra and others*, 1978(1) S.L.R. 774.

6. Denial to constables already on list 'B' to undergo training not proper. It is contended by the learned counsel of the petitioner that they were duly selected under Rule 13-7 and were brought on List B-1. Under the aforesaid rules they are entitled to be sent to the Lower School Course in April, 1980. He further argues that the rule has since been amended and the Government in pursuance of that rule has made a fresh selecting which is illegal and liable to be set aside. On the other hand, the learned counsel for the respondents has vehemently argued that the intention of incorporating the new rule was that the selection should be made afresh under the amended Rule. According to the counsel, the candidates already brought on List B-1 were thus not entitled to be sent to the course. *Lal Sindh, Constable and others vs. State of Haryana and others*, 1980(3) S.L.R. 61.

7. Departmental test for being brought on List B-1 for promotion. Mere qualifying the test does not give them any right unless their names are brought on the list. Even the persons whose names are brought on the list 'B-1', cannot claim any right after the expiry of one year as this list is valid only for the year in which it is prepared. During the arguments, when it was brought to our notice that the persons who are already on List 'B-1' and have a right to be considered because of the 20% reserve are also not being considered for the promotion course for constables at the Police Training College, the position of the State Government was ascertained from the Assistant Advocate General appearing on behalf of the respondents, in this respect. He after consulting the respondents has given undertaking in the Court that all those persons whose names are already there on List 'B-1' including 20% reserve, will be considered by the State Government for promotion before any other fresh list is prepared within this year. On this undertaking by the State Counsel, this objection was no more available to the learned counsel for the petitioners have got any vested right as to maintain these petitions. The qualifying test in held in order to select persons for List 'B-1', under Rule 13-7, according to the number of seats allotted to each District. After that selection is over nothing remains and no body can claim any right subsequently on the basis of his been qualified in the test. The purpose of the test, after the necessary selection is made, is over. Any person who qualifies in the test cannot claim as a matter of right that his name be brought on List 'B-1' subsequent to the test when selection has already been made. *Babour Singh and others vs. State of Punjab and others*, 1980(1) S.L.R. 279

8. Distinction between a lady constable and male constable Government were advised in drawing separate seniority of each cadre of all the women police officials. *Jamail Singh and others vs. The State of Punjab*, 1992(2) RSJ 114

9. First Aid Course. If photo copy of the certificate issued by the St. John Ambulance Association is correct, then petitioner had undergone First Aid Course during his service and no exception can be taken for not giving him credit for such a course. *Ram Niwas vs. State of Haryana and others*, 1992(1) RSJ 726

10. Fixation of cut off date as January 1 of every year contrary to the Rules. The cut off date of 1st of January was also provided in the proviso added to rule 13-7 and in the standing order it was merely a clarification that is was also added in clauses (2) opening sentence "All Constables, who upto the 1st January that year". This contention cannot be accepted. Proviso as it exists only debar punishment imposed prior to 1st of January to be taken into consideration. If a person was awarded major punishment, obviously he could not be sent for the training but from that no analogy can be drawn that for applying clauses (a), (b) and (c), the cut off date in all cases should be January 1st of the relevant year. Rules are framed by the State. A standing order which is in the form of instructions cannot over-ride the rule or provide contrary to the rule. Rule 13-7 as already stated above provides for eligibility of the persons at the time of selection and providing a cut off date of January 1st, in the standing order Annexure P-I, the operation of the rule stands curtailed which is not permitted under the law. The petitioner was eligible to be promoted to the rank of head Constable, being a Matriculate and having completed three years of service as on February 28, 1992 under Rule 13-7(2)(b) of the Punjab Police Rules as reproduced above. On that account he was permitted to take the written test, which he passed. Subsequently he could not be deprived of being deputed to the Lower School Course. *Rajwinder Singh, Constable vs. State of Punjab and others*, 1992(4) S.L.R. 468 = 1992 (3) RSJ 101

11. Justifiable reasons to ignore a Constable on list 'B' from sending him to training. The petitioner's name was to be treated as if on List B, but as a reserve candidate within the 20% quota, the proviso on first impressions seems to be applicable. But then again, a Constable whose name is on the list and is not sent to the Police Training College can only be prevented from attending the Police Training College for justifiable reasons. And here, the justification pleaded, as has been held earlier, does not cut any ice. It is, therefore, in the essence of things that the seat of the year 1978, which remained unfilled for the inaction of the respondents, must not be taken to have elapsed but to have remained in animated suspension, to be reactivate by judicial process as an answer to executive callousness. Accordingly, taking aid of the discretionary and viable powers with the Inspector-General of Police in the matter of fixation of the number of seats to be allotted to each district for the year, a direction need be issued to him to create for the petitioner a suitable seat in the Training Course of the first batch for the year 1982, but in fulfillment of the seat left vacant for the year 1978. Any other course would be defeating the spirit of the rule. The direction is nothing but a measure to cover up the left over seat which had otherwise rightly fallen to the share of the petitioner. *Bhag Singh, Constable vs. State of Punjab and others*, 1982(2) S.L.R. 281

12. Lady constable allowed to participate the combined test for being deputed for Lower Training Course. The stand is that even though joint tests for men and lady Constables were held in which the petitioner competed and stood first amongst the Lady Constables and secured a high position in the joint merit, on the basis whereof she did earn a seat for deputation to the Lower School Course, yet in the absence of a formal and express order from the respondents allocating a seat for the Lady Constables, the entire exercise conducted by the respondents as well as the petitioner was futile and was an idle formality. Such a stand cannot be countenanced in the eye of law, as according to Rule 13-7 of the Punjab Police Rules, 1934, as applicable to the State of Haryana, and amended from time to time, there is no such provision or requirement of passing a separate order about the allocation of seats. Apart from that, if that was a condition precedent in the minds of the respondents, then either such an order could have been issued before holding the test in January, 1987, or if there was some insurmountable difficulty in the passing of such an order, then the Lady Constables should not have been permitted to participate. Now, after the petitioner has participated in the tests and has secured a meritorious position, it does not lie in the mouth of the respondents to deny to her, a well-earned right for undergoing the Training Course. Moreover, if Article 15(3) of the Constitution permits the State to make any special provision for the women and children, that does not mean that such a provision has to be made to their detriment. Rather, the intention is to provide better facilities for their benefit and betterment in their career. The impugned action of the respondents is wholly arbitrary. *Prem Devi (Smt.) vs. The Director General of Police, Haryana and others*, 1988(1) S.L.R. 468

13. Lower School Course. Essential for Constable to sit and pass in the test held under rule 13-7 of the Punjab Police Rules. *Kamal Kishore vs. The State of Haryana and others*, 1992(1) RSJ 524

14. Police Training Course – Eligibility of. The selection to be made in accordance with Rule 19-14 of the Rules succeed the bringing of the constables on list 'B' and does not precede it. Rule 13-7 of the Rule itself envisages the selection to be made for this list as the vacancies for admission to the promotion course occur at the Police Training School and it is that selection which has to be made in accordance with Rule 19-14 of the Rule. Since the petitioner was not placed on list 'B' or as is the stand of the respondents, and is not so approved by respondent No. 2 Deputy Inspector General of the Range on merits for being so placed on List 'B' he cannot have any possible grouse or locus stand to challenge the non-holding of test or non-compliance of the procedure laid down in rule 19-14 of the Rules. It is only the constable on list 'B' who can assail such a non-compliance of the latter Rule. The rest of the assertions of the petitioner that some of the constables were withdrawn or re-admitted to this list 'B' at the time of their sending to the Police Training Court from amongst the respondents No. 4 to 13, have also to be negatived for the same very reason, i.e. he has no

locus stand to assail their further selection or non-selection for being sent to the said Course. The pre-requisite for a constable being asked to take a test under Rule 19-14 of the Rules or the compliance of the other formalities of the Rules is that the constable should be on list 'B' framed under Rule 13-7. *Raj Kumar, Constable vs. State of Haryana and ors., 1980(1) S.L.R. 599*

15. Power of I.G.P. to frame rules and order. The first part predominantly takes care for the organization, classification and distribution of the police-force and other allied matters relative thereto regarding which the I.G.P. may from time to time, subject to the approval of the State Government, frame such orders and rules as he shall deem expedient. Yet in the second part, the I.G.P. is authorised to frame all such other orders and rule relative to the police force as he shall, from time to time, deem expedient for preventing abuse or neglect of duties and for rendering such force efficient in the discharge of its duties. In the second part, seemingly, the rules and orders contemplated are not subject to the approval of the State Government. The reason is obvious. In the second part, the orders and rules to be framed by the I.G.P. are preventive in nature that whenever it occurs to him he should frame rules or orders necessary for preventing abuse or neglect of duty and on the other hand for the purpose of rendering the police force efficient in the discharge of its duties. *Dalbir Singh and others vs. State of Punjab and others, 1982(3) S.L.R. 329*

16. Power to constitute the Departmental Promotion Committee. Rule making authority has the power to nominate the authorities who will exercise powers under those rules. The State Government acts through human agencies and the Inspector General of Police is the Head of the Police Department in the State. The power to constitute the Departmental Promotion Committee and prescribing the syllabi for the various tests etc., had to be given to some responsible officer and the vesting of that power in the Inspector General of Police is in accordance with the constitution of the police force for the district. Under Section 2 of the Police Act, 1861, the whole State of Punjab form one police district and the entire police establishment under a State Government is deemed to be one police force, the administration of which is vested in the Inspector General of Police under Section 4 of the said Act. *Ram Labhaya, Assistant Sub-Inspector of Police and others vs. The State of Punjab, through the Secretary for Home Affairs, Punjab and others, 1972 S.L.R. 775.*

17. Prescription of age limit at 30 years Now coming to the next contention of the learned counsel for the appellants regarding fixation of age limit in rule 13-7(2), I do not find any merit in it. I agree with the findings of the learned Single Judge that rule 13-7(2) is unreasonable and ultra-vires Articles 16 of the constitution. The age of superannuation of constables is 58 years in Punjab and it seems highly unreasonable and arbitrary that the constables after having attained 30 years of age are debarred from consideration for further promotion for a period of 28 years. Hence this provision regarding age limit is arbitrary as no reason therefor has been indicated in the rules. Rather this fixation of age limit debarring the constables for further promotion after they become 30 years of age, would lead to frustration and rusting constables who have crossed 30 years of age, would have no incentive to hard work and honesty because they know that their future career is blocked as they cannot be promoted even to the next rank of Head Constables, what to say of consideration for higher promotion. Thus rule 13-7(2) has no relation with the object to be achieved thereby and goes contrary to Article 16 of the Constitution. The only object to be achieved in Police Force is honesty, hard work and efficiency, I fail to understand how this object can be achieved by blocking the future career of the constables at the age of 30 years when they have still 28 years of service to go with no incentive. This bar or restriction on the age of unintelligible as no object will be achieved by framing these rules. The bar has been placed on a constable at such an early stage of his that it has denied him the chance of any promotion during the last 28 years of his service career. This at any rate has to nexus with the object to be achieved thereby. *The Superintendent of Police, Gurdaspur and others vs. Kashmir Singh, Constable and others, 1975(2) S.L.R. 116*

18. Prescription of age on attaining which Constables are debarred from being considered for selection to Promotion Course. In Clauses (a), (b) and (c) of rule 13-7(2), the qualifications of Constables, who will be eligible to have their names entered in list 'B', are given, if they are not above thirty years of age on the first day of July in the year in which the selection is made. The learned counsel for the petitioners contended that this provision regarding age limit given in rule 13-7(2) is unconstitutional and, therefore, it should be struck down. In the State of Punjab, the age of superannuation of a police officer/official is 58 years and to debar a constable from consideration for further promotion for a period of 28 years seems to be unreasonable and an infringement of his fundamental right under Article 16 of the Constitution of India. The restriction of age cannot be provided as it has no nexus to the object to be achieved i.e. promotion of Constables to the post of Head Constable. This provision regarding age is arbitrary as no reason has been shown for its fixation. It violates the rights of the Constables under Article 16 of the Constitution of India and is liable to be struck down. I, therefore, hold that the prescription of the age of 30 years for Constables on attaining which they are debarred under Rule 13-7(2) from being considered for selection to the Promotion Course for Constables at the Police Training College, Phillaur is unconstitutional and is struck down. *Kashmir Singh, Constable and others vs. The Superintendent of Police, Gurdaspur and others, 1974(2) S.L.R. 15*

19. Promotion - - Denial of - - Discrimination. The petitioners having got distinction in the Lower School Course held in the month of April, 1982 would not be hit by the order of cancellation of these instructions as such like instructions are prospective in operation only, especially when the petitioners had acquired a right to be considered for accelerated promotions before the issuance of such instructions.

Moreover, the retrospective application of these instruction would result in discrimination between the members of the police force similarly situated as admittedly under the Rule 1944 instructions some constables were given accelerated promotion as head constable. Under these circumstances the act of the respondents in not considering the case of the petitioner for accelerated promotion has not only resulted in discrimination but arbitrariness and, thus, hit by the mandate enshrine in Articles 14 and 16 of the Constitution.

For the foregoing reasons this writ petition succeeds. The respondents are directed to consider the case of the petitioners for accelerated promotion to the post of head constable with effect from the date they had cleared the Lower School Course with distinction under the 1944 instructions. *Rattan Lal, Constable vs. State of Haryana and ors., 1990(3) S.L.R. 92 = 1992(2) RSJ 740*

20. Promotion - - Departmental Promotion Committee. Rule 13-7 envisaged appointment of a promotion committee by Inspector General of Police, the instructions envisaged appointment of Promotion Committee by D.I.G. Police and therefore, the selection held by the promotion committee could not be considered strictly to be in accordance with Rule 13-7. Even if for the sake of argument it is assumed that the promotion committee in the present case had been appointed by D.I.G. and not by the Inspector General of Police, then that by itself would no render the selection as not being in accordance with the said rule. The material requirement of the said rule is (i) that the personnel of promotion committee should be of high rank; (ii) that they had judged the merit of each constable in accordance with the test envisaged in rule 13-7. Whether the high ranking promotion Committee was appointed by D.I.G. or I.G. is not of the essence of the rule. In the present case the promotion committee envisaged by the instructions comprised of Superintendent of Police of the concerned District as its President and two Gazetted Officers nominated by the D.I.G. of the Range. *Amrik Singh and others vs. State of Punjab and others, 1986(1) S.L.R. 324*

21. Provision for competing again if not sent for admission to promotion course. It is evident from the bare reading of rule 13-7(1) that list 'B' in Form 13-7 shall be maintained by each Superintendent of Police; that it will include the names of all Constables selected for admission to the Promotion Course for Constables at the Police Training College; that the selection shall be made in the month of January each year; that it will be limited to the number of seats allotted to the districts for the year with a twenty per cent reserve and that the names in the list are to be entered in order of merit which is to be determined by the Departmental carried forward for the next year. The list is to be prepared every year in the month of January on the basis of merit as aforesaid. Otherwise, if the list was to be carry forward, then the language of rule 13-7(1) would have been entirely different. In that event there would have been indication in the rule that the list would be carried to the next year, that the new eligible constable would be placed at the bottom of the list and that the person at the top would be sent first to the Police raining College. But it does not seem to be the intention of rule 13-7(1) and the proviso to rule 13-7(2) has only made further clarification. The proviso only says that if any Constable, whose name has been brought on the 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. Secondly the proviso does not in any way lead to the impression that the names of the petitioner-respondents were impliedly removed from list 'B' by way of punishment. *The Superintendent of Police, Gurdaspur and others s. Kashmir Singh, Constable and others, 1975(2) S.L.R. 116*

22. Proviso to Rule 13-7(2). Inconsistent with the provisions of Rule 13-7(1) and 13-8-A. Every Constable, whose name is on list 'B', has the right to be sent for Promotion Course for Constables at the Police Training College, Phillaur in order of his seniority determined in accordance with rule 13-7(1). The impugned order impliedly removed the names of the petitioners from List 'B' because they are required to appear again in the test for bringing their names on that list. The petitioners, therefore, cannot be asked again to appear in the test for bringing their names on list 'B', because they were not sent for training in the year 1973, in which their names

were brought on the list. The proviso to Rule 13-7(2) is inconsistent with the provisions of Rule 13-7(1) and Rule 13-8-A. The provisions of this proviso to Rule 13-7(2) that if any Constable, whose name has been brought on the list, is not sent to the Police Training College in that year, he will be required to complete again with the new candidates, if he is still eligible for admission to the said list under the rules are arbitrary as no reasons are given for making this provision. This proviso is, therefore, ultra-vires of Article 16 of the Constitution as it puts a hurdle in the way of the Constables, whose names have been validly and legally brought on the list 'B', to acquire the necessary qualifications by passing the promotion course in the Police Training College, Phillaur, which alone will make them eligible for the next promotion as Head Constable, and it is struck down. *Kashmir Singh, Constable and others vs. The Superintendent of Police, Gurdaspur and others, 1974(2) S.L.R. 15*

23. Relaxation / Abolition of Rule 13-21 – Rule 13-7 is not that mandatory and cannot remain mandatory due to the power of relaxation available in rule 13-21, as also due to the workability of rule 13-20, the conclusion is inescapable that by virtue of order, Annexure P-2, the I.G.P. had the power to relax rule 13-7 to the extent of abolishing the parade test altogether for the year 1982 with respect to the class and category of persons competing for the test to be held in January, 1982. Thus, the question passed at the very outset is answered in the affirmative holding that the power of relaxation under rule 13-21 vested in the I.G.P. goes to the extent of abolishing a particular rule virtually, but for reasons to be recorded in writing and in respect of any class or category of persons. And the exercise of this power is not in the nature of amendment to the Rules, but as a measure to serve the exigencies of service so as to carry out the purposes of the Act, it is not a fraud on the Rules either. *Balbir Singh, Constable and others vs. State of Punjab and other, 1983(1) S.L.R. 109*

24. Relaxation of rules – Power vested in I.G.Police. Under Rule 13-21, it is only the Inspector General of Police who has the power to relax any of the provisions of Chapter XIII with respect to any of class or category of persons but contrary to the rule in the present case, according to the return filed on behalf of the respondents themselves, this relaxation has been made not by the Inspector-General of Police, but by the State Government. Of course, the said rule authorises the Inspector-General of Police, Punjab, to relax the Rules, if in his opinion it is necessary or expedient so to do, but in order to satisfy ourselves, we sent for the original file in which approval of the State Government was sought by the Inspector-General of Police. After going through the original file, we find that the proposal was made by the Inspector-General of Police for holding a special test of constables for List "B-1" for deputing them to undergo Lower School Course at Police Training College at Phillaur with a view to have additional qualified constables available for promotion for the newly created posts of Head Constables. The sanction regarding grant of relaxation of Rule 13-7 was only sought by him because the posts were sanctioned on account of the recommendations of the Punjab Pay Commission by the State Government and the State Government has only stated that the necessary sanction is granted. In our opinion, for all intents and purpose, the requirement of Rule 13-21, which reads, "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" has been complied with. The relaxation has been made by the Inspector-General of Police, though the same has also been sanctioned by the State Government. Mere grant of sanction by the State Government on the proposal initiated by the Inspector-General of Police, will not in any way violate Rule 13-21. *Babour Sindh and other vs. State of Punjab and other, 19u8-0(1) S.L.R. 279.*

25. Reservation can only be made if otherwise eligible to be considered for promotion. According to this proviso five percent of such promotions can 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. It is, therefore, evident that a person who has achieved an outstanding distinction can be selected for promotion only if he is otherwise eligible. The eligibility of the member of the Police Force is determined by the Departmental Promotion Committee according to the provisions of rules 13-7 and 13-20. It is only if he is found eligible that he can be selected against a reserved seat even though he may be much junior to the other persons whose names were also brought on the selection list by the Departmental Promotion Committee. The benefit which is intended to be conferred on a member of the Police Force having outstanding distinction in sports appears to be that he is allowed to supersede in persons senior to him in the service but all instructions are prospective in operation only, especially when the petitioners had acquired a right to be considered for accelerated promotions before the issuance for such instructions.

Moreover, the retrospective application of these instructions would result in discrimination between the members of the police force similarly situated as admittedly under the Rule 1944 instructions some constables were given accelerated promotion as head constable. Under these circumstances the act of the respondents in not considering the case of the petitioners for accelerated promotion has not only resulted in discrimination but arbitrariness and, thus hit by the mandate enshrined in Articles 14 and 16 of the Constitution that the rule was framed under S.46 of the Act) that the rules has been framed for giving effect to the provisions of the Act. This has to be seen in the backdrop of S.12 which has been noticed a while ago providing that to restore efficiency in the discharge of the duties of the police-force, is the function of the I.G.P. And if in the manner of selection for promotional course, he considers it necessary or expedient to relax any provision of Chapter XIII with respect to any class or category of persons he can do so for the purposes of the Act but by order and for reasons to be recorded in writing. In this context, it may for the sake of argument be taken that all the rules starting from 13.1 ending by 13.20 are mandatory in nature but by providing rule 13.21 the mandatoriness of the rules, to my mind, has been done away with by the grant of power of relaxation. Thus, as it seems to me, the State Government by framing rule 13.21 did not as a delegate further delegate its power to the I.G.P. for amendment of the rules, but rather facilities, by simultaneously conferring power under rule 13.20, the carrying out of the purposes of Chap. III of the Rules and of the Act. For it cannot be forgotten that the I.G.P. and the State Government both are delegates under the Act within their respective spheres and for smooth functioning are expected to co-ordinate and conform to the objectives of the Act sough to be achieved. *Dalbir Singh and others vs. State of Punjab and others, 1982(3) S.L.R. 329.*

26. Reservation for Scheduled Castes/Tribes/Lower School Course – We have reexamined the matter in the light of the various judgments and rules and find that rule 13.7 is substantially different in its applicability and essence for rules 13.9 and 13.10. It is to be borne in mind that as per the practice in the Department, no inter seniority of Constables is maintained and all Constables who qualify in terms of the rule and the Standing Order are entitled to be put on List 'B' for being sent to the Lower School Course. It is after passing the Lower School Course that a seniority list of Constables is framed under rule 13.8, and are put in List 'C' where in addition to other factors, the merit obtained in the course is to be kept in view. It is, therefore, apparent that the prescription of rest at the stage of the preparation of List 'B' in terms of Rule 13.7 is essentially a step in the process of promotion of Constables to Head Constables. That being the situation, it would be mandatory on the authorities to make the reservation as provided by Annexure R-1 at the stage of selecting candidates for being put on List 'B'.

The adequate number of reserved category candidates would not be reflected in List 'C' which concededly does constitute a link in the process of promotion. We are, therefore, of the opinion that Sardul Singh's case (supra) is distinguishable on facts and does not help the case of the petitioners. The Division Bench in Ram Kumar's case (supra) and the learned single Judge in CWP No. 5009 of 1985 (Constable Ravinder Singh and others vs. State of Punjab and others) have not gone into the aspect of the matter as we have seen it, and have substantially relied on the observations made in Sardul Singh's case. *Sarbjit Singh and others vs. State of Punjab and others, 1991(5) S.L.R. 279 = 1991(2) RSJ 665.*

27. Reservation of posts for Scheduled Castes and Backward Classes – The Lower School Course is a promotion course for Constables yet sub-rule (2) of rule 13.8 lays down in no uncertain terms that promotion to the post of a Head Constable shall be made in accordance with the principles described in sub-rules (1) and (2) of rule 13.1. This sub-rule further provides that 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 of Police be promoted to the post of Head Constables though to the extent of 10 per cent of the vacancies only. Thus this part of the sub-rule clearly indicates that the qualification of having undergone a training may even be completely waived for promotion to the post of a Head Constable in the case of selection grade Constables. What sort of process of promotion from one rank to another and from one grade to another in the same rank shall be made by selection tampered by seniority efficiency and specific qualifications whether in the nature of training course passed or practical experience shall be carefully considered in each case. Sub-rule (1) of this rule further lays down that when qualifications of two officers are otherwise equal, the senior shall be promoted. A bare reading of this sub-rule makes it manifestly clear that to undergo a training course is only one of the qualifications which makes a Constable eligible for being considered for promotion to the next higher post of Head Constable. It is also clear from the phraseology of instructions P.1 that these envisage reservation to the post and not to eligibility or the training course. *Ram Kumar and others vs. State of Haryana and others, 1983(1) S.L.R. 435.*

28. Rules also applicable to Armed constabulary – Even admitting for the sake of argument that identification of higher categories of posts in the Armed Police with the corresponding posts in the District Police may require bit of head scratching, but there cannot be any dispute about the fact that designation of the lowest rank in the Armed Police and the District Police is the same i.e. a constable constitutes the lowest rank in the two wings of the police and the first course that a constable is required to undergo is the lower school training course. Therefore, there cannot be any doubt that a constable of the Armed Police under the Police Rules which have already been held applicable to this wing of the police has to be sent to the lower training course in accordance with the relevant rule and that rule 13.7 of the Police Rules and therefore, one

has to see whether the selection had been substantially in accordance with the said rule. *Amrik Singh and others vs. State of Punjab and others, 1986(1) S.L.R. 324.*

29. Scope – not mandatory – Rule 13.7 has not amended, altered or obliterated from the Statute Book, but its workability has been relaxed inasmuch as the parade test for the year 1982 has totally been done away with, for the class of Constables who would be selected for the Promotion Course. The suggested infraction of rule 13.7 with regard thereto cannot, to my mind, affect the validity of the selection made for the Promotion Course, for both the reasons, that neither the rule 13.7 is mandatory in that sense nor has it remained mandatory by relaxation of its provisions under the impugned orders. *Balbir Singh, Constable and others vs. State of Punjab and others, 1983(1) S.L.R. 109.*

30. Second test during the currency of the year in which earlier test for selection for promotion – The mere use of the words “will be made in the month of January” does not mean that no second test can be held in any other month during the year. The rule is not mandatory to that extent. Moreover, there can be exigencies of Police service where the State Government may require more Police force in a particular year. In the present case, this necessity has arisen because the State Government had sanctioned 560 new posts of Head Constables in the Punjab State on the account of the acceptance of Punjab Pay Commission’s recommendations. At the most, it may be argued that it may be mandatory to this extent that selection will be made in the month of January, each year, but it cannot be extended further that another selection by another examination cannot be made subsequent thereto. In this present case, that requirement of the rule had already been complied with. In the nature of things and keeping in view that the exigencies of Police service, it is obvious that it cannot be held that the State Government is debarred to hold more than one test for selection in the same year. *Babour Singh and others vs. State of Punjab and others, 1980(1) S.L.R. 279.*

31. Selection for being sent to Lower School Course cannot be equated with promotion – The process of selection for being sent to Lower School Course could not be equated to the consideration for promotion. Reservation for Scheduled Castes for deputing them to Lower School Course was not permissible and the constables be sent to Lower School Course on the basis of merit. In the return it has been stated that against the said judgment of this Court, a special leave petition is pending in the Supreme Court, in which the operation of the judgment of the High Court has been stayed. In view of the aforesaid judgment of this Court, on the last date of hearing the learned counsel for the State wanted time to get instructions from the Department as to whether the petitioner could be sent for the Course which has commenced in April, 1988. However, learned counsel for the State submitted that as per the instructions the petitioners could not be sent for the present Course as the Lower School Course had already commenced. *Ashok Kuma and other vs. State of Punjab and others, 1989(3) S.L.R. 539 = 1990(2) R.S.J. 209*

32. Suspension not a bar to depute for training. Attending the Course under Rule 13.7 of the Punjab Police Rules is a step towards promotion. Actual promotion is made subsequently. There is no restriction contained in Rule 13.7 that a person who has been placed under suspension can be kept back. It is only after infliction of the major punishment that it would operate as a bar for admission to or retention in lists A.B and C, as provided under the Punjab Police Rules, which has maintained for promotional purposes. The stage will only come when any major punishment is imposed on a Police Officer and not at the stage of suspension. Suspension per se is not punishment and it cannot have any effect on the rights of the constables to attend the Lower School Course, as stated above. For the reasons recorded above, this writ petition is allowed with the direction to the respondents to send the petitioner forthwith to attend the Course which is started in October, 1991. It is left to the authorities to pass appropriate orders on the question of promotion at the relevant stage, keeping in view the observations aforesaid and the rules on the subject. *Balraj Singh, Constable vs. State of Punjab and others, 1991(6) S.L.R. 597=1992(1) RSJ 188*

33. Test parade prescribed under Rule 13.7 for selection. It was also pointed out that all constables, in any case, under the rules are required to once a year to the lines where they have to undertake drill and parade at a part of the normal unkeep, and for the selection of the present promotional course, such repetition is not necessary. Having regard to the view that I am about to take, the arguments put forth by the learned counsel are sound. Undisputably, the police rules provide that a recruit before he becomes a Constable has to undertake a training for parade and thus it goes without saying that a Constable is well-equipped in his drills. And for the selection of a promotional course, if his drilling skill is made to recede in the background but his knowledge of law is brought to the forefront, such step, to my mind, promotes efficiency in the police-force whose primary function is not only to maintain law and order in the State but also to prevent commission and detection of crime.

As analysed above, rule 13.7 has not been amended, altered obliterated from the Statute Book, but its workability has been relaxed inasmuch as the parade test for the year 1992 has totally been done away with, for the class of Constables who would be selected for the Promotional Course. The suggested infraction of rule 13.7 with regard thereof cannot, to my mind, affect the validity of the selection made for the Promotion Course, for both the reasons, that neither the rule 13.7 is mandatory in that sense nor has it remained mandatory by relaxation of its provisions under the impugned orders. *Dalbir Singh and other vs. State of Punjab and others, 1982(3) S.L.R. 329.*

34. Training—Petitioner selected and sent for promotion course—Recalled back after 1-1/2 months training. Petitioner were selected by the Deputy Inspector General of Police for promotion course of Head Constable. They joined the course and attended the same for 1-1/2 months when they were recalled by order of the Deputy Inspector General of Police. The order of recall was not a speaking order and no reasons were given when they had been recalled. It was stated in the affidavit that petitioners had failed to qualify the law parade test and the Inspector General of Police had refused to relax the Rule 13.21 of Punjab Police Rules. The order recalling the petitioners from promotion course was illegal, ultra vires and is liable to be quashed. No condition was attached that selection of the petitioners was subject to the relaxation of rules granted by the Inspector General of Police. Rule 13.9 of Punjab Police Rules in so far it gave the powers of selection for admission to the promotion course for Head Constables was ultra vires Article 16 of the Constitution of India. *Udham Singh and anr. Vs. The Inspector-General of Police and ors. 1973(1) S.L.R. 1048*

34. Upper age limit of 30 years. It is to be borne in mind that constables enter the police force between the ages of 18 and 27 and under the rule, broadly speaking, they must be selected for promotion, before they attain of 30 or not at all. It is true that the prescription of the maximum age of 30 for selection for promotion is bound to result in hardship to a considerable number of constables, who, is not selected, are condemned to stagnation in service for a long period of 28 years. The may necessarily lead to frustration among those who fail to get selected for promotion. On the other hand, the very prescription of the maximum age of 30 for selection for promotion of a constable indicates that the administrative agency responsible for making the rules expects from constables aspiring promotion a display of their talent and their ability from the very commencement of their career. Apparently, the administrative agency is of the view that only those should be selected for promotion that exhibit from the very beginning such qualities as are considered necessary for promotion to higher posts in the police service. That, as already explained appears to be the scheme of the rules. It is not any one is denied an opportunity of being considered for promotion. Since ordinarily the maximum age for entry into service is 27, every constable has at least one chance of making the grade in order that he may be selected for promotion, the number of chances depending on his age on enlistment as a constable. A person who enlists as a constable cannot complain that those who have enlisted young have a large number of chances. No one has a fundamental right to be promoted; one has only a right to be considered for promotion. No one has a fundamental right to have a minimum number of so many chances to be considered for promotion. *Deputy Inspector General of Police, Ambala Range, Ambala and another vs. Shamsher Singh, Constable, 1977(1) S.L.R. 358*

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) Promotion of Head Constable shall be made in accordance with the principle described in sub-rules 13.1(1) and (2). The date of admission of List C shall not be material, but the order of merit in which examinations have been passed shall be taken into consideration in comprising qualifications. In case where other qualifications are equal, seniority in the police force shall be 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 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 re-admitted at the discretion of the Superintendent.

2) Gazetted Officers shall look out for, and encourage their Inspector and Sub-Inspector to bring to notice, Constable 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.

SYNOPSIS

1. Bringing of name on list C-1 for promotion to the post of Head Constable.
2. D.P.C. ignored petitioner for promotion for having short tenure of service.
3. Determination of seniority.
4. Head Constables junior to the petitioners but on deputation with Police Training College sent for the Intermediate School Course.
5. Intermediate School Course.
6. List made in accordance with Rule 13.8.
7. Lower School Course.
8. Not sent because of stoppage of increment for one year.
9. Reservation for Scheduled Castes/Lower School Course.
10. Reversion.
11. Reversion from the post of Head-Constable.
12. Reversion from the post of Head Constable to that of Constable.
13. Right for being deputed for the Intermediate School Course.
14. Ten per cent vacancies of Head Constable to be filled up from amongst those Selection grade Constables who had not passed the Lower School Course.
15. Training-Petitioner ignored.

COMMENTS

1. Bringing of name on list C-1 for promotion to the post of Head Constables. Rule 13.8(2) and instructions Annexure P2 clearly stipulate that entry in list 'C-1' has necessarily to be from the date of qualifying the Lower School Course and the order of merit. It is not disputed that the petitioners passed the lower School Course on the same date as respondents No. 4 to 8 and 10. The two petitioners were admittedly higher in merit than the said respondents. If that be so then the action of the respondents was totally unjustified to bring the names of petitioners on list 'C-1' with effect from February 1, 1976 instead of September 29, 1975 or at least October 1, 1975. Instead of correcting the apparent mistake, the Deputy Inspector General of Police, Hissar fell in procedural and technical wrangles. Nothing has been brought to my notice which may specify any limitation for correcting an admitted clerical mistake and if that be so even a technical objection raised against the claim of petitioners has necessarily to be rejected. *Rajinder Singh and another vs. State of Haryana and others, 1991(3) S.L.R. 210=199 (1) 761*
2. D.P.C. ignored petitioner for promotion for having short tenure of service. It is the case of the respondents that the Exemptee quota of promotion is meant only for those constables who are otherwise suitable for promotion as Head Constables but could not, for one reason or the other, qualify the power school course, and that promotion against the Exempted quota is given not merely on the basis of seniority, but the suitability for the official to hold the post of Head Constable has also to be adjudged. It is stated that the petitioners was not considered suitable for the said promotion against the Exempted in view of his very short tenure of service in the Police Department since he had worked for less than a year as a regular police constable after passing out from the Recruits Training Center in the session ending March, 1987. It is further stated that the normal channel of promotion to the cadre of Head Constables is from amongst Police Constables who have passed the Lower School Course for which selection are made on the basis of a test held every year and that the petitioners had not even attempted to compete in the said test though he had become eligible to do so in 1988. *Vichittar Singh vs. State of H.P. and others 1989(4) S.L.R. 283.*
3. Determination of seniority. The seniority of the Head Constable has to be determined by the Inspector General of Police on State-wise basis and not by the Deputy Inspector General of Police. On Range wise basis. I do not find any merit in this contention as under Rules 13.8 and 13.9 of the Rules, seniority of Head Constables has to be determined by the Deputy Inspector General of Police according to the Range and not on State-wise basis. This matter, therefore, stands settled and has assumed finality and there is no warrant for re-opening the same. Still, if confirmation of any Head Constable has been made or benefit of seniority of promotion has been granted to any Head Constable in violation of the aforesaid Rules and the right of senior persons have been adversely affected, it is the duty of the respondent authorities to look in to the matter and redress the genuine grievance of the senior Head Constables promptly. *Laxmi narain and others vs. state of haryana and others, 1991(4) S.L.R 119.*
4. Head Constables junior to the petitioners but on deputation with police Training College sent for the Intermediate School Course. We find that grave injustice is done by the respondents in sending the deputationists to attend the Course, Rule 13.8 of the Punjab Police Rules as applicable to Haryana contemplates that confirmed Head Constables in order of seniority would be sent to attend Course, may be while on deputation. The right of the petitioners is jeopardised and they have genuine grouse. What will happen afterwards need not be taken in to consideration. Suffice it to say that rule 13.8 stood violated as far as the right of the petitioners is concerned *Surinder Singh and others vs. State of Haryana and others, 1992 (1) S.L.R. 621=1992 (1) RSJ 733.*
5. Intermediate School Course, Respondents remain duty bound to depute every Head Constable on List 'C' to undergo the Intermediate School Course strictly in the order of his seniority determined in accordance with Rule 13.8. *Suresh Kumar vs. State of Haryana, 1991 (3) RSK 490.*

The seniority of the Head Constables has to be determined by the Inspector General of Police on State-wise basis and not by the Deputy Inspector General of Police, on Range-wise basis. I do not find any merit in this contention as under Rules 13.8 and 13.9 of the Rules, seniority of Head Constables has to be determined by the Deputy Inspector General of Police accordant to the Range and not on State-wise basis. This matter, therefore, stands settled and has assumed finality and there is no been made or benefit of seniority or promotion has been granted to any Head Constable in violation of the aforesaid Rules and the right of senior persons

have been adversely affected, it is the duty of the respondent authorities to look in to the matter and redress the genuine grievances of the senior Head Constables promptly. *Sahib Singh, Head Constable and others vs. The State of Haryana, Home Department ad others, 1991 (4) S.L.R. 456.*

6. List made in accordance with Rule 13.8. once a list has been made in accordance with rule 13.8 names therefrom can be removed only under the provisions of rule 13.8-A rule 13.13. Under the former rule the infliction of any major punishment shall be a bar to the retention of the name of a person or the promotion list and the Superintendent of Police is bound to remove that name unless for special reasons to be recorded by him the name is retained but that also subject to confirmation by Inspector-General of Police is to supervise the working of the promotion list and he has the authority to remove Any name which he considers has been improperly admitted on that list.

The petitioner's case is that he was brought on the promotion list early in 1965 and his name was illegally removed from that list by the second respondent. Shri P.C. Wadhwa has, on the other hand, stated in his return that the petitioner's name was brought on list II and he admits that he removed his name from that list. The question that arises is whether the petitioner's name was every on list 'C' as contemplated by rule 13.8 and if so could to be removed by the second respondent when admittedly neither were any directions of the Deputy Inspector-General of Police under rule 13.13 issued to that effect nor did the contingency contemplated by rule 13.8-A ever come in to existence. On a reading of rule 13.8 (1) it is clear that only the names of those constables who have passed the Lower School Course at Phillaur and are considered eligible for promotion as Head Constables can be brought on promotion list 'C' person who have not passed this course cannot be brought on promotion list 'C' under sub-rule (2) of rule 13.8 however, in the case of selection grade constables who have not passed the Lower Course at the Police Training School but are otherwise considered suitable may with the approval of the Deputy Inspector General of Police be promoted as Head Constables up to maximum of ten percent of the vacancies in the posts of Head-Constables. Thus those constables who have not passed the Lower School Course may be promoted as Head Constables in a quota fixed from them without being brought on list 'C'. A reading of sub-rule(1) of course cannot be brought on list 'C'. it follows, therefore, that if the vacancies in the posts of Head-Constables available then in the ten percent quota constables who have not passed the Lower School Course may be promoted but that does not mean that they are promoted as from promotion list 'C'. They are promoted in their quota after selection from those who are considered suitable. For this purpose it would necessarily require that at the time when promotions are made selection grade constables who are suitable though may not have passed the Lower School Course would be considered by the Superintendent of Police and if the selection made by him is approved by the Deputy Inspector General of Police those person would be promoted to the post of Head Constables. Accordingly, the contention of the petitioner that he was brought on promotion list 'C' cannot be accepted as under the rules the could not be brought on that list and the return filed by Shri P.C. Wadhwa clearly states that he was brought on list C-II *Shri Megah Singh, Constables vs. State of Punjab and others, 1971 (2) S.L.R 823.*

7. Lower School Course. If any person, who has secured the same or lesser marks as those secured by the petitioner has been deputed for the lower school course, the petitioner shall be deputed forthwith. *Jagmal Singh vs. the state of Haryana and others, 1992 (1) SRJ 735.*

Rule 13.8. (2) of the Punjab Police Rules, 1952, and instructions Annexure P2 clearly stipulate that entry in list 'C1' has necessary to be from the date of qualifying on Lower School Course and the order of merit. *Rajender Singh vs. State of Haryana 1991 (3) RSJ 345*

8. Not sent because of stoppage of increment for one year. The main point which needs to be considered is whether the applicant could be debarred from being sent to the Intermediate Course which commenced from 1.4.1983. The respondent No.2. has pertinently mentioned that the applicant could not have been sent for this course, as Middle pass was one of the essential qualification and the applicant furnished middle pass certificate only May, 1983, this apart, it will be readily seen that in accordance with the view taken by the Full Bench of the Punjab and Haryana High Court in *Sardul Singh vs. Inspector General of Police, Punjab and others* state above, the applicant could at best become entitled to be sponsored for this course, notwithstanding the fact that a departmental inquiry was pending against him. However, as pointed out by the learned Addl. Advocate General, the passing of the Intermediate School Course was only one of the essential qualification under Rule 13.9. of the Police Rules of being promoted to the next higher rank and his suitability from the point of view of efficiency and integrity had to separately be determined before he could be brought on List 'D' which is drawn out for promotion to the next higher rank. In other words, there is considerable force in his argument that even if it is presumed that the applicant should have been sent for the Intermediate School Course on an earlier occasion, this would be of no avail to the applicant as there could be no automatic enlistment in list 'D' without further consideration of his case from the stand-point of efficiency and honesty in terms of Rule 13.9 of the Police Rules. Apart from the fact that he was otherwise intelligible, (as he submitted his middle pass certificate in May, 1983), the stoppage of increment for one year temporarily would have, in all likelihood come in his way while considering his case for promotion under Rule 13.9 of the Police Rules. Further more, as passing of the Intermediate School Course in one of the essential qualifications for being considered for promotion to the next higher rank which he actually passed sometime in 1987, it would be difficult to accept the promotion to the next higher rank as from 1983 and should be consequentially given notional seniority as from 1983, over his juniors who were sent for this course. *Amar Singh vs. State of H.P and others, 1989 (7) S.L.R. 701.*

9. Reservation for Scheduled Castes/Lower School Course. In Ram Kumar's case (supra) the Division Bench observed that by no stretch of imagination the process of selection for being sent to the Lower School Course in terms of rule 13.7 can possibly be held or equated to the consideration for promotion envisaged by rule 13.8. The above observation in Ram Kumar's case and Sardul Singh Case fully cover controversy before me. There is, therefore, no escape from the conclusion that places at No., 1,611 and so on could not be reserved for the scheduled castes candidates in the list Annexure P.1. when admittedly on merit the petitioners were superior to them Course in April and October, 1985. *Ravinder Singh Constables vs. State of Punjab and others, 1986 (1) S.L.R. 492.*

10. Reversion Under Rule 13.8 (A) (1), the reservation of the petitioner from promotion course clearly tantamount to removal of his name from Promotion List 'B' which cannot be awarded without any major punishment. *Karam Singh vs. Principle Police Training College, 1991 (3) RSK 375.*

11. Reversion from the post of Head-Constable. With regard to the reversion of the petitioner from the post of Head-Constable so that the constable, in my opinion, the petitioner can have no ground for grievance. His promotion was in an officiating capacity and specifically on the term that he would be reverted to his substantive rank when Lower School Course qualified constables were available. According to the return of Shri Wadhwa, the reversion of the petitioner was made in normal administrative manner on 7.3. 1996 as three duly qualified constable were expected back from the police Training School. *Shri Megah Singh, Constable vs. State of Punjab and others, 1991 (2) S.L.R. 823.*

12. Reversion from the post of Head Constable to that of Constable. It is not in dispute that the petitioner was promoted as Head Constable and he continued to hold the same for a pretty long time. He must earned increments during this period. The law is well settled that if any order detrimental to the interest of a Govt. employee is passed, the concerned employee has a right to know the circumstance/background, which led to the passing of the impugned order. Admittedly, in the instant case, no opportunity of being heard, was afforded to the petitioner. No reason in the impugned order for reverting the petitioner has been recorded. As such, the impugned order of reversion being against equity and violative of principles of natural justice is liable to be quashed. *Hardev Singh vs. of Haryana and others, 1991(7) S.L.R 141=1992(2) RSJ 493.*

13. Right for being deputed for the Intermediate School Course. In the first instance, the Deputy Inspector General of Police of the Range Concerned shall depute the confirmed Head Constables for the Course according to the seniority list of the Range, and after the list of confirmed Head Constables is exhausted. Then the Head Constables on probation, and last of all the officiating Head Constables. The Head Constables so qualifying the Intermediate School Course, shall be entitled to all the consequential benefits of seniority and promotion to higher rank arising therefrom, in accordance with Rules 13.8 and 13.9 of the aforesaid Rules. *Laxmi Narain and other vs. State of Haryana and others, 1991(4)S.L.R. 119.*

14. Ten per cent vacancies of Head Constables to be filled up from amongst those Selection Grade Constables who had not passed the Lower School Course. The petitioner was illegal ignored for the lower school course before he became overage as well as thereafter and that his name was not considered for List C-II because he was on deputation. These allegation are denied by Respondent. No. 2 in the reply. In para 5 of the reply it is averred that the petitioner was considered for lower school course, but he was not selected, in para 6 it is averred that it is incorrect that the petitioner was not constables are considered for List C-II is a concession and cannot be claimed as of right. Only those constables are considered for List C-II who have become overage for passing the lower school course, but come to

conspicuous notice for good work indicating fitness for further promotion as Head Constables and are recommended by officers under whom they serve, as person suitable for promotion. Thus it cannot be considered as a concession. It is a right of such selection grade constables who have not passed the Lower School Course to be brought on List C-II. However, it is open to the authorities not to bring on List C-II if, in their opinion, a particular selection grade constable is not found fit. But at least every selection grade constable who has not passed the lower school course is to be considered for bringing his name on List C-II *Raghubir Singh, Constable vs. State of Haryana and others, 1982 (2) S.L.R. 627.*

15. Training –Petitioner ignored. The petitioner and respondent No. 5 were deputed for Lower School Course in Batch No.5 in which they attained 24th and 33rd positions respectively. The petitioner was brought on C.I List prior to respondents 6 and 7 and was higher in merit in Batch No. 5 in the Lower School Course. Official Respondents 5 to 7 to Intermediate Course in preference to the petitioner. Admittedly, the petitioners in both the writ petitions are senior to respondent No. 7 Samundar Singh, who has not been confirmed as Head Constable so far. The interesting aspect of the matter is that the Director General of Police, Haryana, Chandigarh in Police Teleprinter Message, which is Annexure R-II to the writ petition, had allotted one seat in Intermediate Course during 1990-1991, which was offered to respondent No.7 Samundar Singh. This clearly indicates that the additional seat was specially created for respondent No.7 for the reasons best known to the respondent-department. Had this seat been created for sportsmen category, the claim of other eligible sportsmen would have been considered and it should not have been created by name. *Baljit Singh, Offg. A.S.I. Kamal vs. State of Haryana and others, 1991(2) S.L.R. 453= 1991(3) RSI 70.*

(For Punjab)

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 name 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 party they will maintain their seniority inter se. The names of the outstanding 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-Inspector 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 cadre strength of Assistant Sub-Inspector 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.

(For Haryana)

13.9. List D. Promotion to Assistant Sub-Inspector. – (1) A list shall be maintained in each district card index Form 13.9(1) of those head constables who have passed the lower school course and the Intermediate school course at the Police Training School and are approved by the Deputy Inspector-General as eligible for officiating or substantive promotion to the rank of Assistant Sub-Inspector. No head constable shall be admitted to their list who is not thoroughly efficient in all branches of the duties of a constable and head constable and of established integrity.

(2) Officiating promotion to the rank of assistant sub-inspector shall be made from the list prescribed in sub-rule (1), as far as possible in rotation, so as to give each man a trial in the duties of the higher rank. Substantive promotion shall be made by the Deputy Inspector-General in accordance with the principles prescribed in Rule 13.1, and officiating promotion shall be made in accordance with sub-rule 13.4(2).

(3) Half-Yearly reports in Form 13.9(3) on all head constables in this list shall be furnished on the 15th April and the 15th October, to the Deputy Inspector-General

SYNOPSIS

1. *Ad hoc promotion—Reversion thereupon to substantive rank—Validly of reversion.*
2. *Age of 40 years for the Head constables.*
3. *Department test for promotion list D.*
4. *Deputed as a result of his promotion in the Teleprinter staff.*
5. *Employee to be sent for Intermediate School Course.*
6. *Entitled to be deputed or intermediate school course on the basis of their seniority.*
7. *Every Assistant Sub-Inspector of Police has a right to be deputed for Upper School Course.*
8. *Head Constables may be sent for the Intermediate School Course otherwise that in accordance with their seniority.*
9. *Head Constable promoted as ASI without passing Intermediate School Course can be reverted when qualified Head Constables become available.*
10. *Petitioner eligible for promotion denied consideration on the ground that he belonged to general cadre of post.*
11. *Police Officer deputing Head Constables in disregard of seniority.*
12. *Promotion Intermediate school course.*
13. *Right to be sent to Intermediate School Course.*
14. *Selection on list 'C' for the promotion course.*
15. *Selection on the basis of efficiency and honesty.*

16. *Training Petitioner recruited as Constable.*

COMMENTS

1. Ad hoc promotion – Reversion therefrom to substantive rank—Validly of reversion. On the transfer of the Commandant who had promoted the petitioner, a new Commandant came and passed the reversion order without there being any reason to do so. Learned counsel stressed on different achievements of the petitioner in the field of sports as mentioned in the petition. There is no force in the contention of the counsel for the petitioner. Annexure R.1 is the order vide which the petitioner was promoted on ad hoc basis keeping in view his achievements in the field of sports. It further provides as under:---

His promotion is temporary, fortuitous and he will not claim any seniority over and above his seniors for this ad hoc promotion. He will be liable to be reverted without the formality of show cause notice. Since the petitioner was not promoted in accordance with the rules, i.e., after he had been deputed to the Intermediate School Course and in order of seniority, he could not claim any right to the promoted post. Under Rule 13.9 of the Punjab Police Rules promotion to the post of Sub-Inspector is made from confirmed Head Constables, who after doing Lower School Course, are placed in list 'D' maintained for the purpose. The petitioner was not promoted in order of seniority from the list 'D' as aforesaid. He was promoted out of turn taking into consideration his achievements in sports. Reversion from the aforesaid promoted post thus does not amount to punishment. *Jagat Singh, A.S.I. vs. State of Haryana and others, 1992(5) S.L.R. 504.*

2. Age of 40 years for the Head Constables. Prescription of age of 40 years for the Head Constables on attaining which they are debarred from being considered for the promotion course for Head Constables under Rule 13.9 of the amended Rules is unconstitutional and has to be struck down. *Ram Labhaya, Assistant Sub-Inspector of Police and others vs. The State of Punjab, through the Secretary for Home Affairs, Punjab and others, 1972 S.L.R. 775.*

3. Departmental test for promotion list D. Relevant rule governing the petitioner's promotion and inclusion of his name in List 'd' is 13.9. On perusal of this rule, which has been reproduced earlier, it is apparent that there is nothing in it which empowers the Superintendent of Police or any other police authority to hold an examination before framing the list 'D' for promotion or deputing Head Constables for undergoing the Intermediate School Course. It is true that which framing List 'D' for the purpose of promoting Head Constables to the rank of Assistant Sub-Inspector, the authorities concerned have not to be guided by seniority alone but have also to otherwise judge fitness of the candidate, but in the instant case non inclusion of the petitioner's name in List 'D' is justified solely on the ground that he had failed to secure a position of merit in the examination held for the purpose. Since it has been found that the examination, or the test prescribed by the police authorities, had no sanction in the Police Rules or any other law, the authorities could not disqualify the petitioner from being brought on the List 'D' for his failure to secure a position of merit in that examination. The result of the examination has to be totally ignored and if it has been taken into account by the authorities in judging whether the petitioner is fit to be brought on the list, their decision stands vitiated and constitutes violation of rule 13.9. The petitioner was entitled to have his case considered for promotion and the inclusion in List 'D' without his having taken the examination and since his failure to secure a position of merit in that examination is the primary factor which has been used against him, the order of the authorities cannot be upheld. *Ram Kishan, Head Constables vs. The Inspector General of Police, Haryana and others, 1968 S.L.R. 661.*

4. Deputed as a result of his promotion in the Teleprinter staff. It is sought to be pleaded that since the petitioner is not a confirmed Head Constable in the executive branch of the police force and is only a member of the teleprinter staff, he is not entitled to be deputed for the course in accordance with the above noted rule. I see no merit in this submission for the short reason that merely on account of his promotion and later confirmation as a Head Constable in the teleprinter staff, he does not cease to be a member of the police force. He admittedly is governed by the Punjab Police Rules referred above. Almost a similar argument was raised on behalf of the respondents in *Mela Ram vs. State of Punjab etc. 1979 Current Law Journal 213* and was negated by this Court. *Raj Kumar, Head Constable vs. State of Haryana and others, 1983(2) S.L.R. 55.*

5. Employee to be sent for Intermediate School Course. The respondent authorities are not in a position to produce any material before me to show that as a matter of fact the two alleged Cadres named as Executive Clerical Cadre and Executive Cadre in the Police Department were created by any competent authority. It is also not shown to me that while exercising their alleged options to continue to work on the clerical side the petitioners had ever given up their claim or right to be promoted to the next ranks under the Rules. Otherwise also it is difficult to accept the plea raised on behalf of the respondent. If the petitioners were brought to the clerical side or the cadre as those authorities choose to call it only as Constables, how and why these people cannot aspire for or seek their due promotions in accordance with the Rules while remaining in the same branch or cadre of the Police Department? If they were brought to these offices as Clerks, why cannot they continue in these very offices as Head Constables or A.S.I.s or while enjoying still higher ranks? In the light of this I see no merit in the stand taken on behalf of the respondent authorities. *Dhanna Singh and others vs. State of Punjab and others, 1986(4) S.L.R. 617.*

6. Entitled to be deputed for intermediate school course on the basis of their seniority. I direct the respondent authorities to depute the petitioners other than Om Parkash to the next Intermediate School Course strictly in accordance with their seniority and the law laid down in the above noted Full Bench Judgment in *Sardul Singh's* case. Since Om Parkash had admittedly been sent for this Course and was recalled during the pendency of this petition, he is directed to be sent to the Course forthwith. The petitioners are also held entitled to the costs of this litigation which I determine at Rs. 300 in each case. *Phool Chand, Head Constable and ors. Vs. State of Punjab and ors., 1984(1) S.L.R.365.*

7. Every Assistant Sub Inspector of Police has a right to be deputed for Upper School Course. It is clear that the instructions contained in the memo. Of the Inspector General of Police dated August 25, 1964, had not been approved by the State Government and had been issued by the Inspector General of Police on his own authority. These instructions run counter to the Police Rules and were struck down by me as well as by the Division Bench which heard the appeals against my orders. In addition to the reasons given in those judgments, we are also of the opinion that the instructions issued in the memo. Dated September 16, 1933, and the memo. Dated August, 25, 1964, cannot be enforced as supplemental to the Police Rules because they were not issued by the State Government which alone had the right to make rules under the Police Act, 5 of 1861. According to their lordships of the Supreme Court, in *Sant Ram "Sharma vs. State of Rajasthan, AIR 1967 SC 1910*, the supplemental instructions can only be issued by the State Government which is competent to make the rule provided they are not inconsistent with the rules already framed. The instructions being void and of no effect, no selection can be made of the Assistant Sub-Inspectors of Police for being sent for the Upper School Course at the Police Training College, Phillaur. Whatever has been said above in regard to the first category of cases equally applies to these cases if we substitute list 'E' for list 'D' Sub-Inspectors for Assistant Sub-Inspectors, Assistant Sub-Inspectors for Head Constables and the Upper School Course for the Intermediate. School Course. In their cases also, the selection should be made in accordance with seniority unless any particular Assistant Sub-Inspector of Police is exempted from passing that course. While sending the Assistant Sub-Inspectors of Police for training for the Upper School Course, the confirmed Assistant Sub-Inspectors shall be considered first, thereafter the Assistant Sub-Inspectors on probation and last of all the officiating Assistant Sub-Inspectors. *Sardul Singh, Head Constable vs. Inspector-General of Police, Punjab and others, 1970 S.L.R. 505.*

8. Head Constables may be sent for the intermediate School Course otherwise than in accordance with their seniority. We also hereby direct that those Head constables who may be sent for the Intermediate School Course otherwise than in accordance with their seniority, shall be liable to be sent back from the course on this ground alone, regardless of the stage of the course at the time when this is detected.

9. Head Constable promoted as A.S.I. with out passing Intermediate School Course--Can be reverted when qualified Head Constables become available. It is not possible to quash the order of reversion to the petitioners because they were holding the posts of Assistant Sub – Inspectors of Police in an officiating capacity and their reversion to their substantive rank was not by way of punishment nor cast any stigma on them. They had no right to the officiating posts and since better qualified persons became available, according to rule 13-9 of the police Rules, the order of reversion was legal. Under rule 13-09, no Head Constable can be appointed a an officiating Assistant Sub-Inspector of Police unless he has passed the Intermediate School Course and is admitted to list 'D'. *Sardul Singh, Head Constable vs. Inspector-General of Police, Punjab and others 1970 S.L.R. 505.*

10. Petitioner eligible for promotion denied consideration on the ground that he belonged to general cadre of post. It is to be noted that there is Upper School

Course which Assistant Sub-Inspector undergo for their eligibility for promotion to the post of Sub-Inspector. Rule 7-2 *ibid* provides that all gazetted and upper subordinate police officers except Assistant Sub Inspectors are mounted officers and are required to maintain a standard of efficiency in horsemanship which enables them to perform journeys on horseback and other duties with the mounted police. No doubt there is a provision for granting exemption to some officers by general or special order. Recruits for the mounted police are either obtained by direct enlistment or from out of the foot police. Rule 7-8 provides that the reserve for the mounted police is embodied in the general reserve of head constables and constables sanctioned for fixed duties. Recruits for the mounted police are borne on the dismounted reserve until they are absorbed in vacancies in the mounted establishment. It is thus clear that an official from the general cadre who is equipped with necessary accomplishment of being a member of the mounted police is as and when the occasion arises taken in the mounted police. The petitioner in fact remained in the mounted police for a period of 21 years and he even worked as Riding Instructor in the Training School. It has not been brought on the record that he went to the general cadre of his own violation. The mere fact that he passed the Intermediate examination and was promoted as Assistant Sub-Inspector, a post which is not available in the mounted police does not mean that for all times to come he cannot be considered for promotion to a higher post in the mounted police. In fact it appears that the personnel of the mounted police are drawn from time to time from the general cadre. Therefore, in case a chance for promotion to the higher post is available in the mounted police the petitioner along with other eligible officers ought to be considered for that post. *Ajit Singh vs. the State of Punjab and others, 1988(7) S.L.R. 178.*

11. Police officers deputed Head Constables in disregard of seniority. The complaint is of junior having been sent to the course in preference to the appellants who claim to be their seniors. It has, however, come on record that there were at least 300 other Head Constables senior to the appellants who had not so far been sent to the course. It was on this account that the learned single Judge declined to direct the appellants to be sent to the course. While, no exception can, indeed, be taken to this view of the learned single Judge, this case does, however, bring out another glaring instance of the settled position in law being disregarded by the authorities concerned, while deputing Head Constables for the Intermediate School Course. *Ram Phool, Sub Inspector and others vs. State of Haryana and others, 1992(5) S.L.R. 767*

12. Promotion – Intermediate School Course. The petition has been opposed and a written statement has been filed by respondent No. 3 on his own behalf and that of respondents Nos. 1, 2 and 4. It has been contended therein that the method of allocation of seats to different districts has been adopted by him through the impugned order “to prevent differences in the seniority of Head Constables”. A specific averment made by the petitioners in para 18 of the petition that in all other ranges in Haryana, i.e. Hissar and Gurgaon, Head Constables have been deputed to the Intermediate School Course on the basis of their seniority at the range level and that no further allocation on the basis of districts has been made in those ranges has not however, been denied in the written statement.

By allocating seats for different districts in Ambala Range through the order Annexure P.2 respondent No. 3 had made an attempt to dilute the effect of the judgment dated 11.4.1986 of this Court. To say the least respondent No. 3 ought to have submitted to the verdict of this Court and desisted from circumventing the directions contained therein. It was conceded before I.S. Tiwana, J., in C.W.P. No. 771/1986 that for the purpose of deputing Head Constables to the Intermediate school Course, the Deputy Inspector-General of Police maintained a working seniority of confirmed Head Constables, and he deputed them for the course on the basis of that seniority. *Rishi Pal, Head Constable and others vs. State of Haryana, 1987(4) S.L.R. 717*

13. Right to be sent to Intermediate School Course. It is inherent in Rule 13-9 and a legitimate inference can be drawn from the language of this rule that every Head Constable on list ‘C’ has the right to be reputed for the intermediate School Course on his turn and no obstacle can be placed in his way by any of the authorities because it is a necessary qualification prescribed by that rule and there is no other institution from where this qualification can be required. If a Head Constable could qualify himself by passing the Intermediate School Course from any other institution, no obligation would have been cast on the Government to afford him an opportunity to pass that course and thus acquire that qualifications just as educational qualifications are prescribed which can be acquired by the candidates from any of the numerous institutions. Since this qualification cannot be acquired in any other way but by admission to the Police Training College, the Head Constable willing to undergo that course must be afforded an opportunity to do so. Since the number of seats for the Intermediate School Course is limited, the Head Constable can be sent in the order of seniority as stated hereinafter. *Head Constable Sardul Singh vs. Inspector General of Police, Punjab and ors., AIR 1970 Punjab 481 = 1970 Cur. L.J. 755*

14. Selection of list ‘C’ for the promotion course. Selection of Head Constables on list ‘C’ for the promotion course under Rule 13-9 of Punjab Police Rules, 1934 as amended by Punjab Police (First Amendment) Rules, 1972 does not form part of the process of promotion of a Head Constable to the rank of Assistant Sub-Inspector and, therefore, the provision of a test for selection from amongst confirmed Head Constables for admission to the promotion course for Head Constables in ultra vires Article 16 of the Constitution of India as it puts a hurdle in their way to acquire the necessary qualification which alone will make them eligible for the next promotion. No provision can be made for a test in order to select the Head Constables on list ‘C’ for admission to the promotion course for Head Constables under Rule 13-9 of the Punjab Police Rules, 1934 as amended in 1972. *Ram Labhaya, Assistant Sub-Inspector of Police and others vs. The State of Punjab, through the Secretary for Home Affairs, Punjab and others, 1972 S.L.R. 775*

15. Selection on the basis of efficiency and honesty. When a particular qualification is prescribed by the State Government, and in order to acquire that qualification the training course is also run by the Government alone, then it becomes a duty of the Government to afford the opportunity to all eligible Head Constables to qualify themselves for that course. *Head Constable Sardul Singh vs. Inspector General of Police, Punjab and ors., AIR 1970 Punjab 481 = 1970 Cur. L.J. 755*

16. Training – Petitioner recruited as Constable. Petitioner was recruited as a Constable in the Police Department on July 9, 1971, and was promoted as Head Constable on November 1, 1975. He was further promoted as Assistant Sub-Inspector on December 13, 1983, and was confirmed as such on January 2, 1987. As he was not being considered for being sent to Upper School Course, he has filed this writ seeking a direction to the respondents for sending him to the Upper School Course. The respondents in their reply have taken the stand that the petitioner is working in the Wireless Section of the Haryana Police, so he is not entitled to be considered for being sent to the Upper School Course.

Mr. Arun Jain, learned counsel for the petitioner, has referred to a judgment of this Court reported as *Raj Kumar vs. State of Haryana, 1983(2) SLR 55*, wherein it has been held that a member of the Teleprinter Staff is also entitled to be considered for being sent to the Upper School courts. I allow this writ petition and direct the respondents to depute the petitioner to the Upper School Course in accordance with seniority. *Prabhu Dayal, Assistant Sub-Inspector, Police vs. State of Haryana and others, 1990(4) S.L.R. 40 = 1989(1) RSJ 67*

(For Punjab)

13-10. List ‘E’. Selection for promotion course for A.S.Is. promotion to the rank of Sub-Inspector. – (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 percent of the posts of Sub-Inspectors (inclusive of temporary and permanent posts) shall not any time contain more than two percent of cadre strength of the Sub-Inspector in range.

- (2) No Assistant Sub-Inspector shall be eligible for admission to the promotion course for Assistant Sub-Inspector 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 promoted 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) 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 or reasons to be recorded in writing by the Deputy Inspector-General and with the approval of the Inspector-General of Police.

(For Haryana)

13-10. List E. Promotion to Sub-Inspectors. (1) A list of all Assistant Sub Inspectors, who have been approved by the Deputy Inspector General as fit for trial in independent charge of a police station, or for specialist posts on the establishment of sub-inspectors, shall be maintained in card index form by each Deputy Inspector General. Officiating promotions of short duration shall ordinarily be made within the district concerned (vide sub-rule 13-4(2)), but vacancies of long duration may be filled by the promotion of any eligible man in the range at the discretion of the Deputy inspector General. Half yearly reports on all men entered in the list maintained under this rule shall be furnished in the form No. 13-9(3) by the 15th October, in addition to the annual report to be submitted by the 15th April, in accordance with Police Rule, 13-17(1).

(2) No Assistant Sub-Inspector shall be confirmed in a substantive vacancy in the rank of Sub-Inspector unless he has been tested for at least a year as an officiating sub Inspector his home is situated.

SYNOPSIS

1. *Inherent power of Inspector General of Police to recall a police officer sent for upper school training course.*
2. *Natural justice - - Civil consequences flow.*
3. *Power to recall police officer sent for upper school training course.*
4. *Promotion fell due before amendment and when juniors promoted.*
5. *Reversion of officiating Police Officer.*

1. Inherent power of Inspector General of Police to recall a police officer sent for upper

school training course. It is the statutory right of a particular officer to take training in the prescribed course with a view to improve his chances of future promotion, it must follow that any obstacle put in the exercise of such a right amounts to an interference with the service conditions of such an officer. In ordinary course, power to interfere with service condition of a Government servant must seek its justification from specific and explicit provision of law. Such a power cannot be impliedly read unless the implication is obvious and necessary. I am not referred to any provision of Police Act or Rules framed thereunder from which such inherent power in accrue of the Inspector General of Police can be read by necessary implication. Under the circumstances, there is no escape from the conclusion that the respondent No.2, the Inspector General of Police, has no power to recall a person who is already sent to take course in training. *Shri Sukh Dutt vs State of Himachal Pradesh Simla and others, 1977 (2) S.L.R. 433.*

2. Natural justice—Civil consequences flow, the respondent No.2, has got any "inherent powers" to recall an officer who is sent for training, the question is whether such inherent powers could be exercised without complying with the rules of natural justice. It may be again repeated here that recalling of an officer from training course involves some civil consequences because such a recall would prevent him from passing the course in time and, therefore, other of his colleagues, who are equally situated would be able to pass the course earlier than him and this would enable them to get future promotions also earlier. It therefore, concerned would follow if he is not allowed to pass a particular course at proper time. *Shri Sukh Dutt vs. State of Himachal Pradesh, Simla and others, 1977(2) S.L.R. 433.*

3. Power to recall police officer sent for upper school training course. The scheme of Rule 13.10 shows that once an officer is so selected, he acquires a statutory right to take that course because passing of that course is a pre-requisite for future promotion to the rank of Sub-Inspector. It is evident that petitioner's future chances for future promotions cannot be improved if he is not allowed to pass the course to which he is sent of training. The fact that the Departmental Promotion Committee has selected him for the said training, and the further fact that pursuant to the said selection he is actually sent to the college for the said purpose, fully qualify the petitioner to take the course and vest in him a statutory right which can be defeated only by a procedure contemplated by law (which includes Rules).

The taking of the course in question is specifically provided in rule 13. 10 which is substituted by Himachal Pradesh Amendment Rules 1976, and so, the ratio of the above decision applies to this case with greater force, in view of the fact that the petitioner, after being selected for the course, has been actually sent to the college for above referred to should be read in light of the provisions contained in Himachal Pradesh Rules 13.10 of the amended Rules which do not give an unqualified right to an Assistant Sub-Inspector to be sent for training because the provisions of sub-rule (2) prescribe the rules of eligibility for admission to the promotion course in question.

4. Promotion fell due before amendment and when juniors promoted. There is no provision in the said Rule that an Assistant Sub-Inspector should pass the Upper School Course before he can be considered for promotion as Sub-Inspector. The rule was amended on March 9, 1972, and thereafter it has been provided that an Assistant Sub-Inspector should pass the promotion Course before he can be considered for promotion as Sub-Inspector. From a reading of the Rule it is further evident that the passing for Upper School Course has been made compulsory for promotion only after the amendment of the Rule. *Kishori Lal A.S.I vs. The Inspector General Of Police Punjab and others, 1981 (1) S.L.R. 650.*

5. Reversion of officiating Police Officer. A police officer whose name has been removed from list 'E' can be placed back to that list if his subsequent work or conduct of outstanding merit comes to justify the same. Just as he initially comes on that list, similarly, after removal of his name from that list, he can again come back to it provided his work or conduct is of outstanding merit and justifies the same. There is thus no permanent or prolonged bar to his coming back to the lists, the only condition being outstanding merit of work or conduct. If, after his name has been removed from list 'E' he improves himself and shows outstanding merit in his work and conduct, obviously his name may be restored to that list by the order of the Deputy Inspector General. So removal of such an officer's name from list 'E' does not debar him from future promotion, nor does it indefinitely postpone his chances of future promotion, because once the Deputy Inspector-General finds that his subsequent work or conduct is of outstanding merit, he has the power to restore him back to list 'E' and thus place him in the line for promotion. If removal from list 'E' was a permanent feature which debarred such an officer from promotion in future or debarred his chances of future promotion indefinitely then that would be a penal consequence that would accompany reversion, if it follows with reversion, but this, as pointed out, is not so Rule 13.10 and 13.12, specifically provide for removal of the name of the police officer from list 'E' for cause and restoration of the same to that list in recognition of subsequent work or conduct of outstanding merit of such an officer. So removal from list 'E' is not a permanent feature. It by itself does not debar future promotion nor does it defer chances of future promotion indefinitely. It is left in such a case to the officer concerned to merit his being placed back in the list. The position of such an officer is no different from an officer who has not yet come on list 'E' both are in exactly the same situation. Either will have to show outstanding merit in his work and conduct to deserve to come on that list and either will come on that list when he satisfies that test. It is this consideration of these rules which leads to the conclusion that removal of the name of an Assistant Sub-Inspector of Police from list 'E' which removal is always for cause as given in the rules, does not per se debar him from future promotion indefinitely defer his chances of future promotion. He alone is responsible for marring his chances of future promotion, if he does not show outstanding merit in his work and conduct. *State of Haryana vs. Mulkh Raj, A.S.I of Police, 1970 S.L.R. 323.*

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 the filling

temporary vacancies in the rank of Sub-Inspector the object shall be to test all men on list E as full 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 of thoroughly competent man being deprived by a man markedly his junior of an officiating appointment of more than 8 month's duration.

- (3) 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 wither 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 E, as the case may be. In interpreting this rule discrimination shall be shown between faults which are capable of elimination by 8experience 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.

SYNOPSIS

1. Promotion to temporary vacancy of Sub-Inspector of Police.

COMMENTS

1. Promotion to temporary vacancy of Sub-Inspector or Inspector of Police. It needs no argument to see that the plain language of the rule above said provides that seniority is indeed as insignificant, if not, an irrelevant consideration for filling of temporary vacancies in the rank of Sub-Inspector. That applies mutates mutandis to the case of officiating Inspectors as well by virtue of rule 13.16 (2) The primary and the declared objective for filling these temporary vacancies is manifestly to afford an opportunity for testing all eligible men on list 'E' as fully as possible by allowing them to hold independent charges. That the order in which the names occur in list 'E' should be disregarded and the plum of officiating in the higher rank should be distributed as evenly and as equally as possible to the persons existing on the list. As if to put the matter beyond doubt, the rule lays down that a junior Assistant Sub-Inspector should ordinarily continue to officiate for the duration of a vacancy to which he is appointed irrespective of the fact that persons senior to him are kept out of such similar officiating posts. To our mind, there is no manner of doubt that the underlying principle of rule 13.12 (1) and as a consequence of rule 13.16 (2) is that promotion to the temporary vacancies of Sub-Inspector are not hide bound by seniority but by the overriding consideration of affording equal opportunities to all eligible candidates on lists 'E' and 'F' for holding an independent charge in the higher rank and to test there mettle in these posts. That being the position in law, it is apparent that the reversion of the petitioners to his substantive rank of Sub-Inspector can not and does not in the least adversely affect his seniority. The respondent-State is categorical in admitting the seniority of the petitioner qua respondents Nos. 3, 5 and 6 in the substantive rank of Sub-Inspector. *Gurcharn singh vs. State of Punjab 1974 (1) S.L.R. 62.*

- 13.13. Control by Deputy Inspectors-General --. Apart from the special requirements of the foregoing rules regarding the confirmation or revision of orders, Deputy Inspector-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 fo the methods of selection and the tests applied.

- 13.14. Promotion 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 increments, shall be eligible for promotion of a selection grade. Exemptions to this rule may be made only with the sanction of the Inspector-General in recognition of distinguished service and exemplary conduct.

- (4) Sub-Inspector 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.

- 13.15. List F—Promotion to Inspectors.—(1) Recommendation 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 Inspectors-General by Superintendents of Police in Form 13.15 (1). Recommendation son 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 decided not to endorse a recommendations , 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 officer 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 Inspector-General 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 duplicated 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 toe h 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 Railway Police, with the duplicate personal files of the officer 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 Inspectors-General and the Assistant Inspector-General Government Railway Police, will at the same time submit specific recommendation s(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 recommendation s, 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-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 a 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 to or more Sergeants are admitted to list 'F' on the same date, their names will be shown in order of seniority among themselves.

SYNOPSIS

1. *Competitive test is not permissible under the rules*
2. *Promotion.*
3. *Relaxation of rules.*
4. *Rules prescribed two stages for selection.*

COMMENTS

1. Competitive test is not permissible under the rules. The question whether a competitive test could be prescribed for a substantive promotion of a Sub-Inspector by including his name in List 'F' was specifically considered and answered in negative . This decision has, therefore, to be respectfully considered in deciding the first contention of the petitioner. It is not possible to control out the first contention of the petitioner in view of this decision. It may , therefore, be held or assumed that in 1965 the petitioner should not have been subjected to competitive test for a substantive promotion. His cause of action to make a grievance therefore arose in 1965 itself. He did not avail himself of the remedy of a writ petition to get that grievance redressed upto 1971. In the mean while the rights of innocent third parties intervened inasmuch as other persons have been promoted from the rank of a Sub-Inspector to the rank of an Inspector after being included in List 'F' These persons are not parties to this writ petition. If the petitioner is to be now considered for promotion of the basis of his eligibility in 1965 and is to be promoted as in 1965, his promotion would inevitably effect the seniority of some other persons. In view of the delay in attacking the validity of the test held in 1965,as also the injustice that would be involved in redressing that grievance now, the petitioner cannot be granted the relief of being entitled to be considered for inclusion in List 'F' on the basis of his eligibility in 1965. *Mangal Dass vs. Lt. Governor and ors., 1974(2) S.L.R. 661.*
2. Promotion. Deputy Inspector General of police, Border Range, Amritsar, has, inter alia, vide orders dated March 25, 1991 found that 'the reporting officer had recorded these adverse remarks due to misunderstanding with biased mind. He has further found that the adverse remarks were expunged. In view of this changed position, it would be incumbent upon the respondents to consider the petitioner's claim for being brought up on list F with effect from march 8, 1989 when the names of his juniors were included' in the said list. *Harinder Singh vs. State of Punjab, 1991(2) RSJ 217.*
3. Relaxation of rules. The departmental candidate when he was taken into service was found fit with regard to height and chest both. As regards height it was relaxed in the case of these two petitioners. They cannot be disqualified on that ground now when they seek promotion through the avenue of a competitive examination to the post of sub-inspectors. Once the authorities relaxed the standard of minimum height and enlisted the petitioners as constables in the Delhi Police this relaxation will hold good as long as they remain in the Delhi Police. It would be absurd to hold that the petitioners through the channel of promotion can go up to the post of a sub-inspector , though having a height of less than 170 cms, but for the channel of competition they are disqualified. Such an interpretation is not only absurd but also unjust. The initial relaxation was validly given under R. 12.15 of the Police Rules. This relaxation the petitioners can carry with them for appointment to the post of Sub-Inspector, whether as a result of competitive examination or by way of promotion. For these reasons I held that the petitioner's disqualification on the ground of minimum height is invalid. They will be entitled to appear at the personality test. The parties are left to bear their own costs. *Sunder Devi vs. Union of India and others, 1983(2) S.L.R. 487.*
4. Rules prescribed tow stages for selection. Rule 13.15 contemplates two stages of selecting, namely-(1) selection by the D.I.G. who then makes recommendations to the I.G. undre rule 13.15(1) , and (2) the final selection by the I.G. from those recommended by the D.I.G. under rule 13.15(2). If there are more than one D.I.Gs. working under an I.G. according to the distribution of the work, some of the candidates may be working under one and other candidates may be working under another D.I.G. The procedure adopted in constituting the Selection Committee consisting of the I.G. and the two D.I.Gs. seems to combined the two stages described above. In this Selection Committee the D.I.G. under whom the particular candidate is working would be "seeing" the candidate within the meaning of rule 13.15(1). There is a presumption that official acts are done according to the procedure laid down in rule 13.15. Unless, therefore the petitioner alleges that the other D.I.G. under whom he was not working interviewed the petitioner, the presumption would be that it is only the D.I.G. under whom the petitioner was working did above interview of the petitioner. Certainly, at the time of the interview the other D.I.G has seen and recommended a candidate, the I.G. there and then decided whether to accept the said recommendation or not. The procedure of selection committee was thus more expeditious than the procedure, which would ordinarily have been followed under rule 13.15. If such quicker administrative procedural efficient is secured, it is not for the court to strike it down by insisting of the less efficient procedure. The rest which will govern interference by the Courts whether rule 13.15 was compiled with substantially or not. Since the functions of D.G. and the I.G. have not been alleged to be performed Otherwise than as they are required to be done under rule 13.15 it cannot be said that the said rule is violated merely because these functions are performed immediately one after the other by these officers meeting together. *Mangal Dass vs. Lt. Governor and ors., 1974(2) S.L.R. 661*
- 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 list F offers and the removal from that list of the names of those who are found unfit for the rank 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 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) Superintendent 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 Inspector-General and Assistant Inspector-General, Government Railway Police, will add their own remarks and retain reports on Assistant Sub Inspectors and Sub-Inspector 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 Inspector 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 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. Ordinary, 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) Superintendent 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 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 report 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.

SYNOPSIS

1. Confidential report.
2. Recording of adverse remarks in the annual confidential report – Representation against.
3. Reservation of posts – Seats reserved for Women Constables in Patiala district – Denial of similar benefit in other district.

COMMENTS

1. Confidential reports. It is quite clear that an officer, who has seen the working of his subordinate at least for a period of three months, could only record remarks in the annual confidential report. Annexure P.8, which contains adverse remarks communicated to the petitioner, are for the period July 4, 1987 to February 29, 1988. During this period the petitioner was working with the CBI, which fact is not disputed in the written statement filed on behalf of the State of Punjab. It is quite clear that Shri A.P. Panday, who was then working as Senior Superintendent of Police, has occasion to see the working of the petitioner, and as per instructions aforesaid he was not required to record any remarks in the annual confidential report for the said period. The stand taken up in the written statement by the State, in response to the allegations made in the petition in para 20, is that the annual confidential report was recorded in accordance with the Departmental instructions and the Civil Service Rules. During the course of arguments no other instructions or Civil Service Rules have been pointed out to justify the recording of adverse remarks in the annual confidential report of the petitioner of the relevant period, as noticed above by Shri Pandey. *Raj Kumar vs. State of Punjab and others, 1992(2) S.L.R. 424 = 1950 – 1988 RSJ(1) 311*

2. Recording of adverse remarks in the annual confidential report – Representation against. No doubt, recording of annual confidential remarks is an administrative work of the State, and while disposing of appeal filed against such remarks, detailed reasons need not have been recorded as the appellate authority was dismissing the representation. However, when the petitioner had challenged the jurisdiction of the officer to make adverse remarks and had referred to the rules and instructions in his representation (Annexure P.9), it was expected of the authority to deal with such a point, while rejecting the representation. In such circumstances the order simply rejecting the representation was not called for. The order Annexure P.10, thus, cannot be sustained in law. *Raj Kumar vs. State of Punjab and others, 1992(2) S.L.R. 424*

3. Reservation of posts - - Seats reserved for Women Constables in Patiala district – Denial of similar benefit in other district. A reference was made to the previous instructions dated December 27, 1984 on the subject of promotion system for Women Police. In Para 2, the existing position to fill up vacancies in Women Police Force was examined in view of the fact that general relaxation was accorded, to enable the women to compete in the test along with the Women Constables only instead with their male counterparts. After making reference to rule 13-21, it was observed, it was considered necessary to accord relaxation for a period of one year more as members of the Women Police have not been able to compete with their male counterparts and further to undergo Lower School Course to merit their selection in B.I. test to occupy their vacancies in various ranks. Thus, instructions were given to make earnest efforts for filling up the posts of Women Head Constables (N.G.Os.) and Inspectors at the earliest. These instructions were so considered and seats were reserved in the district of Patiala which fact is admitted in the written statement. If similar treatment is not allowed to Lady Constable in other districts, there would be straightaway discrimination. The contention of the learned counsel appearing on behalf of the respondents that from Ferozapore Range, there was no demand for reservation of seats for Lady Head Constables and thus no such seats were reserved by the Director General of Police while doing so in the case of Patiala as demand was raised is no justification in law. *Kashmir Kaur vs. Director General of Police, Punjab and another, 1989(5) S.L.R. 79*

13-18. Probationary period of promotion. – All Police Officers promoted in rank shall be on probation for two years, provided that the appointing authority may, by a special order in each case, permit period of officiating service to count towards the period of probation. On the conclusion of the probationary period a report shall be rendered to the authority empowered to confirm the promotion who shall either confirm the officer or revert him. In no case shall the period of probation be extended beyond two years and the confirming authority must arrive at a definite decision within a reasonable time soon after the expiry of that period whether the officer should be confirmed or reverted. While on probation officers may be reverted without departmental proceedings. Such reversion shall not be considered reduction for the purpose of rule 16-4.

This rule shall not apply to constables and Sub-Inspectors promoted to the selection grade, whose case is governed by rules 13-5 and 13-14.

SYNOPSIS

1. *Bad record of service – Denial to promote justified.*
2. *Petitioner not selected for upper school course on the basis of executive instructions being overage.*
3. *Promotion – Confirmation.*
4. *Promotion to officiate on higher post.*
5. *Reduction in rank.*
6. *Reversion to the post of constable without affording an opportunity of being heard.*

COMMENTS

1. Bad record of service – Denial to promote justified. The other plea raised by the petitioner is that there was no justification for continuing him as an unconfirmed Inspector of Police for a period of fourteen years. The petitioner has stated that the likely reason for depriving him to the right of promotion to the post of Dy. S.P. was that a departmental enquiry was pending against him in which, however, he was fully exonerated by the S.P. Solan vide No. 1955-60 of July 1, 1976. We have carefully considered this aspect of the matter and feel that the petitioner has not made out any cogent case in his favour on this basis and has only referred to this matter in a very cursory manner. He has neither indicated as to when he was charge-sheeted, what were the charges against him and how this pending departmental enquiry was held to come in his way while considering his case for confirmation as an Inspector and his subsequent promotion as Deputy Superintendent of Police. On the other hand, the Inspector General of Police has categorically stated that the case of the petitioner for confirmation as Inspector of Police was considered in the year 1973, January, 1974, February 1975, and August, 1975 along with other, but the petitioner was not found suitable for confirmation due to his bad service record. In this words, it was the bad service record and not the departmental inquiry which came in the way of the petitioner and this act has been confirmed by a perusal of the relevant record which has been made available to us. In view of this specific averment by the Inspector General of Police, based on the relevant record, and in the absence of any evidence to the contrary, we are of the definite view that the petitioner is not entitled to any relief on this count. *Jamna Devi vs. State and others, 1991(3) S.L.R. 343*

2. Petitioner not selected for upper school course on the basis of executive instructions being overage. It is the conceded position that the instructions of the Inspector-General of Police referred to above, were struck down by a Full Bench of this Court in *Sardul Singh vs. Inspector General of Police, Punjab and others, 1970 S.L.R. 505*. Thus in the light of this judgment it is patent that neither respondents Nos. 3 to 5 could be treated to have passed any equivalent course to the Upper School Course nor respondents No. 6 to 11 could be said to have been duly selected for being sent to the Upper School Course. That being the position the stand of the respondent authorities that these respondents were in any manner eligible to be promoted as Sub-Inspectors from the posts of Head Constables and were eligible to be confirmed as such, becomes untenable. The selection of respondents Nos. 6 to 11 and the equivalence of the course passed by respondents Nos. 3 to 5 being void, the said respondents were as much qualified or disqualified as the petitioner was. Thus the petitioner has every right to be considered for promotion or confirmation along with these respondents who undisputably were junior to him as Head Constables. *Ram Singh vs. State of Punjab and others, 1982(1) S.L.R. 892*

3. Promotion – Confirmation. From the Notification dated 20.2.1963, vide which the petitioner was promoted as an Inspector, it would be clear that the petitioner was promoted in the year 1963 purely on an officiating basis vice Inspector Ranjit Singh No. 1 N/14 of Mahasu when he went on leave preparatory to retirement w.e.f. 27.1.1963. As such, we fully accept the contention of the respondent that the petitioner's case is actually covered under rule 13-4 of the Police Rules and not under Rule 13-18. In the order of promotion of the petitioner in the year 1962, it has nowhere been stated that he was to be put on two year probation and the petitioner does not seem to have raised this issue at any time before filing this writ petition in the Himachal Pradesh High Court. There is, therefore, no justification whatsoever in contending that his promotion was covered under Rule 13-18 of the Punjab Police Rules or for suggesting that he was on probation for two years and should be deemed to have been automatically confirmed with effect from 17.3.1965. *Jamna Devi vs. State and other, 1991(3) S.L.R. 343*

4. Promotion to officiate on higher post. Name removed from list it was by way of punishment. (1964) 11LR Punjab 84

5. Reduction in rank. Reversion with retrospective effect, during period of probation amounts to punishment only so far as it was retrospective. *AIR 1962 H.P. 35*

6. Reversion to the post of constable without affording an opportunity of being heard. The provisions of Rule 13-18 of the Police Rules may not in terms apply to the case of the petitioner since he belonged to entirely a different category of police, namely, the Mounted Police for which there is different training as per the provisions of Rule 7 of the Police Rules, yet the principles enunciated therein should apply. As has been held even by the Courts of law, a person having continued on a post for sufficiently long period even of officiating basis should not be reverted therefrom unless he has afforded an opportunity of being heard which admittedly is not the case here. In fact, our own High Court in *Hiran Nand vs. State of H.P and others, (1981 1LR (HP Series) page 225)* has held that even if a police officer is appointed on officiating basis he shall be deemed to have been on probation for a period of two years in terms of Rule 13.18 and as and when the vacancy occurs even if there is no such vacancy at the time of his initial appointment and after he has completed the stipulated period he shall be deemed to have become permanent thereon. In fact, instances are not lacking wherein the promotions have been made in the Police Department quite in deviation of the Police Rules in branches which require technical or special type of skill and expertise. *Parkash Lal vs. Superintendent of Police and others, 1989(7) S.L.R. 571.*

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).

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 test, 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.

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.

SYNOPSIS

1. *Requirement as to the recording of reasons.*

COMMENTS

1. Requirement a to the recording of reasons. Power entrusted to the Inspector General of Police to relax any of the rules cannot be said to be arbitrary as he is first to form an opinion that it is necessary and expedient so to do and then he has to record reasons in writing for relaxing any of the provisions of Chapter XIII with respect to any class or category of persons. The requirement as to the recording of reasons is a sufficient safeguard against misuse of power under rule 13-21 of Punjab Police Rules, 1934 which is held to be valid. *Ram Labhaya, Assistant Sub-Inspector of Police and others vs. The State of Punjab, through the Secretary for Home Affairs, Punjab and others, 1972 S.L.R. 775*

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 officers 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 initiated and dated by a gazetted officer.

FORM No. 13.6

_____ DISTRICT

POLICE DEPARTMENT

PROMOTION LIST A.

LIST OF CONSTABLES ELIGIBLE FOR PROMOTION TO THE SELECTION GRADE

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

In order of the titles to be visible, they must be typed within ¼ above perforation – as close to the perforation as possible.

FORM 13.7

PROMOTION LIST B.

PART I (YELLOW) – LIST OF SELECTION GRADE CONSTABLES FIT TO UNDERGO THE LOWRE 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

Superintendent

Notes by of Police.

Deputy Inspector-General

Name _____ No. _____

FORM No. 13.9(1)

List D. Promotion to Assistant Sub-Inspectors.

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 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	8(a)	8(b)	8(c)	8(d)	9	10
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	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

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 Superintendents 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 and 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 and investigation efficiently?
11. Does he possess a reputation for honesty and fair dealing?
12. Is he a keen office 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 INSPECTOR

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 XIV—DISCIPLINE AND CONDUCT.

NOTE:--In this chapter certain rules of conduct are reproduced from the Government Servants, Conduct Rules and Punjab Government, Consolidated Circulars for facility of reference, police officer, like other Government servant, 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 senior of rank
- (b) by senior 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 the substantive rank, officer in a selection grade take seniority above all officers in a time-scale of the same rank among themselves in the order of the seniority in such grade. The seniority of officers appointed or promoted on probation to any rank is faunally 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 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 purpose of discipline an officer on higher rate of pay shall rank senior of 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 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, Panjab, 1929, and the follow 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 excepted in sub-rules (c) and (d) below. The Presidents and Deputy President of Legislative bodies shall receive the same compliments when such Legislation 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 saluting as order above and shall also salute all officers in uniform of the Navy, Army or Air Force superior to them in rank, and all civil official 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 official 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 charge of ilaqa shall be entitled to be saluted within t6the 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 public occasions, shall stand to attention only, and all not salute when person 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 form him .
- (d) Notwithstanding anything contained in the forgoing instructions, police officers of whatever rank employed on traffic and other duties requiring their concentrate attention shall give no salutes unless actually addressed, or called upon to address in the course of such duty, a persons 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 poli8ce duty for the sake of mere ceremonial attendance. Upper subordinates shall, unless prevented by urgent duty or physical incapacity, meet the District Magistrate or high 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 interview, but each Supernatant 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 behaviour of others towards him.

(2) A police officer defending himself, or lawfully enforcing his authority, shall act with calmnes and shall use a s 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 usually channel of communication between enrolled and gazetted officers is through their immediate and intermediate superiors.

14.6. Request and representations by lower subordinates.—(1). A lower subordinate at headquarters who wishes to make a

request representation to the Superintendent shall obtain leave form 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 officers and such officers shall be responsible that the matter is really an urgent one

(3) Lower subordinates at police stations and posts may submit written petition 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 recommends on the remarks made by s superior officer.

If a police officers 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 of 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 submissions of memorials of His Majesty the King-Emperor of India, or to the Right Honorable 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 endorsement No. 3987/17 3124-A dated the 16th August, 1933.

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

(2) Gazetted offices presiding in orderly room are required to hear and pass orders on requests put forward by subordinates in accordance with discipline and through the prescribe channel, similarly, defaulters at headquarters shall be produced in the first instance before the officer holding orderly room who shall dispose of such cases forth with 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 with, the officer holding order 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 in order room.

14.11. Resignation of appointment.(1) Resignations of police officers may only be given 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, a this 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 with draw form the duties of his office without permission or without having given two months' previous notice prescribe 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 in to headquarters at least a week before

the date on which he will be discharged. He shall surrender his certificate of appointment of equipment, uniform and all other Government property in his possession. He shall also render a true 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) There certificate shall invariably be signed, after careful verification by 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 officers of long 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 transfer—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 transfer and reliefs shall not be carried out between the dates of preparation of acceptance rolls and disbursement of lairs.

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 police 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) Inspector and all officers of lower rank	
3. Deputy Inspector-General	(1) Inspector (2) Sergeants (3) Sub- Inspectors and all lower ranks	Except European inspectors, prosecuting inspectors and inspectors in charge of Lahore, Amritsar and Rawalpindi cities and Anarkali.
4. Assistant Inspector-General, Government Railway Police	(1) Inspector (2) Sergeants	
5. Superintendent	(3) Sub- Inspectors and all lower ranks (1) Sub- Inspector (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.

SYNOPSIS

1. Transfer of Police Officer during pendency of Criminal Proceedings.

COMMENTS

1. Transfer of Police Officer during pendency of Criminal Proceedings. Not disputed that at the instance of Smt. Vidya Wanti, who is living in the house adjoining that belonging to the petitioner, some criminal proceedings have been instituted against the petitioner, which were under investigation at the time of order of transfer and which are still pending. The respondents' answer to the challenge made by the petitioner is three-fold. It has firstly been submitted that the offence for which the petitioner has been hauled up in a criminal case is alleged to have been committed by him in his private capacity and the same not having been committed by him in the discharge of his official duties, the provision of the above-mentioned rule is not applicable in his case. The rule in question appears to have been couched in general language and I am unable to interpret in the restricted sense in which the respondents want me to do. It has secondly been contended that the transfer of the petitioner to Hissar was not on account of the criminal case, but on account of persistent complaints against him, to some of which reference has been made in the supplementary affidavit of the Deputy Inspector-General of Police, Ambala Range. Once again the prohibition in the above quoted rule is not to transfer on account of some criminal case instituted against a police officer, but to the transfer itself during the pendency of any criminal proceeding, which might have been instituted against a police officer, until a final order is passed in respect of those proceedings. It is admitted that no final order in respect of the criminal proceedings has so far been passed. I am, therefore, unable to give any of the second objection of the respondents. The third and the last objection to the petitioner's complaint is that he was serving in his home district which was not normally allowed. Though no replication, in reply to the written statement in which this objection has been taken, has been filed by the petitioner, it has firstly been contended to Mr. Jagjit Singh Chawla, the learned counsel for the petitioner, that if the original relevant records are called for it would become clear that the home district of the petitioner is Karnal (the particular town being Panjpat) and not Ambala. Be that as it may, the learned State Counsel has not been able to show me the particulars rule which contains an absolute prohibition to a police official being posted in his home district. I particularly wanted to have a look at the rule to satisfy myself whether the bar, if any is to the posting of a police official in his home district or only in his home town. Moreover the greatest difficulty which I feel in this case is that even if some police official has been posted, contrary to such a rule, in his home district, such a thing would not have been any justification for avoiding the effect of the mandatory of rule 14.15(5) as no exception has been engrafted on that rule to the effect that it would not apply to a case where some police official has been posted against him in contravention of any particular rule. That being the case, I can file no way out to avoid granting this writ petitioner, though I have no sympathy with the petitioner on the facts of the case. Moreover there is nothing in the above said rule prohibiting the petitioner being posted to any remote corner within the district of Ambala, and it for the authorities concerned to pass appropriate orders in accordance with law. All that I hold is that the order transferring the petitioner out of Ambala District during the pendency of criminal proceedings instituted against him in violation of rule 14.15(5) of the Punjab Police Rules cannot be sustained. Madan Mohan Lal, Head Constable vs. The State of Haryana, through I.G. Police, Haryana, Chandigarh and others, 1968 S.L.R. 501.

- 14.16 Postings, transfer, 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 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 station shall be three years. The normal period of posting at a police station shall be three years.

- 14.16. 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 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 officer 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 remittal 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 advisor. 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 policemen 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 initialled 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 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.

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

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 Inspector-General are required to pay attention to the due observance of the spirit as well as the letter of this orders, 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.

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.36/24033, 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 from 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 purpose.

b) When a police officer is allowed to purchase or to take a 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 of 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 of 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) A part 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.

SYNOPSIS

1. Disciplinary proceedings.

COMMENTS

- Disciplinary proceedings. Once the proceeding are initiated under a particular set of rules, it is incumbent upon the authority to conclude those proceedings under those rules. An amendment of the rules during the proceedings does not affect the course of proceedings which have already been initiated. Sub-clause (ix) of rule 16.24(1), as it originally existed, conferred a right on the employee and imposes a duty on the employer. It was not merely procedural. The substantive right to be called and heard was not only in consonance with the principles of natural justice but was statutorily recognised in sub-clause (ix). It was incumbent upon the Director General of Police to have called the petitioner and heard him before passing the impugned. The order is consequently vitiated. *Ajmer Singh, A.S.I. vs. State of Haryana and others, 1991(4) S.L.R. 753*

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

- No police officer shall borrow money from, or become indebted either directly or indirectly, to any other police officer 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 officer shall report to their immediate superiors any case of insolvency or hopeless indebtedness amongst their subordinate.

6. Gazetted officer 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.

SYNOPSIS

1. Collection of amount to meet litigation expenses for a common cause does to amount to misconduct.

COMMENTS

1- Collection of amount to meet litigation expenses for a common cause does not amount to misconduct. Constitution of India secures to all citizens of India, justice, social, economic and political. Judicial setup under the Constitution from Supreme Court to the Subordinate court is to achieve the object enshrined in the Preamble of the Constitution aforesaid. Courts are open to all the citizens. Head Constables and Constables of the police force are also at liberty to approach the Court for securing justice. Sub-rule(4) of Rule 12.25 of the Police Rules if correctly interpreted does not put any embargo on the right of Head Constables and Constables to approach the Court.

Rule 12.25 of the Police Rules provides for different types of misconduct. The recourse to the legal proceedings can be had by one police constable or more police constables collectively of their grouse is common. If certain collections are made by those aggrieved constables, to meet out the litigation expenses the same would not amount to misconduct under Rule 12.25(4) of the Rules. Such an act, even otherwise does not infringe any law or rule relating to functioning of police force as such. That being the position, the petitioner could not be charge-sheeted for his act of collecting amount of Rs. 50/- each from other constables, to approach the Court for redress of their grievance. *Gurmukh Singh, Constable vs. State of Punjab and others, 1991(6) S.L.R 644*

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 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 endeavors to discourage the tender of such gifts”.

(2) Enrolled police officers are prohibited from accepting or giving marriage present (tembol) except from 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. (Punjab Government notification No. 2958-S, dated the 28th July, 1927).

14.27. Extra departmental influence not to be solicited. – (1) Police officers of all ranks are forbidden to approach of other departmental or non-official gentlemen for support individuals claims in the matter of promotions, transfer, punishment and appeals, etc. Promotion are made in accordance with the principle and methods set forth in Chapter XIII. Attempts to influence the minds of promotion 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. Transfer are made in the interest of the service and not for obtaining the modification of orders of transfers can be made through the proper channel and in the manner prescribed by rule 14-6 but, officer may be proceeded against departmental 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 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, promotion, 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 interpellation 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 service 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, certificates, schedule, coupon, debenture or other security appertaining 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 officers, 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. (Inspector General's Endorsement No. 211-S. 24.10.26-A, dated 11th June, 1929, to all Police Officers).

14-29. Handyside and Saunders – Chanan Singh Memorial Funds. – (1) The Handyside Memorial Fund was founded in memory of the late Mr. E.C. Handyside, C.I.E., O.B.E., late Superintendent of Police and Commandant of the North-West Frontier Constabulary, and is entirely supported by voluntary contributions received from or through, police officers. The fund is administered by a committee composed as follows :-

President	...	Inspector General of Police
Honorary Secretary	...	Assistant Inspector General of
Treasurer.	...	Police, Punjab.
Members	...	Four Indian Officers, one
		Nominated from each range and one
		From the railway police and
		Criminal Investigation Department combined.

The object of the fund is to provide scholarships for the education of the families of non-gazetted police officers who die or are killed whilst in service leaving their families destitute. The committee, however, has discretion to make a compassionate grant to a widow or family for the purpose of maintenance in any case in which Government relief has been refused.

(2) The Saunders-Chanan Singh Memorial Fund was founded in memory of Mr. J.P. Saunders, Assistant Superintendent of Police, and Chanan Singh, Head Constable, who were assassinated at Lahore in 1928. The fund was raised by public subscriptions and is administered by the same Committee which administers the Handyside Memorial Fund.

The objects of this fund are --

- (1) To assist the dependents of officers killed on duty in cases where Government has not made suitable or adequate provision.
- (2) To assist by the grant of subsistence allowances the dependents of officers who die in service.
- (3) To assist the dependents of police pensioners who die leaving them in indigent circumstances.

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 Legislative body, but may, if qualified, record his own vote. (No. F-157-27-Public of 15th August, 1927).

SYNOPSIS

1. *A party or organization, which does not involve itself in these questions, cannot be called political.*
2. *Petitioner found guilty because he attended the mass rally which was held to support the demand of some agitating policemen.*

COMMENTS

1. A party or organization, which does not involve itself in these questions, cannot be called political. Under Punjab Police Rule 14-30(1) a police officer is prohibited from taking part in or subscribing in aid of any political movement in India or relating to Indian affairs. The provisions of rule 5(1) of the Central Civil Services (Conduct) Rules are somewhat similar. Under this rule a Government servant is prohibited from being a member of, or associating with, any political party or any organization which takes part in politics in addition to his being prohibited from taking part in a political movement or political activity. But what is politics? It is a word of wide amplitude and it is neither possible nor desirable to define the same. According to Oxford Dictionary this word means : "The science and art of Government; the science dealing with the form, organization, and administration of a State or part of one, and with the regulation of its relations with other states." The word "political", according to this dictionary, means: "of, belonging, or pertaining to the state or body of citizens its government and policy, especially in civil and secular affairs; public, civil, of or pertaining to the science or art of politics", and according to Webster's Dictionary the word "politics", and according to Webster's Dictionary the word "political" means; "of or relating to government, a government, or the conduct of governmental affairs; of or relating to matters of government as distinguished from matters of law, of, relating to, or concerned with politics; of, relating to, or involved in party politics." This shows before any party can be said to be a political party or an organization taking part in politics the party or organization should be propagating its views or ideologies in the art or science of government. It may be either supporting the Government of the day or opposing it. A party or organization, which does not involve itself in these questions, cannot be called political. *Ajit Singh, Constable vs. Kirpal Singh, D.I.G. Police, Delhi and others, 1972 S.L.R. 768*

2. Petitioner found guilty because he attended the mass rally which was held to support the demand of some agitating policemen. The employees from Unions and put up demands. The social and religious organizations on occasions also make certain demands from the government. By no stretch of imagination they become political parties. The demand of implementing recommendations of Khosla Commissions, withdrawal of Court cases pending against Delhi policemen, removal of victimization and removal of restrictions on recruitment to Delhi Police, are not demands of a political nature. These demands are only to alleviate the sufferings of the Delhi Policemen. Be that as it may, before the petitioner could fall under the said Rules, it has to be shown by the respondents that either he was taking part or subscribing in any political movement in India or he was a member or otherwise associated with any political party or organization. The facts discussed above do not show that there was any political party or organization or political movement in India of which the petitioner could be called a member or otherwise taking part in it. I find that the enquiry officer, disciplinary authority as well as the appellate authority have not said a single word about there being any political party or organization or movement of which the petitioner had become a member or subscriber or supporter. In fact the enquiry report gives a finding on one aspect only and that is that the petitioner was present in the mass rally. Similarly, the order of the Superintendent of Police discusses the fact of the petitioner attending the rally. In fact this order shows that the petitioner was found guilty because he attended the mass rally which was held to support the demand of some agitating policemen. This fact, as discussed by me above, does not ipso facto make the petitioner guilty under the said Rules. The appellate order is no better. Again, there is no evidence on record to show that any political party or organization or movement organized this meeting. In these circumstances I cannot but hold that the petitioner cannot be held guilty under Punjab Police Rule No. 14-30(1) and Rule 5(1) of the Central Civil Service (Conduct) Rules. *Ajit Singh, Constable vs. Kirpal Singh, D.I.G. Police, Delhi and others, 1972 S.L.R. 768*

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.

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 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 Forces, 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 designated 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 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, 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 its 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 recognized 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 recognized 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 title 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.

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 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 district – sanction for – When a Superintendent of Police wished 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 home 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 of Lines Officer or reserve Inspector, nor will it affect the postings of European Inspectors 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 unfavourable 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 dissatisfied 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 be 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 or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him.

(3) Recommendations for appointments, promotions, increase of pay and the like should not be mentioned to the parties concerned. Police officers should, therefore, be careful not merely to obtain 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 association representing distinct ranks of police officers, provided such association confirm 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 officials, 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 this 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).

3. Death, other than those covered by sub-rule (1), shall be reported telegraphic cally 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-Inspector and Assistant Sub-Inspectors.
 4. 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 European 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 Superintendent of Police (sanction may be obtained by telegram or telephone).
- (c) Superintendent of Police or Senior gazetted ment officer present. For headquarters establishment.

Any gazetted officer or Inspecotr from headquarters. For police officers away.

- 14.52 Nature of arms to be carried. The arms to be borne by police on different duties ar 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 officers responsible for deatailing 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 disbursemet of salaries, immediate payment shall be made to all recipients who may be present. Each man, both upper and lowe subordinate, shall be called up 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 by 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 headqartes, the Lines officer shall personally disburse pay on the day it is received and shall daily check the acquittance rolls and daily diary 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 disbursemet 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 arrear bills and of travelling allowance; the system prescribed in this rule shall apply to such disbursements, and a personal check by Lines 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 headqartes, 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:-

- (o) Training and Inspection.—Including all orders regarding parades inspections and duties.
- (p) Establishment.—Including all orders regarding enrolments, discharges, transfers, increases and decreases of strength, promotions, reductions, leave and pensions.
- (q) Discipline.—Including orders regarding punishments, rewards and all orders of disciplinary nature.
- (r) Accounts.-- Including all orders for receipt and payments of money, grant of allowances realisation of deductions, over-payments, etc, from salaries.
- (s) 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 subparagraph 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, respecitvley each of whom shall keep a yearly file of these orders for use and actions in his office. These yearly files will be destroyed after two years.

5. The Reader Lines Officers, 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.

- 14.54 Standing Order File. (1) An English file of all standing orders issued by the Superintendent or 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 be 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.

- (3) All general orders of a permanent character affecting the duties, procedure and practices 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.
- (4) 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.
- (5) Deputy Inspector-General shall check files of district standing orders and those issued by themselves (vide rule 1.6) at their inspections.

14.55 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 with 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 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 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.
 - (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 these 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 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 it 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 in to 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 instruction 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, 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 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 form attack and preventing the out break of disturbance in other areas.
- (c) It must be noted that, when the order to disperse and unlawful assembly by military force has been give, 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 the his orders to this extend 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 police station (and police officer 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 be 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 shall 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 Section 96 to 106, Indian Penal Code, 97, Indian Penal Code, makes it clear that every person, and therefore, every 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 theft, robbery, mischief or criminal trespass. The extend 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 in to occupation without reporting immediately to the Superintendent of Police, through the usual channel, the extend of the existing damage to the building.

Superintendent 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 brith; 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.
 - (iv) 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. 25292 (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 livable are laid down in the above letter. It is also laid down that no tax shall be livable in any year form 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 then one hundred and eighty days in such year.

(2) Police officer residents in certain municipalities and notified areas are also liable to pay “haisiyat” tax. In this case the tax is only livable 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).

(4) Superintendent of police shall not collect such taxes from the officer concerned, but shall furnish such lists as may be called for by the local bodies concerned in this connection.

15. Special Provisions.—Notwithstanding anything contained in these rules, the appointing authority may impose special terms and condition in the order of appointment if it is deemed expedient to do so (For Haryana vide No. G.S.R. 59/Const./ 309/Amd. (1)/77)

FROM NO. 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 from Officer	Reference Date

FORM NO.14.12 (2)

POLICE DEPARTMENT DISCHARGE CERTIFICATE _____DISTRICT

- (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 for the _____ having served as follows:-

FORM NO.14.12.(2)-Contd.

Police Service	Years Months Days			Previous service in other Government department	Years Months Days		
	Years	Months	Days		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 of my discharge.

Signature of Witness.

Signature of Party.

FORM No. 14.15 (4)

- (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.
- (4) Remarks.

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
Serial 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)

FORM No. 14.16(1).—Contd.

NOTE,— In this register separate pages shall be assigned to each rank, and the register shall be divided in to 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 connectins.

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 order

CHAPTER XV... 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 rules 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 or 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 (Form15-3-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 (Form15-3-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 detection of crime or the preservation of law and order (Form15-03-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.

15-15. 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 (For Pb.) Rs. 100. (For Hry.) Rs.200

(b) Deputy Inspector-General, and In any one case or
Assistant Inspector-General, on any one occasion.

Government Railway Police, not
exceeding (For Pb.) Rs. 400. (For Hry.) Rs.600.

(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 (For Hry. Rs.200 and Rs.600) (For Pb. 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 reward 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 reward 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 circumstance 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-Inspector 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.—(1) 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).

(4) 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 so 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 a 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 need of secrecy such expenditure cannot be supported by the formal vouch in Form 10.33(1) details and payees name shall be entered by the Superintendent in a account in a confidential register to be maintained Form 15.11.

15.12. Rewards offered by private persons. – (1) Police officers of all ranks are absolutely prohibited from accepting monetary offered 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, that 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. Superintendent may accept and disburse rewards so offered up to maximum sum which they are necessary both as regards the acceptance of offers and the disbursement of larger amounts, and payments 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 rewards was offered come into the hands of the police, the Superintendent concerned shall, if the reward offered is not paid, apply Indian Contract Act until such rewards are paid.

15.13. Advertisement of records. – When the offer of rewards, whether by Government or to private persons, is published by an officer, care must be taken, in draft

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 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 invariable be disbursed.

All offers of reward shall be in force for the year only, and at the end of the 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.(c)

15.14. Rewards offered by officers of other departments. – (1) Deputy Commissioners are authorized to pay rewards up to 200 in valid 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 reward: Inspector may be given on the authority of the Financial Commissioner. Such rewards and commendations 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 commendations certificates offered by other Government departments to enrolled police officers for special rendered in the public service shall similarly be forwarded through the Superintendent concerned. Such rewards may ordinarily be accepted by the police officers concerned, but gratuities offered by officials of other departments for service of a personal nature rendered by individual police officers may not be accepted. The acceptance of personal testimonials from Government officials: 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. 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 regarding

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 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 official will be eligible for the reward of Rs. 10 above mentioned.

(c) A similar obligation lies upon all lambaridars, chaukidars, patwaris, all owners or occupiers of land, all agents of such 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 suspecting foul play. Such persons, excepting police officers of or above the rank of Sub-Inspectors, 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 officers 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. Presidents Police and First Service Medal and Police Medal. (1) The rules

regarding the "President's Police and First Services Medal." Are given in Appendix 15.20 (1) Recipients of the medal or bar to the medal shall, where the decoration 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, 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 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 in which he has 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. Recommendation for the grant of the medal should reach the Inspector-General through the Deputy Inspector-General not later than 15th November and 15th December, each year.

(3) Awards of "President's Police and Fire Services Medal" and the "Police

Meal" shall be recorded in their history of services in the case of Gazetted Officer; 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 officer shall be announced publicly at a muster parade at the headquarters of the district in which the officer receiving the awards 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 awards, 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 in to the Character Roll of the recipient and the words of "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 Inspector-General and Superintends Police have been supplied confidentially with instructions regarding the submission of recommendations of Titles and Orders (Confidential Memo. S-860, dated 15th October, 1931). All recommendations shall be submitted (in Form 15.21) through the Deputy Inspector-General so as to reach the Inspector-General not later than the 15th of July and the 15th December in each year.

15.22. Certain recommendation to be kept confidential.—The fact that a recommendation

has been or is about to be made under rule 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, 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 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 who are outstanding 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 he 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 hold such posts at the time of retirement, is five rectangles.

(v) For other officers of the Provincial Services the limit is four rectangles.

(vi) For officers of the Subordinate Services the maximum limit is two rectangles.

(vii) The price, payable by the grantee, will be the estimated marked value at the time, as estimated by Government. The estimated value is broadly based on average price of the most recent public auction.

(viii) 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 offer to sell the land lapses.

(ix) After Government sanction has been accorded to the sale and communicated to the grantee the offer remains open for a period of four months.

(x) The land is selected by the Colonization officer, Nili Bar Colony, whose selection is final.

(xi) 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 Colonization Manual, Volume II (1942 Edition), as soon as the land is available for immediate possession.

(xii) 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 exception 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 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 officer may apply direct to the Inspector-General of Police for grant of land at concessional 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 Inspector-General may reject applications from officers who cannot afford to make the necessary payments or whose service 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 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 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 rewards given to police officers and others, which have been debited to the police budget grant. Such return shall be filled after the examination in the Deputy Inspector-General's office.

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

The President is pleased to institute the following award to be conferred on members of the Police Force 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 Service 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-eighths 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 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 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-eighths in width shall in the case of distinguished service, be half gold and half silver white, and in the case of awards for acts of exceptional courage and gallantry the riband will be half blue and half silver white, the two colours to be separated by a vertical red line 1/8 in width.

Sixthly.-- Any act of gallantry which is worthy of recognition by the award of the PRESIDENT POLICE AND FIRE SERVICE 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 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 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.

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

(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 an 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 organizing 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 there to for gallantry 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 subsequently awarded the President's Police and Fire Service Medal for further act of gallantry, he shall be paid the full allowance attached to the later Medal in addition to 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 reasons for allowance for the different ranks will be as follows:---

Rank	Allowance for medal or	Allowance for Bar
	Bar awarded to an officer not already in receipt of an allowance	awarded to an officer already in receipt of an allowance
	Per mensem	Per mensem
Inspector	Rs. 25	Rs. 12
Deputy Inspector, Sub-Inspector and Sergeant Assistant	Rs. 15	Rs. 7
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, brings the force into disrepute.

(7) Recommendations for the announcement of awards for distinguished service on the 26th January (Republic Day) and the 15th August (Independence Day), should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home Affairs, not later than the 1st August, and the 1st March, respectively. 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 POLICEMEDAL (hereinafter referred to as the Medal).

Secondly.—The medal shall be circular in shape, made of bronze, one-and-three-eighths inches in diameter, and should 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 plain 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 recognized Police Force or of a properly organized 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-eighths 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 names 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 even occasioning the grant;
 - (ii) the valuable service 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 tot he original allowance and not the full allowance attached to the Medal itself. Where an officer, who has already been awarded the King’s Police and Fire Service 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 tot he 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.

FORM No. 15.3-A

PUNJAB

POLICE

SEAL

Commendation Certificate (Class 1).

Dated _____

Inspector-General of Police,
Punjab

The _____ 19 _____

FORM No. 15-3-B.

PUNJAB

POLICE

SEAL

Commendation Certificate (Class II).

Dated _____

Deputy Inspector-General of Police
Range

The _____ 19 _____

FORM No. 15.3-C.

PUNJAB

POLICE

SEAL

Commendation Certificate (Class III).

Granted to _____, Son of _____, resident of _____ Village _____, Police Station _____, District _____, in recognition of _____.

Dated _____

The _____ 19 _____ Superintendent of Police

Note (i) – if a police officer, add rank and number in line I.

Note (ii)- Cash rewards, if any, to be specified.

FORM No. 15.7(2)

POLICE DEPARTMENT _____ DISTRICT

APPLICATION FOR SANCTION TO PAYMENT OF A REWARD

1	2	3	4	5		6	7	8
				AMOUNT OF PROPETRY				
No.	Name of person recommended if (a Police Officer, give Rank and Number	Amount of Reward recommended	Particulars of offence in which reward is offered, giving date of offence with date of offer of reward and of recovery of property	Stolen	Recovered	Details of service rendered	If the reward is offered by a private person, his name and status, etc., together with a copy or translation, if in vernacular of original letter offering the reward	Remarks by forwarding authority

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. 15.10

Confidential

ACCOUNTS 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 penditure	Reference to contingent Voucher No.	Initial of Superintendent and Deputy Inspector General

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FORM NO. 15.21

POLICE DEPARTMENT

_____DISTRICT

RECOMMENDATION FOR THE GRANT OF ORDER, INDIAN 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 RETURNED FOR THE MONTH OF _____ 19_____.

Date _____ 19_____

REWARDS TO GOVERNMENT SERVENTS

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

TO GOVERNMENT SERVENTS

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 ..	

O PRIVATE PERSONS – MONEY REWARDS – PAID FROM

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 _____
 _____ 19 _____

Superintendent of Police.

CHAPTER XVI – PUNISHMENTS.

16.1. (1) No police officer shall be departmentally punished otherwise than as provided in these rules.

(For Haryana – In Chapter XVI for the words “Deputy Superintendent of Police (Administration), Government Railway Police, or Assistant Superintendent Government Railway Police” wherever occurring, the words “Superintendent of Police, Railways” shall be substituted – Vide No. G.S.R. 44 dated 26.3.1982).

Authorized punishments – (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 ON NEXT PAGE

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.

For the words and brackets “The Assistant Superintendent, Government Railway Police, and (except in cases where the offenders are sergeants) ‘Deputy Superintendents incharge of 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 above Table”, the words and brackets “The Assistant or Deputy Superintendent (Administrative) Government Railway Police or in charge of Railway Police Sub-Divisions and Officer-Incharge, Constables Advanced Training Centre, shall exercise the full disciplinary powers of a Superintendent of Police in respect of the provisions of this chapter, within the limits prescribed in the above table;

Provided that in the case of a Government service already appointed the punishment of dismissal, removal, reduction in rank or stoppage of increment shall be imposed by the Authority who appointed him” shall be substituted.

(3) For the purpose of these rules the term ‘major punishment’ shall mean the stoppage of increment, reduction in rank and dismissal and the term ‘minor punishment’ shall mean all other authorizes punishments.

16.1A – 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.

16.1 Authorized 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 ranks.

TABLE

1	2	3	4	5	6
Serial 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			

1	2	3	4	5	6	
Serial No.	Departmental Punishment	Inspectors	Sergeants, Inspectors, Assistant	Sub- and Sub-	Head Constables	Constables

			Inspector		
2.	Reduction in rank	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 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, Amritsa	Superintend of Police Deputy Superintendents (Administrate) Government Railway Police, Deputy Superintendents in-charge of Railway Police- Sub Division Senior Assistant Superintend of Police Lahore; Officers-in-charge of Recruits Training Centre
		Ditto	Ditto	Ditto	
3.	Stoppage of increment				

1	2	3	4	5	6
4	Entry of censure	Superintendent of Police and Deputy Superintend (Administrative), Governemnt Railway Police	Superintendent of Police and Deputy Superintendent (Administrative), Government Railway Police, and (as regards Sub-Inspectors and Assistant Sub-Inspectors only) Deputy Superintendents in-charge of Railway Police Sub-Divisions and Officer-in-charge of the Police Recruits Training Centre, Amritsar	Superintendents 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, Amirtsar	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 need 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, and Assistant Superintendent of Police and Deputy Superintendent of Police of over three years' gazetted service Ditto

7	Punishment drill not exceeding 15 days	--	--	--	Ditto
8	Punishment drill not exceeding 10 days				
9	punishment drill not exceeding drill not exceeding 3 days				Assistant and Deputy Superintendent Inspector
10					Sub-Inspectors

- 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 sub-rule (1), an appeal against such order shall lie to the District Magistrate, Lahaul and spiti.

SYNOPSIS

1. Disciplinary action-Wrong rule quoted.
2. Distinction between 'reduction' and stoppage of increment.
3. Expression 'Reduction in rank' in Article 311(2).
4. Forfeiture of approved service.
5. Order of dismissal by an authority lower in rank of the appointing authority.
6. Re-employed-Competency to hold enquiry as Police Officer.
7. Stoppage of increment or forfeiture of approved service.

COMMENTS

1. Disciplinary action Wrong rule quoted. Error is not fatal to enquiry. Inspector General of Police, Punjab vs. Amrik Singh, AIR 1973 Punjab 214=1973 Cur. LJ 45
2. Distinction between "reduction" and stoppage of increment. Rule 16(1) of the Punjab Police Rules makes a clear distinction between "reduction" and stoppage of increment or forfeiture of approved service for increment, the two being distinct and separate punishments permissible under that rule. State of Punjab vs. Shri Kishan Das, 1971(2) S.L.R. 174
3. Expression "Reduction in rank" in Article 311(2). Respondent being constable, there was no question of his being reduced from a higher post or rank to a lower post or rank. The order, nonetheless, reduced the emoluments received by him as it deprived him of the increments earned by him as result of the approved service, he had put in having been forfeited. It also effected his seniority, and therefore, chances of promotion.
The expression 'Reduction in rank' in Article 311(2) of the Constitution of India means reduction from a higher to a lower rank or post when imposed as a penalty. An order forfeiting the past service which has earned a Government servant increments in the post of rank he holds, howsoever adverse it is to him affecting his seniority within the rank to which he belongs or his future chances of promotion, does not attract Article 311(2) of the Constitution of India. The remedy is confined to the rules of service governing the post held by Government servant. State of Punjab vs. Shri Kishan Das, 1971 (2) S.L.R. 174.
4. Forfeiture of approved service. Section 7 of the Police Act, 1861, as applicable in the Union Territory of Delhi, had not been amended so as to incorporate the punishment of forfeiture of approved service. The respondents have not even filed their counter affidavit. Thus it is to be held that during the relevant period when the said rule was enforced in Delhi the said punishment under Rule 16.1(2) could not be imposed in question was imposed on the petitioner. Ram Pat vs. Union of India and others, 1984(3) S.L.R. 756.
5. Order of dismissal by an authority lower in rank of the appointing authority. Submission is that the order of dismissal by an authority lower in rank to the appointment is that the order of dismissal by an authority lower in rank to the appointing authority alleged. The submission has no merit because it was a Senior Superintendent of Police who had promoted the petitioner to the rank of Head Constable by the order dated 27.2.1957 and the order of dismissal is by an officer holding the rank of Superintendent of Police. We cannot accept the contention that the dismissing authority was below the rank of the appointing authority. In both cases the authority was a Superintendent of Police. Seniority in service did not cause any disparity in rank. We find support from the observation contained in a Full Bench judgment of his Court in Union of India vs. Surajbhan dated the 23rd of May 1969 by which LPA No. 86-D/65 was disposed of. It was noticed in that judgment that in terms of Rule 16.1(2) of the Punjab Police Rules, 1934, a Superintendent of Police was expressly empowered to dismiss even an Assistant Sub-Inspector. The Full Bench had relied upon a decision of the Supreme Court reported in Union of India vs. Jagit Singh, 1969 Services Law Reporter 356. In our view, the Superintendent of Police was competent to pass the impugned order of dismissal because he was not subordinate to the authority namely, the Senior Superintendent of Police, by whom the petitioner had been appointed. Shri Iqbal Singh, Ex-Head Constable Police vs. Inspector General of Police, Delhi and others, 1971(2) S.L.R. 257
6. Re-employed—Competency to hold enquiry as Police Officer. A re-employed Deputy Supdt. of Police who had previously retired as Deputy Supdt. of Police, was still a Police Officer after he was re-employed and as such was competent to hold enquiry as Police Officer. Union of India vs. Jagit AIR 1970 SC122= 1969 Cur. L.J. 438

7. Stoppage of increment or forfeiture of approved service It is undoubtedly true that some punishments would have been enumerated in both parts of Section 7. But there is nothing to suggest that this enumeration is fully exhaustive in nature. The types of punishments which are contemplated by Section 7 in both of its parts are merely enumerative. The section also does not say anything to the effect that no punishment other than that which is specified in the Section could be awarded to a delinquent officer. In our opinion, therefore, it is clear that Section 7 does not debar the rule make authority to prescribe the form of punishment which is not enumerated therein. That being the position, it is not possible to say that the punishment of stoppage of increment or forfeiture of approved service is in any manner contrary to the provisions of Section 7. *Shri Bhagat Ram vs. Inspector General of Police, Himachal Pradesh and others, 1979(3) S.L.R. 256*

(For Punjab)

- 16.2** Dismissal—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) An enrolled police officer convicted and sentenced to imprisonment on a criminal charge shall be dismissed:---

“Provided that in case the conviction of a 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 in this behalf”.

- (3) When a police officer is convicted judicially and dismissed, or dismissed as a result of a departmental enquiry, in consequence of corrupt practice, the conviction and dismissal and its cause shall be published in the police Gazette. In other cases of ployed elsewhere, a full descriptive roll with particulars of the punishments, shall be sent for publication in the police Gazette.

(For Haryana)

- 16.2.** Dismissal –Dismissal shall be awarded only for the gravest acts of misconduct as the cumulative effect of continued misconduct proving incorrigibility and complete unfitness for police service. In making such n award regard shall be had to the length of service of the offender a and his claim to pension.

“Explanation- For the purposes of sub-rule(1) , the following shall, inter alia, be regarded as gravest acts of misconduct in respect of a police officer, facing disciplinary action-

- (i) indulging in spying or smuggling activities;
- (ii) disrupting the means of transport or of communication;
- (iii) damaging public property;
- (iv) causing indiscipline amongst fellow policemen;
- (v) promoting feeling of enmity or haltered between different classes of citizens of India on grounds of religion, race, caste, community or language;
- (vi) going on strike or mass casual leave or resorting to mass abstention;
- (vii) spreading disaffection against the Government; and
- (viii) causing riots and the life’

(2) an enrolled police officer sentenced judicially to rigorous imprisonment exceeding one month or to any other punishment not less serve, shall, if such sentence is not quashed on appeal or revision, be dismissed. An enrolled police officer sentenced bya criminal court to a punishment of fine or simply imprisonment, or both or to rigorous imprisonment not exceeding one month, or who, having been proclaimed under Section87 of the Code of Criminal Procedure fails to appear within the statutory period of thirty days may be dismissed or otherwise dealt with at the discretion of the officer empowered to appoint him. Final departmental orders in such cases shall be postponed until the appeal or are vision proceedings have been decided, or until the period allowed for filling an appeal has lapsed without appellate or reversionary proceedings having been instituted. Departmental punishments under this rule shall be awarded in accordance with the powers conferred by rule 16.1.

- (4) When a police officer is convicted judicially and dismissed, or dismissed as a result of a departmental enquiry, in consequence of corrupt practices, the conviction dismissal and its cause shall be published in the Police Gazette. In to there 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.

1. *Absence without leave-Does not amount to gravest act of misconduct.*
2. *Adequacy or inadequacy of punishment.*
3. *Amendment-Prior approval of Central Government.*
4. *An act of police officer being drunk while on duty is an act of gravest misconduct.*
5. *Claim to pension not considered at the time of passing the order of dismissal.*
6. *Competent authority fully applied his mind before passing order of dismissal.*
7. *Conviction-Effective date of dismissal.*
8. *Departmental enquiry-Gailure to hold*
9. *Dismissal form service for being absent form duty.*
10. *Dismissal form service having consumed liquor on duty.*
11. *Dismissal form service on the charge of having committed gravest act of misconduct.*
12. *Dismissal form service-Limitation*
13. *Dismissal form service.*
14. *Dismissal shall be awarded only for the gravest act of misconduct*

15. *Dismissal-Absence form office.*
16. *Dismissal –After conviction in a criminal case.*
17. *Dismissal-Misconduct attributed-Whether was of the ‘ gravest’ type*
18. *Dismissal-Review- property of dismissal.*
19. *Expression ‘ the gravest act of misconduct- Meaning of.*
20. *Grave misconduct.*
21. *Grave act of misconduct while not being capable of being put in a strait jacket.*
22. *Gravest acts of misconduct-Meaning of.*
23. *Gravest misconduct.*
24. *Meaning of word ‘ Acts of Misconduct’*
25. *Mere absence form duty for a few days does not amount to an act of gravest misconduct.*
26. *Misconduct-Meaning of.*
27. *Nature of Rule 16.2—Operation of amendment.*
28. *New Plea-No grouse made before the appellate authority.*
29. *Non-observance of the provisions of Rule 16.2 (1) of the Rules*
30. *Order of dismissal based upon the conviction.*
31. *Order of dismissal not indicating that the punishment authority was alive to the length of service of the petitioner.*
32. *Order or removal not disclosing that officers were conscious of the existence of Rule 16.2*
33. *Period of absence of the petitioner after he was suspended.*
34. *Petitioner along with the other Constable who participated in the drinking and firing dismissed.*
35. *Punishing Authority not recorded any finding that the act of the respondent amounts to the gravest act misconduct.*
36. *Punishment imposed wholly disproportionate to misconduct and not warranting dismissal form service.*
37. *Punishment not necessary for the punishing authority to specifically mention in the impugned order.*
38. *Punishment of dismissal can only be awarded on the ground of gravest act of misconduct.*
39. *Punishment of dismissal to be imposed only in cases of grave misconduct.*
40. *Punishment whether proportionate to allegations.*
41. *Revision*
42. *Rule talks of gravest acts of misconduct.*
43. *Suitability of punishment awarded by the head of department.*
44. *Term ‘ Misconduct’ does not necessarily imply corruption criminal intent.*
45. *Termination- Weather incumbent upon the authority before awarding the punishment to take in to consideration the lengthe of service and claim to pension of the delinquent employee.*

COMMENTS

1. Absence without leave-does not amount to gravest act of misconduct. This Court has in a number of cases gone in to the matter in order to find to what would really constitute a gravest act of misconduct. A number of cases have been cited before us but we have chose to pick up only one which deals with the question of absence without leave. In Darshan Singh case, the learned single Judge has held that absence without leave for almost 13 months would not in the circumstance that case amoun to the gravest act of misconduct. *State of Punjab vs. Parlash. Chand, Constable, 1992 (1) S.L.R. 174.*
2. Adequacy or inadequacy of punishment. It must also be mentioned here hat the punishment of dismissal form service should be awarded for gravest act of misconduct. According to rule 19, the punishing authority is to decide whether the punishment awarded is adequate or inadequate. On same principle, while deciding the review petition, the Reviewing Authority is to decide whether the punishment awarded is adequate or inadequate taking in to consideration the length or service, record of service and the nature of charges against the petitioner. *Sucha Singh, Ex-Inspector of Police vs. State of Punjab and others, 1990 (4) S.L.R. 560.*
3. Amendment-Prior approval of Central Government in Rule 16.2, by virtue of the change effected, does not in any way affect the conditions of service of a police employee. So, the question prior permission of the Central Government before effecting the amendment, as envisaged in Section 82 of the Act, does not arise. *State Singh, Countable and others vs. State of Punjab and others, 1987 (4) S.L.R. 28.*
4. An act of police officer being drunk while on duty is an act of gravest misconduct. The act of a police officer being frank while on duty would amount to an act of gravest misconduct within the meaning of rule 16.2(1) of the Rules. It is not necessary for the punishing authority to specifically mention in the impugned order about the length of service put in by a delinquent officer which was already a part of the record and was well-known. The learned Single Judge has set aside the impugned order of punishment taking this as the second ground. Accordingly, we upset the reasoning of the learned Single Judge in this regard. *State of Haryana and others vs. Gurdev Singh, 1981 (3) S.L.R. 130*

5. Claim to pension not considered at the time of passing the order of dismissal. The impugned order does not indicate that the punishing authority examined the claim of the plaintiff for pension having regard to the length of his service. It is undisputed that the plaintiff had 7-1/2 years service to his credit on the date the order of dismissal was passed. The rule enjoined upon the disciplinary authority while awarding the punishment of dismissal from service to take into consideration the length of service of the delinquent official and his claim to pension. The impugned order does not indicate that the disciplinary authority took into consideration the length of service of the plaintiff and his claim to pension. The order of dismissal being in violation of the statutory rule was rightly held to be invalid. The judgments of the Courts below suffer from no infirmity. The same are upheld. *State of Haryana and another vs. Lachman Singh through L.Rs., 1991(2) RSJ 398*
6. Competent authority fully applied his mind before order of dismissal. The order of dismissal passed on 24.4.1976 is illegal and void because no show-cause notice was given to the plaintiff-respondent before passing the impugned order of dismissal. In support of his argument the learned counsel has relied upon a decision of the Supreme Court in *Divisional Personnel Officer, Southern Railway and another vs. T.R. Challappan, (1976)1 SCR 783*, which has been overruled by a later decision of the Supreme Court in *Tulsiram Patel's case (supra)*. The plaintiff-respondent was convicted and had to undergo rigorous imprisonment for six months. The Senior Superintendent of Police, who was the appointing authority, passed the impugned order Exhibit P-1 on 20.4.1976 dismissing the plaintiff-respondent from service. The order is a detailed one and it clearly shows that the punishing authority had fully applied its mind while passing the order. No show-cause notice was necessary to be issued to the plaintiff-respondent in this behalf. The impugned order is, therefore, legally valid. The finding of the lower appellate Court on issue Nos. 1 is set aside. Issue No. 1 is, therefore, decided against the plaintiff-respondent. *State of Punjab and others vs. Nachhattar Singh, Constable, 1991(5) S.L.R. 451=1991(1) RSJ 368*
7. Conviction—Effective date of dismissal. The petitioner shall be presumed to be in the know of rule 16.2 (2). It was, therefore, within the knowledge of the petitioner that he stood dismissed from service in terms of rule 16.2(2) consequent upon the dismissal of his criminal appeal by the High Court on 28.9.1973. The contention of the learned counsel for the petitioner that the impugned order of dismissal shall be effective w.e.f. 3.5.1978 when it was communicated to the petitioner cannot be upheld.

The petitioner has been dismissed from police force w.e.f. 30.8.1972 when he was convicted and sentenced by the Sessions Judge, Roper. The petitioner stood dismissed from service or a formal order of his dismissal could be passed w.e.f. 28.9.1973 when his criminal appeal was dismissed by the High Court. The petitioner, therefore shall be taken to have been dismissed from police force w.e.f. 28.9.1973 and not w.e.f. 30.8.1972. *Sucha Singh vs. State of Haryana and others, 1983(3) S.L.R. 11*

8. Departmental enquiry—Failure to hold. The provisions of Article 311(2)(b) have been arbitrarily invoked in this case. The findings have been arrived at the recorded by the Deputy Inspector General of Police, on the basis of suspicion and confidential inquiry. These inquiries cannot take the place of a regular inquiry as envisaged in Article 311(2) of the Constitution, read with Section 16.2 of Punjab Police Rules. I am of the opinion that it was obligatory on the Deputy Inspector General of Police in the present case to hold an inquiry as laid down in Article 311 read with Rule 16.2 of Punjab Police Rules. Failure to hold an inquiry would render the impugned order of dismissal from service as illegal and void. *Darshan Singh vs. State of Punjab and another, 1991(4) S.L.R. 102*
9. Dismissal from service having consumed liquor on duty. No doubt, even a single act of misconduct can, in a given situation, amount to the gravest act of misconduct, but the mandate of the rule making authority is clear that the punishment of dismissal from service has not to be awarded in a misconduct of ordinary nature. *Ram Kishan vs. State of Punjab & Ors., 1990(2) S.L.R. 488*
10. Dismissal from service—Limitation. The High Court should have examined the plea for finding out the cause of action for the suit and then in that light determined the correct article of the Limitation Act applicable to the case. Serious objection has been taken against the observations of the first appellate Court permitting the competent authority to inflict only moron punishment on the plaintiff in certain conditions and the direction about the payment of the salary and the other emoluments. After hearing the learned counsel for the parties, we agree with the appellants that the question involved in this suit should not have been lightly brushed aside by the high Court in the manner it has been done. We, therefore, set aside the judgment of the High Court and remit the case to it for fresh disposal in accordance with law. It will be open to the appellants to file an application for admitting additional evidence in regard to the further orders passed against Kahan Singh subsequent to the civil Court's decree in his favor, and to argue before the High Court that the case of the present plaintiff is distinguishable. The High Court should call for the records and decide the case finally at the motion stage itself as the case is an old one. In the event of admission of fresh evidence, the high Court shall permit the plaintiff to file relevant rebutting evidence. *State of Punjab and others vs. Nachhattar Singh, 1990(4) S.L.R. 264*
11. Dismissal from service. Punishment of dismissal from service has not to be awarded in a misconduct of ordinary nature. *Ram Krishan Constable No. 141 vs. The State of Haryana through the Director General of Police (Inspector General of Police), Haryana at Chandigarh and others, 1990(1) RSJ 637*
12. Dismissal from service. Second appeal by State dismissed in limine by High Court SLP. Service questions of law involved. Case remanded to High Court for first disposal in accordance with law. *State of Punjab and other vs. Nachhattar Singh, 1990(2) RSJ 71*

13. Dismissal from service for being absent from duty. A particular act may be grave or the gravest but an act complained of may not be such that it must necessarily prove incorrigibility and complete unfitness for police service. The dictionary meaning of work 'incorrigibility' is bad, beyond correction or reform. Only such a person can be said to be incorrigible who cannot be reformed. Only such a person can be said to be incorrigible who cannot be reformed or corrected. When the word 'incorrigible' is used as an adjective, it relates to a person in a particularly given situation may be held guilty of commission one of the gravest acts but the punishing authority may still be of the view that such a person is not incorrigible and he can be reformed or corrected. The punishing authority may also be of the view that a person cannot be described to be one who is completely unfit for police service. *State of Haryana vs. Lakhani Lal, 1991(4) S.L.R. 82= 1991(3) RSJ 530*

14. Dismissal from service on the charge of having committed gravest act of misconduct. It has been held that "no doubt Constable Ranjit Singh at Bakshikhana was responsible for the escape of Jagir Singh but the petitioner does not get absolved of his responsibilities as Incharge of the escort guard". As it is the case of department itself that the petitioner was not directly responsible as such, but he being over all Incharge, was found guilty for the lapses on his part, it required consideration by the Appellate Authority as regards the punishment awarded. Under these circumstances, the order passed in appeal 04.08.1986 (Annexure P-3) is quashed with the direction that the matter may be reconsidered by the Deputy Inspector General of Police and appropriate order which he may think fit be passed afresh. *Balbir Singh vs. State of Punjab and others 1989(4) S.L.R. 42- 1989(2) RSJ 540.*

15. Dismissal from service. Constable is found under the influence of liquor while on duty is guilty of such grave misconduct which would entail his dismissal from service/ *Ex Const. Koginder Singh vs. The State of Haryana and others, 1990(2) RSJ 757*

16. Dismissal shall be awarded only for the gravest acts of misconduct. The Deputy Inspector-General has, however, made his mention in this impugned order Annexure P.8 the present single act of the appellant is of gravest nature and his case in no way deserves leniency. This observations has been made by the Deputy Inspector General in the context of this service record of the petitioner on the basis of which it was pointed out to him that the petitioner had by that time rendered nine years' unblemished service and had done commendable work during the Indo-Pak War of 1971. But even this observation or the consideration by the Deputy Inspector General of Police falls far short of the requirements of sub-rule(1) of Rule 16.2 *ibid*. It has nowhere been recorded by any of the authorities concerned that the petitioner was guilty of such 'gravest' acts of misconduct. The cumulative effect of which can go to prove incorrigibility and complete unfitness for police service. In the absence of such a finding the respondent authorities could not resort to the punishment of dismissal on the basis of the charge established against the petitioner. It is beyond dispute that the provisions Rule 16.2 are mandatory in nature and any order in violation of the same has necessarily to be set aside. *Sukhdev Singh vs. State of Punjab and others, 1983(2) SLR 645*

17. Dismissal Absence from office. After recording the evidence it has been categorically found by the Enquiry Officer in Annexure P.13 that "the sanction of the Deputy Inspector General of Police, Gurgaon, was obtained on June 2, 1983, but Constable Shiv Charan did not reach Gurgaon till then. Thereupon, the Superintendent of

Police (Irrigation Department) Chandigarh was approached, who replied that Constable Shiv Charan was relieved from the office on May 17, 1983 and he had not attended the officer thereafter. His whereabouts were required from the given address, but his house found locked.” This is primarily a finding on fact and, therefore, cannot be challenged in this writ petition. There is no error apparent on the face of the record, even if two views were possible from the evidence, the view taken by the Enquiry Officer and the punishing authority could not be said to be illegal as to be interfered with in the writ jurisdiction. The scope of the writ jurisdiction is very limited and it is not in the nature of the appeal. *Shiv Charan, Constable vs. The Superintendent of Policem Gurgaon and ors., 1988(3) S.L.R 253*

18. Dismissal After conviction in a criminal case. A Government servant cannot be dismissed from service merely on the ground that his conviction was recorded on a criminal charge by a criminal court. In others words dismissal from service after conviction on a criminal charge is not essentially on automatic consequence of said conviction and the competent authority has to consider all the circumstances of the case and then to decide whether the conduct of delinquent official which led to his conviction is such as to render his further retention in public service understandable. In support of his submission, the learned counsel relied upon *Om Parkash vs. The Director Postal Services (Posts and Telegraph Dept) Punjab Circle, Ambala and others, AIR 1973 Punjab and Haryana 1 and Gurbachan Dass vs. The Chairman, Posts & Telegraphs Board, Ministry of Communication, Government of India, New Dehli and others, 1983(1) SLR 729*. In *Om Parkash's* case (Supra) the Bench was interpreting Rule 19(i) of the Central Civil Service (Classification, Control and Appeal) Rules, 1965). Interpreting this rule, the Bench held that an order of dismissal or removal or for compulsory retirement can be passed under the rule 19(i) (without conforming to the procedure prescribed in Rule 14 to 18) not on the basis of the conviction, but only if the competent authority finds that the relevant misconduct of the Government servants renders his further retention in public service undesirable. An order imposing a punishment on a Government servant simply because of his conviction on account of his conviction on a criminal charge without reference to the conduct which led to his conviction on a criminal charge without reference to the conduct which led to his conviction is not sustainable. *Randhir Singh, Ex-Constable vs. State of Haryan and others 1991(3) S.L.R. 719*.

19. Dismissal – Misconduct attributed – Whether was of the ‘gravest’ type. The penalty of dismissal from service can be awarded only for ht gravest act of misconduct and the penalty of dismissal from service could not be imposed on the petitioner on the proved facts and circumstances of the case. It was incumbent on respondent No.3 to come to a finding that the misconduct attributed to the petitioner was a gravest act of misconduct. It was also necessary for the punishing authority to take into consideration the length of service of the offender and his claim to pension before he could be awarded the penalty of dismissal from service. The disciplinary authority did not take note of the mandatory provisions of the aforesaid sub-rule before passing the order of dismissal.

The disciplinary authority also did not take into consideration the length of service of the petitioner for his claim to pension before awarding the penalty of dismissal .

On this ground too, the order of dismissal from service cannot sustained. *Bhim Singh vs. State and others, 1991 (3) S.L.R. 721=RSJ 408*

20. Dismissal—Review –Property of dismissal. – As to the effect of the order of the Deputy Inspector-General dated 22nd November 1978, setting aside the earlier dismissal order dated 3rd October 1977, passed by the Senior Superintendent of Police, it may be observed that the same, VIZ., the earlier order dated 3rd October, 1977, passed by the Superintendent of Police was clearly illegal as it had been passed in violation of the provisions of unamended rule 16.2 of the Police Rules because under the unamended Police Rule 16.2, as already observed, the orders of dismissal have to await the decision of the appeal or the revision, but the Senior Superintendent of Police passed the order of dismissal during the pendency of the appeal. It was, therefore, rightly set aside by Duputy Inspector General of Police by his order dated 22nd November, 1978. The impugned order dated 11th June, 1979 has been passed by the competent authority under rule 16.2 as amended, which of the employee concerned. This order cannot be said to be an order of review of the order of the D.I.G., dated 22nd November, 1978, *Satnum Singh, Constable and others vs. State and others, 1987(4)S.L.R 28*

21. Expression “the gravest act of misconduct” Meaning of. – The first contention raised on behalf of the petitioners is that although he was admittedly guilty of misconduct, such misconduct could not be classified as “the gravest act of misconduct” within the meaning of the sub-rule. The contention appears to be well-founded. It is true that generally speaking, it is for the punishing authority to determine the seriousness of the misconduct and to decide upon the suitability of punishment and it is not within the ambit of the powers of this Court to interfere with the direction of that authority. But then there is an important exception to this rule and that is the Court will strike down in order which has been passed want only or arbitrarily (vide *Bhagwat Parsad vs. Inspector General of Police and others, 1967 SLR 807*). In the present case it was incumbent on respondent No. 3, before he could award the punishment of dismissal, to come to a finding that the misconduct attributed to the petitioner was a “gravest act of misconduct”. It is true that in the context in which that expression is used it does not mean an act which is absolutely the worst act of misconduct and means, on the other hand, an act denoting a very high degree of misconduct he posed to a merely grave or a very grave act of misconduct (*Bhagwat Prasad's* case, supra). But then it appears to me that respondent No. 3 when awarding the punishment was not alive to the provisions of the sub-rule otherwise he would not only not have awarded the punishment of dismissal without coming to a finding that the misconduct attributed to the petitioner was to the “gravest” type but would perhaps not have awarded that punishment at all for the reason that the misconduct even though grave was not of the “gravest” type. The lack of a finding about the misconduct being of the requisite type makes the impugned order arbitrarily in nature and, therefore, liable to be quashed.

According to the sub-rule, the punishing authority is duty bound to take into consideration the length of service of the offender and his claim to pension before it can award the penalty of dismissal. The relevant part of the sub-rule is mandatory in character and an order passed in disregard of it cannot be upheld. In the present case the petitioner had to his credit about 27 year, of service on the date when the impugned order was passed and this factor was completely ignored by respondent No. 3 when awarding dismissal. Had the relevant factors been taken into consideration by respondent No. 3 the punishment may well have been much lighter. *Gurdev Singh vs. State of Haryana and others, 1976(2) S.L.R. 442*.

22. Grave misconduct – The punishing authority has clearly stated that the act of the respondent being drunk while on duty in broad day light amounted to an act of gravest misconduct as contemplated by rule 16.2(1) and that the impugned order was passed on this basis. While imposing the punishment, it was taken into consideration that the respondent was posted as State House Officer, incharge of Police Station, Ladwa, and while noticing this fact in the impugned order it was clearly established that the punishing authority was aware of the long service of the delinquent officer. As both the things were present to the mind of the punishing authority and he passed a well-considered and detailed order in seven page, we are of the opinion that it is not a fit case for quashing the same with a direction of reconsideration of the matter. The order of dismissal, in our opinion, is well-based and is within the rule and is neither arbitrary nor wanton. For the reasons recorded above, we hold that the act of a police officer being drunk while on duty would amount to an act of gravest misconduct within the meaning of rule 16.2(1) of the Rules. *State of Haryana and others vs. Gurdev Singh, 1981(3) S.L.R. 130*

23. Gravest acts of misconduct—Meaning of . It cannot be said that a single act of misconduct however grave, can never result in dismissal. What really matters is the enormity of the misconduct. The words “gravest acts of misconduct” are incapable of definition. One has to apply one’s mind to the words and give a meaning to each of them in the light of the actual deed, situation and circumstances. “Misconduct” in order to earn the epithet of gravity has to be gross or flagrant. Consequently the degree of misconduct to justify dismissal has to be higher or more serious. The use of the superlative degree appears to be intended to indicate a supereminence, or a very high degree of misconduct, and not, that the degree should be so high or so low as cannot be outclassed or excelled. It is for the Police Officer who Judge the infraction of the Police Rules to determine the seriousness of the misconduct and to decide upon the suitability of the punishment. It will not be within the powers of the High Court, when petitioned to issue writ of certiorari, mandamus, etc., to interfere with the discretion of the heads of the departments when it has not been exercised want only or arbitrarily. The reasons which induce the punishing authority, if there has been an enquiry consistent with the prescribed rules, are not justiciable; nor is the penalty open to review. *Bhagat Parshad vs. Inspector-General of Police, AIR 1970 Punjab 81 = 1970 P.L.R. (S.N.) 2*.

24. Gravest act of misconduct while not being capable of being put in a strait jacket – In *Bhagwat Parsad's* case the word ‘misconduct’ used in the rule has been analyzed and it has been emphasized that a distinction has to be drawn between ‘misconduct’, ‘simplicities’ and ‘grave misconduct’. It has also been held that the gravest act of misconduct while not being capable of being put in a strait jacket or confined to a definition must, however, relate to an action which is of the utmost gravity and grossly flagrant. It implies a matter of the utmost seriousness. *State of Punjab vs. Parkash Chand, Constable, 1992(1) S.L.R. 174*

25. Gravest misconduct – This Court is of the considered view that even one act of misconduct would be sufficient to attract the applicability of rule 16.2(1) provided the act is gravest. The gravest act, of course, is incapable of any strict definition. The distinction has to be drawn by the punishing authority between misconduct and grave misconduct. Misconduct should not be of an ordinary nature and it has to be of a serious nature. The use of the word ‘gravest’ only means that it has to be of a superlative degree than what a particular act can just be described to be ‘grave’. The gravest act does not mean that the number of acts complained of should be more than one. The use of the word ‘act’ in rule 16.2(1) can be said to include a single gravest act of misconduct. It has to be held order to give effect to the legislative intentment that the word used in plural in rule 16.2(1) would be deemed to include the ‘singular’. If the punishing authority comes to the conclusion that a particular act of the police official was one of the gravest, surely it would not be necessary to wait for the commission of a second act of grave nature by the police official. If such an interpretation is to be taken to the words ‘gravest’ acts of misconduct’, the delinquent police official would commit a heinous crime in order to contend that he does not fall within the mischief of rule 16.2(1). In view thereof a single act of misconduct of gravest nature is good enough for invoking the aid of rule 16.2(1) to award punishment of dismissal. However, a single act or number of acts of misconduct of a police official must prove incorrigibility and complete unfitness for police service. *State of Haryana vs. Lakhani Lal*, 1991(4) S.L.R. 82 = 1991(3) RSJ 530.

26. Meaning of word ‘Acts of Misconduct’ – The contention that there must be plurality of acts of misconduct does not appear to me to be sound as this interpretation can lead to absurd results. Taking an extreme illustration, can it be said, that the framers of the Police Rules contemplated, that if a foot constable were to subject a high police officer to a wanton and serious assault, or were to be guilty of a single act of gross insubordination, the punishment of dismissal could not be imposed, unless such conduct was repeated at least once. The use of the word ‘acts’ does not exclude a single act of misconduct. In order to give effect to the legislative intent, the words in plural number may be construed to include the singular; and the words importing the singular only, may be applied to plurality of acts, things of persons. In order to gauge gravity of misconduct, what matters, is not frequency, as obliquity or delinquency. I cannot persuade myself to accept the argument that a single act of misconduct, howsoever grave, can never result in dismissal. What really matters is the enormity of the misconduct. “Misconduct” is a generic term and means “to conduct amiss; to mismanage; wrong or improper conduct; bad behaviour; unlawful behaviour or conduct”. It includes malfeasance, misdemeanour, delinquency and offence. The term “misconduct” does not necessarily imply corruption or criminal intent. *Bhagwat Parsad vs. Inspector General of Police and others*, 1967 S.L.R. 807.

27. Mere absence from duty for a few days does not amount to an act of gravest misconduct – Achhar Singh respondent joined service of the Police Department at Amritsar on 12th July, 1956, as a Constable. A departmental inquiry was initiated against him on the allegation that on 19th December, 1975, he was found absent from duty at the time of evening roll call and remained absent from duty for seven days without obtaining any leave or prior permission. This act was considered by the authorities as a “gross misconduct” on his part and an inquiry was ordered against him as a result of which he was dismissed from service. This order was challenged in a civil suit but the same was dismissed. In appeal, the learned lower appellate Court reversed the finding of the trial Court and decreed the suit of the plaintiff and after thorough consideration of the evidence on record came to the conclusion that dismissal from service of the plaintiff-respondent on this ground was wholly arbitrary and violative of Rule 16.2 of the Punjab Rules 1934.

After hearing the leaned counsel for the appellant, I am in complete agreement with the conclusion arrived at by the leaned lower appellate Court. The mere absence from duty for a few days does not amount to an act of gravest misconduct the cumulative effect of which may go to prove incorrigibility and complete unfitness of the employee for Police service. Therefore, dismissal from service on such a charge cannot be upheld. Absence from duty *State of Punjab and another vs. Achhar Singh* 1991 (4) S.L.R. 539.

28. Misconduct-Meaning of. “Misconduct” is generic term and means “ to conduct amiss; to mismanage; wrong or improper conduct; had behaviour; unlawful offence. The term “misconduct” does not necessarily imply corruption or criminal intent. *Bhagwat parshad vs. Inspector-General of Police Punjab AIR 1970 Punjab 81*.

29. Nature of Rule 16.2. Operation of amendment Rule 16.2 of the Punjab Police Rules is procedural one which are always retrospective in nature unless expressly made prospective. *Satnam Singh, Constable and other vs. State of Punjab and other 1987 (4) S.L.R. 28*.

30. New Plea- No grouse made before the appellate authority. Not only that, the plaintiff did not file any reply to the show case notice. The Deputy Inspector General of Police while dealing with the appeal specifically observed, “ that the appellant, however did not submit any reply to the show case notice. There no mistigating circumstances in this case to justify any lenient view of the misconduct. “It appears that the plaintiff never made many grouse on this score before the authorities concerned and that being so he cannot be allowed to agitate this point in the suit. *State of Punjab and others vs. Ex-Constable no. 500 Buir Singh 1987 (5) S.L.R. 175*.

31. Non-observation of the provisions of Rule 16.2 (1) of the Rules. The order of dismissal from service passed in this case is clearly appealed tot he mandatory provisions of Rule 16.2 of the Punjab Police Rules. Lately, it is difficult to appreciate when the Inspector Sham Nath has been ordered to be reinstated after the judgment of the District Judge dated 26.8.1986 (Annexure P.2) and the order of the High Court dated 16.1.1987 (Annexure P.3) wthey the petitioner who stands in the same position should be dismissed from service. This shows that the order passed in this case is clearly discriminatory and violative of Article 14 of the Constitution of India. Moreover, the appellate authority did not afford any personal hearing to the petitioner before dismissing the appeal. It has been authoritatively laid down by the Supreme Court that in a case where pre-decisional inquiry is not held, as contemplated under Article 311(2) of the Constitution of India, it is obligatory on the appellate authority to give personal hearing to the officer concerned. *Darshan Singh vs. State of Punjab and another, 1991 (4) S.L.R. 102=1992 (3) RSJ 512*.

32. Order of dismissal based upon the conviction. Order of the dismissal was based upon the conviction of the petitioner. Placing reliance upon the provision of the unattended sub-rule (2) of Rule 16.2 of Punjab Police Rules , 1934, the authorities concerned considered that the petitioner had become disqualified for being retained in service because of his having suffered the conviction mentioned in the impugned order. In that view of the matter it is not possible to hold that in terms of the unattended rule 16.2 of Punjab Police Rules, 1934, the order of dismissal would not be against the provisions of Section 12 of Probation of Offenders Act, 1958. Order of dismissal did not show that it was based merely on the conviction and that the competent authority had ever by itself considered the nature and gravity of the offence and had recorded its own conclusion that the retention of the petition in service was prima facie undesirable. In view of the clear language of the impugned order of dismissal the competent authority could not place reliance on the amended sub-rule (2) of Rule 16.2 Punjab Police Rules 1934. *Shri Iqbal Sindh, E Head Constable Police vs. Inspector General of Police, Delhi and others, (1971 (2) S.L.R. 257*

33. Order of dismissal not indicating that the punishing authority was alive to the length of service of the petitioner. The punishing authority was not alive to the fact regarding length of service, previous service record and the conditions in which the incident of firing had taken place. The part played by the delinquent was also not taken in to consideration. Even assuming the act to be the gravest act of misconduct, the second part of the rule, has not been complied with, as the complete unfitness for police service, the length of service, incorrigibility and claim to pension had not been considered. In the order also there is no indication that the punishing authority was alive to the above-said elements of the rule. Apparently, there is a complete violation of rule 16.2 of the Police rules. The counsel for the appellant has not been complied with. The Division Bench judgment cited by him has no parallel on the facts of the present case and the said judgment was on it own facts which are not pari materia with the facts of the present case. *Punjab state and another vs. Balwant Singh Ex-Constable, 1989(4) S.L.R 105*.

34. Order of removal not disclosing that officer were conscious of the existence of Rule 16.2. Order of the Superintendent of Police and the Inspector General of Police, Annexure P.6 and P.10 respectively do not disclose that those officers were even conscious of the existence of this Rule. These orders are completely silent so far as this aspect of the matter is concerned. The Deputy Inspector-General has, however, made this mention in this impugned order Annexure P.8 the present single act of the appellant is of gravest nature and his case is no way deserve leniency. This observation has been made by the Deputy Inspector general in the context of the service record of the petitioner on the basis of which it was pointed out to him that the petitioner had by that time rendered nine year’s unblemished service and had done commendable work during the Ido-Pal War of 1971. But even this observation or the consideration by the Deputy Inspector General of Police fails far short of the requirements of sub-rule (1) of Rule 16.2 *ibid*. it has now here been recorded by any of the authorities concerned that the petitioner was guilty of such ‘ gravest’ acts of misconduct, the cumulative effect which can go to prove incorrigibility and complete unfitness for police service. *Ram Partap Constable vs. State of Haryana and others, 1989 (4) S.L.R 50= 1989 (2) RSK 566*

35. Period of absence of the petitioner after he was suspended. Absence of 174 days could not be a ground for dismissal of the petitioner. The period prior to his suspension was hardly about 46 days. It is not for this Court to adjudicate as to whether on proof of the allegation of absence of 46 days. *Munshi Ram vs. State of Haryana 1991(2) RSJ 345.*
36. Petitioner along with other Constable who participated in the drinking and firing dismissed. After going through the enquiry file exhibit P. 3, it can be safely concluded that there is nothing on the record to show that the punishing authority was alive to the mandatory requirements of the rules or the fact regarding his length of service was considered. The service record was not on the enquiry file. The punishing authority was not alive to the situation or the circumstance in which the firing had taken place. He further contends that the State has in the case of a co-delinquent officer accepted the civil Court's verdict holding the impugned order bad and has reinstated him. The State cannot be permitted to deal with the persons accused of the same laps in the same incident differently, in particular when the facts attributed to the other delinquent are of more serious nature. He further contends that since the order of dismissal has been passed in violation of the mandatory provisions of law, that is rule 16.2 of the Punjab Police Rules, it is void order and need not be got set aside as there is no requirement of law to get a void order set aside. *Punjab State and another vs. Balwant Singh, Ex-Constable, 1989 (4) S.L.R. 105.*
37. Punishing Authority not recorded any finding that the act of the respondent amounts to the gravest act of misconduct. It is essential for the Punishing Authority to apply its mind and to record a specific finding as to whether the conduct of the delinquent official which has been complained of is of such grave nature that it must lead inflexibly to his dismissal. As already indicated above, reliance has also been placed by the respondent on Gurdev Singh's case, in which the respective scope of rules 16.2 and 16.24 (1) were discussed. It was held by the learned single Judge that it was incumbent upon the Punishing Authority to record a finding that the misconduct attributed to the delinquent official was the gravest act of misconduct and in the absence of such a finding the order could not be sustained. *State of Punjab vs. Parkash Chand, Constable 1992 (1) S.L.R. 174.*
38. Punishment imposed wholly disproportionate to misconduct and not warranting dismissal from service. The punishment for the misconduct with ASI Ganapat Ram that he can do what ever he likes, cannot be constructed as a gravest act misconduct deserving dismissal from service. The Dy. Inspector General of Police has come to conclusion that the charge was of misbehaving in rude and insubordinate manner and that had been established against the appellant. As we have extracted the allegation of charge and summary of allegations, it nowhere state that he behaved in a rude and insubordinate manner. The police is a disciplined force and the gravest act of misconduct can be a justification for an order of dismissal. The appellant was shabbily dressed and his hair were not cut. The ASI asked the appellant the reasons for not being properly dressed and why he did not get his hair cut. The appellant did tell the ASI that "Cutting Karai To Hai" and Meri Bhi Vesi Hai Jaisi Auron Ki Hai". This misbehavior does not warrant an order of dismissal from service. We are satisfied that the punishment imposed is so wholly disproportionate to the misconduct that it pricks our conscience. *Kem Chand Constable vs. Union of India and others 1989 (5) S.L.R. 503= 1989 (2) RSK 179.*
39. Punishment of dismissal can only be awarded on the ground of gravest act of misconduct. The dismissal order could be passed only if the act attributed was the gravest act of misconduct or the cumulative effect of continued misconduct proved incorrigibility and complete unfitness of police service. *Punjab State vs. Singh, Ex-Head Constable 1988(7) S.L.R. 493*
40. Punishment of dismissal to be imposed only in cases of grave misconduct. If Rule 16.2 (1) of the Punjab Police Rules and Rule 8 read with Rule 10 of the Delhi Police Punishment and Appeal Rules 1980 are compared it may be seen that there is no inconsistency between them. In fact, both the provisions state that the misconduct must be very 'grave' and continued, indicating incorrigibility and complete unfitness for Police service. It is thus seen that while awarding the sentence the Disciplinary Authority must applet mind closely to the nature of the misconduct, it must be very grave. It cannot be said that the temporary misappropriation of a utensil from a mess is such a grave misconduct. But what is more important is that neither the Disciplinary Authority nor the Applied their mind to the requirement of the statutory provisions before awarding the sentence of dismissal. It was incumbent on the said Authorities to look to the past record of the petitioner and to find out whether there is any history of "Continued misconduct" Neither the order of the Disciplinary Authority nor the order of the Appellate Authority disclose any past record of the petitioner. The requirement of the statutory provision is that it may be shown that the delinquent is incorrigible. A history of past record showing the proceedings or warnings to the petitioner would have thrown light on this aspect of the misbehavior but the orders are silent. So also the rules require that a delinquent must be found to be complete unfit for working in the police force. This is in contradistinction to the unfitness to work in a particular rank. The Disciplinary Authority and the Appellate Authority have not looked at this aspect of misconduct also. Considering the nature of the misconduct and the statutory requirements I hold that the discretion has not been properly exercised by the Disciplinary Authority and the Appellate Authority and the punishment of dismissal is awarded in breach of the said statutory requirements. The punishment is too severe as compared to the misconduct. *Sukbir Singh vs. the Deputy Commissioner of police, New Delhi and others, 1984 (2) S.L.R. 149.*
41. Punishment not necessary for the punishing authority to specifically mention in the impugned order. We also agree with the learned counsel for the State that it is not necessary for the punishing authority to specifically mention in the impugned, order about the length of service put in by a delinquent officer which was already a part of the record and was well-known. The learned Single Judge had set aside the impugned order of punishment taking this as the second ground. Accordingly, we set the reasoning of the learned Single Judge in this regard. This in view of the said judgment in the Letter Patent Appeal, the appeal is liable to be accepted. *State of Punjab and others vs. Ex-Constable No. 500 Bur Singh, 1987 (5) S.L.R. 175.*
42. Punishment whether proportionate to allegations. As regards that protection of rule 16.2 (I) claimed by the petitioner the rule reads as follows, 16.2 (I) 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 to the length of service of the offender and his claim to pension. Form the impugned order dated 24.2.79, it is clear that the petitioner under the influence of liquor demanded more liquor from private person within his jurisdiction and demanded English liquor on the pretext of given the same to the S.P. and DSP to get some transfer order cancelled. He also demanded money from the same person and threatened him with knife when he expressed his inability to pay that amount. Then the petitioner is alleged to have taken Rs. 50 from another person and beat a third person. A number of people collected and caught him and handed him over to the police. Thus, the alleged conduct of the petitioner comprised being under the influence of liquor in public place demanding money and liquor from another person, falsely implicating higher officers on his illegal acts, inflicting injuries on another person and unruly behaviour in presence of members of public. We feel that the order of dismissal cannot be said to be disproportionately harsh as compared to the reprehensible conduct of the petitioner.

As regards violation of the provisions of Rule 16.3 and 16.38 we find that rule 16.3 regarding removal from promotion list is not relevant to the case. As regards 16.38 we agree with the respondents that giving information to the District Magistrate as prescribed in this rule is mandatory when any complaint is received by the S.P. indicating commission by a police officer to a criminal offence in connection with the official relations with the public. Since in this case the petitioner was not discharging his duties vis-à-vis persons from whom he demand liquor and money but acting in his individual capacity, provisions of rule 16.38 are not attracted. *Mehak Singh Union of India etc., 1987(2) S.L.R. 357*

43. Revision. An application for mercy is competent only in case where the order is passed by the Inspector General himself and in such a case no revision lies to him. *Inspector General of Police vs. Balbir Singh, 1937 Cur. LJ 376*
44. Rule talks of gravest acts of misconduct. It was held that the said part of the sub-rule was mandatory in character and the order passed in disregard of it could not be upheld. The same view was taken in an unreported short decision in Civil Writ Petition No. 3037 of 1977 by a division Bench consisting of A.D. Koshal and R.N. Mittal, JJ (as their Lordships then were). It was held that it was incumbent on the Appointing Authority to take into consideration the provisions of Rule 16.2 before awarding the penalty of dismissal from service and same having not been considered by the Authorities, the order of dismissal was quashed, by order dated 16.11.1977. The same view has been followed in two decisions in *Rattan Lal, Ex-Constable vs. The State of Haryana and others, 1983(2) SLR 645.* I have gone through the order of dismissal passed by the Superintendent of Police as well as the orders passed by the Deputy Inspector-General of Police in appeal and revision respectively. The Superintendent of Police in his order held that the respondent was on an important duty as Guman with the Deputy Commissioner and the misconduct proved against him amounted to serious infraction of discipline while being a Member of the Disciplined Force. There is nothing in the order to even remotely suggest that the Punishing Authority was alive to the provisions of rule 16.2, either with regard to the gravity of the misconduct or the delinquent being habitual in indulging in gravest

type of misconduct or that he had put in, as I am informed at the Bar about 17 years of service, and would qualify for pension after putting another three- four year's service. The order passed by the Deputy Inspector General of Police in appeal also fails to show that he had in mind the provision of the above rule while disposing of the appeal. In the order of the Inspector-General of Police, all that was that the misconduct on the part of the alleged delinquent was "very grave" and that he was rightly dismissed from service. Again, there was nothing to show in the order that provision of the above rule were kept in view. As the provision of rule 16.2 have been held to be mandatory, failure of the authorities to take due notice of the same and passed and appropriate order is sufficient to vitiate the order. *State of Punjab and another vs. Ram Singh, 1989(3) S.L.R. 629=1992(3) R.S.I 508.*

45. Suitability of punishment awarded by the head of department. A constable had conducted an unauthorised check on Ambala Jagadhri Road along-with another constable by posing as traffic police official and during that checking illegally obtained money from certain truck drivers. Lateron, a departmental enquiry was started and an order of dismissal was passed by the competent authority which was challenged in the writ petition in this Court. While upholding the order of dismissal, it was held that it is for the police officers to judge the infraction of the Police Rules to determine the seriousness of the misconduct and to decide about the suitability of the punishment and that it is not within the ambit of the extraordinary jurisdiction of this Court to interfere with the discretion of the head of the department unless it is shown that the discretion has been exercised wantonly or arbitrarily. *State of Haryana and others vs. Gurdev Singh, 1981(3) S.L.R. 130.*
46. Term 'Misconduct' does not necessarily imply corruption or criminal intent. As we read Section 7 and Rule 16.2, dismissal can be awarded only for the gravest acts of misconduct. We will assume that the charge as laid in summary of allegations is clearly established. The appellant was shabbily dressed and had not got his hair cut while posted at Guard duty at RTC Mehrauli. He was checked by ASI Ganpat Ram when he misbehaved with ASI Ganpat Ram and told him to do whatever he likes. The averment on the record before the Enquiry Officer of the appellant is that he told the ASI that "Cutting Karai to Hai" and as regards the shabby dress he said that "Meri Bhi Waisi Hai Jaisi Auron Ki Hai". This is certainly an act of misbehaviour as also telling the ASI to do whatever he likes. But the misconduct has to be construed for the purposes of punishment within the meaning of Section 7 and Rule 16.2. "Misconduct" is generic term and means "to conduct amiss; to mismanage; wrong or improper conduct; bad behaviour; unlawful behaviour or conduct". It includes malfeasance, misdemeanour, delinquency and offence. The term 'misconduct' does not necessarily imply corruption or criminal intent. *Khem Chand Constable vs Union of India and others, 1989(5) S.L.R. 503=1089(2) RSI 179.*
47. Termination – Whether incumbent upon the authority before awarding the punishment to take into consideration the length of service and claim to pension of the delinquent employees. In support of his contention the learned counsel relied upon *State of Orissa and others vs. Bidyabhusan Mohapatra*, AIR 1963 SC 779 and *Baldev Singh vs. State of Punjab and others, 1985(3) SLR 657 (Pb. & Hry.)*. *Bidyabhusan Mohapatra's* case (supra) has been cited for the proposition that once an authority prima facie comes to a conclusion on the basis of enquiry that person is guilty of the charges leveled, then it is not within the ambit of the Court to find fault with punishment awarded by the authority concerned. The lower appellate Court for its view that it was incumbent upon the authority before awarding the punishment to take into consideration the length of service and claim to pension of the plaintiff relied upon the judgment reported as *Gurdev Singh vs. The State of Haryana and others, 1976(2) SLR 442*. The learned counsel for the appellant has contended that in view taken in *Gurdev Singh's* case (supra) has been reversed by the Division Bench in *Baldev Singh's* case (supra) and in this view of the matter prayed that the impugned judgment is liable to be set aside. *State of Haryana vs. Tek Singh 1992(4) S.L.R. 213=1992(2) RSI 682.*

16.3. Action following on a judicial acquittal.—(1) When a Police Officer has been tried and acquitted by a criminal court he shall 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 the Deputy Inspector-General of Police, and a police officer against whom such action is admissible shall not be deemed to have been honourably acquitted for the purpose of rule 7.3 of the Civil Services Rules (Punjab), Volume I Part I.

SYNOPSIS

1. *Acquittal by Criminal Court*
2. *Acquittal of Police Officer by Criminal Court on technical ground.*
3. *Departmental Inquiry*
4. *Enquiry officer not to sit-in-judgment over the decision of the criminal Court.*
5. *Double jeopardy-Acquittal by a criminal court.*
6. *Double Jeopardy-Acquittal in criminal case.*
7. *Double jeopardy-Departmental enquiry*
8. *Found drunk while on duty-Dismissed after departmental enquiry.*
9. *Judgment of criminal Court.*

COMMENTS

1. Acquitted by the Criminal Court. A police officer who is acquitted in a criminal court cannot be tried departmentally on the same charge or on a different charge upon the evidence cited in the criminal case, whether actually led or not. *Amin Lal vs. The state of Punjab 1965 Cur. L.J. 509=1967 P.L.R. (S.N) 89.*

Survey of judicial opinion seems to point to a preponderating preference for the middle view which is that when there is a substantial acquittal of the accused on the criminal charge there should not be a departmental proceeding against him in respect of the same charge on the same facts unless there are present conditions like the acquittal being on a technical ground or establishing conduct which would make it unworthy of the said officer to continue in office etc. Some of these ideas find concrete expression in P.P.R. 16.3 . *Shri Kundan Lal vs. The Delhi Administration, Delhi and others, 1976(1) S.L.R. 133*

2. Acquittal of Police Officer by Criminal Court on technical ground. It was, thus a case where the criminal charge failed on a technical ground that is, the absence of the complainant on the date of the hearing and not because the charge had been enquired into but had not been substantiated. The fact, that another trial court not be held in a criminal Court against the petitioner on the same charge because of his acquittal under Section 247 of the Code of Criminal Procedure, will

not bar the departmental proceeding being taken against him in respect of the same charge and on the same evidence. I am, therefore, of the opinion that Superintendent of Police rightly decided to hold departmental proceedings against the petitioner and obtained the sanction of the Deputy Inspector General of Police for holding the same. The proceedings with regard to obtaining the sanction of the District Magistrate under rule 16.38(1) and (2) were unnecessary and can be treated as useless surplus ages. The Inquiry Officer could be appointed by the Superintendent of Police after the sanction of the Deputy Inspector General of Police had been obtained and the mere fact that the Superintendent of Police also obtained the sanction of the District Magistrate did not, in my opinion vitiate the appointment of the Inquiry Officer by him and the enquiry held by that enquiry Officer. The petitioner has not challenged the proceedings of the enquiry before the Inquiry Officer. Shri Prem Kumar, in the writ petition and for this reason no fault can be found with the show cause notice issued to the petitioner by the Superintendent of Police on October 19, 1965. *Surdev Singh, Sub Inspector of Police vs. State of Punjab through the Inspector of Police, Punjab and another*, 1970 S.L.R 886.

3. Departmental Inquiry. Fact forming basis of departmental inquiry found not unconnected with charge in criminal case. 1965 Cur. LJ 509

4. Double jeopardy.. Acquittal by a criminal court. Of course, if the above said rule is applicable to the present case, then it may be argued that the same having not been complied with, the enquiry was vitiated and the subsequent orders based thereon are also vitiated, but in the present case, the lower appellate Court found that the charge, of which the plaintiff was found guilty, did not relate to a matter which has any relation with the public. It did have a relation with his exercising proper and efficient supervision and control over the Accounts Branch of which he was the head, in which he had failed. This charge can hardly be termed to be an offence in connection with his official relations with the public. Thus, the plaintiff was not entitled to invoke the said provisions of the Rules. *Ram Rakha Joshi (Retd.) A.S.I. Punjab Police vs. State of Punjab*, 1984(1) S.L.R. 404

5. Double Jeopardy – Acquitted in criminal case. The only exception left is the one enumerated at clause (b), that is, “in the opinion of the Superintendent of Police, the prosecution witnesses have been won over”. A close scrutiny of the judgment of the criminal Court would show that the accused persons were acquitted not because the prosecution witnesses were won over but because there were fundamental infirmities in the prosecution case which had damaged its veracity. The only witness alleged to have been won over was one Banta Singh (P.W.) of which the Criminal Court did not even take any notice. Thus, the initiation of a departmental inquiry by invoking the provisions of Rule 16-3 *ibid*, after Constable Mohinder Pal had been acquitted by a criminal Court, was wholly without jurisdiction and contrary to the provisions of the Punjab Police Rules, 1934. Otherwise also there is hardly any material in support of the charge against the petitioner in the departmental inquiry on the basis whereof the charge could be sustained justifying his dismissal from service. *Mohinder pal vs. State of Punjab and others*, 1987(1) S.L.R. 266

6. Double Jeopardy – Departmental enquiry. The order initiating the inquiry as also the show cause notice clearly indicate that the petitioner is being proceeded against exactly on the same charge which were contained in the F.I.R. and he was discharged. The relevant rule which admittedly is applicable in Delhi is rule 16-3 of the Punjab Police Rules. This rule has been interpreted by this Court in various authorities but, in my opinion, it is necessary to refer to any of the judgment in view of the clear writing of rule itself. However, I would refer to only *Kundal Lal vs. Delhi Administration*.

The learned counsel for the respondent contends that under rule 16-3(1)(d), the department could proceed with the departmental inquiry and in this case they were acting under the said sub-rule. A mere reading of the order and the show cause reproduced above, would show that this argument is untenable and cannot be accepted. The department is not proceeding on the facts unconnected with the charge before the Court which justified the departmental proceedings on a different charge but is proceeding exactly on the same charges which were subject matter of the trial before the competent Criminal Court. *Shri Sahib Ram vs. Delhi Administration and others*, 1984(2) S.L.R. 133

7. Enquiry officer not to sit-in judgment over the decision of the criminal Court. Where the acquittal is substantially on merits, on identical facts and charges, it will not be proper for a disciplinary Tribunal to record a finding of guilt, and to punish, the employee thereon. This would be a basic principle of jurisprudence and it would make no difference that the departmental authority acts before the criminal proceedings or after it and the Court, in exercise of the jurisdiction under Article 226 of the Constitution, would be justified in striking down the action based on such finding, as not in consonance with the principles of natural justice.

Examining the findings of the Enquiry Officer we find that he had examined the very persons, who were examined in the criminal case and on the same material and the circumstances, the Enquiry Officer came to a contrary conclusion. He purported to examine the evidence adduced before him as if he was deciding a Sessions case. Evidently, the Enquiry Officer would have no power to sit as an appellate Court of the Additional Sessions Judge. It is, therefore, clear that the petitioner's acquittal was not on any technical grounds, nor was it on the basis that he was given the benefit of doubt. In fact, the prosecution had miserably failed to prove its case, either by direct or by circumstantial evidence. As such, the acquittal was on account of the prosecution failure to bring home guilt to the accused without establishing any incriminating circumstances, although inconclusive.

The next question will be whether the judgment of acquittal itself indicate that the petitioner's retention in Police Service could be undesirable. In our opinion the judgment does not give any indication of such type. In the criminal Court, the prosecution had not only failed to establish any incriminating circumstances, either by direct evidence or by circumstantial evidence, but also had failed to establish any motive, whatsoever. In view of these facts, the Enquiry Officer could not purport to function as a Court of law and re-examine the very material, which had been put up before the Sessions Judge. The attempt of the Enquiry Officer was to function as an appellate Court of the Additional Sessions Judge and to come to a contrary conclusion upon the same material, which had been adduced in the Sessions Court. This, evidently the Enquiry Officer could not have done on the principles laid down by their Lordships of the Supreme Court in *State of M.P. vs. Qumrali Wehidali. Harinarian Dubey vs. sate of Madhya Pradesh and others*, 1976(1) S.L.R. 585

8. Found drunk while on duty –Dismissed after departmental enquiry. The plea raised by the petitioner is that a single act of having been found under the influence of liquor while on duty would not amount to a very grave act or misconduct which would render him incorrigible and complete unfitness for police service. In support of his contention the learned counsel for the petitioner had cited an unreported judgment in *Dharampal vs. The State of Haryana and others*, CWP No.4680 of 1987 decided by Amarjeet Chaudhary, J. on 10.3.1989 and *Phool Singh vs. State of Haryana and other*, 1989(6) SLR 138 decided by *Jai Singh Sekhon, J.*

So far as the judgment of *Jai Singh Sekhon, J.* in *Phool Singh's* case (*supra*) is concerned, the same is distinguishable as that was a case of constable who was under suspension and absented himself from duty and under the circumstances it was held that absence from duty of a police official who was under suspension would not amount to a grave act of misconduct which would entail the punishment of dismissal. So far as the judgment in *Dharampal's* case (*supra*) is concerned, of course, that does not help the petitioner. In this case *Amarjeet Chaudhary, J.* has held that the punishment of dismissal awarded in that case to the petitioner who was found under the influence of liquor while on duty was not proportionate to the charges levelled against him.

It has been further held that this court would not interfere regarding suitability of the punishment awarded by the head of department unless it is shown that the discretion has been exercised wantonly or arbitrarily. I am bound to follow the judgment of the Division Bench, referred to above, in preference to the judgment of *Amarjeet Chaudhary, J.* I find that conduct of the petitioner was such which amounted to an act of gravest misconduct within the meaning of rule 16.2(1) and which merited the punishment of dismissal from service. The petitioner being a constable who belongs to a disciplined force had to act with some sense of responsibility. Thus, I find no force in the contention raised by the petitioner. *Joginder Singh, ExO Constable vs. State of Haryana and others*, 1990(5) S.L.R. 515 = (1950-1988) 1 RSI 12

9. Judgment of criminal court. Did not suggest acquittal on technical ground or suspicion resting upon Police Officer. 1965 Cur. LJ 509

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 phase-scale); (b) from the selection grade of a rank to the time-scale of the same rank; (c) 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.

SYNOPSIS

1. Word 'rank'—Meaning of.

COMMENTS

1. Word 'rank'—Meaning of. No doubt some of the dictionary meanings of the word tend to support the stand urged on the side of the petitioner, but in view of the meaning given to this word by their Lordships of the Supreme Court in the *High Court, Calcutta vs. Amal Kumar Roy*, A.I.R. 1962 S.C. 1704, the ordinary meanings of that word cannot be taken and the meanings of the word that have to be applied are those given by their Lordships in the judgment of that case. In that case a Munsif in the West Bengal Civil Service (Judicial) having been passed over for promotion to the post of a Subordinate Judge, when he came to be promoted to that post, he stood eight places below as compared to the place where he would have been had he been promoted in his own turn at the proper time. It was urged that his lowering of seniority by eight places in this matter was reduction in rank. Their Lordships observed :- @INDENT2 = "In our opinion, there is no substance in this contention because losing places in the same cadre, namely, of subordinate Judges does not amount to reduction in rank, within the meaning of Article 311(2). The plaintiff sought to argue that 'rank', in accordance with dictionary meaning, signifies 'relative position or status or places', according to Oxford English Dictionary. The word 'rank' can be and has been used in different senses in different contexts. The expression 'rank' in Article 311(2) has reference to a person's classification and not his particular place in the same cadre in the hierarchy of the service to which he belongs. Hence, in the context of the Judicial Service of West Bengal, 'reduction in rank' would imply that a person who is already holding the post of a Subordinate Judge has been reduced to the position of a Munsif, the rank of a Subordinate Judge being higher than that of a Munsif. But Subordinate Judges in the same cadre hold the same rank, though they have to be listed in order of seniority in the Civil List. Therefore, losing some places in the seniority list is not tantamount to reduction in rank".

This was again approved by their Lordships in the *Divisional Personnel Officer, Southern Railway, Mysore vs. S. Raghavendrachar*, A.I.R. 1966 S.C. 1529. So, it is the meaning of the word 'rank' as given by their Lordships in sub-article (2) of Article 311 that negates the case of the present petitioner in spite of his losing two places in seniority and also losing two steps in his time-scale by the forfeiture of two years of his pay permanently. The reason is that he remains still Head Constable and in the rank of Head Constables. By the lowering of his seniority or by the lowering of his pay by two steps in the time-scale he does not cease to remain in the rank of Head Constables. He is still there very much in that rank, and merely because he has lost seniority or has been lowered by two steps in the time-scale of his pay, which slightly lowers his in his own rank and it is reduction in so far as it affects his seniority under sub-rule (1) of rule 16-4, it is not reduction in rank as that expression is used in sub-article (2) of Article 311 of the Constitution, inasmuch as it does not lower the rank of the petitioner. *Ranjit Singh, Head Constable vs. Commandant P.A.P. Jullundur Cantt. And others, 1967 S.L.R. 543*

16-5. Stoppage of increments. [For Punjab -- 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.

(Sub-Rules 2 and 2 for Punjab)

(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 authorized 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 endeavor to check neglect and misconduct in their subordinates, which appear to be due to ignorance or inattention and not to will full 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.

SYNOPSIS

1. Natural justice—Enquiry.

COMMENTS

1. Natural justice—Enquiry. The rule of natural justice and fairness to the official are two paramount considerations. It is instructive in this context to refer to the decision of the House of Lords in *Ridge vs. Baldwin*, (1963 ALL ER 66), where the Watch Committee summarily dismissed a Chief Constable on the basis of his being severely criticized by the trial Judge while acquiring him. There was no doubt a departmental enquiry in this case but, the enquiry as explained above, did not give a sufficient opportunity as required by the rule for the petitioner to defend himself adequately. The said proceedings are, therefore, quashed. *Hem Raj, A.S.I. Police vs. The Delhi Administration and ors.*, 1973(1) S.L.R. 349

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 16.10 (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.

(4) 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 canceling 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 5th January to each year, a statement in Form 16.16, showing all punishments inflicted in consequence of corruption. Deputy Inspectors-General and the Assistant Inspector General, Government Railway Police, 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 inquiry, 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 interest, or to the investigation in to those accusations. Unnecessary suspensions should be avoided, as they increase the number of non-effective and also, unless the officer suspended is acquitted involve under Fundamental Rule 43 the additional penalty, over and above the punishment awarded of his 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 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.

SYNOPSIS

1. Training-Refusal to depute to B-1 Lower School Course.

COMMENTS

1. Training-Refusal to depute B-1 Lower School Course. I am of the considered view that the respondents are justified in not deputing the petitioner to the Lower School Course so long as she remains under suspension because of the pending criminal case against her. At the same time, I feel that the petitioner cannot be robbed of the meritorious position attained by her in the written and parade test and the eligibility for undergoing the Lower School Course gained by her. In the circumstances, therefore, the appropriate direction which ought to be issued is that as and when and in case the petitioner is acquitted of the criminal charges against her and is consequently reinstated in service, she shall be deputed to the ensuing Lower School Course at the Police Training School, Madhuban, Immediately after the date of her acquittal and reinstatement. *Krishna Devi, Lady Constable vs. State of Haryana and others, 1988 (3) S.L.R. 384.*

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 Inspectors-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

SYNOPSIS

1. Departmental enquiry-Found guilty of one of the charges.

COMMENTS

1. Departmental enquiry—Found guilty of one of the charges. Rule 16.3 of the Rules inter alia provides that if a Police Officer has been tried and acquitted by a criminal court, he shall not be punished departmental on the same charge or on 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 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 disclose 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. Thus it could not be successfully argued that after having been acquitted by the criminal Court, the plaintiff could not be proceeded against departmentally under any circumstances. *Ram Rakha Joshi (Retd.) A.S.I. Punjab Police vs. State of Punjab, 1984 (1) S.L.R. 404.*

16.21. Status and treatment of offices 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 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 mount 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".

SYNOPSIS

1. Absence from duty for 18 days while under suspension.

COMMENTS

1. Absence from duty for 18 days while under suspension. The perusal of Rule 16.21 (2) of the Punjab Police Rules, 1934, reveals that during the suspension period of a police officer, he cannot be assigned responsible duties like guard duty or any other duty entailing the exercise of the power or functions of a Police Officer or duty involving the exercise of responsibility, but during suspension he shall ordinarily be confined to lines and he shall deposit his belt and ammunition etc.

The working of the mind of a suspended police officer on account of the registration of a criminal case just after his release by the Court on bail, in such criminal case can be well imagined. Certainly he will feel confused and shaken, especially when he is convinced of his innocence. This conclusion is further fortified as according to the written statement filed by the respondent State, the above referred criminal case consequently, ended in his acquittal although the Court has given

him the benefit of doubt. Just the laps on the part of the petitioner is not attending the police line during the spell 18 days cannot be said to be that grave as that of a regular police officer and thus would not tensile the extreme penalty of terminating his service. *Phool Singh vs. State of Haryana or 1989 (6) S.L.R. 138.*

16.22. Record in departmental cases—(1) In all departmental cases in which the alleged offence is such as to major 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 witness, 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 concern 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 his number shall be made in the remarks column of the Long Roll.

SYNOPSIS

1. Discretion left to the enquiry officer to record the evidence in vernacular if he so decide.
2. Final authority on question of fact.
3. Services of an Advocate.

COMMENTS

1. Discretion left to the enquiry officer to record the evidence in vernacular if he so decides. Petitioner also contends that the evidence should have been recorded during the enquiry proceedings in vernacular and not in English. In this connection he relies on Punjab Police Rule 16.22(2) This lays down that “ 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. “ This rule shows that a discretion is left to the enquiry officer to record the evidence in vernacular if he so decides. It is not imperative for him to record the evidence in vernacular only. More over, over, I find that this point was not taken up by the petitioner either before, the enquiry officer or before the disciplinary authority or in appeal. This contention has, therefore, to be rejected. *Ajit Singh, Constable vs. Kirpal Singh, D.I.G. Police Delhi and others, 1972 S.L.R. 768.*
2. Final authority on question of fact. Petitioner’s contention that the bare statement of Uma Shankar, Sub-Inspector that he saw the petitioner attending the mass rally in question should not have been accepted in view of the evidence produced by the petitioner, is misconceived. Whether the petitioner did attend the rally or not in a question of fact and it cannot be said that the findings given by the enquiry officer is without evidence. It is for him to believe a particular witness and disbelieve the other. He is the final authority on question of fact as long as the decision can be shown to be based on evidence. *Ajit Singh, Constable vs. Kirpal Singh D.I.G. Police, Delhi and others, 1972 S.L.R. 786.*
3. Service of an Advocate, Petitioner’s contention that he was denied the service of an Advocate during the proceedings before the enquiry officer is without substance. In his writ petition he has only mentioned this fact indirectly to show that the enquiry officer was biased and prejudiced against a him and “ the petitioner was not even entitled to avail of the assistance of some advocate”. There is nothing to show whether the petitioner did request for such assistance. Even in the petition he has not disclosed when and how such assistance was asked for and refused. Again, no grievance was made at any stage of the proceedings right to the appellate stage about this aspect. *Ajit Singh, Constable vs. Kirpal Singh D.I.G. Police.*

16.22. 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, to gather 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 allegation in the record constitute a prima facie case for inquiry, 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 statements 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 a 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 conducting 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 shall be bound to answer any questions which the inquiring 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 recommended 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 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.

Clause (ix) Omitted by Haryana Vide No. G.S.R. 31 dated 21.3.1985

(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 or 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 record, 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) 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 led against him and shall be permitted to take notes thereof. He shall also be furnished with a copy of the summary of misconduct and of the charge or charges framed.

(For Haryana)

(3) Notwithstanding anything contained in these rules, where an officer, empowered to dismiss, remove or reduce in rank the police officer accused of misconduct, is satisfied at any stage during an enquiry that for reasons, to be recorded in writing by that officer, it is not reasonably practicable to hold the enquiry after that stage, he will straight-away awarded the punishment.

Explanation.- For the purposes of sub-rule(3), initiation of disciplinary proceedings against the police officer on the grounds of,---

- (i) indulging in spying or smuggling activities;
- (ii) disrupting the means of transport or of communication;
- (iii) damaging public property;

- (iv) creating indiscipline amongst fellow policemen;
 - (v) promoting feelings of enmity or hatred between different classes of citizens of India or grounds of religion, race, caste, community or language;
 - (vi) going on strike or mass casual leave or resorting to mass abstentions;
 - (vii) spreading disaffection against the Government; and
 - (viii) causing riots and the like;
- shall be a sufficient reason for concluding that it is not reasonably practicable to hold the enquiry.”

SYNOPSIS

1. Admission regarding guilt and pleading guilty.
2. Constable molesting lady constable.
3. Cross-Examination—Departmental Enquiry.
4. Departmental enquiry dispensed with after recording reasons and application of mind.
5. Departmental Enquiry—Right to cross-examination.
6. Dismissal from service after departmental enquiry.
7. Dismissal on the charge of assaulting a girl.
8. Dismissal—Refusal to perform the duty.
9. Dispensing with enquiry.
10. District Magistrate to pass a speaking order.
11. Enquiry Officer exonerated the petitioner by holding that he was not negligent in the performance of his duties.
12. Enquiry—Police officer challaned the accused.
13. Nature and degree of misconduct.
14. No reasonable opportunity given to cross-examine the witnesses produced by the department.
15. Non-supply of statement of witnesses cannot be said to have vitiated the disciplinary proceedings.
16. Opportunity of oral hearing.
17. Opportunity of personal hearing.
18. Opportunity of personal hearing.
19. Opportunity to a delinquent.
20. Order of dismissal well reasoned—Personal hearing not given.
21. Personal hearing—No specific plea.
22. Personal hearing—Procedure regarding.
23. Presence before the dismissing authority.
24. Reasons for dispensing with the enquiry.
25. Reference to District Magistrate.
26. Termination of probationer on the ground of taking part in “a non-taking food campaign”.
27. Word “enforcement”.

COMMENTS

1. Admission regarding guilt and pleading guilty. The petitioner was not given an opportunity to defend himself. Now the papers of the enquiry which are produced in case show that the petitioner had admitted and had pleaded guilty to the charges levelled against him. It is difficult to understand what further opportunity the petitioner required in view of his clear plea of guilty. The petitioner has contended in the petition that he had never pleaded guilty. This is of course a bare assertion of an interested party. In fact, he has not filed any appeal challenging the allegation that he pleaded guilty. *Shri Bhagat Ram vs. Inspector General of Police, Himachal Pradesh and others, 1979(3) S.L.R. 256.*
2. Constable molesting lady constable. The trial court found that the plaintiff was guilty of the alleged misconduct, there was no necessity for according the sanction by the District Magistrate and that there was no question of any illegality in the orders passed by the authorities. Consequently, his suit was dismissed. In appeal, the learned Additional District Judge reversed the said finding of the trial Court relying upon the judgment of this court in *Gurdev Singh vs. The State of Haryana, 1976(2) SLR 442*. In view of the ratio of the above-said case, it was held that in the present case, the only allegation against the plaintiff was that while under the influence of liquor he pulled down the mosquito-net of the lady constable while she was sleeping on cot. There was no allegation that the said lady Constable was actually molested. No finding was recorded by the punishing authority that the misconduct committed by him was of a gravest type. That being so, the order of dismissal passed against the plaintiff was liable to be struck down. It was further found by the lower appellate Court that the provisions of rule 16.24 of the Punjab Police Rules, were also not complied with inasmuch as the plaintiff was not fully informed of the evidence which had been led against him ex parte, and that he was not permitted to take notes of the same. Thus, the mandatory provisions of rule 16.24 of the Rules were violated. In view of the said findings, the plaintiff's suit was

decreed. Dissatisfied with the same, the State of Punjab has filed this second appeal in this Court. *State of Punjab and other vs. Iqbal Singh, Ex-Constable, 1985(3) S.L.R. 713.*

3. *Cross-Examination-Departmental Enquiry, in a disciplinary inquiry against a civil servant, the right of effective cross-examination including the contradiction of witness examined in support of the charges in an essential part of the rules of natural justice. Jug Raj Singh vs. The Delhi Administration, Delhi and others, 1970 S.L.R. 400.*
4. *Departmental Enquiry-Right to cross-examination. The petitioner was denied the right to defend himself because the right of effective cross-examination by using the previous statement of the complainant was denied to him contrary to Police Rules. Apart from Police Rules the right to cross-examination is included in the minimum content of the rules of natural justice applicable to a disciplinary inquiry. Further held, there are two classes of documents to which public servant has a right to defend himself. In the class are the documents on which the Inquiry Officer to defend himself. In the first class are the documents on which the Inquiry Officer relied that is to say documents which are intended to be used the prosecution agency to prove the charges against the public servant, in the second class fall the documents which, even if they are not relied upon by the Enquiry Officer to support the charges against the petitioner, are nevertheless required by the petitioner for his defence. Jug Raj Singh vs. The Delhi Administration, Delhi and others, 1970 S.L.R. 400.*
5. *Departmental enquiry dispensed with after recording reasons and application of mind. It could not be successfully argued on behalf of the petitioner that the enquiry under Article 311(2)(b) of the Constitution of India was dispensed with arbitrarily or without any application of mind. Even if it be held that the enquiry was not dispensed with arbitrarily, then as regards punishment, ordinarily it is not for this Court to go into the matter. It is for the department concerned to award punishment after taking into consideration all the facts and circumstances of the case. Balbir Singh vs. State of Punjab and others, 1989(4) S.L.R. 42=1989(2) RSJ 540.*
6. *Dismissal from service after departmental enquiry. It is correct that under Rule 16.24(2)(ii) even in the case of ex parte proceedings, the procedure prescribed under Rule 16.24(1) has to be followed as far as possible. Personal hearing is definitely a step in the procedure prescribed under rule 16.24(1) for holding a departmental enquiry to impose the penalty of dismissal. But in my opinion, the words 'as far as possible' make the provision only directory. The State of Punjab 1967 SLR 678 is distinguishable on its own facts. That was not a case of ex parte proceedings. Moreover, it was found by the Court that thought personal hearing was given to the petitioner in that case yet, it was a mere formality as the Superintendent of Police had already made up his mind to punish him as was apparent from the notice to show cause. Dhani Ram vs. State of Himachal Pradesh, 1991(6) S.L.R. 184.*
7. *Dismissal on the charge of assaulting a girl. The petition averred two separate facts. Para II of the petition stated that the findings of the Enquiry Officer were not communicated to the appellant when he was summoned before the Superintendent of Police, and para 12 stated that he was only orally told that it was proposed to dismiss him and that no other fact was communicated to him. In reply to these two averments, the affidavit which has not been filed admits that the first of the allegations is correct. Para II of the affidavit of the respondent quite clearly admits that the findings were not communicated to the appellant. Para 12 of the petition which stated that he was only told that it was proposed to dismiss him has not been met by the quotation from the order sheet of the proceedings before the Superintendent of Police, and does not advance the matter much further.*

It was contended before us that what is meant by the word 'charge' in the order sheet of the Superintendent of Police is very much the same, as is meant by Rule 16.24, para 9 of the Punjab Police Rules, Vol. II, where it is laid down that the "defaulter" should be explained the "charge proved" against him but this is not what the order sheet of the Superintendent of Police shows. This does not appear to have been done, and the affidavit which has been filed in this Court is not the affidavit of the officer who knew personally about the matter but of person who had only the proceedings before him and swore to their accuracy from information. In this view of the matter, we find ourselves unable to accept the contention of the learned counsel for the respondent that due compliance with the requirements of Art. 311(2) was made in this case. In our opinion, this defect goes to the very root of the matter, and the appeal must, on this ground alone, succeed. *Avtar Singh, Police Constable vs. The Inspector General of Police, Punjab, 1968 S.L.R. 131.*

8. *Dismissal-Refusal to perform the duty. The impugned order does not indicate that the punishing authority examined the claim of the plaintiff for pension having regard to the length of his service. It is undisputed that the plaintiff had 7-1/2 years service to his credit on the date of order of dismissal was passed. The rule enjoined upon the disciplinary authority while awarding the punishment of dismissal from service to take into consideration the length of service of the delinquent official and his claim to pension. The impugned order does not indicate that the disciplinary authority took into consideration the length of service of the plaintiff and his claim to pension. The order of dismissal being in violation of the statutory rule was rightly held to be invalid. The judgments of the Courts below suffer from no infirmity. The same are upheld. State of Haryana vs. Lachman Singh, 1991(7) S.L.R. 74=1992(2) RSJ 398*
9. *Dispensing with enquiry. Undertrials freed--Dismissed from service after dispensing with regular enquiry-Petition against--Dismissed-Enquiry not dispensed with arbitrarily. Head Constable Swarn Singh vs. State of Punjab and another, 1989(2) RSJ 742.*
10. *District Magistrate to pass a speaking order. There is no doubt whatsoever that the provisions of Rule 16.38 envisage as to how the authorities shall act in: situation when a complaint is received by the Superintendent of Police indication, commission by a police officer of a criminal offence in connection with his official relations with the public, namely, that either he should be criminally prosecuted or he should be dealt with departmentally by holding departmental enquiry in accordance with the procedure laid down in Rule 16.24. Further, it is also obvious that information of the complaint received by the Superintendent of Police of the commission of criminal offence has to be given to the District Magistrate and after preliminary enquiry as a general rule the criminal prosecution of the police official concerned must follow. In certain exceptional cases, however, where the District Magistrate is of opinion that the delinquent should be dealt with departmentally, he has to give reasons therefor meaning thereby that this must be a speaking order with full application of his mind. In fact, a Division Bench of the High Court of Himachal Pradesh in State of Himachal Pradesh vs. Nain Singh and another, AIR 1986. H.P. Series 727, while relying on the judgment of the Supreme Court in State of Punjab vs. Charan Singh, AIR 1981 SC 1007, has held that if a police officer is criminally prosecuted without any intimation to the District Magistrate or obtaining his prior permission for such prosecution, there is no violation of the provisions of Rule 16.38 but, in case the police officer has to be departmentally dealt with, the prior sanction of the District Magistrate in this behalf is a condition precedent and the District Magistrate is required to pass in such a situation a speaking order after full application of his mind. State of H.P. vs. Baldev Singh, 1989(7) S.L.R. 1.*
11. *Enquiry officer exonerated the petitioner by holding that he was not negligent in the performance of his duties. It was on the basis of this evidence that the Enquiry Officer had exonerated the petitioner of the charges levelled against him. The Senior Superintendent of Police while issuing the show cause notice to the petitioner did not refer to any evidence which may show that the petitioner was negligent in the performance of duties. The show cause notice was totally vague and did not specify the grounds on which respondent No. 2 had disagreed with the findings recorded by the Enquiry Officer. It was merely mentioned that "I do not agree with this report, because you remained posted as Station House Officer, Police Station City, Tarn Taran and it was your duty to take interest in arresting the accused in these cases but you failed to do so. Therefore, I find you guilty in this Departmental Enquiry." It is not stated as to why the respondent did not agree with the findings of the Enquiry Officer. It does not also indicated as to which part of the enquiry report was being doubted by the officer. In such a situation, it cannot be said that the petitioner was given an effective opportunity to show cause. The petitioner had then made a specific grievance against this action before the appellate as also the revisional authorities. His claim was rejected without any reference to the clear evidence on record.*

It is no doubt correct that the High Court while exercising jurisdiction under Article 226 of the Constitution of India does not sit as a Court of appeal. However, it is charged with the duty of ensuring that the action taken by the authorities is just and fair. I am satisfied in the circumstances of the case that the action was totally arbitrary. *Rajinder Kumar. SI (Retd.) vs. State of Punjab and others, 1992(4) S.L.R. 394=1992(3) RSJ 302.*

12. *Enquiry – Police officer challened the accused. It must be noticed that it is not the mere presence of a few tyre marks on the record, without anything more, that would suggest that speed at which the vehicle was driven at the relevant time. It is common knowledge based on the ordinary and well known laws of physics that only if the distance over which tyre marks appeared and the weight of the vehicle are known if would be possible to estimate the speed at which the car was driven.*

Even if a car is driven at a slow speed, when brakes are suddenly applied some tyre marks are possible. There is, therefore, no support from the evidence on record before the Enquiry Officer for the view that the petitioner had falsely introduced reference to tyre marks on the road. *Hem Raj v. A.S.I. Police vs. The Delhi Administration and ors.*, 1973(1) S.L.R. 340

13. Nature and degree of misconduct. The object of making a preliminary investigation is to ascertain the nature and degree of misconduct which had been formally inquired into. This record of preliminary investigation is no doubt not to be a part of the formal departmental record. There does not seem to be scope, however, for any secret enquiry such as what Shri Jarith says, in the report, he made. This opportunity given to the delinquent is prima facie inconsistent with any notion of secrecy for the delinquent can be present if he likes, though it is not obligatory on his part to be present. It seems difficult to agree with the contention that he could be present only when it was so ordered by the Superintendent of Police or other gazetted officer initiating the investigation. Those words apply to only the enquiry, which is to be conducted when so ordered but not to the presence of the delinquent at such enquiry. If the Superintendent of Police or other officer is given the option of allowing the delinquent to be present or not present it is possible that the very purpose of enabling his presence during such enquiries is likely to be unfulfilled in many cases.

Rule 16.24(v) provides that the enquiring officer "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" etc. Fairness would require some reasons to be given why some alone among the witnesses in the list of defence witnesses are examined while the examination of others is not permitted. In the present case, by merely looking at that list, one is unable to find anything to distinguish between those who were examined and those who were not, even making allowances for the enquiring officer's anxiety not to duplicate witnesses. There is no means of knowing the considerations which prevailed with the enquiring officer in the present case in the matter of only recording the statements of only some but not of all witnesses required to be examined in his behalf by the delinquent officer.

All these individually and cumulatively did have an impact on the fairness of the enquiry. It is of extreme importance that such departmental inquiries in which the servants of the State are likely to meet with even major penalties should be punished after a full and fair inquiry, the enquiring officer and others concerned with such enquiries should be careful and avoid giving an impression of unfairness in anything which they do or fail to do. *Ram karan vs. Union of India and others*, 1975(2) S.L.R. 683

14. Non-supply of statement of witnesses cannot be said to have vitiated the disciplinary proceedings. We have considered these rulings but find that the facts in the present case are materially different from those in the two above mentioned rulings in as no request whatsoever was made in writing for the supply of statement of witnesses recorded during the preliminary enquiry, and the contention of the learned counsel for the petitioners that such a request was made orally during the course of enquiry cannot be relied upon, particularly in view of the clear stand taken by the respondents that the petitioners never applied for the copies of statement as alleged. We have, therefore, no hesitation in coming to the conclusion that the petitioners did not ask for the copies of the statement of the witnesses recorded during the course of the preliminary enquiry and their stand that they asked for such copies verbally is not worthy of any reliance. *Godan Devi and anr. vs. Superintendent of Police and ors.*, 1991(3) S.L.R. 623

15. No reasonable opportunity given to cross-examine the witnesses produced by the department. The final argument raised by the counsel for the respondent is that there was no compliance of the other mandatory provisions of rule 16.24(1) as the respondent had not been given a list of witnesses or documents relied upon by the Department and that a reasonable opportunity was not given to cross-examine the witnesses produced by the Department. We have gone through the pleadings of the parties in this respect and find that no such point was made in the plaint and, as such, no justifiable grievance can now be made on this score. *State of Punjab vs. Parkash Chand, Constable*, 1992(1) S.L.R. 174

16. Opportunity of hearing not given before passing the order. It has been stated in the examination-in-Chief that no opportunity of hearing was given to the plaintiff before imposing the penalty of dismissal. There is no reliable evidence to rebut the same. It is not in dispute at the bar that no opportunity of hearing was given before passing the impugned order though an opportunity of hearing was given after the pronouncement of the punishment. In my considered view it will be no opportunity and it will be in violation of principles of natural justice, apart from the patent violation of rule 16.24(9) which envisages that before a punishment is imposed on a person an opportunity should be given to show cause that the proposed punishment is disproportionate to the offence committed by him. Nothing substantial has been stated to controvert the said proposition. *State of Haryana and another vs. Surjan Singh*, 1990(2) S.L.R. 88

17. Opportunity of oral hearing. The Statutory requirements of personal hearing envisaged by the portion of clause (ix) just above the proviso, relates to the stage subsequent to the provisional opinion of the competent authority resulting in the service of the 'show-cause' notice and prior to the final making up of the mind of the punishing authority. In the instant case, the impugned order shows that not only had the Superintendent of Police made up his mind finally, but had recorded his detailed order wherein he had even considered the question of quantum of punishment and held that there were no extenuating circumstances to inflict on the petitioner any punishment lesser than that of dismissal. Having recorded all that, the punishing authority said in the last sentence of its order that a verbal hearing would, however, be given to the petitioner, as required by the rules "at the time of announcement of the order". This shows that the alleged verbal hearing given to the petitioner on April 29, 1963, was a mere farce and that the punishing authority had already closed its mind finally in the matter before the oral hearing commenced. This kind of a situation is often described in legal terminology as a fraud on the requirement of the rule. It has been held in *C.P. Govil's case*, 1965(1) DLT 16 that the High Court can set aside any finding or order which has been arrived at without observance of procedure required by law and in violation of principles of natural justice. We are of the considered opinion that the impugned order was passed without observance of the procedure prescribed in clause (ix) of rule 16.24(1) of the Police Rules and the hearing after the perpetration of the final order and just before its announcement, was a mere formality which cannot be held to have satisfied the requirements of the rule and which appears to have violated the principles of natural justice. *Siri Ram vs. State of Punjab*, 1967 S.L.R. 678

18. Opportunity of personal hearing. In support of this position the petitioner had also annexed (he has also referred to other instances) a copy of the order of the Inspector General of Police (Annexure Z-19) in Revision Petition filed by H.C. Vinodi Lal where an order of reduction in rank, passed on the ground of his having contracted a second marriage during the life-time of his first wife, was quashed on the ground that Rule 16.24(I)(viii) a similar rule which applied to his case-which required that he should be called upon to appear before the punishing authority and be informed of such punishment being awarded upon him, was not observed. The order of punishment was quashed and fresh orders were directed to be made on the merits of the case from that stage onwards. The rule itself is quite clear; it has been explained and affirmed in the circular issued by the Inspector General of Police on 30.5.1971 (copy of which is Annexure Z-17) drawing attention to the need for the delinquent officer to be produced before the punishing authority before punishment is awarded. There has been a failure to comply with it in the present case; it is unfortunate that in spite of the petitioner asking for a personal hearing he was not granted one. In the view that the enquiry itself has to be quashed from the commencement the need to quash the same from a later stage assumes secondary importance and hence may not have to be discussed further. None the less, reference has been made to this aspect of the order to show that in no view of the matter could the punishment of dismissal, as it was originally passed, be justified. *Ram Karan vs. Union of India and others*, 1975(2) S.L.R. 683

19. Opportunity to a delinquent. Issuance of a written show cause notice to the delinquent official and the consideration of the reply received in response thereto, amounted to substantial compliance with sub-rule (ix) of rule 16.24(1) of the Rules, and the said exercise having gone through in the present case, fulfils the requirement of law. *The State of Punjab vs. Parkash Chand*, 1992(1) RSJ (D.B) 61

20. Order of dismissal well reasoned—Personal hearing not given. The main argument of the learned counsel for the applicant Sh. H.S. Mann, rested on the meaning and import of the words "dismissal shall be awarded only for the gravest of misconduct". It was submitted that assuming that the applicant was guilty of the alleged misconduct, still he could not be dismissed except when there were several acts of misconduct, because the above mentioned rule refers to "acts" and not to an "act" of misconduct. It was observed in *Bhagwat Parashad v. Inspector General of Police and other*, 1967 SLR 807 that there must be plurality of acts of misconduct, does not appear to be sound as such an interpretation could lead to absurd results. An illustration considered in support of the above interpretation was that if a foot constable were to subject a high police officer to a wanton and serious assault, or were to be guilty of a single act of gross insubordination, could be repeated at least once. It was further observed that the use of the words "acts" does not exclude a single act of misconduct and that in order to gauge gravity of

misconduct, what matters, is not frequency, as obliquity or delinquency. What really matters is the enormity of the misconduct. *Manjit Singh vs. Home Secretary and others*, 1989(6) S.L.R. 399

21. Personal hearing – No specific plea. On a reading of the entire written statement, the impression left is that all the requirements of the provisions of law for taking disciplinary action were followed meticulously and there was no violation of infraction of any part of the Rules, and in the absence of the specific plea about non-granting of personal hearing as required by Rule 16.24 of the Police Rules, the State could not be expected to lead evidence in this behalf and the trial Court was not right in observing that the statement of the plaintiff in this behalf remained uncontroverted. Evasive plea like the one is to be ignored. The plaintiff has not produced the copy of the order passed by the I.G.Police, from which it dealt with. If the plea about non-granting of personal hearing had been specific then in the interest of justice, I would have allowed the placing on record the copy of the order passed by the I.G. Police, with regard to rebuttal to the other side. Since plea is vague and inconclusive, it is futile to follow this procedure at such a late stage. *Joginder Singh vs. Punjab State*, 1989(3) S.L.R. 626 = 1992(3) RSJ 1967
22. Personal hearing—Procedure regarding. The first point urged by the counsel for the appellant must succeed. We therefore, hold that the issuance of a written show-cause notice to the delinquent official and the consideration of the reply received in response thereto, amounted to substantial compliance with sub-rule (ix) of rule 16.24(1) of the Rules, and the said exercise having gone through in the present case, fulfills the requirement of law. We are however not unmindful of the fact that written representations are often dealt with in a casual and perfunctory manner and to obviate, this possibility we hold that should a delinquent official request a personal hearing it must be given to him and its denial would vitiate any act against the official. *State of Punjab vs. Parkash Chand Constable*, 1992(1) S.L.R. 174
23. Presence before the dismissing authority. Rule 16.24 contemplates two alternatives, either the production of the officer threatened with punishment before the officer who is to pass that order and the recording of an oral statement after informing him of the charges provided against him or else his submitting a written representation against the order proposed to be passed against him after similarly informing him of the charges proved against him.

The onus was on the plaintiff to prove any defect in the proceedings which led to his dismissal. The bare assertion that he was not produced before the Additional Inspector General is not at all sufficient to establish his case. *State of Punjab vs. Sunder Singh*, 1968 P.L.R.. (S.N) 33

24. Reasons for dispensing with the enquiry. The reasons given for dispensing with the enquiry in the impugned order are: because in the present circumstances if the departmental enquiry is ordered, a large number of witnesses have to be examined and the witnesses may not come forward due to fear of the accused (undertrials) who are still at large and can put the witnesses in constant fear of death and either harm at their hands; that it is not practicable to order a regular departmental enquiry due to the chaotic condition in the Punjab created due to the extremists menace. The said two reasons could not be said to be relevant or extraneous as to hold that the enquiry should not have been dispensed with. *Swaran Singh, Head Constable vs. State of Punjab and another*, 1989(4) S.L.R. 171= 1991(2) RSJ 115.
25. Reduction in rank Rule 16.24 of the Punjab Police Rules leaves no manner of doubt that it is incumbent on the punishing authority to afford a personal hearing before an order of dismissal or reduction in rank is passed. *Rulia Ram Vs. The Punjab State*, 1968 P.L.R. (S.N.) 27.
51. Reference to District Magistrate. Rule 16.24(1) (ii) of the Punjab Police Rules shows that “when the allegations are such as can form the basis of a criminal charge. The Superintendent shall decide”----- whether the accused shall be tried departmentally first and judicially thereafter. A harmonious reading of Rules 16.24 (ii) and 16.38 shows that the Superintendent of Police is not required to send information to the District Magistrate regarding any and every criminal offence committed by a police officer. It is in this context, that the use of the expression “in connection with his official relations with the public” becomes significant. Unless this requirement of Rule 16.38 is satisfied, no reference to the District Magistrate is required. A police officer when accused of criminal offence can be dealt with departmentally and can also be prosecuted in a criminal Court. Rule 16.24(1)(ii) as mentioned above, empowers the Superintendent of Police to take decision in this behalf. *Brij Pal Singh, Constable vs. State of Haryana and others*, 1991(7) S.L.R. 246.
52. Termination of probationer on the ground of taking part in “a non-taking food campaign” The impugned order of removal dismissal of service was in substance and in effect in order made by way of punishment after considering the service conduct of petitioner. There is no doubt the impugned order casts a stigma on the service career of the petitioner and the order being made by way of punishment, the petitioner is entitled to the protection afforded by the provisions of Article 311(2) of the Constitution as well as by the provision of Rule 16.24(ix)(b) of the Punjab Police Rules, 1934. The petitioner has not been served with any charges of misconduct in discharging of his duties as a police constable nor has he ever been asked to show cause against the said charges. The order of removal from service was made because of his union activities namely participating in the call for expressing the protest of the association for improvement in service conditions by abstaining from taking meals in the Mess on 15th August, 1982 although the petitioner like other members of the association performed his duties on that day and did not abstain from duty. It cannot be said in the facts and circumstances of the case that the impugned order is an order simplicities of removal from service of probationer in accordance with the terms and conditions of the service. The impugned order undoubtedly, tantamount to dismissal from service by reason of misconduct of the petitioner in discharge of the official duties as police constable. *Hardeep Singh vs. State of Haryana and others*, 1987(4) S.L.R. 576.
53. Word “enforcement”. The Enforcement Department was a still a Police Department and a Deputy Superintendent of Police (Enforcement) was still a Deputy Superintendent of Police competent to conduct enquiry. The word “enforcement” merely specifies the department to which he was attached. *Union of India vs. Jagjit Singh*, 1969 S.L.R. 356.

16.25. Standards of evidence and nature of charges.—(1) A police officer called upon the answer a charge of misconduct must be given every reasonable opportunity of proving his innocences; 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 authorized 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 officer. 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 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 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. (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.

(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.

SYNOPSIS

1. Appellate Authority had no jurisdiction to remand the case to the punishing authority to pass a de novo order of punishment.
2. I.G. competent to review the proceedings and enhance the penalty imposed by Superintendent of Police.
3. Penalty—Enhancement of.

COMMENTS

1. Appellate Authority had no jurisdiction to remand the case to the punishing authority to pass a de novo order of punishment. A plain reading of the Rule makes it clear that the Appellate Authority i.e. the Deputy Inspector General of Police, had the following options after calling for the record and the award made by his subordinate authority : (i) to confirm the award; (ii) to enhance, modify or annul the award, or make further investigation himself, or direct such further investigation to be made by the subordinate authorities before passing the orders of confirmation, enhancement, modification or annulment. He had no jurisdiction to remand the case to the punishing authority to pass a de novo order of punishment. The jurisdiction of the Appellate Authority having been specified by the statutory provisions, the jurisdiction to remand shall be deemed to have been impliedly not granted. In view of this, the remand order being without jurisdiction, all the subsequent proceedings shall be deemed to be void and without jurisdiction. *Punjab State vs. Piara Singh, Ex-Head Constable 1988(7) S.L.R. 493*

2. I.G. competent to review the proceedings and enhance the penalty imposed by Superintendent of Police. The provisions of the Act cannot be carried properly unless suitable and detailed rules are made with a view to see that proper and appropriate punishment is awarded in a particular case consistent with the efficiency of the police force and the idea of prevention and detection of crime. When, therefore, the State Government framed Rule 16-1 and provided the lessor punishment of stoppage of increment or forfeiture approved service, it was completely within its powers under Section 46 to frame such a rule. To sum up, therefore, we are of the opinion that it is not possible to contend successfully that Rule 16-1 which contemplates the punishment of stoppage of increment or forfeiture of approved service is in any manner ultra vires the statute. *Shri Bhagat Ram vs. Inspector General of Police, himachal Pradesh and others, 1979(3) S.L.R. 256*

3. Penalty - - Enhancement of. The petitioner, in support of his contention, has relied upon Anadi Pradhan vs. Inspector General of Police and others, 1971(2) SLR 711, wherein it was held that the appellate authority had no jurisdiction to enhance the punishment in an appeal filed by the delinquent official when the department had not appealed against of quantum of punishment inflicted by the disciplinary authority. The ratio of this judgment is not applicable to the facts of this case. Another judgment relied upon is *State of Mysore vs. H.D. Kolkar, 1974(1) SLR 51*. The facts of this case are completely different from the facts of the case under consideration. *Gopi Chand, Head Constable vs. Deputy Inspector General of Police, Hissar Range and others, 1979(3) S.L.R. 586*

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 an indicated in the following table:---

SEE TABLE on next page

(For the words “Officers-in-charge of Recruits Training Centres” or any singular or plural variants thereof, wherever occurring, the words “Officers-in-charge of Police Constables Training Centres” Shall be substituted-For Punjab vide G.S.R. 43 dated 4.4.1988).

<p>(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.</p> <p>Officer by whom original order of punishment is framed</p>	<p>Appellate authority</p>
<p>Deputy Superintendent (Administrative), Government Railway Police, Deputy Superintendent, in charge of Railway Police Sub-Division</p>	<p>Assistant Inspector-General, Government Railway Police.</p>

Superintendent of Police, Senior Assistant Superintendent of Police, Lahore, Officer-in-charge of Recruits 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

SYNOPSIS

1. *Appeal against order of dismissal from service.*
2. *Enquiry – Scope and application.*
3. *Personal hearing – Dispensing with departmental enquiry.*

COMMENTS.

1. Appeal against order of dismissal from service. Admittedly, the petitioner was not given personal hearing so the impugned order passed on appeal is allowed with costs and the impugned order of dismissal from service and the order passed on appeal are hereby quashed. The respondents are directed to reinstate the petitioner with full back wages with 12% interest per annum, within a month. *Darshan Singh vs. State of Punjab and another, 1991(4) S.L.R. 102*

2. Enquiry—Scope and application. As a matter of fact rule 16.29 deals with a stage after the original order of punishment has been passed. All that this sub-rule (4) of Rule 16.29 means is that though the right to obtain a complete record is available to the police official after the original order has been impugned this will not entitle him to also ask for the copies of the file/report during the pendency of the original proceedings, that is to say that if on the first day 2/3 witnesses have been examined the police official cannot insist that he should be given copies of their statements for the purpose of cross-examining the other witnesses who are to be examined on subsequent days. This rule deals with a situation about the supply of copies during the course of the enquiry and has no relevancy to whether the copies of the statements recorded at preliminary enquiry should be given to the Police Officer or not for the purpose of cross-examining the witnesses when they are examined at the enquiry. This rule does not, therefore, in any way prohibit the supply of the copies of the prior statements of the witnesses which are needed to exercise the effective right of cross-examination and is a content of the reasonable opportunity to which the police officials has Constitutional right. As the statements of those witnesses were denied to the plaintiff there is no scope from the conclusion that the plaintiff was denied a reasonable opportunity and the order is liable to be struck down on this ground also. *Union of India vs. Shri Ravi Dutt, 1973(1) S.L.R. 1222*

3. Personal hearing—Dispensing with departmental enquiry. The petitioner appealed to the D.I.G. against the order of dismissal passed by the Superintendent of Police. The D.I.G. did not give any personal hearing. It has been laid down by the Supreme Court that even in case where enquiry has been dispensed with under the provisions of Article 311(2) it was incumbent upon the appellate authority to give personal hearing. *Ashok Kumar, Sub-Inspector of Police vs. State of Punjab and others, 1990(3) S.L.R. 127*

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.

SYNOPSIS

1. *Acquittal on benefits of doubt.*
2. *Not obligatory on the appellate authority to give detailed reasons for.*

COMMENTS

1. Acquittal on benefits of doubt – While discussing the evidences the Magistrate observed that “in the present case all the eye witnesses including Constable Raja Ram, P.W.2 turned hostile and though, cross-examined by the learned P.P. nothing material favourable to the prosecution could be elicited.” One of the prosecution witnesses Ishwari Lal who was the sole witness before Enquiry Officer of Departmental proceedings completely reverted from his statement given to the police and confronted with his own statement before the P.P. in the criminal proceedings. After a detailed discussion the Magistrate concluded on the following lines. “In view of the above discussion I hold that prosecution has not been able to prove its case beyond reasonable doubt against accused Mehak Singh. I accordingly give the benefit of doubt to accused Mehak Singh and acquit him.” From the above it is, therefore, clear that the petitioner had been acquitted on the benefit of doubt and not on merits. We see no reason why the acquittal should be a bar against the departmental proceedings. *Mehak Singh vs. Union of India etc., 1987(2) S.L.R. 357.*

2. Not obligatory on the appellate to give detailed reasons for – In dealing with the question as to whether it is obligatory on the appellate authority to give reasons in support of the order rejection the appeal as required under Rule 16.31 of the Rules, it has to be borne in mind that disciplinary proceedings against a delinquent official begin with an inquiry conducted by an Officer appointed in that behalf and the same is followed by a report which is considered by the punishing authority and having regard to the material which is thus made available and which is also made available to the delinquent official, also the punishing authority accepts the findings of the Enquiry Officer and thereafter issues a show cause notice, proposing punishment and then imposes punishment after considering the reply to the show cause notice. In the case in hand the punishing authority had recorded a detailed order (A-5) while imposing the punishment of dismissal from service upon the applicant. In the circumstances of the case, it was not obligatory on the appellate impugned order (A-5) for agreeing with the reasons and conclusions arrived at by the punishing authority.

Manjit Singh vs. Secretary and others, 1989(6) S.L.R. 399.

16.32. Revision – An officer whose appeal has been rejected is prohibited from assaying 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.

SYNOPSIS

1. Mercy petition before Inspector General of Police.

COMMENTS

1. Mercy petition before Inspector General of Police. It is not necessary to decide this question for the simple reason that the order of the Inspector General of Police in revision cannot be maintained, because while dealing with the revision-cum-mercy petition, he took into consideration the so called, chequered service records so the petitioners which, as observed by the learned Single Judge, did not form part of the charge and was not gone into by the Enquiry Officer and the petitioners were also not given any opportunity to meet this aspect of the case. Consequently, in view of the observations of their Lordships of the Supreme Court in *K. Manche Gowda's case* (supra) which were referred to in *Amar Nath's case* (supra), decided by the learned Single Judge, the two writ petitions had to be quashed. It would be open to the order of the Inspector General of Police had to be quashed. It would be open to the Inspector General of Police to go into the whole question, including the instructions of 1961 issued by the Inspector General of Police referred to above, and to decide once again not only about the misconduct of the two petitioners, but also about the proper punishment that is to be inflicted. The question, whether in the circumstances of this case, the departmental authorities could or could not arrive at the conclusion that the misconduct of which the petitioners were found to be guilty did or did not amount to gravest act of misconduct within the meaning of rule 16.2 of the Rules, must be left open. Normally speaking this court would be most reluctant to go into the question of the nature of the misconduct after the matter has been dealt with by the authorities, yet there may arise a case where the conclusion arrived at is such that the same cannot possibly be maintained. However, as stated above, it is not necessary for us to decide this point in the present case, at this stage. *The Inspector General of Police, Punjab vs. Balbir Singh, 1973(2) S.L.R. 271*

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 be 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 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.

SYNOPSIS

1. Framing of rule in consonance with the provisions of Section 7 of the Punjab Police Act, 1961.

COMMENTS

1. Framing of rule in consonance with the provisions of Section 7 the Punjab Police Act, 1961. It has been contended that the provision of Rule 16.28 are beyond the Rule making powers conferred under Section 7 of the Punjab Police Act. In my view the provisions of Rule 16.28 do not infringe the provisions of Sec.7 in any manner whatsoever. No provision of the aforesaid Rule, confers the powers of any officer lower in rank than the Appointing Authority to inflict any punishment or enhance a punishment nor it is shown to be in any way beyond the rule making powers of the authorities. The decision in the case mentioned above also is clearly distinguishable as the Court had found the rule to be beyond the rule making power conferred by Section 25(2)(c) of the Bombay Police Act, 1951, which had fallen for consideration. Such in not position here. *Brij Pal Singh, Constable vs. State of Haryana and others, 1991(7) S.L.R. 246*

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 Inspector 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 cretin 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 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 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 received 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 circumstance exist, they shall be clearly stated and application made to or through the Deputy Inspector General to award any authorized punishment other than dismissal.

SYNOPSIS

1. Ordinarily order of suspension suspends the contract of service

COMMENTS.

1. Ordinarily order of suspension suspends the contract of service. The documents, orders and communications referred to earlier make it clear that the convictions of the respondent by way of stoppage of 2 years increment was on account of the enquiry held against him. Even in his writ petition, the respondent had proceeded on the

basis that the departmental enquiry was on account of the escape of the said Bahadur Singh and that the order of stoppage of increment for a period of two years, was the punishment awarded to him as a result of the said enquiry. We are therefore, not in agreement with the finding of the learned single Judge that there was no evidence to show that the punishment meted out to the respondent could not be said to be on account of the finding of misconduct in connection with the escape of said Bahadur Singh in the said enquiry. Superintendent of Police was authorised to vacate his own order of suspension to reinstate the respondent. It is correct that as a rule a person who has authority to pass an order has also the authority to vacate it but this is subject to the law or statutory rules. Rule 16.37(2) specifically provides:---

“the authority to retain in service an enrolled police officer, who has been convicted of neglect either judicially or departmentally in connection with an escape, shall rest with the Inspector General of Police.....”

In the face of this clear provision contained in the Police Rules as applicable to H.P. we are of the view that the Superintendent of Police had not authority to reinstate the respondent in service and that his order dated 1st September, 1965, was in violation of the above quoted rule, and, therefore, invalid and of no effect.

The Inevitable result of this conclusion would be that the aforesaid order of reinstatement has to be treated as non-existent and would have the result of revising the order of suspension dated August 21, 1965. If the respondent had not resumed duty in pursuance of even the aforesaid order of reinstatement, this appeal would have had to be allowed. The difficulty in the way of appellants, however, is that the respondent had resumed duty on September 1, 1965, in pursuance of the aforesaid order of reinstatement even though invalid. Ordinarily, an order of suspension suspends the contract of service. At the same time, the employer is not entitled to take any work from the servant during the period of suspension. It must, therefore, follow that if the employee is allowed to resume duty during the period of suspension and does discharge his duties, he would immediately become entitled to his full emoluments instead of the suspension allowance that may have been fixed. In the present case, the respondent admittedly resumed his duties on September 1, 1965, and continued to discharge them until July 3, 1967, when the appellant No.2 sent the aforesaid endorsement to him in pursuance of the orders of appellant No.1. The respondent is therefore, entitled to his full salary for the period between September 1, 1965, and July 3, 1967 notwithstanding the revival of the order of suspension dated August 21, 1965. The said order dated July 3, 1967 can, therefore, be effective only from that date as held by the learned single Judge and it is bad in so far as it purports to place the respondent under suspension with effect from August 21, 1965. *Inspector General of Police, Hymachal Pradesh vs. Munshi Ram, 1971(2) S.L.R. 39*

(For Haryana)

16.38. Criminal offences by police officers and strictures by courts—procedure regarding.—(1) Where a preliminary enquiry or investigation into a complaint alleging the commission by an enrolled police officer of a criminal offence in connection with his official relations with the public, establishes a prima facie case, a judicial prosecution shall normally follow. Where, however, the Superintendent of Police proposes to proceed in the case departmentally, the concurrence of the District Magistrate be obtained.

- (2) 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 State Government. In the case of all other courts (including Courts of Session), the copies will be sent by the judges and Magistrates concerned to the District Magistrate.
- (3) In case 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 will decide whether an investigation in to the matter is necessary, and if so, whether it shall be conducted by a police officer or by a selected Executive Magistrate. After an investigation or enquiry, the procedure laid down in sub-rule (1) shall be followed. 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.

When strictures on the conduct of the police are made by the High Court and communicated to the State Government direct in accordance with sub-rule (2) 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 State Government will give orders accordingly.

- (4) Rules 24.14 and 24.15 provide for reports of all serious charges against the police being communicated to the State Government 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 Inspector General and commissioners similarly to communicate their comments to the State Government.

(For Punjab)

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 the 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 Magistrate having 1st class powers.

- (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 the 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.
- (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 victimizing such officers or hampering investigation is rife. The District Magistrate will order that all petitions against police officer 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 consider 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 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 Session) 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 in to the matter is necessary, and if so whether it shall be conducted by police officer or by a selected Magistrate having 1st class powers. 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 in paragraphs (1) and (2) above.

When stricture 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 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.

SYNOPSIS

1. Charges against police officials regarding molestation of a girl.
2. Charges of Bigamy against Police Head Constable.
3. Colorable attempt to avoid effect of Rule 16.38 sub-rule (1).
4. Commission of Criminal offence by Police Officer.
5. Complaint-Departmental proceedings.
6. Concurrence of the District Magistrate not obtained before the passing the order
7. Condition of service.
8. Court cannot interpret rules so as make, modify or amend them.
9. Criminal Precaution against police officer.
10. Criminal Prosecution Rule confined only to departmental enquiries.
11. Delay in taking departmental proceedings after acquittal from Criminal Court.
12. Departmental inquiry.
13. Departmental enquiry after deviation from the normal rule of prosecution .
14. Departmental enquiry –Criminal Prosecution
15. Departmental enquiry –Reduction in rank.
16. Departmental enquiry without the permission of District Magistrate not bad.
17. Departmental officer is not excepted to put his complaint in the form of a petition.
18. Disciplinary proceedings.
19. Dismissal-Dispensing with enquiry
20. Dismissal from service.
21. Dispensing with enquiry
22. District Magistrate ordering departmental enquiry.
23. District Magistrate gave sanction without recording any reasons.
24. District Magistrate to decide as to whether the investigation of a particular types of complaint shall be conducted by a Police Officer or by a Magistrate.
25. Enquiry-Departmental Proceedings.
26. Enquiry officer recommended his exoneration
27. Enquiry instruction-Absence of specific provision in the rules the police authorities are bound to follow instructions.
28. Expression “ immediate” within reasonable time.
29. Failure to account for the entrusted money.
30. Import and effect word “ Immediate”
31. Intermediate school Course.
32. Investigation conducted by D.I.G.
33. Investigation disclosing prima facie case a judicial prosecution should normally follow.
34. Investigation-Offence against police officer.
35. Fresh enquiry on same charge.
36. Mandatory-Departmental enquiry.

37. Misuse of power by Police Officer.
38. Obligatory on the part of S.S.P to bring the case to the notice of District Magistrate.
39. Opinion of the District Magistrate.
40. Order of dismissal by an authority subordinate to the appointing authority.
41. Plaintiff purporting to exercise authority of a police officer in plain clothes.
42. Police Departmenten cannot pick and choose the cases for obtaining the sanction of District Magistrate.
43. Police Officer committing offence in relation on public.
44. Promotion
45. Procedure-Complaint against.
46. Prosecution –Offence committed by Police Officers.
47. Provisions are mandatory.
48. Resort to departmental proceedings.
49. Rule applicable only if criminal offence has been committed by a Police officer “ in connection with his official relations with the public.
50. Rule mandatory.
51. Scope.
52. Speaking order-Departmental enquiry.
53. Suggestion is not to be equated with the expression “dictate”
54. Tearing off the Rapat Rojnamcha by the police Head Constable.

COMMENTS

1. Charge against police official regarding molestation of a girl. Rule 16.38 shows that it is the District Magistrate who, on receipt of information regarding the commission by a police officer of a criminal offence in connection with his official relations with the public, is firstly to decide whether investigations of the complaint shall be conducted by a police officer or made over a selected Magistrate having first class powers. If a prima facie case is established, then a judicial prosecution has normally to follow. It is the District Magistrate who has to decide whether instead of a judicial protection the matter should be disposed of departmentally. Rule 16.38 (1) and (2) vests the power in the District Magistrate alone. The judicial prosecution is the rule and the departmental inquiry as an exception. The sources of power to direct departmental inquiry instead lays down the authority empowered to act. No officer other than the District Magistrate who has to consider if a departure from judicial prosecution would be justified and to give valid reasons for the proposed departure. The jurisdiction to exercise the power under PPR 16.38(1) and (2) is given to the District Magistrate. A District Magistrate is other than an Addl. District Magistrate. The distinction between the post of a District Magistrate and an Addl. District Magistrate is quite clear and the two cannot be equated. By virtue of the notification, an Addl. District Magistrate may exercise all or any of the powers of the District Magistrate under the Criminal Procedure Code or under any other law for the time being in force, but he does not thereby acquire the status and rank of the District Magistrate. Whatever might be the powers of the Addl. District Magistrate to carry on the administration of the District, he is not appointed as a District Magistrate. There is an absence of a notification under Section 10(1) and thus the two above named officers are not appointed as District Magistrate. The exercise of power under PPR 16.38(1) and (2) is vested in a District Magistrate and could not by the side wind of a notification under Section 10(2) of the Criminal Procedure Code be conferred on an Addl. District Magistrate. The Addl. District Magistrate, who is invested with the powers of a District Magistrate, does not thereby attain the status of the District Magistrate as sub-section (3) of Section 10 itself makes clear. The fact that the Addl. District Magistrate may have all the powers of a District Magistrate does not make him a District Magistrate inasmuch as there can be only one person in the District which can be a District Magistrate and that is what is referred to in Rule 16.38(1) and (2). *Malkiyat Singh vs. Delhi Administration and others, 1989(3) S.L.R. 58.*
2. Charge of Bigamy against Police Head Constable. The disciplinary authority was not competent to issue the second show cause notice after issue of the first show cause notice and he could not direct taking the additional evidence by way of examination of the first wife of the applicant. He also pointed out that as contended by the respondents, P.P.R. 16.28 was not applicable to the present case. The applicant was informed on 9.1.1969 (Annexure ‘O’ to the petition) that “a Superintendent of Police, is empowered to make further investigation or direct such to be made before passing order P.P.R. 16.28.

In the present case, P.P.R. 16.28 is not attracted and the disciplinary authority could not act under the provisions thereof because the said Rule envisages calling for the records of awards made by the subordinates. No rule, however, has been shown to us which prohibits or limits the powers of the disciplinary authority in directing the recording of fresh evidence in the light of the plea advanced by the delinquent officer in his reply to the show-cause-notice. In the present case, the applicant had taken the plea in his reply to the first show-cause-notice that he had contracted the second marriage with the consent of his first wife, who had been ailing for 13 years. *Vinodi Lal vs. Union of India and others, 1988(5) S.L.R. 543.*
3. Colourable attempt to avoid effect of Rule 16.38 sub-rule (1). The allegations against Ram Kishan and others were that they had inflicted a knife injury on Mst. Batto, a Harijan woman and the medical report showed that the injury was with a blunt weapon though the injury was simple. He further said that S.P. ordered him to start a departmental inquiry against the plaintiff. There is no evidence that any immediate information was given to the District Magistrate of the complaint received against the plaintiff. Neither is there any evidence that the District Magistrate decided that the investigation shall be conducted by the police officers, who conducted it.

The learned counsel for the Government further contended that the charge against the plaintiff in the departmental proceedings was a charge of negligence and not a charge in connection with the commission of a criminal offence in connection with his official relations with public.

But according to the final sentence in the summary of allegations this action amounted to gross negligence of duty and misconduct. It seems to us that it was a colourable attempt to void the effect of Police Rule 16.38 sub-rule (1). It is a clear case of criminal offence and it was a mere device to call it gross negligence. Following the case *Delhi Administration vs. Chaman Shah, (1969) 3 SCR 653*, we hold that as in this case there has been no compliance whatsoever of Rule 16.38, sub rule (1) the order of dismissal is illegal. *Union of India vs. Ram Kishan, 1972 S.L.R. 11.*
4. Commission of Criminal offence by Police Officer. Judicial prosecution is the rule and departmental enquiry is an exception. *Malkiyat Singh vs. Delhi Administration and others, 1989(2) RSJ 74.*

5. Complaint-Departmental proceedings. The Superintendent of Police is required to send information to the District Magistrate only when a criminal offence has been committed by a police officer "in connection with his official relations with the public". In the present case, there is nothing on record to show that the petitioner was accused of having committed an offence in connection with his official relations with the public. It was during the preliminary enquiry, that some evidence came on the record to show that the petitioners had certain connection with the wife of Dharam Pal. The proceedings were initiated in the present case, on the basis of a complaint submitted by ASI Shkhbir Singh, and the complaint itself did not disclose the commission of a criminal offence by the petitioner in connection with his official relations with the public. *Brij Pal Singh, Constable vs. State of Haryana and others, 1991(7) S.L.R. 246.*
6. Condition of service. Police officers hold office during the pleasure of the President under Article 310 of the Constitution. The condition of their service can be regulated by the legislature under the proviso to Article 309 and the Police Act, 1861 may be regarded as such legislation. *Daulat Ram vs. Union of India, 1971(2) S.L.R. 502.*
7. Concurrence of the District Magistrate not obtained before passing the order. It is not disputed that concurrence of the District Magistrate had not been obtained. In view of this, the order of removal passed against the petitioner for the criminal offence committed by him in connection with his official relation with the public was passed in violation of the said mandatory rule. The order shall thus be deemed to be a void order. *State of Haryana and another vs. Surjan Singh, 1990(2) S.L.R. 88.*
8. Court cannot interpret rules so as to make, modify or amend them. Court cannot make law, it can merely interpret or construe it, and not modify or amend it under the cloak or guise of interpretation, though in this process of construction it may give the law shape, but this is permissible only within the strict limits of discernible legislative scheme or intent. *AIR 1956 Punjab 102.*
9. Criminal Prosecution against police officer. Rule 16.38 prescribes more correctly we may say Rule 16.38 lays down the guidelines of the procedure to be followed when a Superintendent of Police receives any complaint about the commission of a criminal offence by a police officer "in connection with his official relations with the public". The Superintendent of Police is enjoined to give immediate information to the District Magistrate who is thereupon to decide whether the investigation of the complaint shall be conducted by a Police Officer or by a Magistrate. It is stated that though 'judicial prosecution shall normally follow', the matter may be disposed of departmentally if the District Magistrate so orders, for reasons to be recorded. The further Departmental procedure is prescribed by the remaining clauses. It is clear that Rule 16.38 is not designed to be a condition precedent to the launching of a prosecution in a Criminal Court; it is in the nature of instructions to the Department and is not meant to be of the nature of a sanction or permission for the prosecution. Nor can it override the provisions of the Criminal Procedure Code and the Prevention of Corruption Act. *State of Punjab vs. Charan Singh, 1981(1) S.L.R. 355.*
10. Criminal Prosecution Rule confined only to departmental enquiries. The only point pressed upon me is that the Courts below have gone wrong in holding that the compliance with Rule 16.38 of the Punjab Police Rules, 1934, was not a condition precedent to the prosecution of a police officer in a court of law. I find no merit in this submission. A plain reading of the said Rule shows that its application is confined to departmental enquiries only. *Lal Chand vs. The State, 1983(2) S.L.R. 33.*
11. Delay in taking departmental proceedings after acquittal from Criminal Court. It was also found that he would not only be entitled to be confirmed in his rank of Sub-Inspector of Police but his seniority as Sub-Inspector would also have to be properly determined attracting the further consequence of whatever opportunities that might accrue to him in the matter of promotion. A part from the view, which I have taken, that this was not permissible or legal, it seems difficult to justify the delay in taking such departmental action. No justification for this has even been attempted in the return in spite of a specific complaint of "harassment" and "vindictiveness" by reason of such departmental action being taken against him, after such delay. The whole of these proceedings have to be also viewed in the background of P.P.R. 16.38 which requires that every allegation of committing a criminal offence by a police officer in his relations with the public as a police officer having to be reported to the District Magistrate without loss of much time (three months) for him to decide whether the matter should be placed before a Court or, for reasons to be recorded by him in writing, only departmental action should be taken. Elementary fairness to a public servant would require that the sword of Democles should not be allowed to hang over him longer than necessary; otherwise there is the likelihood of degeneration into an engine of oppression. Whether the departmental action taken against the petitioner in this case was legal or illegal, minimum fairness required that the said action was taken at least expeditiously and not after so much unexplained delay as has unfortunately happened in this case. *Shri Kundan Lal vs. The Delhi Administration, Delhi and others, 1976(1) S.L.R. 133.*
12. Departmental enquiry after deviation from the normal rule of prosecution. After the completion of the departmental enquiry against him in pursuance of the said order. According to the learned counsel if the petitioner had felt aggrieved by this order he should have challenged it right at the stage when the departmental enquiry was launched against him. This submission of the learned counsel prima facie appears to be of some weight but holds no water when examined minutely. It is nobody's case that order Annexure P.3 was ever communicated to the petitioner at any stage. He thus never knew that the Deputy Commissioner had passed the order for initiating a departmental enquiry against him without recording any reasons for the same. *Sarup Singh vs. State of Haryana and others, 1983(3) S.L.R. 585.*
13. Departmental enquiry-Criminal Prosecution. The only object of this rule is that no offence alleged to have been committed by a police officer in connection with his official relations with the public and brought to the notice of the Superintendent of Police should be disposed of departmentally in accordance with the provisions of the rules found in Chapter XVI without obtaining the prior approval of the District Magistrate for that purpose. Judicial prosecution for such an offence is the normal rule and departmental action is an exception and it is only to bring the case within that exception that prior direction or order of a District Magistrate is required. In case the normal procedure of launching judicial prosecution is to be followed, there should be no necessity of obtaining the prior approval of the District Magistrate and certainly it was not the intention of rule 16.38 to obtain such a sanction in derogation of the relevant provisions of the Code of Criminal Procedure. If the construction as sought to be placed by the learned counsel for the petitioners for rule 16.38 is acceded to, it would be difficult to reconcile the provisions of rules 16.11 and 16.12 with those of rule 16.38. *Shri Beli Ram and others vs. State of Himachal Pradesh, 1981(1) S.L.R. 264.*
14. Departmental enquiry--- Reduction in rank. It can easily be concluded that noncompliance of P.P.R. 16.38 is fatal to the departmental/enquiry held against the applicant. It cannot be disputed that under Rule 16.38, it was proper for the authority concerned to initiate legal proceedings against the applicant in the normal course. Since the deviation has been made from the normal rule and departmental proceedings were initiated against the applicant without seeking permission of the District Magistrate, the departmental enquiry conducted against the applicant is illegal. It was necessary that for initiating departmental enquiry against the applicant, the permission of the District Magistrate was obtained. The result of the above observations is that the departmental enquiry held against the applicant was not in consonance with the provisions as contained under Rule 16.38. *Gurdyan Singh vs. State of H.P. and others, 1988(7) S.L.R. 174.*
15. Departmental enquiry without the permission of District Magistrate not bad.
A perusal of the charge-sheet set out leaves no manner of doubt that the allegations against the petitioner was (1) that he mixed up the bad characters of ilaqa (2) that he was found absent from the police station without permission on the night between 6/7-8-66 about 11.5 P.M. (3) that an entry in that respect was made in the daily at serial No. 26 dated 6th August, 1966. The said charges can be enquired into
16. Departmental inquiry. According to the plain intention of Rule 16.38 of the Punjab Police Rules, Vol.II, the District Magistrate is to decide for himself whether the enquiry was to be done by a Magistrate or by a police officer. The enquiry by a police officer may, not be desirable in many cases and it is not for the Superintendent of Police himself to suggest that a departmental enquiry should be launched. All that the Superintendent of Police is enjoined to do is to submit his report to the District Magistrate who alone is to decide what should be done.

Rule 16.38 had been breached in two essential aspects and the enquiry had been initiated in violation of the elementary rules of procedure and the order of dismissal

was set aside. *Walaiti Ram vs. State of Punjab*, 1965 Cur.L.J.1=1967 P.L.R.523

17. Departmental officer is not excepted to put his complaint in the form of a Petition. A Departmental officer is not excepted to put his complaint in the form of a petition. It may take the form of a departmental note or a confidential report. Sometime the information or accusation received may be oral or to be inferred from the conduct of the concerned police officer. The facts against him themselves may speak more eloquently than any piece of writing. A certain secrecy is often attached to information relating to the commission of an offence and it would be against human nature to expect that such information must always be in writing. *Daulat Ram vs. Union of India*, 1971(2) S.L.R.502
18. Disciplinary proceedings. It is not absolutely necessary that a list of prosecution witnesses must be given to the Government servant facing the inquiry to make him know the charges brought against him. *Union of India vs. Suraj Bhan*, I.L.R. (1970) 1 Delhi 275
19. Dismissal – Dispensing with enquiry. Rule 16.36 laying down holding of a preliminary enquiry by District Magistrate – Obligatory on the SP to refer matter to District Magistrate. *Ashok Kumar, former Sub Inspector vs. State of Punjab and others*, 1990(2) RSJ 505
20. Dismissal from service. Case not brought to the notice of District Magistrate.—S.S.P. failing to perform statutory obligation – Impugned order of dismissal cannot be sustained. *Ex.Sub Inspector Mohinder Singh Cheema vs. State of Punjab and others*, 1990 (2) RSJ 716
21. Dispensing with enquiry. There was no material before the Superintendent of Police to come to the conclusion that it was not reasonably practicable to hold enquiry in this case. The satisfaction of the Punishing Authority is the condition precedent for invoking the provisions of Proviso to Article 311 of the Constitution. A bare perusal itself shows that the Superintendent of Police has held that it was not reasonably practicable to hold departmental enquiry. I asked Mr.Rajiv Atma Ram, counsel for the respondent to show the material on the basis of which this satisfaction was based. There is hardly any material on record on the basis of which an opinion can be formed that it was not reasonably practicable to hold a departmental enquiry. Consequently, the order of dismissal in the present case is wholly arbitrary, unreasonable and capricious and, therefore, cannot be sustained. The order of the Superintendent of Police is clearly outside the scope of Article 311 of the constitution and consequently it was incumbent upon the Superintendent of Police to have held enquiry in the present case before punishing the petitioner. *Ashok Kumar, Sub Inspector of Police vs. State of Punjab and others*, 1990 (3) S.L.R. 127

22. District Magistrate gave sanction without recording any reasons. In the present case the complaint received by the Superintendent of Police (City) Delhi indicated the commission by the appellant of a criminal offence in connection with his official relations with the public. The complaint fell within Rule 38(1) and should have been dealt with accordingly. Nevertheless there was no investigation of the kind prescribed by Rule 38(1). The District Magistrate did not direct any preliminary investigation nor was any prima facie case against the appellant as a result of such an investigation established. In state of Uttar Pradesh vs. Babu Ram Upadhyaya 1961(2) SCR 679, the Court by majority held that the provisions of paragraph 486 Rule 1 of the U.P. Police Regulations were mandatory and that a departmental action against the police officer in disregard thereof was invalid. The minority held that the paragraph was directory and as there was substantial compliance with its provisions the departmental proceedings were not invalid. In *Jagan Nath vs. Sr. Supdt. of Police, Ferozepur*, AIR 1962 Punjab 38, the Punjab High Court held that the provisions of rule 16.38(1) and (2) were mandatory and that a departmental inquiry held without following its provisions was illegal. It is not necessary to decide inquiry held without following its provisions was illegal. It is not necessary to decide in this case whether the provisions of Rule 16.38 of the Punjab Police Rules are mandatory or directory. Even assuming that there rule is directory we find that there has been no substantial compliance with its provisions. The complaint fell within rule 16-38 and it was for the District Magistrate to decide who should investigate the case. No investigation of any kind was made under the directions. Without obtaining his directions, the Superintendent of Police held an inquiry, and passed an order of censure. The order was set aside by the Deputy Inspector General. Thereafter by D.O. letter No. 2165-C, the Superintendent of Police, asked for the sanction of the District Magistrate to proceed departmentally. Even at this stage, the District Magistrate was not informed that the Superintendent of Police held an inquiry and passed an order of censure and that, his order was set aside by the Deputy Inspector General. The inquiry held by the Superintendent of Police was not authorised by the District Magistrate nor did it receive his approval. The District Magistrate gave his sanction without recording any reasons and without applying his mind to the requirement of Rule 16-38. In the circumstances, we are constrained to hold the departmental action taken against the respondent is invalid. *Delhi Administration vs. Chanan Shah* 1969 S.L.R.217.

23. District Magistrate ordering departmental enquiry. The report of the Vigilance Department was enclosed with the papers forwarded by the Superintendent of Police, the District Magistrate must be deemed to have made a perusal of it and the order passed for a departmental enquiry was a full compliance with the Police Rules. *Ram Singh Dhawan vs. The State of Punjab*, 1967 P.L.R. 763

24. District Magistrate to decide as to whether the investigation of a particular type of complaint shall be conducted by a Police Officer or by a Magistrate. The Legislature has itself performed the essential function of creating an agency to detect crimes and what has been delegated to the Executed Government is the task to implementing the purposes and the objects of the Act. It would be trite to say that an effective and proper method of implementing the policy of the Legislature would be to frame rules on the subject for ensuring uniformity of treatment. The crimes may be committed by the public at large or by their members of the agency created by the statute. The procedure for investigation of these crimes is essentially a matter of detail and the task of providing for this procedure has been left to the Executive authority. The impugned rule only empowers a District Magistrate to step in and to make a choice between one agency or the other to investigate a particular class of crimes committed by police officers. It falls squarely within clause (a) of sub-section (2) of Section 46 and has the added protection of clause (c) of sub-section of the same section. *Raj Kumar vs. State of Punjab*, 1976(1) S.L.R. 5

25. Enquiry—Departmental proceedings. I am of the opinion that this was merely a formal order passed in pursuance of the decision of the Chief Commissioner taken on 11th of January, 1977, in which discussion even the District Magistrate was present and he merely carried out the decision of the Chief Commissioner and in furtherance of the same passed the order dated 12th of January, 1977. It is again not disputed before me that under sub-rule (2), there has to be application of mind by the District Magistrate alone and the moment it is found that he did not apply his own mind but passed the order on the dictates of some superior authority, then such an order would be no order in the eyes of law and would stand vitiated. The question which is to be seen is whether on the facts of the present case, the order dated 12th of January, 1977, was passed by the District Magistrate of his own or at the behest of the Chief Commissioner, pursuant to the decision dated 11th of January, 1977, in which the District Magistrate was also present. As already found above, the District Magistrate was merely carrying out the order of the Chief Commissioner dated 11th of January, 1977, and, therefore, the order dated 12th of January, 1977, passed by the District Magistrate cannot be allowed to stand in law and deserves to be quashed. *Sita Ram, Sub-Inspector of Police vs. Union Territory of Chandigarh and others*, 1981(1) S.L.R. 438

26. Enquiry officer recommended his exoneration. A State Government cannot order disciplinary enquiry under R. 1637, 16-38 and 16-40 through an officer other than a police officer or Magistrate. The Rule, therefore, empowers the State Government to conduct an enquiry by such an officer if administrative exigencies so require. The proviso further empowers the State Government to order enquiry under CCS (CCA) Rules, 1965, where it is of the opinion that it is not feasible to conduct an enquiry in accordance with the procedure laid down under the P.P.S. Rules. It can also order such an enquiry, if a joint enquiry is found necessary with officers who are governed by the CCS (CCA) Rules. If the enquiry is ordered under R. 16-38 (as was done by the Addl. Commissioner of Police in the present case) the enquiry has to be conducted by a police officer and under the provisions of the Punjab Police Rules. In forming its opinion the State Government must address itself to a question whether it is feasible to conduct an enquiry under R. 16-38 or not. The procedure under R. 16-38 and R. 16-42 is thus mutually exclusive. If there is no enquiry under R. 16-38 then alone an enquiry can be ordered under R. 14-42. If R. 16-38 and R. 16-42 are read together it is clear that once an enquiry is held under R. 16-38 no enquiry can be held simultaneously or afterwards under R. 16-42. *Shyamdev vs. union of India and others*, 1982(3) S.L.R. 784.

27. Executive instructions – Absence of specific provision in the rules the police authorities are bound to follow instruction. In case the competent or the controlling authority cannot release the official whose assistance is being sought the delinquent official must be informed so that he can suggest another name. The circular upon which the petitioner is relying takes that principles to its logical conclusion. M. Bagai, learned counsel for the respondents, was unable to show me any provision in the Police Act or in the Punjab Police Rules by which the respondents have been permitted to ignore the administrative instructions issued from time to time by the

Government of India. In my view, in the absence of a specific provision in the Punjab Police Rules to the contrary, the said circular of the Government of India was applicable and the police authorities were enjoined to follow the same. I reject the contention of Mr. Bagai that the police authorities were not bound by the instructions given in the circular. The non-application of mind by the authorities on this plea has resulted in injustice. This finding by itself can be made the basis for setting aside the departmental enquiry. But for the reasons which I give herein below I am not setting aside the enquiry proceedings or the impugned orders. Instead in exercise of discretion vested in this court under Article 226 of the Constitution of India I mould the relief. The petitioner who was a constable in the Delhi Police has been put of service for the last 16 years, having been dismissed in the year 1968. In the year 1971 when he filed the present petition, he was 43 years old, as per his supporting affidavit. As to what the petitioner has been doing for the last 16 years is not clear from the petition. Mr. Budhiraja's contention is that he was without a job and in fact has been idle. Whether he was working or not is not the question to be decided. What is to be seen is whether he can be said to be physically and mentally fit to undergo the hardships which a constable is expected to face? Would he be able to because of the long interval, carry out the orders of his superiors without any reservation? The petitioner now is 56 years old. In this for intervening period of 16 years, for reasons beyond his control, he could not take part in parades, physical training exercises, games and other training programmes which are essential for a member of police force to remain not only physically fit but also mentally alert. He has been deprived of leading an active, organised and disciplined life. *Jiwan Singh vs. The Administrator, Union Territory of Delhi and others, 1985(1) S.L.R. 781.*

28. Expression "immediate" means "within reasonable" time – The primary justification of rule 16.38 being inserted in the Rules is to ensure priority being given to a criminal trial in preference to a departmental enquiry when a police officer is accused of the commission of a criminal offence in connection with his official relations with the public. Under Section 190 of the Criminal Procedure Code, cognizance of an offence may be taken by a criminal court either on a complaint or on a police report or otherwise. This is an additional reason why the meaning of the word 'complaint' in the rule can not be restricted only to a written petition.

In the present case, the accusation against the plaintiff appellant was that he come into possession of Rs. 150/- in the course of his official duties. He was entrusted with that money. His failure to account for the same amounted to criminal breach of trust within the meaning of Section 405 of Indian Penal Code. He was therefore, entitled to the protection of rule 16.38. The direct institution of departmental action against him in complete disregard of the said rule was, therefore, illegal and ultra vires Rule 16.38. The departmental enquiry and the punishment imposed on the plaintiff by the order dated 20.2.1958 are, therefore, quashed. As the suit of the plaintiff had been dismissed on a preliminary ground, the case is remanded to the trial Court for trial on merits as to whether the police authorities would not like to comply with rule 16.38 and if so whether the plaintiff appellant is to be placed in his former position as officiating Sub-Inspector of Police or on suspension till the matter against him is finally decided and what should be his pay and if he is entitled to the arrears of pay claimed by him and such other matters. *Daulat Ram vs. Union of India, 1971(2) S.L.R. 502.*

30. Fresh enquiry on same charge – The impact and effect of the word "immediate" in the opening part of rule 16.38(1) of the Police Rules. Permitting resort to the said rule after such a long time, would in my opinion, amount to ignoring the statutory requirements of the said rule. I, therefore, hold that so much of the order of the Deputy Inspector-General of Police, Ambala Range (Annexure 'I) as directs compliance with the provisions of Police Rule 16.38(1) by placing the matter before the District Magistrate, Rohtak at this stage, is contrary to the provisions of law, and has to be struck down. The order of the appellate authority quashing the order of punishment passed by the Superintendent of Police, Rohtak, is manifestly correct and has to be upheld. *Bhajan Singh vs. Shri Bahal Singh, S.P. Rohtak and another, 1967 S.L.R. 601.*

31. Import and effect of word 'Immediate' – Learned counsel has then contended that the observation made in the confidential report of the petitioner (Annexure "H") which have been quoted in an earlier part of this judgment, and the warning administered to him therein and on April 17, 1965 (Annexure 'C') are mala fide and should be quashed. Without entering into the allegations of mala fides, I think the Superintendent of Police had no jurisdiction to administer a warning to the petitioner (warning itself being a punishment), on allegations which were still pending enquiry before the departmental authorities. Same applies to the observations in the confidential report relating to the Chuchakwas liquor taking incident. For the foregoing reasons I set aside and quash the order, dated April 17, 1965 (Annexure 'C') administering warning to the petitioner and direct that the portion relating to the Chuchakwas incident from the confidential report (Annexure 'H') shall also be deleted. *Bhajan Singh vs. Shri Bahal Singh, S.P. Rohtak and another, 1967 S.L.R. 601.*

32. Intermediate School Course – Petitioners cannot allege any discrimination if persons working in the H.A.P. though confirmed later are sent to attend the Intermediate College. *Raj Kumar vs. State of Haryana, 1991(2) RSJ 342.*

33. Investigation conducted by D.I.G. – Investigation has admittedly been conducted at least by the D.I.G. into the complaint without complying with the provisions of Rule 16.38(1) of the Police Rules. The entire investigation proceedings against the petitioner in this case have, therefore, been vitiated on that account. *Avtar Singh Uppal vs. The Inspector General of Police, Chandigarh, 1966 Cur. L.J. 318.*

34. Investigation disclosing prima facie case a judicial prosecution should normally follow – The provisions of sub-rules (1) and (2) of Rule 38 are attached in cases of complaint received by the Superintendent of Police, indicating the commission by a police officer of a criminal offence in connection with his official relations with the public. In such a case, the Superintendent of Police is required to bring the complaint to the notice of the District Magistrate who is to decide whether the investigation of the complaint should be made by a selected Magistrate having first class powers or should be left to a police officer. If the investigation discloses a prima facie case, a judicial prosecution should normally follow unless for reasons to be recorded in writing the District Magistrate directs that the matter should be disposed of departmentally. *Delhi Administration vs. Chanan Shah, 1969 S.L.R. 217.*

35. Investigation – Offence against police officer – Coming to the facts of the instant case it may be pointed out that in view of the opening words of the said Regulation namely "when the offence alleged against a police officer, amounts to an offence only under Section 7 of the Police Act," the said Regulation also stands on the same footing as Rule 16.38 of the Punjab Police Rule. In *mahendra Singh vs. State*, AIR 1956 Allahabad 96 a special Bench of the Allahabad High Court held that Section 7 of the Police Act provides for the departmental punishment of inferior police officers. It was also held that the said section did not in terms make provision for any inquiry, it merely provided that the exercise of disciplinary powers shall be subject to rules framed by the State Government and Chapter 32 of the Police Regulations laid down these rules which provided for a departmental trial for punishment to be inflicted under Section 7 of the Police Act. In this view of the matter it is apparent that like Rule 16.38 of the Punjab Police Rules, the procedure prescribed in Regulation 486 (1) (3) of the Regulations had to be confined to departmental proceedings under Section 7 of the Police Act and the High Court was clearly in error in taking the view that notwithstanding the provision contained in the proviso to Section 5A of the Prevention of Corruption Act and the undisputed fact that the Inspector of Criminal Branch, Criminal Investigation Department, who conducted the enquiry in the instant case had been duly authorized by the State Government as contemplated by the said proviso, the investigation was vitiated in law on the ground that the said Inspector was not higher in rank to the respondent as contemplated by Regulation 486(1) (3) of the Regulations. *State of Uttar Pradesh and other vs. Surinder Pal Sindh, 1989 (1) S.L.R. 561.*

36. Mandatory—Departmental enquiry. The primary challenge to these orders is on the ground that the procedure prescribed in Rule 16.38 of the Punjab Police Rules, as applicable to Haryana, has not been complied with the petitioner has been materially prejudiced by the said non-compliance. The precise argument is that on the basis of the preliminary enquiry held under sub-rule(1) of the said Rules, the District Magistrate concerned had to pass reasoned order for not prosecuting the petitioner in judicial Court which otherwise is a the normal rule. A bare reading of this order manifestly indicates that the District Magistrate has not recorded any reason whatsoever for deviating from the normal course of launching a prosecution against the petitioner and ordering a no compliance of the requirements of sub-rule (2). The District Magistrate who has been arrayed as respondent No. 4 to this writ petition has not even cared to file a reply to the same. *Sarup Singh vs. State of Haryana and others, 1983(2) S.L.R. 609.*

37. Misuse of power by police officer. Rule 16.38 however, has no application where information of the commission of such an offence has been received by any Court. The Rule is, however, based on a salutary principle that a complaint of the commission of an offence against the Police Officer should not be dealt with by the Police Administration itself and should be left to be dealt with by the District Magistrate, and where investigation discloses a prima facie case a judicial prosecution should normally follow unless the District Magistrate, for a reasons to be recorded, decides, that the officer concerned may be dealt with departmentally. It was, therefore, consistent with this Rule that the matter for inquiry to the Chief Metropolitan Magistrate. The Chief

Metropolitan Magistrate has found a prima facie case against two officers, has exonerated the third has given the benefit of doubt to the fourth .

I would direct that the Commissioner of Police would initiate appropriate proceedings at his own level or at such lower but senior level as having regard to all the circumstances, he consider to be necessary to deal with the allegations made against the delinquent officers, who have been indicated in the two reports and who may otherwise appear to him to be concerned and to consider what steps are necessary to deal generally with the problem of misuse, abuse or excessive use of power by the Police officers and take such action as may be considered necessary by him. *Satpal vs. Assistant Commissioner of Police, 1984 (1) S.L.R. 613.*

38. Obligatory on the part of S.S.P to bring the case to the notice of District Magistrate. It was asked from the S.S.P why he did not bring this case to the notice of the District Magistrate as required by Rule 16.38 of the Punjab Police Rules. He could not give any proper reason in support of his. It may be pointed out that the provisions of Rule 16.38 of the Punjab Rules deal with holding of departmental enquiry as envisaged by Article 311 of the Constitution of India. It was obligatory according to Rule 16.38 for the S.S.P to bring this case to the notice of the District Magistrate and it was for the District Magistrate to decide whether a departmental enquiry should be held or a criminal prosecution should be ordered. The S.S.P. failed to perform the statutory obligation. In my opinion, the S.S.P, has violated the mandatory provisions of Rule 16.38 dismissing the petitioner from service summarily without following of Rule 16.38. *mohinder Singh Cheema, Ex-Sub-Inspector vs. State of Punjab through Home Secretary, Chandigarh, 1990 (5) S.L.R. 90.*
39. Opinion of District Magistrate. Rule 16.38 is really meant to have a completely objective and unbiased consideration by the District Magistrate whether a particular case relating to official relations of the Police with the public should be tried by a Magistrate having first class powers or investigated departmentally by the police authorities themselves. But there may be case which are not required to be forwarded to the District Magistrate. *Madan Gopa vs. The Punjab State, 1968 P>L.R 874.*
40. Order of Dismissal by an authority subordinate to the appointing authority. There cannot be better case of illegality of the order than the author of the order himself felt that the order cannot be sustained. It is also clear that the Punishing Authority of the petitioner was D.I.G. as he was promoted under his orders. Consequently, the decision to dispense with the enquiry could be taken by the D.I.G. In this view of the matter the impugned order is illegal. There is no material on the file to show that the punishing authority was satisfied that it was not reasonably practical to hold enquiry against the petitioner. Therefore, the order of dismissal is arbitrary, unreasonable and capricious as it denies equality before law and equal protection to the person concerned and, therefore, violative of Article 14 of the Constitution of India. For this reason, the order of Dismissal from service being violating of Article 14 of the Constitution is bad in the eye of Law. *Ashok Kumar, Sub Inspector of Police vs. State of Punjab and others, 1990 (3) S.L.R. 127.*
41. Plaintiff purporting to exercise authority of a Police officer in plain cloths. Plaintiff purporting to exercise authority of a police officer in plain clothes it does not mean that he was not purporting to act as a police officer *Union of India vs. Ram Kishan, 1972 S.L.R. 11.*
42. Police Department cannot pick and choose the cases for obtaining the sanction of District Magistrate. There has been no explanation at all why the petitioner's case was not put up before the District Magistrate when the case of Kishan Chand was duly put up, the mere fact of his arrest or his having incited the Police Force demonstrating before the Home Minister's residence would not make any distinction in principle. If in the case of Kishan Chand it was a case of his allegedly committing a criminal offence, on identically the same accusation against the petitioner and in exactly similar terms and his case was put up before the District Magistrate under rule 16.38 for his orders, the case against the petitioner also had to be similarly put up; in other words, the Police Department cannot pick and choose at its sweet will, the kind of cases which they would put up under Rule 16.38 to the District Magistrate for his orders when accusations were identically the same. Such a course, is permitted is likely to greatly undermine the confidence of the police force in their official superiors. *Ram Karan vs. Union of India and others, 1975 (2) S.L.R. 683.*
43. Police Officer committing offence in relation to public. Petitioner, a Police Officer, during performance of his duties came in to contact with the drivers of trucks which were stopped and not challaned by him. The petitioner committed a criminal offence under Section 217 India Penal Code. The Petitioner was proceeded against departmental without obtaining orders of District Magistrate to enquiry in to his conduct under rule 16.38 (1) of Punjab Police Rules.

Whenever a Police officer in the discharge of his official functions comes to have official relations with the public and commits a criminal offence in connection with those relations rule 16.38 (1) of Punjab Police Rules becomes applicable irrespective of the fact whether any member of the public was aggrieved of his conduct or not. It could not be contended that before rule 16.38 became applicable, member of the public should be aggrieved of the conduct of police Official. A Police Officer by committing an offence in connection with his relations with a member of public fact be benefiting that person by not proceeding against him under the law when that person makes himself liable to be proceeded against and so he may not be aggrieved of the conduct of the Police Officer. *Ajit Singh vs. Delhi Administration and others, 1973 (1) S.L.R. 1100.*

44. Procedure—Complaint against. Rule is mandatory for the investigation of cases

pertaining to departmental inquires and the holding of departmental inquiry in accordance with the procedure prescribed thereunder. *Harishyam A.S.I vs. State of Punjab 1991 (3) RSJ 444.*

45. Promotion. Allegations some pending enquiry—Inaction on part of authorities for not making any steps for conducting alleged enquiry—Master of promotion kept in abeyance for a decade—Petition allowed. *Sukhdev Sindh, Head Constable vs. State of Punjab and others, 1989 (2) RSJ 295.*
46. Prosecution—Offences committed by Police Officers. It may be noticed that the three decisions of this Court which have been referred to above related to departmental inquires and not criminal prosecutions for offences committed by the delinquent police officers. The pronouncements in those cases will therefore govern only cases where departmental inquires are held in contravention of the procedure prescribed by the Police Rules. The reason for a special procedure being prescribed in the Rule for investigations before departmental inquiries are held against delinquent police officers is not far off to see. In the very nature of their duties, the members of the police force would often stand exposed to criticism and complaints by not only the members of the public but also by the members of the force themselves and consequently they stand placed more vulnerable than member of other. Government service, of being implicated in false or exaggerated charges. In order to protect them from false implication and resultant proceedings, the Government had thought it necessary to have initial screening of the Complaints received against members of the police force by the District Magistrate. Such Screening would however extend only to matters which fall within the Zone of departmental action and it could never extend to cases where the offences alleged to have been committed would attract investigation under the Criminal Procedure Code in the same manner the investigation would be attracted if the offence complained of had been committed by any member of the public. That the procedure prescribed in Rule 16.38 has only a limited field of operation i.e applicable only to departmental inquires and punishments could be seen from the fact that clause 3 of the Rule enjoins every Magistrate to whom a complaint against a police officer is referred by the District Magistrate for judicial enquiry to report the details of the case to the District Magistrate in order to enable the District Magistrate to forward the report to the Superintendent of Police. The clause further says that if the District Magistrate himself takes cognizance of a case, he should of his own accord send a report to the Superintendent of Police. Clause IV of Rule 16.38 also throws light on the matter and brings out the objective in greater clarity. This clause sets out that in order to protect the interests of police officers serving in districts where petition mongering activities are notorious, the District Magistrate can direct that all petitions complaining about police officers shall be presented to him personally so that he can scrutinize them to find out whether the petitioner are of a frivolous nature of they have been engineered by factious groups in the districts etc. in fact, the words used in the clause are of a tell-tale nature viz. "complaints against police officers in those districts where abuses of law with the object of victimizing such officers or hampering investigation in rife.

All these features make it clear that the purpose underlying the rule is to enable the District Magistrate and the District Superintendent of Police to exercise

personal control and Superintendent over the complaints received against members of the police force in the performance of their duties and enable the District Magistrate to ensure that the complaint is not a baseless or by a selected Magistrate. The procedure envisaged by the Rule is for effective check being exercised against victimization of efficient and honest police officers on the one hand and favoritism being shown to the delinquent police officers on the other. These rules were not intended to replace and certainly cannot over-ride the provisions of the Criminal Procedure Code. The Full Bench was therefore in error in taking the view that the Rules lay down a special procedure for investigation of all offences committed by the member for investigation of all offences committed by the members of the police force and, that they have over-riding effect over the provisions of the Criminal Procedure Code in terms of Sections 4 and 5 of the Code. *State of Punjab vs. Raj Kumar, 1988(2) S.L.R. 83*

47. Provisions are mandatory. As the mandatory provisions of the Police Rules 16.38 were not followed, it must be held that the departmental enquiry which was being conducted against the petitioner was altogether illegal and invalid. *Air 1962 Punjab 38*
48. Resort to departmental proceedings. Provisions of Rule 16.38(1) and (2) being mandatory, compliance with the same is imperative. As provided by sub-rule (2) when on an inquiry under sub-rule (1) a prima facie case is established indicating the commission by a police officer of a criminal offence in connection with his official relation with the public a judicial prosecution is normally to follow. But the District Magistrate has been given power the order departmental proceeding instead, for reasons to be recorded by him. Failure to record reasons for proceedings departmentally instead of judicial prosecution, renders the order illegal. *Nand Nandan Sarup vs. The District Magistrate, Patiala, 1966 Cur. L.J. 608= P.L.R. 747*
49. Rule applicable only if criminal offence has been committed by a Police Officer "in connection with his official relations with the Public". Rule 16.38 has no relevance to the facts of the present case, and therefore, it has no application. Even a cursory reading of the language employed by the above quoted portion of Rule 16.38 shows that it is not every type of offence which is required to be brought to the notice of the District Magistrate. The plain reading of the rule suggests very clearly that the criminal offence which is required to be brought to the notice of the District Magistrate should be one which should be found to have been committed "in connection with his official relations with the public". Therefore, unless it is found that the criminal offence, which a particular officer is said to have committed, was committed by him in connection with his official relations with the public, no question of the application of Rule 16.38 would arise. *Shri Bhagat vs. Inspector General of Police, Himachal Pradesh and others, 1979(3) S.L.R 256*

50. Rule mandatory. If this rule is not meticulously followed in its letter and spirit, it could thwart the statutory right of a District Magistrate to order a departmental enquiry against a delinquent police officer for, if the investigation is made without a prior reference to him the evidence collected in the course of such an investigation could not be used against the delinquent officer in departmental proceedings at a subsequent stage. An interpretation which destroys or diminished the allowed object of a statute should be avoided at all costs. As already stated the object of the Act is to make the police force a more efficient instrument for the prevention and detection of crime. The Act does contemplate the holding of departmental enquiries against negligent police officer. Rule 16.38(1) of the Rules in mandatory in character and the evidence collected in an investigation held in derogation of this rule cannot be used against police officer in a criminal prosecution. *Raj Kumar vs. State of Punjab, 1976(1) S.L.R. 5.*

51. Scope. Rule 1638 relates to a criminal offence committed by a Police Officer in connection with the official business of the public. *AIR 1956 Punjab 102.*

52. Speaking order—Departmental enquiry. The impugned order of the District Magistrate (Annexure P.3) is a self-contained order. It has not been passed in the context of any other notice or proposal by any other authority. The District Magistrate make a reference to the departmental enquiry held against the petitioner under sub-rule(1), finds the charges to have been prima facie established and then suddenly in paragraph 2 of the order, directs the initiation of a departmental enquiry against him. No. reason whatsoever as required by sub-rule (2) for deviating from the normal course of prosecution has been recorded. *Sarup Singh vs. State of Haryana and others, 1983(3) S.L.R. 585.*

53. Suggestion is not to be equated with the expression "dictate". The District Magistrate is the superior most. The suggestions by the Superintendent of Police to the District Magistrate (an officer superior in rank) cannot be equated with 'dictate' or a suggestion 'meaningful or otherwise'. Rule 16.38(2) enjoins objectivity to the functions of the District magistrate, again in the larger public interest. It is another matter if that objectivity could be pointed out as utterly lacking of there was no application of the mind. Since, Rule 16.38(2) postulates judicial prosecution to be the normal course and departmental action to be an exception, it enjoins giving of reasons by the District Magistrate, if the normal course is to be deviated from. *Ram Phal vs. State of Haryana and ors, 1980(3) S.L.R. 186.*

54. Tearing off the Rojnamcha by the police Head Constable. A criminal offence was committed by the plaintiff in connection with his official relations with the public inasmuch as he owed a duty to discharge his official function which are in relation with the public. His tearing off the Rapt Rojnamcha is another offence in connection with his official relations with the public inasmuch as Rapt Rojnamcha is a public record maintained in accordance with law and a police official is not expected to tear it off. No substantial argument has been addressed to substantiate that the act committed by the plaintiff does not fall within the purview of Rule 16.38(1). All the ingredients for the applicability of the said rule stood satisfied. It has not been stated at the bar that any of the ingredients was missing. *State of Haryana and another vs. Surjan Singh 1990(2) S.L.R 88.*

16-39. Rules regarding proceedings against police officers reported to be habitually 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 utilized, if necessary, and the preliminary investigation shall be followed by 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.

SYNOPSIS

1. Departmental Enquiry initiated without requisite permission.
2. Sanction violative of the principles of fair play and natural justice.

COMMENTS

1. Departmental Enquiry initiated without requisite permission. The requirements of P.P.R. 16-40 is that further action in each case is to be taken after obtaining orders of the Administration on completion of enquiries/investigation made by the Superintendent of Police, Anti Corruption. I desired the production of the original file in which the permission of the Lt. Governor under P.P.R. 16-40 for taking departmental action against the petitioner was obtained. The original file produced shows that permission for departmental action under P.P.R. 16.40 was granted by the Lt. Governor on 19th December, 1974. The action of instituting a departmental enquiry on permission under

P.P.R 16.40 *Reghubir Singh vs. The Delhi Administration and others, 1981(1) S.L.R. 826.*

2. Sanction violative of the principles of fair play and natural justice. The District Magistrate on the report of the Sub-Divisional Magistrate took a decision that neither

departmental proceedings nor the judicial prosecution was called for. I called upon the counsel for the respondents to produce the enquiry report of the Sub-Divisional Magistrate as well as the decision of the District Magistrate. And I have been informed that those have been destroyed. The copy of the report of the Sub-Divisional Magistrate and the decision of the District Magistrate was to brought to the notice of the Lt. Government when permission of the LT. Govrnor under P.P.R. 16.40 was obtained. The Lt. Governor was not even informed of the fact that a complaint containing identical allegations against the petitioner was enquired into by a Sub-Divisional Magistrate under P.P.R. 16.38(1). The Lt. Governor was also not apprised of the fact that the District Magistrate had taken a decision that no departmental proceedings be takne against the petitioner on the aforesaid allegations as those remained unsubstantiated. The obtaining of the permission from the Lt. Governor is this clearly vitiated as it violates the principles of fair play and antural justice. *Raghubir Singh vs. The Delhi Administration and others, 1981(1) S.L.R. 826*

16.41. Special rules or testings suspicions of corruption in case of upper subordinates.—When an upper subordinate is suspected of being generally corrupt, but definite charges cannot be farmed 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 an promotion should not be stopped until he had satisfied his superiors that he has reformed his habits. FROM 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.

From 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	3	4	5	6	7

POLICE OFFICER PUNISHED							
Serial No.	Date	Nature of misconduct	Name	Rank	Designation of officer making award	Punishment awarded	REMARKS

FROM No. 16.16

POLICE DEPARTMENT

DISTRICTSTATEMENT SHOWING PUNISHMENTS INFLICTED ON POLICE OFFICERS IN CONSEQUENCE OF CORRUPTION IN THE DISTRICT DURING THE YEAR ENDING 31ST MARCH, 19 _____

RANGE

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.

FORM No. 16.16 – Contd

B. Cases in which an official has been dismissed on 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 464 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.

3. 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.

4. 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

--	--	--	--	--	--

FORM No. 16.22(3)

ANNUAL SERIAL NO. IN PUNISHMENT REGISTER _____

19. _____ DISTRICT

DATE _____

- Statement summarizing 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 Order by -- at page

THE PUNJAB POLICE RULES

Volume - 3

CHAPTER XXI--PREVENTIVE AND DETECTIVE ORGANIZATION

21-1. Principles of the Criminal Law and Police Organization.-- The Criminal law of India and the Police organization which is based upon it, are both founded on the principle that public order depends essentially upon the responsibility of every member of the community within the law to prevent offences and to arrest offenders. The magisterial and police organization is set up to enforce, control and assist this general responsibility. This fundamental principle must be thoroughly understood and borne constantly in mind by police officers of all ranks, but more especially by gazetted officers and upper subordinates.

Instructions as to the general relations between police and Magistrates are contained in Chapter I of these Rules and some further detailed instructions are placed in this chapter. The ideal to be aimed at in respect of relations with the public is that every police officer, of whatever rank, should be regarded by ever law-abiding person as a wise and impartial friend and a protector against injury to his person and property. In proportion as this ideal is approached, the police will receive the information and assistance which they need, in order to combat crime successfully. When confidence and co-operation are lacking, private persons and village officials resort to connivance at crime and to seeking redress for their own losses through treaty with criminals; the police are isolated in their efforts to prevent and detect offences, and can hope for but a small measure of success.

The proper relations between the police and the public in a district depend primarily upon the personal attitude of the Superintendent, and the example set by him and enforced upon his subordinates. The most important duties of a Superintendent are to know the people of his district and to know what his subordinates are doing. Such knowledge can only be gained by the fullest personal accessibility, activity in touring, thorough and intelligent supervision and a sympathetic interest in the life of the district and the facts and difficulties of the work of his own men. He must inspire confidence in his subordinates, at well as in the public. While alert to check tyranny, dishonesty and other abuses by his subordinates, he must be as accessible to them as to non-officials and ready at all times to help them in their difficulties and support them against the evil influences, which they have to face. This should be the attitude of all supervising officers. They should ensure direct access to themselves unimpeded by their subordinates, and must be ready to give a patient hearing to all complaints and grievance, but must avoid creating any impression of spying which would destroy

the confidence and undermine the authority of their officers.

21-2. Ilaqa Magistrate--Relations with.-- The relations between the Ilaqa Magistrate and the Police officers with whom he has to deal should be both cordial and intimate, and every opportunity shall be taken to keep him informed of the state of crime in his Ilaqa Conference between Magistrates and police officers, at which difficulties on either side can be discussed and remedies devised, should be encouraged; police officers coming in with chalans should take the opportunity of obtaining an interview with the Ilaqa Magistrate and discussing with him the state of crime in their jurisdictions; and prosecuting officers, who form a valuable link between the investigating officer and the magistracy, should be instructed to pass on to Magistrates an information of interest of importance regarding criminal matter on which they may be aware. When a Magistrate visits the local area of a police station, the Sub-Inspector should be make an effort to attend at his camp and should offer his assistance as well as discuss with him all matters concerning crime. It is, however, not intended that, in such cases, the Sub-Inspector should leave important duties in order to remain in attendance throughout the tour.

21-3. Zaildars, Inamdars, Headmen and Village Watchmen.--(1) The conditions of appointment and removal, and the duties and remuneration of zaildars, inamdars, and headmen are set forth in the Land Revenue Rules (see Land Revenue Rule 9) with which gazetted and upper subordinate police officers should be familiar. While these village officials have many duties besides those connected with the suppression of crime, capacity to assist the criminal administration is one of the factors considered in making appointments, and failure in this duty is a ground for removal from office or forfeiture of emoluments. In the case of headmen, definite duties in respect of reporting and preventing offences are prescribed by the Criminal Procedure Code, and the Land Revenue Rules (see Land Revenue Rule 16 and 20) require them to attend the summons of all officers having jurisdiction in the estate in which they are appointed to assist all Government officials in the execution of their public duties; to supply information; to assist, if so ordered by the Collector, in the provision on payment of supplies of transport to Government officers on duty, and generally to represent the people of their estates in their relation with Government. Zaildars and inamdars are required by the Land Revenue rules to report to the police heinous crime and the presence in the zails of bad characters; investigations and arrests; to see that headmen perform their duties properly; to notify all orders of Government in their zails and to obey all such orders as require their personal obedience to exert their influence to secure within their zails prompt obedience to all orders of Government; to assist all Government officers in the execution of their duties, to supply them with information and to attend them when they visit their zails.

(2) It is the duty of gazetted police officers and inspectors to take particular note of the work of zaildars, inamdars and headmen. These officials should be encouraged in the performance of their duties and suitably rewarded when they do well; serious or persistent neglect of duty should be brought to the notice of the Superintendent, and by him to that of the District Magistrate. In the periodical inspections of police stations mention shall always be made of the degree of assistance received by the police from the zaildars and other village officials of the jurisdiction, and of particularly meritorious work or noteworthy dereliction of duty on the part of individuals.

(3) Gazetted officers should from time to time, record remarks in the books kept for the purpose by zaildars and inamdars regarding the extent to which such officials fulfil the purpose of their appointment in so far as the police are concerned. Notes may also appropriately be made by gazetted officers in the police station minute book (Register No.13) and in Part IV of Village Crime Books regarding particular zaildars, inamdars and headmen.

(4) The village watchmen, or chaukidar, is a village servant whose chief duty is the watch and ward of the village. He is required to carry reports for the headmen, to assist him in tracing offenders and to make arrests ad authorized by law. He is responsible to the District Magistrate for the performance of his duties.

Chaukidars are also the agency for the reporting of births and deaths occurring in the rural tracts. For the purpose of recording vital statistics they attend at the police station within the jurisdiction of which their villages are situated at certain appointed times, and these occasions are made use of to disseminate items of news and orders connected with the preventive and detective duties of the village officers.

The rules regarding the appointment, dismissal, powers, duties and responsibilities of watchmen are framed by Government under Section 39-A of the Punjab Laws Act of 1872.

21-4. Duties of Police under local and special laws.--Many of the most important and most frequently exercised functions of the police derive from local and special laws. In some cases powers so derived have been specially referred to in different chapters of these rules, but, irrespective of such references, a knowledge of the provision of all local and special laws, more or less comprehensive according to the duties of his rank, is required of every trained police officer.

The constitution of the Police Force itself rests on a special law, the Police Act (V of 1861). The administration of the Excise Act, in co-operation with officials of the Excise Department, is one of the most important of the duties of the police. Under this Act, all police officers of and above the rank of head constable are invested with the powers of excise officers 1st class, and all constables with those of excise officers, 3rd class. The control of crime, especially in rural areas, depends largely upon the Punjab Laws Act, the Registration of Habitual Offenders Act and the Criminal Tribes Act. The Arms act contains cognizable offences of first class importance, and imposes on the police important duties in connection with the inspection of licenses. The Cantonment and Municipal Act impose very extensive and varied duties upon police officers serving in areas to which they apply in relation to the enforcement of bye-laws of all sorts. The powers and duties of the police in relation to fires also emanate from the Municipal Act. The same Act, together with the Hackney Carriage Act, Indian Motor Vehicles Act, Prevention of Cruelty of Animals act and certain sec-control of traffic. The Indian Extradition Act governs the dealings of the police in respect of criminals with Indian States. Many other Acts give powers or impose duties in respect of arrests, custody, search and inspection in relation to particular classes of offence.

21-5. Absconders and Harboursers.--(1) A Vital factor in both the detection and prevention of crime is the execution of the law in respect of absconding and harbouring. The provisions of the law are adequate to prevent both these offences but their proper and comprehensive administration demands the constant attention of Magistrates and supervising police officers. The absence or prevalence of absconding and harbouring are among the acid tests of the efficiency of the criminal administration. Instructions as to the taking out and execution of warrants when persons, whose arrest is required, are not immediately found, are contained in rule 26.5. This is the first essential. Under Section 87, Code of Criminal Procedure, any Court may at any time issues a proclamation against a persons for whose arrest that court has issued a warrant. All that is necessary is that the court should be satisfied, not necessarily by evidence, that the said person " has absconded or is concealing himself so that such warrant cannot be executed". The court may further at any time after proclamation " order the attachment of any property, moveable or immovable, or both, belonging to the proclaimed person". The period of thirty days mentioned in Section 87, Code of Criminal Procedure, is that within which the absconder is called upon to surrender, it imposes no delay on the issue of attachment order. The issue of a proclamation under Section 87, Code of Criminal Procedure, renders liable to the penalties of Section 216, Indian Penal Code, any one who gives to the person proclaimed any assistance of the nature described in Section 52-A, Indian penal Code.

(2) The action prescribed in rule 26.5 for obtaining a warrant of arrest shall be taken by the police immediately they have grounds for making such arrest. Every reasonable efforts to execute such warrant shall then be taken. If such efforts fails, the court which issued the warrant must be satisfied that the warrant cannot be executed; evidence of the guilt of the wanted man in the offence under investigation is not required. When a proclamation order has been obtained, the police are bound to publish that order as required by Section 87(2), Code of Criminal Procedure. Immediately this has been done that requirements of Section 87(3), Code of Criminal Procedure, shall be complied with. Thereupon, the person wanted becomes a " proclaimed offender" and the rules in Chapter XXIII regarding the entry of such person's name in the surveillance register, list of proclaimed offenders, notices to village headmen and watchmen of all places where he has connections or which he is likely to visit etceteras shall be forthwith complied with.

(3) The procedure of search under warrant and proclamation shall be carried out in every case in which a wanted person cannot be immediately arrested without warrant by the investigating officer. Discretion may be exercised by both the police and Magistrates whether to proceed with attachment of property under Section 88, Code of Civil Procedure, in every case, where there is danger of more crime resulting from and absconder remaining at large and attachment order shall be immediately applied for. The police are not authorized to carry out attachment, but it is the duty of the prosecuting branch to see that the necessary orders issued from the court without any delay, and of the officer conducting the investigation to take steps to prevent the improper alienation of attachable property by fictitious mortgage or sale. For this purpose lists of such property should be made, as part of the investigation, and attached to the police file of the case, and the village headman concerned should be directed to report any attempt at alienation or removal pending the issue of attachment orders. The lists of property prepared by the investigation officer, attested by competent witnesses,

should be put into court with the application for an attachment order.

(4) To prevent harbouring, without which no absconder can remain at large, thorough publicity in regard to the issue of a warrant and subsequent proclamation order is essential. If this receives proper attention, the defence of ignorance is denied to the persons who can be proved to have rendered any sort of assistance to an absconder.

21-6. Reports and records.--In order that continuity in the method of administration outlined in rule 21.1 may not be lost owing to changes of personnel, the proper maintenance of those reports, records and notes which review the history of the criminal administration of a district, or from which information regarding individuals and past events may be obtained, is essential. Apart from personal records of police officers, police station records and inspection notes, referred to in other chapters of these rules, such records comprise:--

- (i) Transfer of charge memoranda (rule 21.7).
- (ii) Confidential note books (rule 21.8).
- (iii) Weekly diaries I and II (rule 21.9 etc, seq).
- (iv) Monthly crime reports (rule 21.15).
- (v) Annual Police Administration reports (rule 21.16).
- (vi) Annual reports on the administration of the Criminal Tribes Act (rule 21.18).
- (vii) Reports on political events or meetings (rule 21.19).
- (viii) Reports on important fairs and festivals (rule 21.20).

21-7. Transfer of charge memoranda.--(1) Every Superintendent and Deputy Inspector General shall, before leaving a district or range on transfer, or otherwise record a memorandum containing all necessary information for the guidance of his successor and for the preparation of the annual administration report.

(2) The following are some of the matters to be attended to in taking over charge of a district and in preparing the memorandum mentioned in sub-rule (1) above:-

- (a) State of contingent allotments and adequacy or inadequacy under different heads of the budget;
- (b) Additional police, existing and proposed;
- (c) New buildings or repairs required;
- (d) Pending cases of importance;
- (e) Confidential records and correspondence;
- (f) General state of crime;
- (g) Organization of preventive and detective operations including special mention of the duties of the Central Investigating Agency and modus operandi office, and current measures of co-operation between the police and public for the prevention of offences;
- (h) Proclaimed offenders and dangerous and active gangs;
- (i) Matters noted at the Deputy Inspectors-General's inspection as requiring attention;
- (j) Custody of keys of cash chest, confidential box, etc.;
- (k) Notes on the character and capabilities of officers;
- (l) Note of three men in the rank of head constable, selection grade constables and time scale constables car-marked for the next ensuing officiating or substantive promotion vacancies;
- (m) Punishment files pending;
- (n) Vacancies and suggestions regarding recruiting.

21-8. Confidential note-book.-- There being many matters connected with the police administration of a district which find no place in office register, and a record of which is necessary, both for the Superintendent's own information and for the benefit of succeeding officers, every Superintendent shall maintain a "confidential note book". The details given below shall, among other things, find a place in this note-book, each successive Superintendent adding to and revising in his own notes, the information on record; and Deputy Inspector-General shall, at their inspections, examine the books and comment on the adequacy or otherwise of the notes recorded. The book shall be in two parts as follows:-

PART-1

- (a) Villages specially notorious for the bad character of their inhabitants.
- (b) Names of zaildars, safedposhes, lambardars, etc, good or bad, who have come prominently to notice, with brief notes regarding them.
- (c) Names and brief accounts of noted or professional political agitators or reference to their files.
- (d) Names and brief accounts regarding specially notorious bad characters and, in cattle thieving districts, of the chief "Rassagirs".
- (e) Notes on matters connected with the administration of the Criminal Tribes Act.
- (f) Notes of fairs, periodical religious procession and other local gatherings with reference to the file explaining the police arrangements necessary at each.
- (g) A list of capable detectives and intelligence agents among lower subordinates with reference to the special qualifications of each.
- (h) Other matters of permanent interest.

An index to the contents in Part I shall be maintained on the first page, as many pages as may be considered necessary being allotted to each subject. Subject to the above rules the information may be recorded by Superintendent in any form they deem most convenient. It should be as concise as possible, a reference being given to other files or previous papers for more detailed information.

PART II

PART II shall be in the form of a permanent file containing the making over charge referred to in rule 21.7.

21-9. Superintendent's weekly diary No.1.--(1) Superintendent shall submit a weekly diary on Saturdays in Form 21.9(1) through the District Magistrate to the Deputy Inspector- General. Unless the diary contains matter which the Deputy Inspector- General considers it expedient to bring to the notice of the Commissioner or Inspector-General, it shall be returned direct to the Superintendent of Police.

- (2) If the District Magistrate is absent from duty the diary shall be submitted direct by the Superintendent of Police to the Deputy Inspector- General.
- (3) Every Assistant or Deputy Superintendent on tour or inspection duty, and every Probationary Assistant Superintendent shall submit a diary in this form to the Superintendent. Such diaries shall not be forwarded to the District Magistrate or Deputy Inspector- General unless the Superintendent has special reasons to do so.
- (4) Diaries shall be regarded as confidential communications, and shall not be sent into officers, and shall be forwarded by District Magistrate and Deputy Inspector- General without delay.

21-10. Weekly Diary No. I--Contents of.-- Diaries shall be paragraphed. Each paragraph shall bear a weekly serial number, and the following matters shall be entered in them:--

- (a) All matters of importance connected with the police administration of the district.
- (b) Comments on the state of crime in the district and important cases under investigation or trial.
- (c) Matters of special interest connected with the discipline and conduct of the force.
- (d) Inspection and touring work performed by gazetted officers.

21-11. Weekly Diary No. I--Check list of.-- A check register of weekly diaries shall be kept by each range Deputy Inspector- General.

21-12. Weekly Diary No. II--Channel of submission.--(1) Five copies of confidential diary No. II in form 21.12(1) shall be prepared each week by Superintendent Police. These copies shall be dispatched punctually on Saturday evenings [vide serial No. 3 of Appendix No. 11.39(1)] and should be marked 'Immediate'. The first copy will be retained for record, the second copy will be sent direct to the Deputy Inspector- General of Police of the rang, the third and fourth copies will be sent direct to the Assistant to the Deputy Inspector- General of Police, Criminal Investigation Department, and the fifth copy will be sent through the District Magistrate to the Commission. If the Commissioner or the District Magistrate have recorded any comments on the fifth copy, the Commissioner will forward it to the Deputy Inspector- General of Police of the range, who will add his own comments, if any, and transmit the diary to the Assistant to the Deputy Inspector- General of Police, Criminal Investigation Department. If neither the Commissioner nor the District Magistrate have any comments to record the diary shall be destroyed by the Commissioner. Action, if any taken on the advance (second) copy of the diary by the Deputy Inspector- General should normally be confined to addressing the Superintendent of Police concerned. If it is desired to record remarks for the information of higher officers, this may be done either on the copy received from the District Magistrate and the commissioner, or by means of a separate reference. The Assistant Inspector- General, Government Railway Police, shall submit a diary, in duplicate, in the same form direct to the Assistant to the Deputy Inspector- General of Police, Criminal Investigation Department.

- (2) Office copies of confidential diaries shall be kept for three years, or for such longer period as the Superintendent of Police considers desirable.
- (3) The advance (second) copy of the confidential diary should be kept by the Deputy Inspector- General of the Range concerned for three year.

21-13. Weekly Diary No. II--Comments of.-- The following are among the matters which should be mentioned in the confidential diary.

- (a) Information regarding political movements, parties, leaders, publications, and the like.
- (b) Information regarding religious sects, changes in doctrine and practice having a political significance, proselytism, or preaching of a provocative nature.
- (c) Information regarding foreigners and others, the reporting of whose movements and activities has been ordered or is considered necessary.
- (d) Information regarding current rumours or topics of interests, which are causing or are likely to cause animosity between classes or disturbance of public tranquility.
- (e) Police opinion regarding the legislative or executive measures of Government.
- (f) Noteworthy movements of population, whether emigration or immigration.
- (g) Political or religious meetings and celebrations which are important either intrinsically or by reason of public speeches, propaganda and the like associated with them.
- (h) The effect of public opinion of current discussions in the press.

21-14. Weekly Diary No. II--Miscellaneous order regarding.-- (1) Every confidential diary shall be written on half margin, and every separate subject shall be entered in a separate paragraph, and each paragraph shall be numbered seriatim.

- (2) To ascertain and to report correctly the prevailing temper of the people is one of the most important duties a Superintendent has to perform.

(3) When an entry in a gazetted police officer's diary, or in the confidential diary, concerns the police of a district. Other than the one from which it is submitted, the Superintendent by or through, whom it is submitted, shall state whether he has, or has not, communicated the facts direct to the Superintendent concerned.

21-15. Monthly Crime Report. -- (1) The monthly crime statement in Form

21-15 (1) shall be prepared in every district, on the first of each month. On receipt of this statement together with such further statistical information as may be prescribed from time to time, the Superintendent shall personally compose a brief review of the state of crime in the district, both in regard to its main divisions and generally. Noteworthy features in the monthly statistics shall be commented upon, and references shall be made to the progress and development of any special measures for combating crime. The review with the full statement by police stations shall be attached to the first weekly diary submitted in the month, and a copy, with an extract from the statement showing district totals only, shall be sent direct to the Deputy Inspector- General to reach him by the 5th of the month without fail.

(2) On receipt of the extracts mentioned in sub-rule (1) above each Deputy Inspector- General shall prepare on similar lines to the district reports a consolidated range report, and submit it on or before the 15th to the Deputy Inspector- General, Criminal Investigation Department. Copies of the range report shall also be sent to Commissioners of Divisions included in the range, who will forward their copies, with their comments, if any, to the Inspector- General of Police, and to all Superintendents of Police in the range, who will show their copies to District Magistrates.

21-16. Annual Police Administration Reports. -- (1) Every Superintendent shall prepare and dispatch to the District Magistrate an Annual Administration Report in January of each year for the previous calendar year. The Assistant Inspector- General, Government Railway Police, shall also submit his Annual Administration Report in January to the Inspector- General, through the Agent, North-Western Railway.

(2) Each district report shall be forwarded as follows: --

by the Superintendent to the District Magistrate on or before the 20th January,

by the District Magistrate to the Deputy Inspector- General on or before the 31st January.

The district reports (without the returns) shall, as they are received, be forwarded by Deputy Inspector- General, accompanied by any marginal remarks considered necessary, to Commissioners by whom they will be returned to Deputy Inspector- General on or before the 20th February.

They will then be forwarded by Deputy Inspector- General to the Inspector- General with a covering letter containing comments on any improvements in methods of working, outbreaks of crime affecting more than one district, or other matters of interest not specifically mentioned in any district and the returns prescribed for the whole range on or before 1st April.

(3) Every Superintendent and the Assistant Inspector- General, Government Railway Police shall also submit direct to the Inspector- General an advance copy of the annual report and the returns appended to it, on or before the 20th January.

21-17. Annual Report--Form of. -- (1) The report should consist of concise and intelligent criticism of facts and of the figures given in the prescribed returns. No mere paraphrasing and reproduction of statistics should be allowed in the body of the report. Variations in the figures, which are not unusual or important, should not be commented on. The briefer a report is the better, if it includes all that is necessary to show an intelligent comprehension of the meaning of the facts and figures and of the salient features of the year's work. The object of the report is to state what has been done rather than to suggest what should be done. Matters of the latter nature should be reported in separate official letter. Any such comment or suggestion which is considered necessary in the annual report should be as brief as possible, especially where the matter is complicated or controversial.

(2) Lists of subjects to be reported on, the returns to be submitted, and detailed instructions for their preparation are printed and issued every year by the Central Police Office. No alteration in, or additions to, the printed forms shall be made without a reference to the Inspector- General.

21-18. Criminal Tribes Report. -- (1) Each Superintendent of a district shall prepare an annual report on the working of the Criminal Tribes Act in his district for the calendar year. The subjects to be reviewed are given in Appendix 21.18(1) and blank forms for the printed statements required to accompany the report are supplied by the Deputy Commissioner, Criminal Tribes. Rule 21.17(1) shall apply to the preparation of this report also.

(2) The latest date for submission of the Criminal Tribes Report shall be:---

(a) by the Superintendent to the District Magistrate; 1st March.

(b) by the District Magistrate to the Deputy Inspector- General; 15th March.

(c) by the Deputy Inspector- General to the Commissioner; 1st April.

(d) by the Commissioner to the Deputy Commissioner, Criminal Tribes; 15th April.

(3) Each Superintendent shall forward a copy of his annual Criminal Tribes Report to the Assistant to the Inspector- General of Police for Criminal Tribes to reach that officer by the 1st March, each year.

(4) The Deputy Commissioner, Criminal Tribes, is required to prepare a consolidated report for the province, which is due with Press not later than June 25th. The report, when printed, is due to reach Government through the Inspector- General of Police by August 15th.

21-19. Public Meetings. -- (1) It is the duty of Superintendent of Police for the accurate reporting of the proceedings of all political and other public meetings held to discuss matters which are likely to disturb the public tranquility. To this end they shall encourage officers to learn Urdu shorthand. If the meetings to be reported are of provincial importance, Superintendent of Police may request the assistance of the Superintendent of Police, Political, Criminal Investigation Department, or if none are available, will arrange with the Deputy Inspector- General of the Range for the deputation of a stenographer from another district in his Range. At meetings at which inflammatory speeches are considered likely, arrangements shall also be made to have official and non-official witnesses present who may be available in the event of the prosecution of any of the speakers being undertaken.

When meetings are obviously of importance in connection with a particular form of agitation or when the speeches at them appear to be actionable, a detailed report shall be sent immediately to the Assistant to the Deputy Inspector- General of Police, Criminal Investigation Department, with a list of the official and non-official witnesses present. Report in such cases shall be forwarded with the confidential weekly diary to the Deputy Inspector- General of the range for information. Superintendents of Police are responsible that the reports of all meetings are written in clear and intelligible English. Reports should show the classes present at the meetings and estimate the effect of the speeches on the audience.

The police have the right to attend public meetings with a view to (i) preventing any infringement of the law or, (ii) taking evidence with a view to the possible prosecution of law breakers. All public meetings can therefore, be attended by police reporters, but as the right of entry may at times be questioned or even forcibly resisted by the organisers. It is important, when such tactics are apprehended, that a sufficient body of police in uniform should be deputed to discourage opposition. Recourse may also be to the procedure enacted in Chapter III of the Punjab Criminal Law (Amendment) Act III of 1932.

21.20. Reports of fairs and festivals. -- (1) Every Superintendent in whose district any fairs or public assemblies of importance are to take place shall, on the 1st December in each year, submit a list of such fairs and assemblies for the year next ensuing with the date or dates on which they will be held, to the Inspector-General for publication in the Police Gazette.

(2) on the termination of important fairs and festivals, Superintendents shall submit a report in Form 21.20(2) dealing briefly with the prominent features of the fairs; crime occurring in connection with it; conduct of the police; accidents or fatalities occurring, if any, and the existence of any excitement of a political or religious nature etc. Such reports shall be submitted through the District Magistrate to the Deputy Inspector-General of the range, who will at his discretion forward them through the Commissioner

to the Inspector-General of Police. Events of immediate importance shall also be reported promptly and by telegram if necessary, by the Superintendent direct to the Deputy Inspector-General of the range and the Deputy Inspector-General, Criminal Investigation Department.

21.21. Political and communal activities in relation to law and order.--Rule 2.19. lays upon Superintendents of Police the duty of watching and reporting on political or communal movements as such. As part of his general duty to maintain touch with the progress of activities, which may have consequences likely to disturb public tranquility, it is incumbent upon every officer in charge of police station and officer superior thereto, to keep himself fully informed of all developments or offshoots of such movements in his jurisdiction. To this end such officers must know the persons who take the lead in such matter, and the attitude towards them of men of influence. As soon as any such movements shows signs of developing on lines which are likely to cause animosity between sections of the people and breaches of the peace, or to be otherwise clearly subversive of law and order, the Superintendent, in consultation with the District Magistrate, shall take such action as may be most appropriate to the occasion, but when the activity is political rather than communal and no orders of Government cover the case, ordinarily a reference should be made to Government before measures to check it are set in motion. Police officers of all ranks are required to refrain absolutely from personal participation in political or communal affairs; they are not concerned with the merits of such controversies, but solely with the maintenance of the public peace. In the category of personal participation, however, acquaintance and maintenance of touch with communal leaders is not included. Relations of this kind may help Superintendents and other gazetted police officer to prevent the development of communal trouble and the occurrence of open disputes, and may enable them on occasions to bring leaders together with salutary results for the settlement of minor causes of friction, with which the District Magistrate need not be troubled in their initial stages.

21.22. Religious procession.--(1) Periodical public religious processions shall not be permitted to proceed along new routes without the written sanction of the District Magistrate.

(2) When periodical public religious procession is about to take place the Superintendent shall acquaint himself with the police arrangements made in past years and shall make necessary arrangements in consultation with the District Magistrate, following, as far as may be, the procedure previously adopted.

(3) In each district a separate file shall be kept of each periodical public religious procession showing the strength and disposition of the police force employed and the average number of persons attending the procession.

(4) Whenever a license is granted for a procession there shall, if possible, be a plan of the route on the back of license. All licenses granted shall be in Form 21.22(4).

(5) The Superintendent shall not grant a license for an important public religious procession of a novel character or on an occasion when public feeling is excited, without taking the orders of the District Magistrate.

(6) When a procession other than one of regularly exercised custom is allowed to take place any sums necessary to defray the cost of barriers, additional police and the carriage of such police shall be deposited with the Superintendent by the managers of such processions before the license is granted.

21.23. Press advertisements.--(1) The newspaper press shall be used as a medium both for advertising police regulation affecting the public and for enlisting the assistance of the public in the investigation of crime.

Examples:-

- (i) Traffic regulations and directions for festivals and official function.
- (ii) Descriptions of wanted offenders or lost property, especially when a reward is offered.

In both classes of publicity referred to in this rule, press advertising shall be supplemented, when considered advisable, by posters for affixing to notice boards and leaflets for wholesale distribution. Advertising shall be in English or vernacular or both, as may be most appropriate in each case.

(2) The charges for the publication of Government advertisements in newspapers shall be met from police contract contingencies. With regard to printing of posters and leaflets the instruction contained in rule 11.57(3) should be followed.

21.24. Criminal Intelligence gazetted--Notice for.-- Notices of novel or professional offences and memoranda embodying the shifts and artifices of criminals shall be sent for publication in the Criminal Intelligence Gazette for general information. Such notices shall be sent direct to the Assistant Inspector-General, Crime and Criminal Tribes, Criminal Investigation Department, and shall be in narrative or other form, as far as possible, ready for the press.

21.25. Appointment to Criminal Investigation Department.--(1) Upper and lower subordinate posts other than those of inspector in the Criminal Investigation Department shall be filled by the deputation of suitable men from districts for periods three years extensible by not more than two years at a time at the discretion of the Deputy Inspector-General Criminal Investigation Department.

(2) A police officer on deputation to the Criminal Investigation Department will retain his original position in the cadre of his district or range. While in the Criminal Investigation Department he will be eligible for officiating promotion in that branch; on reversion from the Criminal Investigation Department he will assume his place in his original cadre. Officiating promotion may be given in the district or range in the place of an officer deputed to the Criminal Investigation Department, such officiating post lapsing on the officer's reversion.

(3) When an officer borne on the rolls of district or range reaches a place in seniority which would entitle him to be considered for substantive promotion if he were serving in the establishment to which he belongs permanently, he shall be informed and given the opportunity of returning to district police work. No officer on deputation to the Criminal Investigation Department shall be substantively promoted to head constable or higher rank unless both the Deputy Inspector General, Criminal Investigation Department and the Deputy Inspector General of the range to which he belongs agree that he is qualified for such promotion by all the prescribed standards.

(4) The Deputy Inspector General Criminal Investigation Department, may make recommendation on behalf of sub-inspectors serving under him to the Deputy Inspector General of the range and the Inspector General of Police, respectively, for promotion to the selection grade or admission to List F.A sub-inspector who becomes eligible while serving in the Criminal Investigation Department for grade promotion in the selection grade, shall receive such promotion, if the Deputy Inspector General of the range and Criminal Investigation Department agree that he is fit for it.

(5) Annual reports on upper subordinates serving on deputation in the Criminal Investigation Department shall be sent by the Deputy Inspector General, Criminal Investigation Department, to the range Deputy Inspector General concerned for record and other necessary action.

(6) In very exceptional cases and for the political branch only and with the written sanction of the Deputy Inspector General personally, direct enrolment as constable or in higher ranks, may be made to the Criminal Investigation Department. Specialists shall, however, when possible, be entertained on contract terms, so that their services may be dispensed with when their utility cases or deteriorates.

21.25. Discipline in the Criminal Investigation Department-- The Deputy Inspector General, Criminal Investigation Department, shall have complete disciplinary control over all police officers while serving in the Criminal Investigation Department.

21.26. Duties of Criminal Investigation Departments.-- The following are the chief duties of the Criminal Investigation Department in so far as they affect the district police:--

- i. To promote co-operation between the police of different districts and different provinces.
- ii. To undertake or assist in the investigation of cases or classes of crime which have provincial or inter-provincial ramifications of the Inspector General or Deputy Inspector General, Criminal Investigation Department, considers that such action is in the interests of the criminal administration.
- iii. To watch and report on all communal, political and subversive movements affecting the province and India as a whole; to maintain close co-operation with district authorities in all such matter and to direct investigation connected with them.
- iv. Through the medium of the Criminal Intelligence Gazette:---
 - (a) to check crime by the prompt publication of information of the prevalence of a particular class of crime and of the absence from their homes of dangerous criminals;
 - (b) to secure the detection and arrest of persons wanted for offences committed.
 - (c) to trace property stolen and recovered.
 - (d) to act generally as an agency for disseminating intelligence likely to aid the police in their work.
 - (v) To collect, co-ordinate and disseminate political and criminal intelligence.
 - (vi) The Criminal Tribes Branch to deal with all aspects of the control of Criminal Tribes which fall within the sphere of the Inspector-General of Police as prescribed from time to time by the Provincial Government.

21.27. Requests for service of officers of Criminal Investigation Department.-- The services of investigating officers of the Criminal Investigation Department may be asked for by Superintendents of Police in any case of the following nature:---

- (a) Note forgery, counterfeit coining or professional poisoning cases where the conspiracy appears to extend to other provinces and there is not a suitable staff to deal with them in the district.
- (b) Theft of Government arms and ammunition and illicit trade in arms.
- (c) Extensive frauds and bogus company promoting.
- (d) Case of dacoity concerning more than one district.
- (e) Organised traffic in women.
- (f) Case of such a technical nature as, in the opinion of the District Superintendent of Police, appear to call for the services of an officer of the Criminal Investigation Department.

The Deputy Inspector-General of Police, Criminal Investigation Department, shall decide in each such case whether he can comply with the request of the Superintendent of Police.

21.28. Status of Criminal Investigation Department Officers in investigations:-

The Criminal Investigation Department has no separate jurisdiction and can only investigate under the cover of a First Information Report registered at a police station having jurisdiction. The Deputy Inspector-General of Police, Criminal Investigation Department, may decide to take over the control of any particular investigation himself or to depute one or more of his officers to work directly under the control of the Superintendent of Police of the district concerned. In either case, the latter officer has the right to be kept fully informed of the progress of the investigation. All case diaries written by officers of the Criminal Investigation Department shall be forwarded to the gazetted officer of the Criminal Investigation Department under whom they are working through the Superintendent of Police, advance copies being sent direct if so ordered.

- (2) When dealing with cases in conjunction with the district police, officers of the Criminal Investigation Department must bear in mind that it is indispensable to gain the confidence and good will of the local police and to avoid giving cause for jealousy.
- (3) When good results are obtained full credit must be given to district police officers for any share they may have had in the work and, when results are unsatisfactory, care must be taken not to criticise the local police unfairly.
- (4) All recommendations, made by officers of the Criminal Investigation Department for rewards for exceptionally good work done in cases wholly or partly investigated by officers of the Criminal Investigation Department shall invariably be submitted to the Deputy Inspector General through the Superintendent of the district concerned who may add any recommendation or remarks he may consider necessary.

21-29. Criminal Investigation Department -- No control over district police. -- Officers of the Criminal Investigation Department shall have no control or executive authority over the district police except in an emergency and within the powers vested in them by their rank in the provincial police force.

All matters affecting the discipline of or rewards to, and complaints against, the district police, shall be referred by the Deputy Inspector General of Police, Criminal Investigation Department, to the Deputy Inspector General of Police of the range concerned.

21-30. Prosecution of cases investigated by the Criminal Investigation Department. -- The consent of the Deputy Inspector General, Criminal Investigation Department, shall be obtained before an officer of the department is presented as a witness in court. Criminal Investigation Department officers shall advise and assist the district investigating and prosecuting offices in the conduct in court of cases in the investigation of which they have shared.

21-31. Rules of the Criminal Investigation Department. -- The full rules of the Criminal Investigation Department are contained in the Manual of that department.

21-32. Circumstances in which Criminal Investigation Department can assist investigating officers. -- The Criminal Investigation Department is in possession of special apparatus and its officers include those accustomed to the handling of certain branches of police technique. Investigating district police officers and Superintendents of police should remember, therefore that the Criminal Investigation Department is in a position to give assistance in circumstances such as are described below:---

- (a) the reconstruction of faded writing;
- (b) the examination of arms and bullets used in crime;
- (c) the examination of minutiae such as hairs, pieces of skin, dust, etc.;

- (d) the solution of ciphers;
- (e) the examination of forged documents, counterfeit coins and moulds;
- (f) the photographing of important documents;
- (g) the interrogation of suspects from other provinces;
- (h) the connection of local suspects with suspects of other district or provinces;
- (i) when an opinion on handwriting is required to assist the investigation;
- (j) where invisible inks are suspected to have been use.

Such matters shall only be referred to the Criminal Investigation Department in important cases when other evidence sufficient for the purpose of the case concerned is no forthcoming. In important cases the Criminal Investigation Department will enlist the aid of scientific persons outside the police department.

The department is also ready, when circumstances permit, to assist district police officers with technical advises on the spot as to the discovery and preservation of clues at the scene of crimes and can sometimes loan apparatus and qualified operators thereof for these and similar purposes.

21-33. offices of Criminal Investigation Department to report to Superintendent of Police. -- Ordinarily, when an officer of the Criminal Investigation Department is sent to a district to take up inquires, and invariably, when he is sent to investigate a case, he will take with him a letter addressed to the Superintendent of Police, or senior office present at headquarters, describing the nature of the work on which he is sent and, when necessary, asking for his assistance. When directed to do so he will also call on the District Magistrate.

21-34. Organization of police in towns and cities. -- (1) In each district the Superintendent of Police shall issue standing orders regulating the point and beat duty to be carried out in each town and cantonment for which police establishment is provided. These orders shall be in accordance with the principles set forth in rule 2-2(2) and shall be revised as often as may be necessary to meet variations in the local incidence of crime, development of new residential or commercial areas, increase in establishment and the like. The division between the investigation and clerical staff and the watch and ward staff shall be maintained as far as is practicable, though inter-change of duties should be made. Men, even though qualified, should not be employed on the investigation staff while posted to the watch and ward staff, except in cases of emergency, as such employment must detract from the efficiency of the watch and ward system.

- (2) The success of a system of watch and ward in a town or city will depend on,---
 - (a) the discipline of the men on beat the patrol duties;
 - (b) the extent to which the men have been instructed in their duties;
 - (c) the amount of supervision exercised by superior offices. Superintendent of police must therefore arrange that, in addition to the standing orders referred to in the above rule, head constables and constables are frequently questioned so as to ensure that the training they have received in the lines school and at the Police Training School is not forgotten but put into practice. Each constable or beat or patrol duty should.

21-35. Central Investigating Agency. -- (1) In order to assist the Superintendent of Police and his supervising staff in co-ordination the preventive and detective work of the District Police and in order to act as clearing house for criminal intelligence for the use of investigating offices in the district and in other districts a Central Intelligence Agency shall be established in each district. This body shall be formed from the establishment sanctioned for the district for the prevention and detection of crime. Officers of different ranks shall be selected for service in the C.I.A., in the light of their intelligence efficiency and practical experience of preventive and detective work in a police station. In order to promote co-operation and the inter-change of ideas between the C.I.A. and police station staff no officer shall ordinarily remain more than two years at a time in the C.I.A. No officer shall be appointed to the C.I.A. who is not well educated and who has not an unblemished reputation for honesty.

The functions of the Central Investigating Agency are:---

- (a) The preparation of crime maps relating to offences against property classified under the methods employed by the criminals.
- (b) The receipt, consideration and filing according to classification, of information received from investigating offices.
- (c) The comparing of the date collected under (a) and (b) and the communication of any deduction therefrom to the investigation offices concerned.
- (d) The preparation of a crime index of cases from the materials collected under (a) and (b) classified according to: (1) methods employed by the criminals and (2) various clues provided by the criminals such as nicknames used; special clothing worn; peculiarities of the culprits noticed by witness; special weapons used; special signals used etc. etc.
- (e) The preparation of a crime index of criminals. This shall normally be in two parts.--
 - (i) an index of names of known criminals classified according to their methods of operating;
 - (ii) an index of known criminals classified according to their peculiarities of appearance, gait, speech, nicknames, etc.
- (f) The provision of information by means of which the Superintendent of Police may be assisted in controlling the crime of his district, forestalling outbreaks of crime and directing preventive operations.
- (g) The publication of a weekly Criminal Intelligence Gazette.
- (h) To co-ordinate and guide the efforts of police station staff throughout the district in securing the arrest of absconders and proclaimed offenders and in locating absentee bad characters, criminal tribesmen and other untraced persons and to maintain close co-operations with the C.I.As. of other districts in this work.
- (i) When information received from records or otherwise indicates that a series of cases, whether in the jurisdictions of one or of several police station, is the work of the same criminal or of a gang to co-ordinate or, under the orders of the Superintendent of Police, direct the investigation of such cases.

The Primary function of a Central Intelligence Agency is to assist Station House Officers and their staffs. A C.I.A. can only afford assistance effectively, if it is continuously supplied by Station House Officers with detailed information about the movements of bad characters and peculiar features of cases. Information so received shall be examined, compared, and classified by the C.I.A. Information of general use of Station House Officers and neighbouring districts and deductions from it shall be disseminated as speedily as possible through the C.I.A. Gazette or, in case of urgently, by special circular. Information which is of value to a particular police station only or clues in local cases shall be communicated immediately to the particular officers or officer concerned, who shall be held responsible for making proper use of it.

The C.I.A. shall be in charge of one of the District Inspectors. A room shall be provided for it in the office of the Superintendent of Police which is conveniently situated in relation to the rooms of the Superintendent of Police and Gazetted Officer. These officers and their readers and officers of the prosecuting branch and all Station House Officers and investigating officers visiting headquarters shall make a practice of visiting the C.I.A. room regularly, studying the records of crime and criminals which are available there, exchanging information with each other and with the C.I.A. staff and concerting measures for the better control of criminals through the agency of the records and machinery of the district Police.

All investigating officers in the district shall be encouraged to visit the room where the Central Investigating Agency functions when they visit headquarters and to discuss their cases with the personnel of the Central Investigating Agency.

(2) The instruction concerning the examination of scenes of thefts and burglaries and the particulars required to be submitted in the case of all such offences to the Central Investigating Agency are given in Appendix 21.35(2), and the various modus operandi forms to be used are detailed below:---

- (a) Case Index Card in Form 21.35(2) (a) for different (M.O).
- (b) Criminals Index Card in Form 21.35(2) (b) (white for males and pink for females).
- (c) Descriptive Index Card in Form 21.35(2) (c) (white for males and pink for females).
- (d) Deformity Index Card in form 31.35(2)(d) (white for males and pink for females).
- (e) Particulars of persons arrested for offences against property in Form 21.35(2)(e).
- (f) Property Card lost or stolen--in Form 21.35(2)(f) (blue).
- (g) Property Card lost or stolen --in Form 21.35(2)(g) (pink).

21.36. Range mobile traffic patrols --Duties of.--For each range of the province at least one mobile traffic patrol, consisting of a inspector, a sub-inspector and two constables, has been sanctioned for the control and checking of traffic on the roads of the range. These patrols shall be under the direct control of Deputy Inspectors-General who shall be responsible for so directing their movements and activities as to obtain the maximum effect.

The duties of these shall be:---

- (a) The checking at irregular intervals on different roads of all motor licenses to drive and to ply for hire. At these inspections of licenses the officer-in-charge of the patrol shall satisfy himself that all licenses are up-to-date and that all vehicles have paid the taxes imposed under the Punjab Motor Vehicles Rules, 1915, the Punjab Heavy Motor Vehicles Rules, 1931, and the Punjab Motor Vehicles Plying for Hire Rules, 1922.
- (b) The reporting in Form 21.36(b) of offences under the above-mentioned rules and under the Indian Penal Code to the prosecuting agency of the district concerned with a view to the prosecution of the offenders.
- (c) The checking at irregular intervals and on different roads of dangerous driving at specific places on the roads where furious or dangerous driving is likely to result in accidents. This shall be done by the watching of specific points on dangerous portions of the roads and the checking of the speed of cars passing and their manner of negotiating such places. Motor vehicles moving recklessly, furiously or in a manner against the rules of the road shall be stopped, their numbers and the names of the drivers with other particulars noted and the cases reported for prosecution.
- (d) The checking of motor vehicles plying for hire on the occasions mentioned in (a) and (c) above, with a view to ensuring that the conditions of their licenses with regard to the safety and comfort of passengers have been complied with.
- (e) The rendering of first aid to the injured and all possible assistance in serious motoring accidents and the noting of all particulars in such cases when the patrol should happen to be in the vicinity.
- (f) The giving of assistance in the instruction of traffic police of smaller districts.
- (g) The continuous warning and advising of drivers of all kinds of vehicles who may be observed infringing the rules of the road.
- (h) The reporting of offences against Municipal or District Board bye-laws in connection with the overloading of hours-drawn vehicles plying for hire, etc.
- (i) The reporting of cases of cruelty to animals when Section 34 of Act V of 1861 applies.
- (j) The organisation, in conjunction with owners, drivers and any of their associations of methods for the improvement to traffic control and the prevention of offences.
- (k) The acquisition of knowledge on all matters connected with traffic and motor vehicle transport sufficient to enable them to keep in touch with and report on any innovations, developments or unusual situations within their jurisdiction.

For this purpose it will be necessary for them to maintain a confidential register by districts containing notes on the following:---

- (1) Routes carrying motor vehicle transport.
- (2) The number of public motor vehicles on each route and their relation to the public demand
- (3) Unions and their working.
- (4) Lorry stands.
- (5) Regular bus services and their working.
- (6) The working of any system of monopolies that may be in force.

21.37. Traffic patrols.--Duties of Inspectors of.--(1) Inspectors in charge of mobile traffic patrols are required to have a working knowledge of motor mechanics and shall have received training in traffic control. They shall report all cases noticed by them of bad work on the part of constables on traffic control to the Superintendent of the district concerned.

(2) They shall submit a daily diary to the Deputy Inspector-General of Police in Form 21.37(2)(A) and shall maintain a 'working account' in form 21.37(2)(B) on each motor vehicle showing the mileage done and the petrol and oil consumed with, in each case, a reference to the entry in the daily diary of Inspector. The repairs carried out

to the vehicle shall be shown in the ' Remarks, column.

(3) All bills for petrol, oil and repairs shall be submitted separately for each vehicle to the Superintendent of Police of the district on which the petrol is based and, in the case of the Central Range Patrol, to the Assistant Inspector-General, Traffic. The Superintendent of Police concerned and the Assistant Inspector-General, Traffic, will check the bills with the 'working account' and the speedometer of the patrol vehicles before sanctioning payment.

21.38. Range mobile patrols-Co-operation of District Police.--Each district in which range mobile patrol operate shall place two constables from the traffic staff at headquarters at the disposal of the inspector while the latter is within the district. These men may be taken by the patrol to the headquarters of the next district when necessary, but shall be returned at once with a note from the officer-in-charge giving the duties performed by them and the date and time of their release. They shall return to their headquarters by rail or road as convenient. These men shall be used as far as possible for giving evidence in cases so as to obviate the necessity of the regular members of the patrol being taken off the road to attend courts.

APPENDIX No.21:18(1)

Subjects to be discussed in the District Criminal Tribes Reports

Serial No.	Subjects
1.	Mention the tribes registered in your district under the Criminal Tribes Act (Act III of 1911).
2.	Remarks on the general behaviour during the past year of each such tribe and state whether any of the members are settling down to an honest livelihood. Note if there are any signs of improvement or the reverse.
3.	With regard to the absentees shown in column 19 of Statement I, mention whether any and what facts have been ascertained, indicating the locality to which such absentees have proceeded.
4.	Mention the number of members of notified criminal tribes whether exempted or registered who were convicted of offences under Chapter XVII, Indian Penal Code, or under the security sections of the Criminal Procedure Code, or under the Criminal Tribes Act.
Note:- Information under Serial Nos. 2 to 4 above to be given Separately for each tribe on the order given on column 1 of Statement 1.	
5.	Mention the amount paid during the past year for rewards for the arrest of absentees under Rule 15.17.
6.	Mention any special measures taken to enforce responsibility of lambardars and chaukidars in connection with reporting the presence or absence of members of criminal tribes.
7.	Mention in sufficient detail any cases in which inadequate punishments appear to have been inflicted especially in the cases of re-convicted offenders for certain specified offences under the Indian Penal Code, punishable under Section. 23 of the Criminal Tribes Act, III of 1911, with a minimum sentence of 7 year's rigorous imprisonment. In this connection it must be remembered that in all convictions under Section 24 of the Criminal Tribes Act (under which clause the larger majority of police cases under the Act are dealt with) imprisonment must be inflicted.
8.	Remarks on the Finger Print System as applied to members of criminal tribes and the results obtained therefrom.
9.	Remarks on the procedure followed in connection with the control of wandering gangs and others not yet registered under the Act.
10.	Mention any other matter deserving the notice, regard being paid to the orders contained in P.G.C.C. No.3.

APPENDIX No. 21.35(2)

INSTRUCTIONS CONCERNING THE EXAMINATIONS OF SCENES OF THEFTS AND BURGLARIES AND PARTICULARS REQUIRED TO BE SUBMITTED IN THE CASE OF ALL SUCH OFFENCES TO THE CENTRAL INVESTIGATION AGENCY.

The scenes of all offences under Chapter 17, Indian Penal Code shall be most carefully examined as soon as possible, by the investigating officer who, in cases of theft (except cattle theft) and burglary, shall attach a site inspection report with the first case diary irrespective of the fact whether the accused are known, unknown arrested or at large. This site inspection report on arrival at headquarters shall be passed on without delay to the Central Investigating Agency.

In the case of offences against property, other than theft and burglary, no site inspection report need be prepared unless the scene of the offences presents such peculiarities as make such a report desirable or unless a report is called for by the officer in charge of the Central Investigating Agency.

The object of a site inspection report is (a) to enable other officer who have not been to the spot to visualise the scene (b) to permit of an intelligent study of the ways and methods of the particular criminal by the Central Investigating Agency (c) to en-suggest identity of the accused responsible for the particular case under investigation. Obviously after a deliberate study of the scene. A list of points that should find mention in site inspection reports is given below, but the list is by no means exhaustive and is extended merely as a guide.

A.--Burglaries of all kinds

1. Number of the First Information Report; date; section of the offence; police station and district.
2. Time and date of (a) occurrence, (b) report to the police.
3. Special circumstances, if any, concerning the time and date of occurrence (e.g. fair, festival, or evening meals, etc. etc.).
4. Place of occurrence, with distance and direction from (a) police station, (b) railway station and (c) main road.
5. Nature of locality (i.e. dwelling house, office, mosque shop, etc., etc.) and its relation to the rest of the village or town.
6. Name, address, profession and status of the complainant.
7. Class of property attached.

8. Class of property removed.
9. Number of room entered by the accused and whether or not they were occupied at the time.
10. Whether or not property was removed from the particular room to which the accused first gained admittance.
11. Any clue left to indicate whether the accused worked in the dark or by means of a light.
12. Particulars of any belongings of the accused left by him on the spot.
13. Any boxes, safes, almirahs, etc. Containing articles of value overlooked by the accused and not touched by him and if so their locality.
14. Precautions, if any, adopted by the accused during the commission of the offence to guard against surprise (such as chaining of door, etc.).
15. When property removed was last seen at the place from which it was stolen.
16. *Finger-prints*:- Description of traces of finger:-prints found, their exact position and steps taken for their preservation, development, photograph, transfer, identification, etc.
17. *Foot-Prints*:- (1) Number of foot-prints found, (a) leading to the spot (b) on the spot, (c) leading from the spot and deduction therefrom as to the number of culprits involved (2) direction from which the accused came and direction in which they went. (3) Distance to which tracks leading (a) to and (b) from the scene were followed (4) Measurements (in inches) of individual foot-prints. (5) Precaution, if any, adopted by the accused to conceal their foot-prints. (6) Whether moulds, etc., taken or not and, in latter case reason for failure to do so.
18. Opinion as to whether accused were expert or amateurs and class of society to which they belonged and reasons, in support thereof.
19. Means of transport, if any, employed by the accused for the removal of property.
20. Any other clues or matters of importance requiring mention.

IF ADMITTANCE TO THE HOUSE OBTAINED BY MEANS OF
A HOLE IN THE WALL.

21. Condition of the wall (kacha, pacca burnt bricks, stone etc).
22. The exact situation of the hold and its relative position, with regard to doors, windows, ventilators, etc.
23. Shape of the hole (illustrate by diagram).
24. Height of the base of the hold from the ground (a) outside and (b) inside.
25. Exact measurements (in inches) and not in ungal or other such unauthorised measurements of the hole (a) outside and (b) inside.
26. Thickness of the wall where hole made.
27. Side to which excavated earth was thrown.
28. Details of marks left by instrument used and inference drawn
29. therefrom as to the nature of the instrument.
30. Whether room in which hole was made was occupied or not at the time.

IF ADMITTANCE WAS OBTAINED BY LOCK BREAKING OR
LOCK OPENING

31. Type of lock broken.
32. If opened by key any indication as to whether key used was (a) the original one and if so how accused obtained possession of it, (b) duplicate, (c) skeleton or false.
33. If lock forced (a) give particulars of marks on it and inference drawn therefrom as to the instrument used and (b) state if lock is still in working order.
34. If lock intact and hasp or chain wrenched out, state the type of instrument that appears to have been used.

IF ADMITTANCE OBTAINED BY MEANS OF A HOLE IN ROOF

35. The construction of the roof (whether kacha, pacca, thatched' etc., etc.).
36. Any indication as to how the accused ascended the roof.
37. Position of hole (whether adjoining beam, in one corner, etc., etc).
38. Whether room beneath was occupied or not.
39. Whether property was removed from the room in which hole was made.
40. Means employed by the accused to descend into the room below.
41. How earth removed was disposed of and precautions adopted by the accused to prevent earth from falling into the room below.
42. Any other matters of importance requiring special mention.

IF ADMITTANCE OBTAINED BY ANY WAY OTHER THAN THOSE MENTIONED ABOVE

- 43. How admittance was gained.
- 44. If admittance gained by closed windows or ventilators, give particulars to indicate how bars were forced or glasses broken and means adopted by accused for preventing noise.
- 45. If culprit scaled the wall (a) state means employed (i.e. rope leather, bamboo, water pipe, etc.) (b) give particulars of marks, if any, let on the wall.
- 46. If admittance gained through a drain give dimensions and position with respect to the rest of the house.
- 47. If admittance gained through a chimney give similar particulars.
- 48. In case of admittance obtained by deceitful means, threat force, etc., give details of story told by suspect.

IN THE CASE OF DAY LIGHT BURGLARIES

- 49. State whereabouts of the owner at the time of the commission of offence.
- 50. Precautions, if any, taken by the accused or his associates to divert the attention of neighbours away from the house attacked.

B.--Thefts of all kinds

The same particulars as for burglaries, where applicable, together with a brief report of the facts.

IN CASE OF PICK-POCKETING

- 1. Means employed by culprit (i.e.) razor, blade, knife etc.)
- 2. The position of the picked pocket (waist-coat, inner pocket of coat, etc.) an its contents.
- 3. Position of other pockets and contents which were not touched.
- 4. Reasons, if any for believing that the accused had associates.
- 5. Means adopted to distract the attention of the victim.

FORM No. 21.9(1)

PUNJAB POLICE _____DISTRICT

WEEKLY DIARY No.1.

For week ending Saturday, _____19

Despatched by Superintendent on _____

Despatched by Deputy Commissioner on _____

Despatched by Deputy Inspector-General on _____

Returned by Commissioner _____

STATEMENT OF CRIME REPORTED BY "F.I.R." UPTO WEEK

ENDING SATURDAY _____19

			CASES REPORTED UPTO				DIFFERENCE	
			DATE					
Serial No.	Police Station	Cases reported during past week	19. ____	19. ____	More	Less	REMARKS	

Total						
-------	--	--	--	--	--	--

COMPARATIVE STATEMENT OF HEINOUS OFFENCES REPORTED

Murders ..						
Riots ..						
Dakaities ..						
Burgalies ..						

DISPOSAL OF POLICE CASES IN WEEK ENDING _____ 19

SENT FOR TRIAL				DECIDED IN COURT			
Cases and Persons	During the week	Pending from Last week	Total	Convicted	Discharged of acquitted	Pending	Pending over one Month
Cases ..							
Persons ..							

Serial No.	Subject	REMARKS			
		Details of working of preventive sections during the past week			
		Persons	106,107,C.C.P	109,C.C.P	110, C.C.P. Total
		Sent for security			
		Convicted			
		Discharged			
		Pending at end of week			

		Convicted during the year up to date				
		Convicted on corresponding Date of pervious year				
		Number of persons on Security on date				
		Number of persons on Security corresponding date of Previous year				

FORM No.21.12(1)

POLICE DEPARTMENT _____DISTRICT

CONFIDENTIAL

Weekly Diary No. II for week ending _____19

Acknowledgment of Secret Abstract ..1

Certificate regarding Cypher Code and Key word ..2

Date _____19 Superintendent of Police

(REVERSE)

POLICE 19 DEPARTMENT

Weekly No.II

_____DISTRICT

For the week ending _____19

Received by Inspector-General on the _____

FORM No. 21.15(1)

COMPARATIVE STATEMENT OF REPORTED CRIME DURING THE MONTH _____AND

FROM THE 1ST JANUARY 19 _____ TO THE END OF _____19

(To be attached to superintendent's first weekly diary in each month.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			Murders		Dakaities		Burglaries		All Reported Crime Exclusive of Security Case					
Serial No.	District	Period	19	19	19.	19.	19.	19.	19.	19.	Plus or	Number	Number of cases	Percentage column 14

Or Police Station	(A or B)									Minus	Of Persons On security Under section 1C.C.P.	pending in court for over one month exclusive of security cases	bears to total Police cases reported during past month

A.-- The figures for the past month.

B.-- The figures for the year upto date, to be written in red ink.

Superintendent or Deputy Inspector-General

Dated _____

The _____

FORM No.21.20(2)

POLICE DEPARTMENT _____DISTRICT

Report of a fair held at _____ District.

(1) Local Name of fair or assembly _____

(2) Object of Fair or Assembly _____

(3) Average daily attendance _____

(4) Number of days the fair lasts _____

(5) Noteworthy particulars:-

(6) remarks by District Magistrate and Deputy Inspector-General to follow:-

Dated the _____19 _____ Countersigned

Superintendent

Magistrate of the District

(Bilingual Standard Form)

FORM No. 21.22(4)

POLICE DEPARTMENT _____DISTRICT

License No. _____District

Free of a fee

WHEREAS _____ have applied for a license under section 30, Act V of 1861, the following license is granted.

License for _____ On the occasion of _____ at _____ On _____ under Section 30 of Act V of 1861 (Police Act).

1	2	3	4	5	6	7	8	9	10
Names and description of licensees	Period for which the license is valid	Place or area for which the license is granted	Place and time of commencement	Place and time of conclusion	Route to be followed (to be given in detail)	Places and periods of halts, if any	Kind of music allowed and the places (if any), where it would not be played	Officer in charge of the procession	REMARKS

If there are more licenses, their names, should be entered.

In the remarks column shall be entered all particulars which it is necessary to prescribe, but for which a special column is not provided e.g., height of tazias in Moharram processions.

Dated the _____ 19. Seal. Supdt. of Police

- This license is granted subject to all the provisions of the Police Act (No. V of 1861) and subject to strict observance of all terms and conditions of the license.
- This licensees and the processionists generally, shall comply with any orders issued by the magistrate or other Officer in charge of the procession with regard to --
 - the speed of the procession;
 - any changes of route decided on by the Magistrate or the Officer-in-charge of the procession; and
 - any orders deemed necessary such as stopping of music, speeches or songs etc., at specified places.
- The license shall be promptly shown or surrendered on demand by the Magistrate or Police Officer of and above the rank of Officer-in-charge of the Police Station.
- It shall be subject to cancellation by the Officer who granted it.
- The licensees severally and individually shall be present throughout and shall be responsible for rendering all assistance in their power to the Police in maintaining order at the place of the meeting or on the route of the procession and for compliance by the members of the meeting or procession with all the conditions of the license or any order issued in accordance with these conditions of the license or any order issued in accordance with these conditions. This responsibility rests upon the licensees whether they happen to be present or not at any particular time or place during the course of the procession.
- Special conditions (if any).

Certificate of receipt from licensees.

I/We the undersigned have received this license and undertake to abide by the conditions therein inserted.

FROM No. 21-35(2) (A)

CASE INDEX CARD.

Head _____ Sub-head _____ Index No. _____ Police Stn. _____ FIR No. _____ Date _____
 _____ Law and Sec. _____

Facts in brief particularly those showing method.

(Reverse) (Reference)

Name and alias _____ Name Index Card No. _____

Parentage and address _____ Photo album No. Page _____

Caste and trade or occupation _____ P.R. No. _____

Description _____ Index Card No. _____

Deformities and Peculiarities _____ Index Card No. _____

NAME		Aliases or Nicknames					No.	
Parentage		Residence					Caste occupation	
HEIGHT								
Date of birth	Ft.	In	Build	Eyes	Hair	Complexion	Hair on face	Description Index No. ____ Deformity Index No. ____

Marks and peculiarities _____

1. _____ C.I. No. _____
2. _____ C.I. No. _____
3. _____ C.I. No. _____
4. _____ C.I. No. _____
5. _____ C.I. No. _____
6. _____ C.I. No. _____
7. _____ C.I. No. _____
8. _____ C.I. No. _____

P.R. No. _____ Photo Vol. _____ Page _____

(Reserve.)

Method

CRIMINAL HISTORY

FORM No. 21-35(2) (c)

No. _____

DESCRIPTIVE INDEX CARD

(To be indexed by height and where this is identical by age and so on)

Height _____ Date of birth _____

Build _____ Eyes _____

Hair on head _____ Hair on face _____

Complexion _____

Identification marks (scar, etc) _____

Gait, speech an manner _____ Deformity Card No. (if any _____

(Reverse)

Dress _____

Deformities _____

Name _____

Parentage _____

Criminal Index Card No. _____

Deformity Index Card No. _____

FORM No. 21-35(2) (D)

DEFORMITY INDEX CARD

Class _____

Sub-Class _____
 Nature of Deformity _____
 Name _____ Parentage _____
 Residence _____
 Criminal Index Card No. _____

FORM No 21.35

(To be completed by Investigating Officer and sent to the Criminal Investigating Agency immediately and arrest is made for offence under chapter 12 or 17, Indian Penal Code).

1. Police Station _____
2. F.I.R. No and date _____
3. Section _____
4. Name of accused and aliases _____
5. Parentage _____
6. Caste _____
7. Trade or profession _____
8. Residence (Original/Present) _____
9. Description _____ Height _____
 Date of birth _____ Build _____
 Eyes _____ Hair _____

FORM No 21.35(2)(e). - contd.

- Complexion _____
 Particulars identification marks _____
 Gait, speech and manner _____
 Dress _____
 Deformities and peculiarities _____
 Habits and weakness _____
 10. Female acquaintances _____
 11. Associates in crime _____
 12. Position occupied in the gang and importance generally as a criminal _____
 13. Receivers with whom he deals _____
 14. Relatives _____
 15. Persons likely to afford him shelter _____
 16. Convictions _____
 17. Suspicions since last arrest _____
 18. Grounds for arrest _____
 19. Remarks regarding his criminal activities and method _____

Signature of Investigating Officer.

Date of submission of report _____

FORM No 21.35(2) (f)

Lost
 Stolen
 Name of article _____
 Local or Punjabi name _____

Marks of identity _____
 Date of loss _____ from whose possession place _____
 Owner's name and address _____
 Persons suspected (if any), his mode of disposal _____
 Under what circumstance lost (Report at Police Station) _____

FORM No 21.35 (2) (g)

Method _____
PROPERTY CARD
 Recovered _____
 Name of article _____
 Local or Punjabi name _____
 Marks of identity _____
 Date of recovery _____ from whose possession and place _____
 Action taken against possessor _____
 Circumstance under which recovered _____
 Method of disposal _____

FORM No 21.36(b)

REPORT OF OFFENCE UNDER THE MOTOR VEHICLE ACT

Counterfoil _____ Date _____

Serial number _____
 Police Station or Post _____
 Cross reference to Intimation Book _____
 District _____

Police Report or complete to a Magistrate for action

1	2	3	4	5	6	7	8	9	10
Name and posting of the officer making the complaint or report	Temporary address of accused	Permanent address of accused	Whether the accused is in custody, on bail or recognizance or has been otherwise intimated	Date on which the accused is required to attend court	Number of driving license sent with challan or the driver's number in the case of tongas	Registered number of vehicle	Section and rule	Brief description of the charge and the circumstances under which the offence was committed	Names and address of any witnesses

FORM No. 21-36. (b). -- Contd.

Forwarded to _____

(Incharge of the Traffic Staff)

(Signature) _____

(Station House Officer)

Forwarded to _____

Magistrate _____

Prosecuting Deputy Superintendent of Police

Prosecuting Inspector of Police

Class _____

through the _____

Prosecuting Sub-Inspector of Police

The accused has the following convictions on record _____

Signature _____

(Officer-in-charge of the Traffic Staff)

Foil _____

Serial No. _____

Cross reference to form L. Tem (Police) _____

Name and posting of the police officer making the complaint or report _____

Name of accused _____

Temporary address of the accused _____

Permanent address of the accused _____

No. of any driving license impounded _____

Registered number of vehicle _____

Number of original permit and Regional Transport Authority by which it was issued _____

REPORT OF OFFENCE UNDER THE MOTOR VEHICLES ACT

Particulars of the offence with section and rule _____

Date of forwarding of report _____

Name of any witnesses Name of any witnesses _____

Conviction slip _____

Serial number _____ Date _____

Result of Trail

Name of accused _____

Temporary address of accused _____

Offence charged _____

Order of the Court _____

Signature _____

Whether the driving license has been suspended, if so, for what period _____ Whether details of section or Act and Rule have been enforced on driving on driving license _____ Returned to _____

(In charge of the Traffic Staff)

Signature _____

Prosecuting Deputy Superintendent of Police

Prosecuting Inspector of Police

Prosecuting Sub-Inspector of Police

Returned to _____ . The necessary entries have been made in the Traffic Office records.

No. _____

Name and address of accused _____
 Registration number of vehicle _____ Section and rule _____
 Brief particulars of offence Brief particulars of offence _____
 Regional Transport Authority by which original permit was issued _____
 Brief particulars of Magistrate's order with date _____
 Forwarded to the Regional Transport Authority _____

Superintendent of Police

(To be used in the case of conviction only)

FORM NO. 21-37(2) (A)

Daily Diary of Inspector in charge of Range Mobile Patrol

1. Journeys performed by motor vehicle of patrol 2. Cases reported to district police 3. Cases decided with results 4. Cases in which inadequate sentences have been imposed or which have been inordinately delayed 5. warnings given to motorists 6. Other duties performed under rule 21-37 including attendance at court.	
--	--

Signature of Inspector

FORM No. 21-37(2) (b)

Motor Lorry Working Account

Driver's name:---

Lorry No.

Date of Purchase of lorry:---

(Col. 1)	(Col. 2)	(Col. 3 to 6)	Work Done (Col. 7 to 9)	*Recoveries from individual when the Lorry is employed for Private use (Col. 10 to 14)	Materials (Col. 15 to 23)			Average Consumption (Col. 24 to 26)	(Col. 27)
			Distance		Material issued to driver	Material consumed by driver	Balance with the driver		
Particulars of orders (if any sanctioning the journey)	Date and purpose of Journey	Journey Time 3. From 4. To 5. Away 6. Back	7 & 8 Millimeter reading 9. No. of Miles traveled	10. Date 11. Name of the person from whom recoverable 12. Amount recoverable 13. Amount recovered 14. Number & date of receipt issued in acknowledgement	15. Petrol 16. Mobile oil 17. Grease	18. Petrol 19. Mobile oil 20. Grease	21. Petrol 22. Mobile oil 23. Grease	24. Petrol miles pergallon 25. Mobile oil miles pergallon 26. Grease	Remarks
			Before trip after trip						

* N.B. -- Columns 10 -- 13 may be left blank unless the lorry is employed for private use.

CHAPTER XXII. -- THE POLICE STATION

22-1. Officer in charge of police station. -- (1) The office in charge of a police station is ordinarily a sub-inspector. Within the limits of the police station of the police station jurisdiction the sub-inspector is primarily responsible for the effective working, management, good conduct and discipline of the local police, for the preservation of peace and the prevention and detection of crime. The due performance of all police duties, the exercise by the police of the powers granted them by law, the correctness of all registers, records and reports prepared by them, and the direction, instruction and efficiency of all police subordinates in the station jurisdiction are matters for which the officer in charge of a police station is essentially answerable.

(2) It is the duty of the officer in charge of a police station to acquire detailed and accurate local knowledge, to secure the whole-hearted co-operation of his zaildars, inamdars, village headmen and chaukidars, encouraging them to give him information, to assist him in this work and to stand themselves loyally on the side of the administration. Through them and his own subordinates he is required to keep a strict watch over all known bad characters, and he shall communicate all intelligence of moment to his superiors and to other police stations without delay.

(3) Within the limits of his charge he is the chief investigating officer, and as such he shall conduct all investigations in persons, so far as circumstances permit. His responsibility in this matter must be carefully maintained. Should it be necessary, owing to the absence of the sub-inspector or any other cause, for a subordinate to undertake an investigation, the sub-inspector shall satisfy himself by perusing the case diary and questioning the investigating officer that the investigation has been fully and properly conducted, shall remedy what is defective, and take over the investigation as soon as he is free to do so, except in a case originally investigated by an assistant sub-inspector where he will be guided by rule.

(4) When present at the police station, he shall personally supervise the outing work of the station house, and shall be careful to see that there are no arrears of correspondence and that the account are correct.

22-2. Assistant sub-inspectors. -- (1) One or more assistant sub-inspectors are attached to each police station, in proportion to the normal amount of crime registered, as subordinate investigating officers. An assistant sub-inspector may be a directly appointed probationer under training, in which case his duties will be as prescribed in Chapter XIX. In other cases an assistant sub-inspector is the assistant and deputy of the officer in charge of the police station, who, without detracting from his own authority or ultimate responsibilities as described in rule 22-1, may delegate powers and duties generally or specifically to one or other of his assistant, on the same principles as the Superintendent of Police delegates authority and duties to gazetted officers subordinate to him.

(2) An assistant sub-inspector is required to have approximately the same standard of efficiency in all branches of police station work, detective, preventive and administrative, as a sub-inspector, but his responsibilities are less, in that he is not in independent charge, and his power are subject to the detailed control and supervision of the sub-inspector. In respect of investigations, the sub-inspector is required to exercise careful supervision over the work of his assistant sub-inspector, as laid down in rule 22-1, but need not, and should not, normally take in to his own hands an investigation started by an assistant sub-inspector, except when he finds the latter's investigation gravely defective.

22-3. The station clerk. -- The police station clerk is a literate head constable, who under the control and supervision of the officer in charge of the police station, acts as clerk, accountant, record-keeper and custodian of Government and other property at a police station. He may be assisted by one or more assistant clerks.

22-4. Duties as a clerk. -- As clerk of the police station, the station clerk performs the following duties:---

- (a) He opens, registers and hands over all correspondence to the officer in charge of the police station or senior officer present and takes his orders for the disposal of papers. He writes all reports and returns called for by competent authorities and is responsible that all pending papers are promptly disposed of.
- (b) Every morning he brings to the notice of the officer in charge of the station (that is, senior officer present) all postponed orders and pending papers awaiting execution and reply. At morning roll call he records the orders of the same officer as to the distribution of duties for the day.
- (c) He writes up the daily diary and other station house registers. He sees that the file of the Police Gazette is kept up to date and that all orders and notices contained in it, which concern the staff or the work of the staff, are carefully noted and explained to all concerned. He registers all births and deaths reported at the station by the village watchmen.

22-5. Duties as an accountant.-- As accountant, the station clerk is responsible for the correctness of the cash book, of the cash balance in hand, and for all accounts of receipts or expenditure rendered to his superiors. He must, without fail, bring every item of receipt or expenditure promptly and fully to account. If any appropriation of public money to purposes for which it was not intended occurs, or if money shown as expended is not expended, or is expended in a different way from that shown, he is bound to report the matter at once to the Superintendent. He will not be allowed to shield himself by pleading the orders of a superior officer, but will be held responsible for malversations which would not have been possible if his accounts had accurately represented the facts. He writes out invoices, and checks and files receipts and other vouchers for payments made. He prepares the monthly acceptance rolls and accounts of deductions and stoppages from pay and all travelling allowance and other expenses of the officers and men of the station concerned, and sees that acquittance rolls are duly signed and forwarded. The duties and responsibilities of the station clerk under this rule shall not be delegated to any other member of the police station staff.

22-6. Duties as a record-keeper. -- As a record-keeper, the station clerk is responsible that all registers and other records are safely kept and that they do not suffer injury from damp, vermin or other cause. He periodically eliminates and sends to headquarters the record which are no longer required to be maintained according to rule.

22-7. Duties as a custodian of property. -- As custodian, the station clerk is responsible for all Government property, including arms, ammunition, bicycles, articles of clothing and equipment other than such as are in the personal charge, of individual officers, and all unclaimed property connected with cases, including cattle in the pound. He is in direct charge of the store-room and shall keep the keys thereof and personally superintend all receipts and issues therefrom. He shall also be responsible for the safe custody and dieting of persons in the lock-up and shall personally keep the keys thereof.

22-8. Continuous presence at police station. -- The station clerk's duties necessitate his continuous presence at the police station; accordingly he shall not be employed on investigation work or any other duty involving his absence from the police station for any long period. If he leaves the station house for any purpose which is likely to prevent his return within a few minutes on an urgent summons, or under the provisions of rule 22-42, he shall formally make over charge to the assistant clerk and shall make an entry in the daily diary. Similarly, on return to duty, he shall again enter the fact in the daily diary and both entries shall be signed by the assistant clerk as evidence of his responsibility during the absence of the station clerk. Under no circumstances shall the station clerk and the assistant clerk be both absent from the police station at the same time.

22-9. Literate police officers. -- Other literate police officers shall be employed under the general direction of the officer in charge of the police station to assist the clerk in the up-keep of criminal records, and to assist in the investigation of cases and the collection, recording and dissemination of intelligence.

22-10. Watch of police station. (1) A standing sentry at police station shall ordinarily not be posted, but at night one of the constables sleeping at the station shall be told off by the station clerk or senior officer present to sleep in front of the door of the police station which shall be securely fastened.

(2) In cases where the lock-up contains prisoners, or there is valuable property in the store-room (Vide rule 22-18(1)) or animals in the cattle-pound, there shall be a constable on watch, who shall be posted with special regard to the protection of the lock-up, the store-room or the cattle pound, as the case may be, and he shall be responsible for its safe custody. Standing orders describing the duties of the sentry in regard to the protection of each of these three places shall be framed by the Superintendent of Police and hung up in the police station office. The officer in charge of the police station shall read out the appropriate part or parts of this standing order when allocating duties at roll call (vide rule 22-11). If the subsequent arrival of prisoners, valuable property or cattle necessitates an extension of the duties detailed at roll call, the station order applicable and shall obtain their signatures or thumb-impresions in the station diary.

(3) Ordinarily there shall be a police officer, who shall usually be the senior police officer present at the station house, available and ready in uniform to receive information and complaints and to afford such assistance as may be lawful and necessary; and at every post there shall be at all times one police officer in uniform in charge of the building and property, but such police officer shall not be expected to do more than keep on the alert.

22.11 - Roll Calls - At sunrise and at sunset officer in charge of the police station, i.e., the senior officer present shall call in all the police present at the station and hold a roll call. At this roll call instruction shall be given in respect of all general and special orders which may have been received from superior authority or which the officer in charge of the police station may see fit to promulgate, and duties shall be allocated. The police detailed for watch duty shall be under the orders of the station clerk who shall allot particular hours of duty to each man and note the times allotted in the daily diary immediately after the roll call, taking the signature or thumb-impresion of each man in token of his having been informed.

23.12 - Inspection before proceeding on duty - All officers proceeding on duty shall appear before senior officer presenting at the station, who satisfy himself that they are correctly turned out and understand the duties allotted to them and who shall record in the daily diary at entry to the effect that he has done so, giving particulars as to the men, the duties and the time of inspection. This rule is binding on men posted on watch duty and the entry in the daily diary in their case shall be in addition to the entry required under rule 22.11 above.

23.13 - Parades - The officer in charge of the police station is responsible for keeping his proficient in drill and to secure this end must hold parades as frequently as possible. The small number of men available for parades in a police station is no bar the giving if much useful instruction.

The following portions of the police Drill Manual 1929, shall be taught at police stations:---

Chapter I, lecture 6(traffic control)

Chapter IV, Section 3,5, to 7,9,12 to ,21 24 to 34,36 to 57,65 to69,74 75,86 to 90.

Chapter VII, physical training.

Table Card (a few exercises on each occasion). When a parade is held, a record, must be made in the daily diary in which will be incorporated a parade statement and a note of the instruction given.

22-14. The police station, lock-up. -- The rules in Chapter XXVI for the control of lock-ups and the custody and care of prisoners shall apply strictly to all police stations and posts.

22-15. Public property. -- Subject to the orders and responsibility of the officer in charge of the police station, the station clerk shall be considered to be in charge of all public property including money and case property in his station house. Every officer in charge of the station shall examine the property at least twice a month and shall report in the following Monday's diary that he has done so. If property is found to be incomplete or to be in any way damaged he shall add to his report the names of the persons responsible for the loss or damage.

He shall also see that the property in connection with a case is expeditiously disposed of according to magisterial orders on the conclusion of the case.

All property shall be examined by officers in charge of police station on receiving and handing over charge and by station clerks on relief. All damages and shortages must then be carefully noted and reported to the Superintendent of Police.

22-16. Case property. -- (1) The police shall seize weapons, articles and property in connection with criminal cases and take charge of property which may be unclaimed.

- (i) under the implied authority of Section 170, Code of Criminal Procedure;
- (i) in the course of searches made in police investigations under Sections, 51, 165 and 166, Code of Criminal Procedure;
- (i) under Section 153, Code of Criminal Procedure, as regards weights, measures, or instruments for weighting that are false;
- (i) under Section 550, Code of Criminal Procedure, as regards property alleged or suspected to have been stolen : provided that if the property consists of an animal or animals belonging to Government or to persons of good status it may be made over to them or to a commissioned or a gazetted officer, under the orders of a Magistrate, who is empowered to make such an order under Section 523, Criminal Procedure Code.
- (i) under Section 550, Code of Criminal Procedure, as regards property found under circumstances which create suspicion of the commission of an offence; when an offence in respect of an animal is committed and such animal is not stolen property such animal shall be seized and send with the case to the Magistrate having jurisdiction;
- (i) under Section 25 of the Police Act, as regards unclaimed property;

Ordinarily the police shall not take possession of moveable property as unclaimed when it is in the possession of an innocent finder, but in cities and in cantonments the police may, in compliance with an order issued under Section 26 or 27 of the Police Act, take possession and dispose of unclaimed property made over to them by innocent finders.

Such property shall be entered in the store-room register, unless a special register is prescribed for the purpose by the District Magistrate.

- (i) under the provisions of Local and Special Laws.
- (2) Each weapon, or article of property not being cattle, seized under the above rule, shall be marked or labelled with the name of the person from whom, or the place where, it was seized, and reference to the case diary or other report submitted from the police station.

If articles are made up into a parcel, the parcel shall be secured with sealing wax bearing the seal impression of the responsible officer, and shall be similarly marked or labelled. Such articles or parcels shall be placed in safe custody, pending disposal as provided by law or rule.

Cattle shall be places in the pound and shall be carefully described in the case diary or other report regarding their seizure from the police station.

All expenses for feeding and watering cattle kept in the pound in connection with cases shall invariably be recovered from the District Magistrate and not from the complainant.

- (3) The police shall sent to headquarters or to magisterial outposts,---
 - (a) all weapons, articles and property connected with cases sent for trial;
 - (b) suspicious, in-claimed and other property, when ordered to do so by a competent Magistrate.
- (4) Motor vehicles detained or seized by the police in connection with cases or accidents shall be produced before a Magistrate after rapid investigation or by means of in-complete challan. The evidence relating to the identity or condition of the vehicle should be led and disposed of at an early date, and the Magistrate should then be invited to exercise the discretion vested in him by Section 516-A, Code of Criminal Procedure, to order that the vehicle be made over to the owner pending conclusion of the case on security to be produced whenever demanded by the Court.

22.17. Custody of money.-- All Government money received in the police station and not disbursed forthwith shall be kept in a locked box in the store-room.

Whenever the pound receipts at a police station amount of Rs.50 or over they shall be forwarded to the sadar or tahsil treasury, whichever may be nearer.

If large sums are taken under the Cattle Trespass Act, and it is impossible to pay in such sums immediately to the sadar or tahsil treasury, they shall be placed in the locked box in the store-room.

22.18. Custody of property.--(1) Property exceeding in value of Rs.500, whether appertaining to cases, or seized on suspicion, or taken as unclaimed, shall be forwarded as soon as possible to district headquarters for deposit in the treasury in accordance with Police Rule 27.18(2) or, in the case of property connected with a case to be tried at an outstation or tahsil, to the tahsil treasury, where it shall be placed in the tahsil strong-room under charge of the tahsildar.

Large sums of money or valuable property of any description shall not be entrusted to police officers below the rank of head constable.

When property is brought from outstations to headquarters at a time when the prosecuting inspector and sub-inspectors are engaged in Court duties, the bearer shall hand it over to the head constable acting as assistant to the prosecuting inspector under rule 27.14(3) and obtain his receipt in acknowledgment on the road certificate. When a prosecuting officer is free, the bearer of the property shall have the road certificate countersigned by him before his return to his police station.

(2) All case property and unclaimed property, other than cattle, of which the police have taken possession shall, if capable of being so treated, be kept in the store-room. Otherwise the officer in charge of the police station shall make other suitable arrangements for its safe custody until such time as it can be dealt with under sub-rule (1) above.

Each article shall be entered in the store-room register and labelled. The label shall contain a reference to the entry in the store-room register and a description of the article itself and, in the case of articles of case property, a reference to the case number. If several articles are contained in a parcel, a detail of the articles shall be given on the label and in the store-room register.

The officer in charge of the police station shall examine Government and other property in the store-room at least twice a month and shall make an entry in the station diary on the Monday following the examination to the effect that he has done so.

22.19. Post office cash safe.--Police office cash safes may be embedded in safe positions in police stations by arrangement between the Superintendent of Police and the Superintendent of Post Offices.

The police department accepts no responsibility for the safe custody of such safes and Superintendents shall not permit them to be embedded at places where no safe accommodation exists.

The work of embedding shall be carried out by the postal department.

22.20. Cattle Pounds management of.--(1) The management of cattle pounds situated at police stations shall be undertaken by the police, when the District Magistrate so requires, provided that the pay of a herdsman and an allowance of not less than two rupees per mensem for the pound-keeper be paid by the local body, which is responsible for the up-keep of such pounds.

(2) For each cattle-pound in charge of the police, an officer on the establishment of the police station concerned shall be appointed pound-keeper ex-officio. Such officer shall ordinarily be the assistant clerk, but, in police stations where the receipts of the pound normally exceed rupees fifty per mensem, he shall be the station clerk.

(3) The pound-keeper shall be required to have a thorough knowledge of the Cattle Trespass Act (I of 1871); the rules relating to cattle pound contained in the District Board Account Code (Appendix 22.20), or corresponding rules in force in respect of Municipal and Cantonment Cattle pounds; Sections 69 and 70 of the Indian Forest Act (VII of 1878); Section 125 of the Indian Railway Act (IX of 1890) and of these rules. He shall maintain accounts in the forms prescribed in the rules referred to above, which are obtainable from the local body concerned, and shall observe those rules in all matters connected with the management of the pound.

(4) The pound accounts shall be under the close and constant supervision of the station clerk (where he is not himself the pound-keeper) and shall be checked at least once a month by the officer in charge of the police station, who shall certify accordingly in the station diary and shall countersign the monthly balance of the account in token of his having satisfied himself (1) that the balance in hand has been checked.

(2) that the accounts are on the face of them being properly kept; and (3) that the signature or initials of the pound-keeper are in their required places. Net receipts shall be credited at least once a month in the nearest sub-treasury.

(5) Bills for miscellaneous expenses incurred by the police in connection with cattle pound, e.g., emergent repairs, cost of locks, ropes, etc., shall be submitted, as the charges are incurred, to the Superintendent of Police, in form 10.33 (1) to be dealt with by him as prescribed in Rule 10.109(2).

(6) The lists of fines and of the rates authorized to be charged for feeding and watering impounded animals are required to be displayed conspicuously at every pound. Failure to keep this notice so displayed and legible, and neglect to water and feed impounded animals to the full extent which the sanctioned rates permit, are offences under Section 27 of the Cattle Trespass Act and render the pound-keeper liable, in addition to any other penalty under any other law or under police rules, to a fine of fifty rupees. This liability falls upon the pound-keeper and not upon the herdsman.

22.21. Cattle in the custody of the police.--(1) Cattle seized as suspicious or stolen property, held by the police by order of a Court under Section 88, Criminal Procedure Code, or otherwise received into police custody under competent authority, may be placed in the pound, and shall be fed at the rates prescribed for impounded cattle. Keepers of pounds which are not in charge of the police are bound to receive such cattle.

When there is any risk of an attempt being made unlawfully to remove or to rescue such cattle, a police guard shall be posted on the pound, or the cattle shall be removed to such place within or in the immediate vicinity of the police station precincts as the officer in charge considers most suitable for their adequate protection.

(2) Entries in respect of cattle placed in the pound under this rule shall be made in red ink, and any expenses incurred shall be recovered by means of judicial bills in from 10.109(1) through the prosecuting inspector, and shall not be included in the totals of the pound accounts.

22.22. Miscellaneous provision regarding pounds.--(1) A brief note of the circumstances under which a seizure was made and animals impounded shall be entered in the "remarks" column of the register. If any seizure appears to have been illegally made, the pound-keeper shall take the orders of the officer in charge of the police station before impounding the animal or animals concerned.

(2) Pound registers shall be destroyed three years after the date of last entry in them.

(3) Special attention of all police officers is drawn to Section 19 of the Cattle Trespass Act, forbidding any purchase by them, directly or indirectly, at a sale held under the Act.

22.23. Special procedure in regard to animals of value.--(1) When an animal which is clearly of more than ordinary value is impounded and the owner cannot be immediately ascertained, the officer in charge of the police station shall issue special notices, in the form of a copy of columns 1 to 7 of the pound register, (a) to the Superintendent of Police, (b) to all adjacent police stations, whether within or without the district, (c) to the owners or managers of important farms or breeding establishments, and the officers in charge of veterinary establishments, remount deposit, etc., in the neighbourhood, and take all other reasonable measures, which the circumstances of the case may suggest, to give the owner an opportunity of reclaiming his animal. If the animal in question is branded, the department or private owner, to whom the brand is believed to belong, shall be informed.

(2) Animals in respect of which notices as above have been issued shall not be sold till at least twelve days after the issue of such notices.

22.24. Supervision by superior officers.-- Officers in charge of police stations shall be held strictly responsible, in so far as their other duties permit, for ensuring that the sums recovered on account of feeding charges are actually spent by the pound-keeper on watering and feeding impounded animals. No exact account of such expenditure is prescribed, as the conditions for obtaining suitable fodder vary according to localities and the various kinds of animals. Superintendents and all inspecting officers are, however, specially enjoined to pay particular attention to ensuring (a) that rates suitable to the prevailing prices in each locality are sanctioned; (b) that animals are properly cared for while in the pound, and that misappropriation by the pound-keeper and herdsman of the charges levied is prevented. All cases of neglect of animals in the pound shall be severely punished departmentally, apart from any action which may be taken under Section 127 of the Act.

22.25. Troops and encamping ground.--(1) The memorandum of instructions for Collectors and Deputy Commissioners with regard to troops marching through districts under their jurisdictions is given in Appendix 22.26.

(2) The reports made under paragraph 1(vi) of the memorandum shall, if made by a police officer, be made through the Superintendent of Police, and the District Magistrate of the district concerned.

(3) If, under the terms of the memorandum, a police officer is not appointed for duty, the Superintendent of Police may, if he consider it desirable, appoint a police officer of suitable rank to accompany the troops. His duties shall, however, be strictly confined to co-operation with the local police in the prevention and detection of crime. He shall report to the officer in command of the troops and keep him informed of the measures adopted.

(4) Officers in charge of police stations or, in the absence of the officer in charge, the senior officer available shall also pay their respects to officer commanding troops on the march through their jurisdiction.

(5) Officers in charge of police stations, and the headmen and watchmen of villages in the neighbourhood, shall be held responsible that all possible measures are taken to render camping ground safe and free from thieves. Bad characters found in suspicious circumstances in the vicinity shall be dealt with under the preventive sections of the Code of Criminal Procedure.

(6) Officer in charge of police stations within the jurisdiction of which troops are encamped for training shall report to the officer commanding. They shall make all necessary arrangements to keep the camp free from thieves but they need not remain in attendance.

22.27. Field firing by troops.-- When, under arrangements approved by the Deputy Commissioner concerned, the military authorities conduct field firing or artillery practices, they are required by military orders, approved by Government, to provide troops to clear and keep the ground. Police shall not be supplied for this duty. The police are further forbidden to take any part in securing the evacuation of villages or confinement of people to their houses in connection with such practices. Such action, when ordered by the Deputy Commissioner, shall be carried out by revenue officers and village officials. (Police Gazette memo No. 5932-23-31.25 of 29th June, 1925).

22.28. Duties at ferries.--(1) Police officers stationed at ferries shall afford such lawful assistance as may be necessary to secure obedience to the rules framed under Act XVII of 1878 for the regulation of traffic and shall prevent the overloading and overcrowding of ferry boats.

(2) Superior police officers shall, from time to time, visit ferries and ensure that the police understand the rules and their duties in relation to them.

22.29. Religious procession.-- The orders relating to periodical religious processions are contained in Rule 21.22.

22.30. Dramatic performance and cinematography display.--(1) Whenever a dramatic performance is about to take place the officer in charge of the local police station shall be responsible that all tents, booths and other temporary structures erected for public performances are inspected before they are opened to the public.

Such structures must have proper facilities for rapid egress and for the prevention and extinction of fire, and must be so placed that there is no danger of fire from adjacent buildings.

(2) If the arrangements appear to be insufficient, immediate report shall be made to the senior Magistrate present at the place in question, or in whose jurisdiction the structures have been erected.

(3) The Superintendent shall report to the District Magistrate any defects in buildings commonly used for public performances which are likely to endanger human life.

(4) The rules made by the Punjab Government under Section 8(2) (a) and (c) of the Cinematography Act, 11 of 1918, include the following:--

(i) No building shall be used for cinematography or other exhibition unless it be provided with sufficient exits of at least 7 x 5 size.

(ii) Space for accommodation shall be not less than 100 square feet per 25 persons.

(iii) Fire appliances shall be provided.

(iv) The cinematography apparatus shall be in an enclosure of substantial construction made of, or lined internally with fire resisting material. In the case of buildings used habitually for cinematography or other similar exhibition this enclosure shall be outside the auditorium.

(v) The license and plan (of the building) and description or any of them shall be produced on demand to a police officer of or above the rank of sub-inspector.

(vi) The Superintendent of Police or an officer deputed in this behalf by him may, at any time, inspect the films which it is proposed to exhibit.

The exhibition of any film which has not been licensed for exhibition, or which has been banned by the local Government, and any breach of the rules above referred to, shall be brought to the notice of the District Magistrate for action under Section 6 of the Act.

23.31. Foundlings.-- If a child deserted by parents or guardian is found by a police officer or brought to a police station by a person who is under no legal obligation to maintain it, and who is unwilling to take care of it, such child shall be cared for at the police station and brought before the local Magistrate as soon as possible. The orders of such Magistrate shall be taken as to the disposal of the child, and any reasonable expenditure, not exceeding four annas per diem incurred from the permanent advance of the police station for the maintenance of the child, shall be recovered from the Court. Should the delay in bringing the child before the local Magistrate amount to more than a few hours, advantage shall be taken of the existence of any orphanage or other charitable institution which may be willing to shelter the child until it is finally disposed of by the Magistrate's order.

22.32. Soldiers on shooting permit.--Rules relating to game shooting by British soldiers and to the grant of shooting passes are contained in Appendix XXXV, Army Regulations, India, Volume II and are also issued in pamphlet form to all units of the British Army in India.

Under these rules, (1) no soldier is permitted to carry firearms for shooting purposes or join a shooting party without being in possession of an arms license and a shooting pass (Indian Army Form L-118);(2) on the pass granted to a shooting party will be endorsed the localities where shooting is forbidden, (3) all soldiers have

received instructions (a) not to shoot within 500 yards of any village house, temple or enclosure, (b) not to shoot hind, does, monkeys, dogs, peafowl or pig (except by special permission);(c) not to enter any village, speak to any Indian woman or child, use any bucket for drawing water from wells or shoot birds alighting on pipal or other sacred trees.

The following are the order of the Government of India to the civil and political authorities in connection with the foregoing rules:---

- (i) The civil authorities will periodically explain the substance of the rules and orders in simple language to the inhabitants of all village and tracts where British soldiers are in the habit of shooting, warning them that soldiers are on no account to be attacked or molested, and that any such offence will be severely punished. The inhabitants, therefore will have no excuse for interfering unwarrantably with members of a shooting party.
- (ii) The district or political officer will impress on zemindars, headmen, landlords and police, that they must use their endeavours to prevent disputes with, or the molestation of, any members of a shooting party, and that complaints are to be reported to the proper authorities by the villagers, who must to take the law into their own hands.
- (iii) When the district or political officer receives notice, under Rule 17 of the probable visit of a shooting party, he will at once inform the head men and village police.
- (iv) The district or political officer will, on the arrival of troops in a civil district or Indian State, at once inform the officer commanding such troops of the prohibited localities, animals and birds and of any special civil rules pertaining to the district.
- (v) When a complaint is made by villager against any member of a shooting party the district or political officer will at once report the matter to the officer commanding of the soldiers concerned.
- (vi) If possible, disputes between members of shooting party and villagers will be investigated by a European Magistrate or Police officer not below the rank of Superintendent, and such cases will be tried by a district or joint Magistrate. The officer commanding concerned will be informed by the district officer of cases not cognizable by the police or where prosecution is not undertaken by the civil authorities. The officer commanding will thereupon take such action as may be necessary.
- (vii) The rules for soldiers provide for the punishment of a corps or detachment, or district in the event of the offenders, not being discovered. A similar responsibility may be enforced upon villages where affrays with British soldiers have occurred, if the villagers generally, or a considerable number of them, have made an unwarranted attack upon a shooting party, but the actual offenders have not been brought to justice. The villagers will be warned that in all such cases they are liable by law to have extra police quartered upon them at their own expense.

22.33. Destruction of snakes and wild animals.-- (1) Under the orders contained in Punjab Government Consolidated Circular 39 allotments as permanent advances are made by District Boards to all police stations to enable the officer in charge to pay the prescribed rewards for killing snakes. These advances will be re-cooped on the submission, through the Superintendent of Police, to the District Board, of statements of accounts showing the name, caste and residence of payees, the amount paid and the number and description of dead snakes brought in.

(2) The amounts authorised as rewards are Re.04-(-) for a cobra and Rc.0-2-0 for a karait. In the absence of especial local orders no reward is payable for the killing of any other kind of snake. Officers in charge of police stations are required to satisfy themselves before making disbursements, that the snake killed is of a species for which a reward is authorised. To assist in this every police station has been supplied with a book of coloured plates of the poisonous snakes common in Punjab; application for the replacement of these plates should be made, where necessary to the District Board. Inspecting officers shall check the proper carrying out of these orders.

(3) The payment of rewards for killing certain wild animals is also authorised. Claimants should be required to present themselves with the head and skins of the animal on account of which a claim is made at the office of the Deputy Commissioner.

22.34. Destruction of ownerless dogs.--Under section 109 of the Punjab Municipal Act(III of 1911) municipal committees have power to order the destruction of any dog or other animal suffering, or reasonably suspected to be suffering from rabies. They also have power to issue a standing order for the destruction of all dogs without collars found wandering about streets. The police shall not act as agents for the destruction of such dogs but shall support the authority of any agents appointed for purpose by the municipal committees.

22.35. Recovery of dead bodies from canals.--Under rule 15.16 any persons taking a corpse out of a canal or river, or causing it to be taken out and delivering it to a headmen of a village, is entitled to a reward of Rs.10. Such sums shall be paid at once by officer in charge of police station from the permanent advance and recovered at once on simple bills from the Superintendent of Police.

22.36. Duties in connection with epidemic diseases.-- (1) On the appearance of cholera, plague, small-pox or any other disease in epidemic form, or unusual mortality amongst rats in any police station jurisdiction, the officer in charge of the police station shall at once inform the Superintendent of Police, the District Medical Officer of Health and the Medical Officer of the nearest dispensary.

(2) After the first report regarding the out-break of cholera, plague, small-pox or other infectious disease has been made, the watchmen of infected villages shall continue to make, as long as the villages remain infected, weekly reports at the police station of the number of cases and deaths; and the officer in charge of the police station shall transmit this information weekly to the District Medical Officer of Health.

(3) If and when an alternative reporting agency has been established, these weekly reports shall be discontinued, but where required they shall be submitted on stamped addressed postcards supplied by the Districts Medical Officers of health for the purpose.

(4) On receipt of information as in sub-rule (1) the Superintendent of Police shall also notify the District Medical Officer of Health (or in his absence, the Civil Surgeon) and shall inform the Inspector General of Police by telegram.

22.37. Additions and alterations to buildings.--(1) Officers in charge of police stations shall not permit any additions or alterations to existing buildings without the previous sanction of the Superintendent of Police.

(2) Orders relating to the construction of prayer platforms at police stations are contained in Chapter III.

22.38. Diet of accused person.- The rules for the provision of diet at police stations to accused persons and for the recovery of expenses in this connection are contained in rules 26.27 and 10.109.

22.39. Advance of diet money to witnesses.-- The rules for the advance at police station of diet money to witnesses, and for the recovery of such advances are contained in rule 27.28.

22.40. Charges of animals connected with cases.-- Complainants in cattle theft cases, or sureties to whom cattle have been made over for safe custody and production if and when required during police investigation, shall receive the cost of maintaining animals connected with the cases. The rate sanctioned for each day and for each day's journey are fixed by the Deputy Commissioner, with the approval of the Provincial Government, subject to the proviso that the complainant has travelled, or

has been detained in the interests of the case at a place, more than five miles from his home.

Superintendents of Police shall provide lists showing the rates for each animal and these lists shall be hung up in the police station office.

Claims for payment of these charges shall be made in form 22.40. The amount due to a complainant or to a surety shall be entered in the form and submitted to district headquarters with the challan or final report in the case. Money shall be recovered from the allotment for "Rewards to private persons" and remitted to the police station concerned for prompt payment.

22.41. Kits of men on casual leave. When an officer proceeds on casual leave from the police station he shall hand over the Government property in his possession to the station clerk who shall at once prepare a list of all articles. The kit will be folded and kept in the store-room. The station clerk is responsible for its safe custody. When the officer in charge of the police station himself proceeds on casual leave he shall hand over all Government property for which he is responsible to the officer appointed to act for him, such property as is not required by the latter for current use being placed in the store-room.

See also rule 6.11(3) regarding the disposal of revolvers by officers proceeding on leave.

22.42. Married police officer.--(1) Married quarters are provided in most police stations in accordance with rule 3.19. Officers to whom these quarters are allotted may sleep in them, provided that they are not on watch or sentry duty or required to be in the police station building for any reason.

(2) At police stations where family quarters are provided up to the maximum scale laid down in rule 3.19 no other police officers shall be allowed to have rented accommodation elsewhere.

At police stations where family quarters have not been provided up to the maximum scale laid down in rule 3.19 the number of officer permitted to occupy quarters outside the police station shall not exceed such scale.

(3) A list of married police officers attached to each police station and its subordinate posts shall be maintained in the police station.

22.43. Despatch of money, property and prisoners.--(1) Police escorts in charge of money, property or prisoners, and police officer performing other duties shall ordinarily travel by rail. For journeys, however, both within and beyond the sphere of duty between places not connected by rail, or between places connected by road and rail, where the road journey is the shorter, or the rail journey although shorter in distance would cause inordinate delay, police officers below the rank of Inspector may, in cases to be certified as necessary by the Superintendents of Police, travel by motor omnibus or other road conveyance.

(2) The cost of such journeys shall be met under the provisions of the Travelling Allowance Rules. In the case of constables the amount shall be drawn on a contingent bill and met from the head Carriage of Constabulary. In the case of other officers it shall be drawn on an abstract travelling allowance bill, to be supported subsequently by a detailed bill. The drawing officer shall record on each bill a certificate to the effect that the journeys were performed in the public interest and that travelling allowance was admissible in accordance with note I of Exception V in Appendix E(5) of the Punjab Financial Hand book No.2 (Volume III-Travelling Allowance Rules).

All such bills relating to journeys within the sphere of duty (except those for Carriage of Constabulary) shall be countersigned by the Deputy Inspector General of Police, who shall among other things satisfy himself that the drawing officer has not given his certificate as a mere matter of form, but that the saving of time or other considerations actually justified the performance of the journey by road in the public interest. Travelling allowance bills for journeys beyond the sphere of duty will be countersigned by Superintendents of Police.

(3) Police officers up to and including the rank of Sub Inspector who travel by motor omnibus shall be provided with a lorry voucher in form 22.43(3) which shall be handed over to the owner or conductor. The owner of the motor omnibus will submit all such vouchers to the Superintendent of Police for payment. Separate vouchers shall be prepared for constables and for officers of higher ranks. All lines and police stations are provided with books of voucher forms, adapted for the carbon copying travel process. Three copies shall be prepared one being made over to the officer who is to travel, one being submitted to the Superintendent of Police and the third being retained for record at the police station. The Superintendent of Police will make payment after checking the vouchers with the daily diary of the police station concerned and comparing the dates.

(4) Ordinarily only the number of seats actually required for the escort and their charges shall be engaged. Only in the most urgent circumstances shall a whole vehicle be chartered by any police officer.

(5) Where under-trial prisoners are conveyed by motor omnibus separate sets of vouchers shall be prepared for the police escort and for the prisoners. The cost of the latter will be met from judicial funds on its presentation by the Prosecuting Inspector to the court concerned.

(6) The rates to be charged by motor transport companies or private omnibus owners shall be standardized as far as possible. Wherever possible contracts for the carriage of constabulary shall be entered into.

Note: The rules as revised will have effect from 25th July, 1993.

(7) The lorry voucher books on receipt from the Controller, printing and Stationery Department, Punjab, shall be entered in the stock register of printed forms as required by Police Rule 11.49, and made over to the Head Clerk who shall be responsible for their safe custody. He shall keep them in a locked almirah, the keys of which shall, in no case, be transferred to any other person, and shall invariably certify the balance in hand when issues are made. In Police Lines the voucher books shall be kept in the personal custody of the Lines Officer who shall be responsible for the issue of vouchers to Police Officers. In Police Stations the voucher books shall be kept in the personal custody of the Station Clerk, but vouchers shall issue only under the instructions of the officer in charge of the Police Station.

22.44. Notices and notice-boards.--(1) Only such notices as are required by rule or by special order of the Superintendent of Police to be hung at Police stations are to be so displayed.

(2) Notice-boards at police stations shall be used solely for the display of police and other official notices. Public notices by local bodies may be displayed on such boards with the permission of the officer in charge of the police station, but their use for private or trade announcements and advertisements is strictly prohibited.

22.45. Registers.-- The following books shall be maintained at each police station in accordance with the rules hereinafter prescribed or referred to:---

- (1) The First Information Report and, in certain station Register of petty Offences.
- (2) The Station Dairy.
- (3) Part I. Standing Order Book.
Part II. Circular and other orders.
- (4) Register of Absconders and Deserters.
- (5) Register of Correspondence.

- (6) Miscellaneous Register.
- (7) Cattle Pound Register.
- (8) Criminal Tribes Register.
- (9) The Village Crime Register.
- (10) The Surveillance Register.
- (10) (A) Bad Character Rolls despatched
- (10) (B) Bad Character received.
- (11) Index to History Sheets and Personal Files.
- (12) Register of information sheets despatched.
 - (A) Copies of Information Sheets despatched.
- (13) Minute Book for Gazetted Officers.
- (14) File Book of Inspection Reports.
- (15) The Register of Birth and Deaths.
- (16) Register of Government Officials and Property.
- (17) Register of Licenses.
- (18) Receipts Book of Arms, Ammunition and military store.
- (19) The Store Room Register.
- (20) Cash Accounts.
- (21) File Book of Road Certificates.
- (22) Print Receipts Books.
- (23) (A) Police Gazette.
- (23) (B) Criminal Intelligence Gazette.
- (24) Police Rules.
- (25) Charge notes of officers in charge of police station.

22.46 - General orders regarding station registers - (1) No alteration in the form or method of keeping the book and no addition to their number may be made without the sanction of Inspector General being previously obtained.

(2) Every station register shall be paged in English. In the case of all register except Parts I,II,III and IV of register No (9) and register 10 (B), II and 12(a) this shall be done in the office of the Superintendent before issue to a police station. No page may be torn out of the station register. Any correction which it may be necessary to make shall be made by a line through the mistake so as leave the words erased legible and by writing in the corrected words afterwards or in the margin. A piece of paper shall not be pasted over a mistake.

(4) All entries shall be neatly and clearly written and all corrections shall be attested by the signature of the officer making them. If words or lines are omitted from any entry, or if entry is omitted altogether, no interpolation shall be made. The omission shall be supplied by a fresh entry in the regular course. English figures alone shall be used in all official papers and registers.

Note - Seals of a uniform pattern have provided for each police station and for the office of Superintendent and Deputy Inspector General and no deviations shall be allowed from the sanctioned design when seals are renewed from contingencies, or new seals are produced for additional station.

22.47 - Register No 1 - The orders regarding the Information Reports Register are contained in rule 24.5 and regarding the petty Offence Register in rule 24.9.

22.48 - Register No II - The Daily Diary shall be maintained in accordance with section 44 of the Police Act. It shall be in Form 22.48 (1) and shall be maintained by means of carbon copying process. There shall be two copies. One will remain in the police station register and the other shall be despatched to a Gazetted Officer to be designated by the Superintendent of Police or the Superintendent of Police himself every day at the hours fixed in this behalf.

Shortly before the close of each quarter, books containing the proper number of pages ensuring the three months shall be issued to police station by the Superintendent. The Superintendent shall fix the hours at which station diaries shall be daily closed with reference to the despatch of the post or messenger.

(2) All entries in the station diaries shall be made by the officer in charge of the police station or by the station clerk. Literate officers making a report shall read the report recorded and append their signature. Every matter recorded in such diary shall be so recorded as soon as possible; each separate entry shall be numbered and the hours at which it was made shall commence each such entry. If the hours at which the information, or otherwise, containing such entries reaches the police station differs from the hours at which such was made, both hours shall be stated. As soon as entry has been made in the diary, a line shall be across the page immediately below it.

(3) The opening entry day shall be give the name if each person in custody, the offence of which he is accused, and the date and hours of his arrest, the name of each accused person at large on bail recognizance the date of his release on such security.

The last entry each day shall show (a) the balance of cash in hand as shown in the cash account, and (b) the balance of the cattle-pound account.

22.49- Matters to be entered in Register No II - The following matters shall amongst others, be entered:---

- (a) The number and description of cattle seized in connection with or on suspicion with a reference to the case or report.

- (b) The day, hours and purpose of visit to the police station of persons registered under the Criminal Tribes Act and of convicts released under the Remission Rules or under section 565, Code of Criminal Procedure, together with the name of such persons.
- (c) The hours of arrival and departure on duty at or from a police station of all enrolled police officers or whatever rank, whether posted at the police station or elsewhere, with a statement of the nature of their duty. This entry shall be immediately on arrival or prior to the departure of the officer concerned and shall be attested by the latter personally by signature or seal.

Note - The Police Station will include all places such as police Lines and Police Posts where Register No II is maintained.

- (d) Every police officer of or above rank of head constable, when returned from duty than an investigation in which case diaries are submitted, shall have an entry made in the daily diary by the station clerk or his assistant showing the palaces he has visited and then duties performed by him during his absence from police station.
- (e) All admission to and releases from the cattle pound with the amounts of fine realised.
- (f) The hour of receipt and despatch of all communications, property cash, etc., giving reference to the number in the correspondence register.

Note - The word "communication" shall be taken to include the reports required by Police Rule 25.57(2)(ii) and Police Rule 27.1(1) (ii) to be sent to panchayats.

- (g) Information of the commission of non-cognizable offence (rule 24.3) including reports of enmities likely to lead to a breach of the peace (rule 23.32); visit of chaukidars to police station (rule 21.3(4)) and demands by the police of one jurisdiction for assistance in extradition cases from the police of another jurisdiction (rule 26.10(7)).
- (h) All arrivals at. Dispatches from the police station of persons in custody, and all admission to, and removal from, the police station lock-ups, whether temporary or otherwise, the exact hour being given in every case.
- (i) The hours and date of receipt and (separately) of service or execution of each process; and hour date return made to such process.
- (j) The report regarding property in the store-room required by rules 22.15 and 22.18(2).
- (k) The report regarding excess expenditure over permanent advance as required by rule 22.71.
- (l) The entrance of persons, by permission, into a tahsil after office hours.
- (m) The deposit in, or removal from, the post office safe in the police station of any article whatsoever the exact hours being given in every case.

Note :- Every such entry shall contain detail of the article deposited or removed and shall be signed by the Sub or Branch Postmaster effecting the deposit or removal.

- (n) A reference to every information relating to the commission of a cognizable offence, and action is take under section 157, Code of Criminal Procedure, the number and date of the first information report submitted.

Note :- In case where the information relates to the commission of cognizable offence triable by a Panchayat, mention shall also be made in the Daily Diary of the measure taken to send a copy of the first information report to the Panchayat concerned as required by Police Rule 24.5(2).

- (o) In Monday's dairy a list shall be given of all papers pending for over a work.

SYNOPSIS

1. Summoning of persons to police station.

COMMENTS

1. Summoning of persons to Police Station - The underlying object of Rules 22.49 and 25.2 of the Punjab Police Rule is that no citizen should unnecessarily be arrested or dragged to the Police Station and under the pretext of interrogation be improperly or illegally detained. There is no reason why the imperative provisions of these rules pertaining to the issue process and making of entry if that process should not have been complied with.

If these rules are duly observed imperative as they are in their nature the device of deliberately omitting to observe compliance with these rules which police officers conducting investigation adopt and in this way illegally detain innocent persons under the excuse of interrogation, would cease to be workable and the case of illegal detention for investigation purpose are found to be minimised, if not eliminated. These are wholesome rules. Their compliance enable the person sought to be summoned to know the purpose for which is being summoned. Parshotam Dass vs. State of Punjab, 1971 P.L.R 912=1969 Cur L.J 445

22.50 - Punishment for making false entry - Any police officer who enter or causes to be entered in the daily dairy which he knows, or has reason to believe, to be untrue, whether he has or has not been directed to make such entry by a superior officer, shall ordinarily be dismissed the service.

A copy this rule and also a copy of the following certificate shall be affixed to the cover of the daily dairy in every police station and in lines.

"Certified that this register contains-- leaves in duplicate. No page should be removed from it. Wrong entries, if any, should be scored out by means single line and initialled by a Senior Police Officer; in no case should any such entry be mutilated or rendered illegible nor should paper be pasted over it."

22.51 - Destruction of daily diaries - Daily Dairies may be destroyed two years after the date of last entry.

22.53 - Copies of certain to be sent head constable - (1) A copy of extract of the relevant portion of every entry in the daily relation to the arrival or departure report of any police officer posted t or transferred from . the police station or a post report subordinate thereto., shall be sent without delay to the orderly head constable. Copies of the reports of the deaths, admission to and discharge from hospital of police officer attached to the police station, or its subordinate posts, shall be similarly sent.

(2) All copies required to be made of entries in the daily dairy by this or any other rule shall be made at the time of original entry by means of the carbon copying process, as many sheets of paper being inserted under carbon paper as may be required.

22.53 - Register No I - All standing orders by the Inspector General, Deputy Inspector General or Superintendent shall be entered in a book which shall be of the size of a quarter of sheet of country paper. These standing orders shall be continuous for five years and the file shall be indexed. These orders will be checked annually in accordance with rule 14.55.

Part II - In each police station an annual file shall be maintained of all circular and other order issued for the instruction and guidance of the police and not being standing orders or orders on which a reply is returned in original. Each paper before being placed on this file shall receive a register number in the correspondent register, where the

subject and being placed in the file shall be noted. These files shall be destroyed after two years.

22.54 - Register No Absconders and deserters - In addition of all proclaimed offenders to be hung up in the and the notice-board of police station in accordance with rule 23.25, the register of absconders shall be maintained in the following parts:---

Part I-- In Form 22.54 (a) containing the names of all absconders in cases registered in the home police station.

Part II. -- In Form 22.54(a) containing the names of absconders in cases registered in other police stations, but resident of or likely to visit the home police station.

Note . -- All entries regarding residents of the home police station shall be made in red ink.

Part III. -- List of deserters from the army, in Form 26-16(6)

Part IV. -- A list in Form 22-54(b) of all absconding members of registered criminal tribes resident of the police station or who were originally registered at the police station. In this connection see rule 23-24(3).

As soon as an absconder has been proclaimed under section 87, Code of Criminal Procedure, his name shall also be entered among the proclaimed offenders in Part I of Register No. X.

22-55. Register No. V. -- The correspondence register shall be maintained in two parts in Form 22-55. Each part shall contain 400 pages.

(1) In part I shall be entered a brief abstract of all reports and orders received in the police station and of all letters and replies dispatched which are not entered in any other book.

(2) When any entry is made in the receipt columns the corresponding dispatch column shall be left blank for the reply and vice versa.

This register is a receipt and dispatch register and is not meant as a record of the full correspondence received and not meant to be forwarded or returned shall be filed in monthly files. These shall be destroyed after two year.

(3) In Part II the receipt and return of processes shall be entered.

Processes include:---

(a) Summonses to appear or to produce.

(b) Warrants of arrests.

(c) Search warrants.

(d) Orders of proclamation, attachment, injunction or otherwise under sections 87, 88, 95, 99, 133, 140, 143, 144 and 145, Code of Criminal procedure.

Warrants in all non-cognizable criminal cases and summonses in non-cognizable criminal cases in which Government is the complainant are served through the police.

On the last day in each month a statement giving the following information shall be entered in the daily diary and sidelined in red ink:---

(a) The number of warrants remaining un-executed at the end of the previous month, received and executed during the current month and remaining unexecuted at the end of it.

(b) Similar information regarding summonses in cognizable and non-cognizable cases.

(c) Similar information regarding other processes.

At the end of the year any statistics required shall be compiled from such entries in the daily diary.

22-56. Register No. VI. -- This register shall be divided into four parts.

Part I. -- List of character rolls of applicants for Government service verified by the police in Form 22-56.(1).

Part II. -- List of persons on security in form 27-16(6).

Note. -- Particulars of arrest under section 109, Code of Criminal Procedure, of persons who are residents of another police station shall be entered in red ink and given a separate serial number, the form being completed when the result of the case is intimated by the prosecuting agency.

Part III. -- Carbon copies of all reports submitted for action under the Indian Penal Code and Criminal Procedure Code or local and special laws such as prosecutions under section 182, Indian Penal Code, preventive security under the Criminal Procedure Code or action against village officials under the Punjab Laws Act when no first information report or charge-sheet is submitted.

Part IV. -- carbon copies of reports of investigation in to accidental deaths of human beings in which forms 25-035(1) A, B and C, are submitted. A yearly index will be maintained for this part.

This register may be destroyed seven years after the date of the last entry.

22-57. Register No. VII. -- (1) The cattle pound register is printed and supplied by the local bodies concerned and is divided into two parts:---

Part I. -- The register of impounded cattle.

Part II. -- The cash account.

(2) A book of receipts is also supplied to the pound-keeper who shall give a receipt to every seizure or to his agent who brings cattle to the pound.

The instructions contained in rule 22-20 and in the extracts from the District Board Account Code, 1926, Appendix 22-20, shall be strictly followed in maintaining these registers.

22-58. Register Nos. VIII (A) and (B). -- Register VIII (A) - Adult Criminal Tribes Register. - This register shall be maintained in Form 22-58(A) for all adult members of criminal tribes whose registration has been ordered under section 4 of Act VI of 1924. In the cases of those members concerning whom a further notification

has issued under section 10 of the Act, a note to this effect will be entered in column 10 of the form, Column 7 will be left blank except in the case of those persons whose restriction has been ordered under section 11 of the Act. As history sheets are not usually maintained for registered members of criminal tribes it is essential that as much information as possible concerning each member should be mentioned in column 10.

The register shall be maintained in as many parts as there are tribes and further sub-divided into sub-parts according to residence under rule 23-28. Care must be taken to allow a sufficient number of blank sheets at the end of each sub-part for persons whose registration may have to be effected after the preparation of the register has been completed.

Register VIII-B - Register of male children of members of criminal tribes.- This register shall be maintained by tribes in Form 22-58(B) for male children under 12 years in the case of wandering tribes and under 18 years in the case of settled tribes notified as criminal under section 3 of Act VI of 1924. Sons of both exempted and registered members of criminal tribes shall be entered in this register as soon as their birth is reported and intimation sent to the Superintendent of Police at headquarters to enable an entry also to be made in the male juveniles register maintained in English in Form 22-58(C), in the District Police Office.

Officers in charge of the police stations will report to the Superintendent particulars of male children who attain the age of 12 years in the case of wandering tribes and 18 years in the case of settled tribes with a view to their registration and entry in the Adult Criminal Tribes Register. Such registration shall not, however, be carried out in the case of privileged persons as defined in rule 4 of the rules made under the Criminal Tribes Act (VI of 1924).

22-59. Register No. IX. the Village Crime Register. -- (1) This register shall be maintained in five parts as follows:---

Part I. -- Notes on the village community containing the particulars required by Form 22-59(1)A.

Part II. -- The crime register, in Form 22-59(1) B. Cognizable cases decided by Panchayat shall be entered in Parts II and IV of this register as cases dealt with direct by magistrates.

Part III-A-A. -- Cases traced to the village in Form 22-59(1)C.

The term "cases traced to the village," as used above,, shall be held to include only cognizable cases under Chapter XVII, Indian Penal Code, in which strong suspicion rested on any resident of the village whether the case occurred in the village itself or not. When a case under Chapter XVII remains untraced or fails in court the necessary entry in this register should never be omitted. Information Sheets, Book XII-A [(Form 23-17(3))] will also provide valuable material for making this important register complete. In combination with the conviction register it should be used as an index to the criminals of the ilaqa. A separate entry shall be made for each suspect with a separate serial number. When a person is again suspected, the fresh entry shall bear the same serial number as the previous suspicion and the number of suspicion shall be entered below it in the form of a fraction similar to the system of numbering used in Part V of Register No. IX.

Part III-A-- Visits to the village of persons of doubtful character, i.e.---

- (i) persons whose history sheets are on record on Bundle A.
- (ii) persons established through information sheets (strangers' roll) to be doubtful character either by reason of having been suspected of convicted of offences in respect of which entries are required to be made in Part III or Part V of their home police station or for other adequate reasons.
- (iii) persons arrested in the village under section 55/109, C.P.C. Provided that no entry shall be made unless the persons concerned are placed on security.

Note. -- This provision will not apply in cases where particulars of the person concerned would otherwise normally be entered by virtue of (i) and (ii) above.

Part IV. -- Notes on crime in the village (confidential) in Form 22-59(1)D.

Part V.-- The Conviction Register, in Form 22-59(1) E.

Note. -- Before proceeding to the scene of an offence investigating Officers should take down in a note-book all the information from parts II, III and III-A of the village Crime Register which is likely to be of assistance to them in their investigation.

(2) Parts I, II, III and III-A shall be loosely bound together in a cover of standard pattern for each village or group of village. When a group of closely allied villages is combined in one volume, separate pages in each part shall be allotted to each village.

The prescribed cover for the village crime note-book is obtainable from the Controller, Printing and Stationery Department, Punjab.

(3) An alphabetical list of all convicts belonging to any town or village shall be bound up with Parts I to III of the village crime register concerned and shall be kept up-to-date from the conviction register.

(4) Each part in each volume shall be pagged. The cover shall bear clearly on the outside the name of the village or villages to which it relates.

The binding edges of the pages and of the cover shall be punched with two eyelet holes before issue from the office of the Superintendent of Police and tape shall be provided, so that the volumes may be neatly kept at all times, but may be easily opened for the insertion of extra pages where necessary. Additional pages shall be given the same number as the page they follow and distinguished by consecutive letters of the alphabet.

(5) Part IV shall be kept in separate volumes corresponding to the volumes of Parts I to III, but shall be treated as confidential and shall remain in the personal custody of the officer in charge of the police station.

Matters to be entered are detailed in rule 23-15.

(6) The whole of the Village Crime Register Parts I to V, is an unpublished official record relating to affairs of State and is privileged under section 123, Indian Evidence Act, No part of the register may be shown to, nor may any copy or extract therefrom or any information derived therefrom be given to any person not entitled by his official position to obtain such information.

22-60. The conviction register. -- (1) Part V of the Village Crime Register shall be maintained as a separate register, in volumes of not more than 100 pages each, known as the Conviction Register. Entries shall be made by the officer in charge of the police station personally or, under his special or general orders, by such one of his subordinates as writes the best hand. Entries in this register shall be confined to the offences mentioned in rule 27-29.

(2) The conviction register is a permanent record of the crime and criminals of each village and of previous convictions, and is to a great extent the basis for the preparation of history sheets and other measures of surveillance.

(3) On the first page of each volume of the register shall be entered in alphabetical order a list of the towns and villages of the jurisdiction, the conviction record of which are contained in such volume. The serial number of each town and village shall be entered to the left and a reference to the pages allotted to it to the right. At the end of the last volume of the register pages shall be allotted for the names of convicts, whose residence cannot be traced or who are residents of places outside

British India, but who commonly frequent the jurisdiction of the police station. So far as may be possible every conviction required to be entered in the register shall be entered in the pages allotted to the town or village in which he convict ordinarily resides.

In all cases of conviction in an offence on the railways the letter "R" in red ink shall be entered in the remarks column of the entry in the conviction register. Information regarding the conviction shall also be sent by the Superintendent of Police to the Assistant Inspector General, Government Railway Police, for the use of the railway police Central Investigation Agency. All subsequent convictions of the offender shall also be communicated to the Agency which will in turn communicate the information to the railway police sub-inspector charged with surveillance work and the maintenance of the original history sheet of the criminal.

(4) When two or more offenders are jointly convicted of committing one and the same offence and then there is reason to believe that they acted in concert, cross reference shall be inserted in the remarks column of the register, drawing attention to the fact.

(5) When a convict has been classed "P. R." under the rules in the Police Finger Print Bureau Manual the letters "P. R." and a general description of the convict, giving age, colour of hair and eyes, marks, scars, peculiarities of speech and gait, as endorsed on his "P. R." slip, shall be entered in column 3.

(6) When a person is reconvicted, the fresh entry shall bear the same serial number in column I as the previous convictions, and the number of the conviction shall be entered below it, in the form of a fraction, e.g., 16/3 signifies the third conviction of the person originally entered at serial number 16. The serial number allotted to a convict shall be a permanent one, just as a constabulary number is permanent. In the remarks column (column 11) of each re-conviction entry shall be entered references to the number, offence and page of entry of previous convictions.

Illustration.

When the reconviction of a person having six previous convictions is made, the entry in column 11 shall be of the following nature -- "379-1/3;457-3 and 6/3 and 9; 110 Code of Criminal Procedure 2 and 4/3 - XI/78x5/8". Here the first figure refers to the nature of the offence the numerator to the serial number of the conviction, and the denominator to the page of the register.

(7) Each entry shall be signed by the officer in charge of the police station personally the conviction slip being retained till this has been done. At every inspection of a police station by a gazetted officer, the conviction register shall be produced and the inspecting officer shall attest every entry made since the last inspection, recording orders in column 11 regarding any action, such as the opening of a history sheet, which he may require to be taken. The inspecting officer shall also assure himself that orders given at previous inspections have been complied with, and shall erase or transfer the names convicts, who are shown to his satisfaction to have died or permanently changed their residence. When the name of a deceased convict is erased, a reference shall, if possible, be given to the entry regarding his death in register No. XV.

22-61. Registers Nos. X, X(A) and X(B). -- The surveillance register shall be maintained in accordance with the orders contained in rules 23-4, 23-5 and 23-16. Registers Nos. X(A), and (B) shall be destroyed two years after the dates of last entries.

22-62. Register No. XI.-- An index to history sheets and personal files will be maintained in forms 23-14(1)-A and 23-14(1) B.

22-63. Registers Nos. XII and XII (A). -- The registers of information sheets shall be maintained in the form and subject to the orders contained in rule 23-17.

These registers shall be destroyed seven years after the dispatch or receipt of the last sheet.

22-64. Register No. XIII Minute Book for gazetted Officers:- (1) This is a blank book of foolscap size in which shall be entered the dates of all inspections and any matters requiring the attention of the officer in charge of the police station which have not been entered in the inspection report. Inspecting officers shall satisfy themselves that old volumes of this register, which form a valuable record of the past history of the police station, are intact.

(2) Notes should be made in this register of matters permanently affecting the conditions of the police station, e.g., changes in police station or jail boundaries, imposition and removal of additional police posts; construction of new buildings, etc.

(3) The register is a confidential and privileged record; with the exception of gazetted police officers, no one except the District Magistrate, and a Sub-Divisional Officer specifically authorised under rule 1.20, may enter remarks in it or examine it.

22-65. No. XIV-file book of inspection reports:- A file book shall be maintained for the record of gazetted officers inspection reports, Covers of standard pattern, in which reports can be kept without risk of damage, are obtainable through the annual indent for departmental forms (vide rule 11.42). An index of inspection reports shall be maintained on the inside of the front cover.

22-66. Register No. XVI. Vital Statistics:- (1) These registers are provided by District Boards and Municipal Committees and are compiled from the figures recorded in the registers of vital statistics which are supplied to village watchmen who bring their registers for inspection to the police station at prescribed intervals. The registers supplied to village watchmen are also provided by local on application by the police.

(2) Copies of the death register and abstracts of the information contained in the birth register shall be submitted fortnightly in prescribed form by each police station to the Superintendent who shall counter-sign such copies of abstracts and forward them to the Civil Surgeon.

(3) All entries in the registers and in such copies and abstracts relating to deaths from cholera or plague shall be made in red ink.

(4) The vital statistics of each town containing 3,000 or more inhabitants shall be recorded and reported separately under the name of the town.

(5) Birth and death registers shall be retained at the police station for one year after the date of the last entry and shall then be sent to the Civil Surgeon for record.

Village registers of vital statistics shall be retained by village watchmen for two years after the date of the last entry and shall then be sent to the police station for transmission to the Civil Surgeon for record.

(6) Police station clerks, who maintain the registers of vital statistics, shall be granted an allowance of Re. 1 per mensem.

(7) If there is reason to believe that a village watchman is neglecting to report the births and deaths of his village correctly, the officer-in-charge of the police station shall take steps to find out if he has been guilty of negligence and, if so, shall report the matter to the District Magistrate through the Superintendent.

(8) Further instructions regarding vital statistics are contained in the Punjab Medical Manual.

22-67. Register No. XVI.- This register shall contain 200 pages which will be divided into four parts as follows:--

Part I--List of village watchmen in the station jurisdiction, with the days fixed for their attendance at the police station, in form 22.67(a).

Part II--List of police officers attached to the police station with the dates of their appointment and transfer, in Form 22.67(b).

Part III.-- Register of all Government property in use at the police station in form 5.16(1). A printed list of the various kinds of articles supplied to police stations will be sent out to all police stations before the 15th March and 15th September. This list will be completed (as regards the numbers of each article on charge) from the balances in Part III of this register and will be submitted every half-year to the Reserve Inspector or Lines Officer before the 31st March and 30th September. A note will be attached explaining all changes from the list last submitted quoting the dates of and the authority for all receipts, transfers, destruction or other disposal of property.

Part IV.-- List of all land in the police station jurisdiction which is Government property in the possession of the police in accordance with rule 3.3(2). The dimension, area, locality, boundaries and boundary pillars of any place of worship or praying platform situated on police land shall be entered in the register. Such entries must correspond with the permanent record maintained at headquarters under rule 3.3(2).

22-68. Register No. XVII.--(1) This register shall be maintained in separate parts as follows:---

Part I.-- List of Arms Act Licenses; sub-divided into five parts, in Forms 22.68(a)(2), (a)(3), (a)(4) and (a)(5) in the Kangra District, a sixth part in form 22.68(a)(6) shall also be maintained.

Part II.-- List of licenses under the Excise Laws in Form 22.68(b).

Part III.-- List of licenses under the Explosive Act in Form 22.68(c).

Part IV.-- List of licenses under the Petroleum Act in Form 22.68(d).

Part V.-- List of licenses under the Poisons Act, in Form 22.68(e).

Part VI.-- List of sarais registered under the Sarais Act, Laws in Form 22.68(f).

Parts I to V, except form 22.68(a)(4), may be destroyed one year after the expiration of the period for which the licenses were granted.

When the existing Part VI is filled up, all uncanceled entries shall be transcribed in a new register and the old one destroyed.

(2) Powers and duties of police officers under the Acts mentioned in sub-rule (1) are given in Appendix 22.68(2).

22-69. Register No. XVIII.--A receipt book in Form 22.69 shall be maintained in which shall be entered a descriptive list in triplicate of all arms ammunition or military stores deposited in, or seized and brought to, the police station when such seizure is not otherwise reported. The form shall be made out by the carbon copying process. One copy shall be affixed to the weapon or articles, and the duplicate shall be given to the depositor.

This book shall be destroyed five years after the date of the last entry.

22-70. Register No. XIX.-- This register shall be maintained in Form 22.70 With the exception of articles already included in register No. XVI every article placed in the store-room shall be entered in this register and the removal of any such article shall be noted in the appropriate column.

22-71. Register No. XX. Accounts.-- This register shall be maintained in forms 10.52(a) and(b).

(1) A cash account shall be kept of all receipts and expenditure other than those in connection with the cattle-pount. This account shall be kept separately in two parts as follows:---

(a) Other moneys, such as receipt and disbursement of pay, travelling allowance, etc.

(b) Permanent advance.

(2) The account shall be balanced daily at the time fixed for the daily diary to close.

(3) At the end of the month any expenditure from been pending for over a month, shall be specially the permanent advance, the recovery of which has detailed.

(4) If the permanent advance becomes exhausted and further expenditure has to be incurred, the minus balance shall be shown in red ink. Such minus balance shall be diaries are specially brought to their notice so that prompt measures may be taken to place the account in credit and to deal with those responsible for delay in the refund of advances.

(5) The purpose and principles of permanent advances are detailed in rule 10-105.

The method or recovery of expenditure on account of diet money, etc., is given in rule 26-27 and 27-28.

(6) The officer-in-charge of the police station shall personally check the correctness of the cash account once a month and certify over his own signature in the register that he has done so.

22-72. Register No. XXI:- A bound book of road certificates in form 10-17 containing sufficient certificates in duplicate to last for three months, shall be issued to each police station as required.

Each certificate, both office copy and duplicate, shall be given an annual serial number for each police station and, when returned receipted, the copy issued or the receipt in lieu thereof shall be pasted on to the place from which the copy issued was taken.

Each book shall be destroyed when the last certificate therein is three years old.

22-73. Register No. XXII:- (1) Printed receipt books in form 10-14(1) each containing 100 receipt forms in duplicate shall be issued to each police station.

(2) The pages of such books shall have printed serial numbers office copies and duplicates having the same numbers and only one such book shall be in use at a time.

(3) It shall be the duty of the station clerk to count and stamp with station seal the receipts in the book before bringing it into use. Any receipt missing or bearing a wrong printed page number shall, before the book is brought into use, be brought to the notice of the officer in charge of the police station and a report entered in the daily diary.

(4) "For all sums of money received in a police station, whether in cash or otherwise on any account whatever, a receipt from this book shall be issued to the remitting party under the signature of the officer in charge of the police station or the station clerk. The officer signing the receipt shall satisfy himself that necessary entry has been made in the cash account which shall be duly attested under his initials at the same time.

(5) The road certificate, if any, received with the money, shall be pasted in place of the receipt issued in the receiving, police station. The receipt issued in lieu thereof shall be pasted in the remitting office in place of the road certificate issued.

Note:- A road certificate is only an acknowledgement and not a receipt (rule 10-14(4)).

22-74. Register No. XX111:- The Police Gazette and the Criminal Intelligence Gazette will be neatly filed in cardboard covers immediately on receipt. All orders contained in the Gazette, affecting the officers of the police station as a whole or any individual officer, shall be announced at the first roll-call held after the receipt of the Gazette. vide rule 22-11.

Gazetted officers will see at inspections that these rules are carefully followed and that all orders, etc. in the Gazette are properly dealt with.

22-75. Register No. XXIV.- All copies of Police Rules must be kept up-to-date and gazetted officers shall see that this is done as soon as correction slip are received from the press.

22-76. Register No. XXV.- A blank register of foolscap size shall be maintained in every police station, in which the officer in charge of the police station, on handing over charge on permanent transfer, shall record a confidential charge note for the assistance of his successor. This note should not recapitulate matter which is already on record in Part IV of the village crime register or in other registers of the police station, but should deal with miscellaneous local information, which the outgoing officer has gathered during his stay in the jurisdiction, and which would be lost to his successor if not recorded.

Matters which may suitably be mentioned in these charge notes are,---

- (a) the character and capacity of members of the staff of the police station, including notes of constables who are specially useful for particular types of work;
- (b) residents of the jurisdiction who are useful to the police as informers or helpers and others who are particularly to be guarded against;
- (c) directions in which co-operation with other police stations is specially necessary owing to the habits of the criminals of one or the other jurisdiction;
- (d) special factors affecting crime such as seasonal immigrations of labour local customs or superstitions, etc.;
- (e) matters of temporary importance, such as serious cases under investigation, preventive action pending, or important orders under compliance.

This list is not intended to be exhaustive, the object of confidential charge notes is that miscellaneous information, which the experience of successive officers accumulates, and which would not otherwise come on to record, should be available to new comers.

22.77. Station clerk as officer in charge of police station.-- In the absence of senior officers, the station clerk is frequently called upon to act as officer in charge of the police station. He must therefore, be fully acquainted with all the powers, responsibilities and duties of that officer as laid down in the law and in Police Rules. The most important of these and the most important of the other duties devolving on the station clerk and not already detailed in this chapter are,--

- (1) registration of cognizable cases and action subsequent to registration- Rule 24.1;
- (2) recording of complaints in non-cognizable cases - Rule 24.3;
- (3) dispatch of special reports - Rule 24.12;
- (4) disposal and completion of case files and completion of registers on the passing of orders in cases - Rule 27.29;
- (5) carrying out arrests - Rule 26.8;
- (6) granting of bail - Rule 26.21;
- (7) submitting applications for remands to police custody - Rule 26.25(2);
- (8) patrolling at rural stations - Rule 23.1;
- (9) issuing orders on the use of handcuffs - Rule 26.23.

In all these matters the station clerk will be guided by the rules referred to and connected law.

22.78. Visits of chaukidars to police station.-- (1) The visit of village watchmen to police stations mentioned in rule 23.3(4) shall be so arranged that while no inconvenience is caused to the watchmen concerned they shall arrive at the police station on different days as far as possible. Opportunity shall be taken of these visits by the police station staff to obtain local information of occurrences in village, to disseminate intelligence relating to crime, absconders, etc., and to impart instruction as to the action required by village officials on the occurrence of crime, etc.

(2) Officers in charge of police station will be held responsible that village watchmen on their periodical visits to the police station are not detained, and that their services are not utilized in improper ways. Any disobedience of these orders must be severely dealt with and gazetted officers should, by personal enquiry when on tour, ensure that these instructions are strictly complied with.

22.79. Orders regarding notices.-- (1) When it is considered necessary to record or communicate to other police stations information regarding unidentified corpses, missing persons, unclaimed, lost or stolen cattle or other property, notices in the forms given below shall be prepared by the carbon copying process and dispatched to the Central Investigation Agency at headquarters and to such police stations as the officer in charge of the police station thinks fit, care being taken that only properly easy of identification is included:---

- (a) Unidentified corpses - Form 22.79(1)(a).
- (b) Missing persons - Form 22.79(1)(b).
- (c) Unclaimed property, including cattle - Form 22.79(1)(c).
- (d) Property lost or stolen including cattle - Form 22.79(1)(d).

(2) If the matter is urgent the necessary copies shall be made at and dispatched direct from the police station, otherwise notices shall be submitted to the Central Investigating Agency at headquarters where the required number of copies shall be made by means of duplicating process and dispatched without delay to such police stations or posts as the submitting officer may recommend, and also, in exceptional cases where such a course is likely to prove effective, to the office of the Assistant

Inspector General, Crime and Criminal Tribes, for publication in the Criminal Intelligence Gazette. In addition, in all important cases, the information should be communicated to the chaukidars visiting the police station with a view to its circulation throughout the jurisdiction of the police station.

(3) Office copies of the notices referred to shall be kept and these, as well as the notices received from other police stations, shall, respectively, be given an annual serial number under each class separately and filed for seven years in two bundles, one containing notices of the home police station and the other those received from other police station.

(4) Notices shall be compared with a view to tracing missing persons, owners of unclaimed property, establishing identity of unidentified corpses, etc., and results noted in the column of remarks.

(5) In the case of similar notices received from other districts or provinces, Superintendents shall exercise their discretion as to the police stations to which they should be circulated and the necessary number of copies shall be made in their own offices if duplicate copies are not received from the forwarding district.

APPENDIX 20.20

EXTRACTS FROM THE DISTRICT BOARD ACCOUNT CODE, 1926

60. Pound Register to be maintained. - On the admission of an animal to a pound, the pound-keeper shall fill up columns 1 to 8 a pound Register to be maintained in Form 42, taking the signature or thumb mark of the person impounding the animal in column 7, and shall then issue a receipt for the impounded animal in Form 43.

(2) If more than one animal is admitted at a time, each animal shall be entered on a separate line in the pound Register.

61. Procedure of release of animal pound. - When the owner of an impounded animal or his agent appears to demand the release of his animal the pound-keeper shall make the necessary entries in column 9 to 16 of the Pound Register (Form 42) and fill up a Release Pass, with its counterfoil in Form 44; he shall then demand the fines and charges due on account of the impounded animal, and on their receipt shall take the signature or thumb mark of the owner or his agent in column 20 of the Pound Register and the signature or thumb mark of some person who can identify the person claiming the animal as the owner thereof or his agent in column 21 and shall then release the impounded animal.

(2) The progressive total of the sums received shall be entered at the foot of each counterfoil of the Release Passes at the time when the counterfoil is filled up and the pass issued, and the entering of the totals shall not be deferred till the end of the day.

62. Sales to be conducted under supervision. -- When a pound is directly managed by the Board, every sale of impounded animals shall be conducted under the direct supervision of the secretary or of a member of the Board, or such other person as the Board may appoint in this behalf or, with the consent of the District Magistrate, a responsible Government official.

63. Pound-keeper to attend sales unless exempted. -- The pound-keeper shall attend every sale of impounded animals, unless exempt from such attendance by general or special order of the Board on the ground that his absence would prejudice his other duties; he shall take with him Pound Register and his counterfoil book of receipts for the purchasers of impounded animals sold to be kept in Form 45.

64. Memorandum to be sent to pound-keeper if not present at sale. -- When under the provisions of rule 63 if the pound-keeper does not attend a sale, the officer conducting the sale shall send the sale-proceeds to the pound-keeper with a memorandum showing:---

- (a) number and description of animals sold;
- (b) date on which sold;
- (c) name and address of the purchaser;
- (d) amount for which sold; and
- (e) number of animals, if any, returned unsold.

65. Receipt to be issued to purchaser of animals. -- When impounded animals are sold, the pound-keeper shall entered the details of the sale in the Pound Register and give to the purchaser of such animals a receipt in Form 45; if the sale is one that the pound-keeper has not attended, he shall immediately, on the arrival of the memorandum referred to in rule 64 from the officer conducting the sale, send the receipt (Form 45) to the purchaser by registered post, and paste the post-office receipt for the letter on to the counterfoil.

66. Memorandum showing disposal of proceeds of sales. -- When impounded animals have been sold under the authority of section 14 or section 16 of the Cattle Trespass Act, 1871, the account to be delivered to the owner as required by that section, shall be drawn up by the pound-keeper in the form of a memorandum in Form 46, and the receipt prescribed by the final clause of the section shall be taken in the last column of the counterfoil.

67. Net sale-proceeds to be sent to Court. -- When animals impounded otherwise than under Chapter III of the Cattle Trespass Act, 1871, have been sold, the pound-keeper shall fill up a memorandum in the same manner as prescribed in rule 66; but the sale-proceeds, after deduction of the fines leviable, the expenses of feeding and watering and the expenses of sale, if any, shall be made over to the court or officer under whose authority the sale was ordered, the words "authorizing officer or his agent" being substituted for "owner" wherever the latter occurs in the memorandum in Form 46.

68. Sums received on behalf of Board to be entered on Counterfoil of Release passes. -- The pound-keeper shall, immediately on receipt, add to the last progressive total entered in the counterfoils of release passes (Form 44) all sums received by him on behalf of the Board on account of impounded cattle sold.

Explanation:- Charges for feeding and watering appropriated by the pound-keeper, the "balance of the purchase money" under section 16 of the Cattle Trespass Act, and the net sale proceeds under rule 67 are not received on behalf of the Board.

Note - (1) See section 17 of the Cattle Trespass Act, 1871.

Note - (2) The Balance of the purchase money should be noted separately in red ink below the progressive total and carried forward till the collections are remitted to the treasury.

69. Remittance of pound collections to treasury. -- (1) All such times as may be fixed by the Board, but at least once a month, the pound-keeper shall remit his collections to the Treasury, with a chalan in Form 8; of the two foils of the chalan received back from the Treasury duly signed, one shall be returned to the pound-keeper, who shall paste it in his Release Pass Book as evidence of the remittance having been made, and the other shall be sent to the Secretary to enable him to enter the amount in his General-book.

(2) The chalan submitted under sub-rule (1) shall specify

- (1) net sale-proceeds of unclaimed cattle,
- (2) other receipts.

Explanation:- The amount shown under head (1) shall be the sums entered in column 18, Form 42, as "Surplus credited to account".

(3) The Board shall arrange for the remittance of the collection by money order in cases where this course is necessary in order to avoid interruption in the pound-keeper's duties.

70. Claims for sale-proceeds of sale of unclaimed animals. -- (1) When a claim is preferred under section 17 of the Cattle Trespass Act, 1871 to any sum credited as the net sale-proceeds of unclaimed cattle, the original credit shall be treated in the Pound Register, and, if on investigation the claim is established, the amount repayable shall be paid under the written orders of the Chairman, and the payment shall be brought to account direct in the General Cash-book (Form 2); the fact of the payment, and the number and date of the payment vouchers shall be noted in the remarks column of the Pound Register against the entry of the original credit.

(2) No claim for refund of the net sale-proceeds of unclaimed animals shall be entertained if it is made-after the expiry of three months from the date of the sale.

(3) When an investigation into a claim cannot be undertaken by the Board, it may, at the request of the Board, be made through the District Magistrate.

71. Feed and watering of animals. -- (1) The Board may give an advance, not exceeding ten rupees, to the pound-keeper for the purpose of feeding impounded animals.

(2) The charge for feeding and watering different classes of animals shall be fixed by the Board, from time to time, at such rates that the receipts from this source do not exceed the actual cost of feeding and watering, provided that half the daily charge for feeding shall be recovered when an animal has been in the pound for less than eight hours.

72. Inspection of pounds. -- A pound directly managed by the Board shall be open to inspection by any member of the Board or of the District of Audit Staff, and so far as possible, it shall be inspected once a quarter and the results of the inspection shall be recorded in an inspection book, to be kept up at the pound, and any irregularity in its accounts shall at once be brought to the notice of the Chairman.

73. Pounds Ledger to be maintained. -- A Pound Ledger shall be maintained in the accounts office of the board in Form 47, a separate page being assigned to each pound, in which shall be shown all expenditure on each pound and all income received from each pound, and at the end of the year a statement shall be compiled by the Secretary and laid before the Board showing the net loss or gain to the Board during the year from each pound.

APPENDIX 22-26

MEMORANDUM OF INSTRUCTIONS FOR COLLECTORS AND

DEPUTY COMMISSIONERS WITH REGARD TO TROOPS

MARCHING THROUGH DISTRICTS UNDER THEIR JURISDICTION

PART I

1. (i) On receipt of information that troops are to march through the district under his jurisdiction, the Collector or Deputy Commissioner concerned will detail a police officer or other official to accompany them and take steps to prevent the irregular sale of liquor or fruits to the troops on or near the routes, and exclude from the camp or its vicinity all women of loose character.

(ii) The official will report himself to the officer commanding the troops the day before the troops enter the limits of his jurisdiction and remain with them until they leave it.

(iii) He will be the medium of communication in his district between the officer commanding the troops and the subordinate civil officials and inhabitants generally and will give all the assistance in his power to the officer commanding the troops.

(iv) He will settle, in communication with the officer commanding, all disputes with the inhabitants, or with any transport establishments engaged by the civil authorities within his power, and be responsible for reporting cases beyond his powers to his superiors.

(v) He will be provided with written instructions by the Collector or Deputy Commissioner defining his duties and powers, which he will show to the officer commanding the troops.

(vi) If irregularities committed by the troops are not discovered until they have proceeded outside the limits of the jurisdiction of the Collector or Deputy Commissioner, he will send a full report of the occurrence to the Officer Commanding the Brigade Area in which it occurred, who will investigate the matter and take all action necessary for its disposal.

2. (i) Rationing arrangements for all troops, and animals are made by the Indian Army Service Corps under the order of the General Officer Commanding concerned. A suitable detachment of supply personnel will be in supply charge of the units whilst on the march. The civil authorities may be called upon to provide supplies of the kind mentioned on Indian Army Form S-1526, and such articles as are not ordinarily kept in stock (e.g. sheep fowls and eggs) or which are rapidly perishable (e.g., milk); other ration articles will not be demanded from the civil authorities.

(ii) When the assistance of the civil authorities is necessary, any in the case of prearranged marches, i.e., when marches are not due to a sudden emergency, the General Officer Commanding concerned will detail an advance party consisting of personnel of the supply service, or of the unit marching, to go ahead to the troops and associate themselves with the civil officials in the purchase of supplies. The Civil authorities should be informed that an advance party is being sent to assist in the necessary purchases.

(iii) All indents on the civil authorities, for the class and quantity of articles which they are required to supply, should be preferred on them a fortnight before they are actually required. Any changes in dates, routes or quantities of supplies must be communicated at once to all concerned. Losses due to these circumstances will only be borne by the State when the competent financial authority is satisfied that they were unavoidably due to circumstances beyond the control of the responsible authority or unit. Losses due to excessive estimates will be borne by the unit responsible.

(iv) To enable the civil officials to purchase supplies, the military authorities, when submitted their indents for supplies will arrange to pay in advance to the responsible civil authorities a sum to cover the cost of the supplies requisitioned. This advance will be obtained from the Controller of Military Accounts concerned. If time does not permit of an advance being obtained from the Controller of Military Accounts, it should be obtained from the civil treasury on the authority of a station order as provided for the paragraph 16(viii) or Pay and Allowance Regulation, Part II.

(v) The advance party is responsible for the actual acceptance of supplies, the passing on of which should be done in the presence of the civil official. The military authorities will then be responsible for the payment of the demand made by the civil official for the above accepted supplies. Rejections should only be made when

the articles tendered are unfit for consumption owing to their being below the standard usually consumed by the persons or animals for whom they are intended. Supplies which have been accepted by the advance party will not be subject to further passing in the decision of the officer commanding the advance party being final. If the supplies become unfit for consumption owing to the late arrival of the unit or to causes outside the control of the supplier, a receipt for the supplies must be granted by the officer commanding the troops to the civil official concerned.

(vi) The military officer who takes over supplies from the civil official will furnish the latter with a receipt for the supplies actually received and will send a duplicate of this receipt to the military authority responsible for the submission of the original indent.

(vii) When supplies of a quality inferior to that which might reasonably have been expected are provided, a report to this effect will be made by the officer commanding the troops to the district civil officer.

(viii) If shops are, or can be established on or near the camping ground, articles such as sheep, fowls, eggs, milk, etc., will be retailed by the shop-keeper; if shops neither exist nor can be arranged for, these articles will be supplied in the usual way and arrangements made for their retail issue and the subsequent disposal of any surplus.

(ix) In the case of marches due to sudden emergencies when sufficient notice of the arrival of a unit in a district cannot be given, or an advance party sent ahead of the troops, and the supplies have consequently to be arranged by the civil authorities in a hurry, the Indian Army Service Corps officer or, in his absence, the officer commanding the troops should bear in mind the following factors before rejecting supplies arranged for by the civil authorities:---

- (a) The notice given and the circumstances in which the supplies were purchased.
- (b) The quality which might reasonably be expected in the district traversed.
- (c) Whether the supplies are fit for consumption though below the usual standard.

If it is necessary to reject supplies on account of unfitness for consumption, the officer commanding the troops will furnish the civil official concerned with a statement showing the nature and quantity of supplies so rejected, and will furnish a duplicate copy of this statement to the military authority originally responsible for making the demand, who will arrange with the Controller of Military Accounts concerned to obtain a refund from the civil authorities in respect of such supplies.

(x) The officer commanding will be responsible that whenever any article is taken without payment, or when dasturi is enacted, the responsible person is severely dealt with. He will cause the officer of the day to visit the bazaar frequently to see that the guard or military police, which should be posted thereon, are doing their duty and that no irregularities are permitted. The officer commanding will ensure that he is reading accessible to any civil official or inhabitant who may be desirous of lodging a complaint.

(xi) The civil supply official should report to the officer commanding each evening whether any claims remain unsettled, and, if so, the latter will personally see to their immediate settlement. The civil official should endorse all receipts given for payments made, and the officer commanding should not accept receipts unless so endorsed.

(xii) Individuals or small parties will ordinarily purchase their own supplies from bazaars. If any assistance is required, they will apply to the local police officer.

3. (i) The Collector or Deputy Commissioner is responsible (except in the case of Baluchistan where the Military Engineer service authorities will be responsible), for the maintenance in good order of all established camping grounds outside cantonments within his jurisdiction.

(ii) He will be responsible that they are not cultivated, and that jungle growth is removed, also that boundary pillars are kept in repairs, that the wells are in good order, and also incinerators are provided.

(iii) When troops are to march through his district, the officer commanding the unit concerned has orders to send him a copy of the itinerary in good time to enable him to make all arrangements for the wells to be cleaned out if they have not been in regular use.

4. When any special arrangements for troops are required at ferries, the Brigade Commander concerned has orders to give the civil authorities concerned ample notice.

5. unless prevented by urgent business in another part of the district, the Collector or Deputy Commissioner should make a point of being present at his headquarters to receive the troops with due honors.

6. The higher officers of the several departments serving in the district or present on tour in it should be informed of the coming of the troops so that they may have an opportunity of participating in their reception.

7. The president and councilors of the local municipality should be invited to meet the troops at the entrance to the town.

8. The educational authorities should be directed to turn out schools on the line of march.

9. The instructions in paragraphs 5, 6, 7 and 8 apply only in the case of those routes which are infrequently used by troops and to occasions when the special object of the march is to impress people with the strength and importance of the Military arms of Government.

PART II

RULES FOR THE SUPPLY OF CARRIAGE BY THE CIVIL AUTHORITIES

Indents. - Indents on the civil authorities for hired carriage required for the movements of troops or stores will be prepared on India Army Form S-1675, giving full details of requirements and send so as to reach the district or political officer concerned if possible not less than 15 days (one month in Gwalior State and 21 days in cases of marches through the desert talukas of the Tharparkar District of Sindh) before the carriage is required.

2. Collection and payment. - Hired carriage will not ordinarily be required to proceed beyond the limits of the next civil district on the route, but will be exchanged, if possible, at such stations as may be fixed by the local civil authorities.

It will be paid for at the authorized local rates from the date on which it is engaged for the march to the date of its discharge, both inclusive. Half hire will be paid for the return journey from the exchanging station to the place where the carriage was engaged. If the carriage is taken beyond the exchanging station, full hire will be paid for the return journey, from the place where the carriage is released to the place where it was engaged without any allowance for halts. If the carriage has to be collected before the date on which it is required, the civil authorities will inform the indenting officer of the time required for collection before the start, and the probable extra expense that will be incurred. Carriage which ordinarily plies for hire, and is on the list to be kept by the district officer, will first, will first be called upon and the balance will be made up by impressments. Carriage indented for in excess of requirements, and discharged, will be paid for at the full hire rate for each day or part of a day for which it is retained. If carriage is declared unserviceable through deliberate fault or culpable negligence of the cart man by a committee of officers (which will include the civil officers), it will not be paid for. When Chaudhries are engaged to collect carriage, their fees, at the local rates, will be paid for by the Army Department.

3. Advance and handing over of carriage. - On engagement of the carriage, the civil or political officer will advance to the owners half the estimated hire for the full journey, and obtain a receipt for the same. To enable the civil official to make these advances, the indenting officer when submitting his requisition for carriage will remit to the civil officers concerned a sum sufficient to cover the amount which the latter will be required to advance. A receipt will be obtained for this advance which will be subject to adjustment.

The carriage will be sent to the place required in charge of a tahsil or durbar official who will hand to the indenting officer a detail of the composition of the carriage,

Authorized loads, owner's name, amount advanced and the receipt for the same, and intimation as to the station at which the carriage should be exchanged (See India Army Form S-1675). The advance remitted to the civil officials will then be adjusted at once.

4. Exchanging station - The civil officer supplying the carriage will at the same time warn the civil officer at the first exchanging station of the transport requiring exchange, and the date and place at which it will be required. A copy of this should be furnished to the indenting officer to enable an advance to be remitted. The civil officer at the first exchanging station will then proceed as in paragraph 3 and warn the next exchanging station. Similar action will be taken at each exchanging station on the route.

5. Change in original transport, requirements. - If any change is required on route in the original quantity and description of transport supplied, the officer commanding the troops will give the civil officer at the exchanging station concerned as much notice as possible.

6. Unserviceable carriage. - Carriage breaking down between exchanging station should be replaced on the spot in communication with the local civil officials and paid off. If the advance received has not been liquidated, the owner must refund the amount then due.

7. Discharge of carriage. - On arrival at an exchanging station or at destination the carriage will be at once released and paid off by the Indian Army Service Corps Officer, if there is one, otherwise by a British officer of the marching unit in the presence of the civil official attached to the troops, the acquittance roll being signed by both and countersigned by the Officer Commanding. Any disputes will be referred to, and settled by, the district civil officer at the place at which the transport is released.

8. Detention of transport. - If carts are brought from a distance and detained at a camp of exercise, etc., the full hire will be paid for each day of such detention. Carriage will not, however, be detained at a camp which lasts for five days or over, except in very special circumstances.

9. Protection certificate. - When a carriage is discharged, a certificate in English and the vernacular should be given by the civil officer at the exchanging station, or by the civil officer accompanying the troops, to each person in charge thereof, to protect the carriage from being taken for the use of troops while on its return journey unless such troops are marching in the direction of the owner's home. If so employed, the full hire rate will be paid.

APPENDIX 22.68(2)

Powers and duties of Police Officer under the Indian Arms Act, Excise Laws, Explosives Act, Petroleum Act, Poisons Act and Sarais Act.

1- THE INDIAN ARMS ACT, NO XI OF 1978.

1- Since section 5 of the act requires a person who sells arms or ammunition lawfully possessed by him for his private use, to a person other than a person exempted under section 27 of the Act, to give, without unnecessary delay, notice of sale with name and address of the purchaser, to the officer in charge of the nearest Police Station, it shall be duty of such Police Officer to record such notice.

On receipt of such notice the Police Officer may make enquiries as to the correctness of the purchaser's name and address, if necessary obtain a report from the Superintendent of police of the district in which the purchaser's lives,-vide Rule VIII of the Rule promulgated with Punjab Government notification No 8408, dated the 05-03-1929(reproduced in Appendix No.12.14).

2- All police officers not below the rank of officer in charge of a police station are empowered to detain arms, ammunition or military stores under section 6 of the Act, vide rule 1 of the promulgated with Punjab Government notification No 8404, dated 5-03-1929(reproduced in Appendix No 20.14).

3- Under section of the Act, any police officer may apprehend without warrant any person found carrying or conveying any arms, ammunition or military stores, whether covered by a licence or not in such manner or under such circumstances as to afford just grounds of suspicion that the same are being carried by him with intent to use them, or that the same may be used, for any unlawful purpose and also take such arms, ammunition or military stores from him.

All persons so apprehended by, or persons apprehended (under section 12) by a person not being a Magistrate or a police officer and delivered to, a police officer and all arms and ammunition seized by or delivered to any such officer under this section shall be taken without unnecessary delay before a magistrate.

4- Under section 13 of the Act, any police officer may disarm any person who is found going armed with any arms except under licence and to the extent and in the manner permitted thereby.

5- An officer in charge of police station any arms, ammunition or military stores deposited by any person under the provisions of section 16 of the Act and will act as laid down in paragraph 22.69, Police Rules, and after seven days, if the owner has not obtained a licence authorizing to possess them, the ammunition and military stores shall be forwarded to the Headquarter of the district and kept in the Malkhana of the District Magistrate or in the Police Magazine.

6- Under section 17 of the Act, the powers and duties of the police officers as regards inspection of licensed premises and maintenance of register under the Arms Act detailed in paragraph 20.14 of the Police Rules.

7- Under section 19 of the Act, the Police has powers to arrest without a warrant those persons who commit breach of section 5,6,10,13,14 or 17 as given in the said section.

8- Under section 20 of the Act, the Police has powers to Arrest, without a warrant those persons who commit secret breaches of section 5,6,10,14 and 15 as mentioned in clauses (a), (c), (d) or (f) of section 19 of the Act.

9- Under section 25 of the Act, all police officers not below the rank of officer in charge of police station have been empowered (subject to the orders of a magistrate) to conduct searches by themselves or their presence.

10- Under section 30 of the Act read with rule III of the Rule promulgated with Punjab Government notification No 8408, dated 5-03-1929 (reproduced in Appendix No 20.14), all police officers of rank not below that the officer in charge of a police station searched have been appointed by virtue of their office conduct searches for offence punishable section 19(f) of the Act.

II - EXCISE LAWS.

(1) The Punjab Excise Act No 1 of 1914.

Under section 11, read notification No 5708-E&S dated 27-10-1932 the following officers of police have been invested with the powers of an Excise Officer of the 1st Class-

- (a) All Superintendent, Assistant Superintendent and Deputy Superintendent of Police.
- (b) All Inspectors, sub-inspectors and Assistant Sub-Inspectors of Police.
- (c) All Head Constables

All constable of Police have been invested with powers of an Excise Officer 3rd Class.

Under section 10(b) of this Act, the powers of Excise Officers of the classes specified below have been declared to be as follows:-

- (a) Powers under section 47 to arrest without warrant any person found committing an offence under section 61(1) or (c) or section 61(2) (a), (c) or (e).
- (b) Powers under section 47 to seize and detain excisable or other articles liable to confiscation in connection with any of the aforesaid offences and to detain and search package, search upon whom and vessel. Raft, vehicle, animal package, receptacle or covering in or upon which he may have reasonable cause to suspect any such article to be.

B- Powers of an Excise Officer of the 2nd Class -

- (a) All the powers of an Excise Officer of the 3rd Class.
- (b) All powers not included in the foregoing and conformable under section 47.
- (c) Powers to enter and inspect places of manufacture and sale, and to examine and seize accounts and register, test measures, weight and seize materials, stills, utensils, implements, apparatus or excisable article as provided in section -45.

C- Powers of an Excise Officer of the 1st Class,---

- (j) Power to investigate under section 46.
- (ii) Power to search without warrant as provided in section 49(1) and to seize, detain search and arrest as provided in section 49(2).
- (iii) Power to grant bail under section 73.

Under section 50 of this Act, any offence under this Act may be investigated by an officer empowered under section 46.

Whenever any police officer makes any arrest, seizure of search, he shall within 24 hours thereafter make full report of all the particulars of the arrest, seizure of search to his immediate official superior and shall unless bail be accepted under section 73, take or send the person arrested or the articles seized, with all convenient dispatch to a Magistrate for trial or adjudication.

Under sections 51 all Police Officer are required to aid the Excise Officers in the due execution; of this Act upon a request made by such Excise Officers.

Under section 53 every officer in charge of a Police Station shall take charge of and keep in safe custody, pending the orders of a Magistrate or of the Collector or an officer empowered under section 46 (1) to investigate the case, all articles seized under this Act which may be deliver to him and shall allow any Excise Officer who may accompany such articles to the Police Station, or may be deputed for the purpose by his superior officer to affix his seal to the articles and to take samples of an from them. All samples so taken shall also be sealed with the seal of the Officer-in-charge of the Police Station.

Offences under section 61 and 63 are cognizable by the Police as also their attempts and abatement. The powers of arrest have been detailed above.

Under the 73, the Police Officers not empowered to take security (I.e, Constables) should take of forward the person arrested under this Act, otherwise than on a warrant, to the officer empowered under section 10(b) or to the Officer-in-charge of a Police Station whoever is nearer.

(2) the Opium Act I of 1878. Under section 9, read with section 14 notification No. 5708-E.& S, dated the 27- October 1932, a Police Officer of and above the rank of Head Constable may if he thinks proper, arrest any person whom he has reason to believe to be guilty of any offence relating to opium under this or any other law for the time being in force.

Under the same section read with section 15, any Police Officer may detain and search any person whom he has reason to believe to be guilty of any offence against this or any other such law, and if such person has opium in his possession, arrest him and any other person in his company.

Since Section 11 requires that in any case in which the offence under section 9 has been committed.

- (a) the opium in respect of which any offences under the same section has been committed,
- (b) where in the case of an offence under clause (b) or (c) of the same section, the offender is transporting, importing or exporting any opium exceeding the quantity which he is permitted to transport, import or export, as the case may be, the whole of the opium which he is transporting, importing or exporting.
- (c) Where in the case of an offender under clause (d) of the same sections, the offender has in his possession any opium other than the opium in respect of which the offence has been committed, the whole of such other opium and
- (d) The vessels, packages and coverings in which any opium liable to confiscation under this section if found and the other contents (if any) of the vessel or package in which such opium, may be concealed and the animal and conveyances and in carrying it, are liable to confiscation, it shall be the duty of the Police to take all these articles in to possession.

Under Section 14, read with Government notification No. 5708-E-&.S., dated the 27, October, 1932, any Police Officer above the rank of Constable who has reason to believe, from personal knowledge or from information given by any person and taken down in writing, that opium liable to confiscation under this Act, is kept or concealed in any buildings, vessel or enclosed place may, between sunrise and sunset.

- (a) enter in to any such building, vessel or place;
- (b) in case of resistance break open any door and remove any other obstacle to such entry;
- (c) seize such opium and any other thing which he has reason to believe to be liable for confiscation under section 11 or any other law for the time being in force

relating to opium; and

- (d) detain and search and if he thinks proper, arrest, any person whom he has reason to believe to be guilty of any offence relating to such opium under this or any other law for the time being in force.

Under Section 15 of the Act, any Police Officer may:-

- (a) seize in any open place or in transit, any opium or other thing which he has reason to believe to be liable to confiscation under section 11 or any other law for the time being in force relating to opium;
- (b) detain and search any person whom he has reason to believe to be guilty of any offence against this or any other such law, and, if such person has opium in his possession, arrest him and any other person in his company.

Under Section 16, all searches under Section 14 and 15 shall be made in accordance with the provisions of Criminal Procedure Code.

Under Section 17, it is the duty of all Police Officers, upon a notice given or a request made, to assist all officers mentioned in Section 14 in carrying out provisions of this Act.

Under Section 20, every person arrested and thing seized, by a Police Officer under section 14 or Section 15 shall, if he is not an Officer-in-charge of the Police Station be forwarded without delay, to the Officer-in-charge of the nearest Police Station and every person arrested and thing seized under Section 19 shall be forwarded without delay by the Police Officer to the Officer by whom the warrant was issued.

The Officer-in-charge of Police Station to whom any person or thing is forwarded under this section shall, with all convenient dispatch, take such measures as may be necessary for the disposal according to law, of such person or thing.

Under Section 21 of the Act, when any arrest for seizure is made under this Act by any Police Officer, he shall within 48 hours next after such arrest or seizure, make a full report of all the particulars of such arrest or seizure, to his immediate official superior.

- (3) the Punjab Opium Smoking Act, No. VI of 1932 :- Under Section 14, every officer of the Police shall be bound to give reasonable aid to any Excise Officer in carrying out the provisions of this Act upon notice given and request made.
- (4) The Dangerous Drugs Act No. II of 1930 :- Offences under Sections 10 to 15, the attempts and abatement thereof described in Section 20 and 21 are cognizable by Police, Section 23 and Government order there under empower all Police Officers of and above the rank of Head Constable to arrest, if they think proper, any person whom they have reason to believe to have committed an offence punishable under Chapter III, relating to a dangerous drug, whereas section 24 empowers any Police Officer to arrest any person who is found to be in unlawful possession of dangerous drug.

Under Section 18, the Police can recommend, for the persons sent up under Section 10, 12, 13, or 14 that security for abstaining from the commission of offences punishable under those sections be taken from them.

Under Section 23 any Police Officer above the rank of constable, who has reason to believe, from personal knowledge or from information given by any person and taken down in writing, that any dangerous drug in respects of which an offence punishable under Chapter III of this Act has been committed is kept or concealed in any building, vessel or enclosed place may, between sunrise and sunset.

- (a) enter in to any such building, vessel or place;
- (b) in case of resistance, break open any door and remove any other obstacle to such entry;
- (c) seize such drug and all materials used in the manufacture thereof and any other article which he has reason to believe to be liable to confiscation under Section 33 and any document or other article which he has reason to believe may furnish evidence of the commission of an offence punishable under Chapter III relating to such drug; and
- (d) detain and search, and, if he thinks proper, arrest any person whom he has reason to believe to have committed an offence punishable under Chapter III relating to such drug.

Provided that if such officer has reason to believe that a search warrant cannot be obtained with affording opportunity for the concealment of evidence or facility for the escape of an offender, he may enter and search such building, vessel or enclosed place at any time between sunset and sunrise, after recording the ground of his belief.

Under sub-clause 2 of this Section, such officer, where he has recorded information under sub-section 1, or recorded grounds of his belief under the proviso thereto, shall forth with send a copy thereof to his immediate official superior.

Under Section 24, any Police Officer may,---

- (a) seize in any public place or in transit any dangerous drug in respect of which he has reason to believe an offence punishable under Chapter III has been committed, and along with such drug, any other article liable to confiscation under section 33 and any document or other article which he has reason to believe may furnish evidence of the commission of an offence punishable under Chapter III relating to such drug;
- (b) detain and search any person whom he has reason to believe to have committed an offence punishable under Chapter III and, if any such person has any dangerous drug in his possession and such possession appears to him unlawful, arrest him and any other person in his company.

Under Section 26, it is the duty of all Police Officer makes any arrest or seizure under this Act, he shall, within 48 hours next after such arrest or seizure make a full report of all the particulars of such arrest or seizure to his immediate official superior.

Under Section 29, every person arrested and article seized under a warrant issued under Section 22 shall be forwarded without delay to the authority by whom the warrant was issued; person arrested and articles seized under Section 23 and 24 shall be forwarded with delay to the officer-in-charge of the nearest Police Station of the Excise Department empower under Section.

The officer-in-charge of the Police Station to whom any person or article is

forwarded under this section shall, with all convenient dispatch, take such measure as may be necessary for the disposal according to law of such person or article.

Since Section 33 requires that whenever any offence has been committed which is punishable under Chapter III, the dangerous drug materials, apparatus and utensils in respect of which or means of which such offence has been committed, shall be liable to confiscation and also many dangerous drug lawfully imported, transported, manufactured, possessed or sold along with, or in addition to, any dangerous drug which is liable to confiscation under sub-section 1 of that section and the receptacles, packages and coverings in which any dangerous drug material apparatus or utensils liable to confiscation under sub-section 1 of that section is found, and the other

contents, if any of such receptacles or packages and the animals vehicles, vessels and other conveyance used in carrying the same, shall be liable of confiscation, it shall be the duty of every Police Officer acting under the provisions of this Act, to take in to possession all the things enumerated above.

III -THE INDIAN EXPLOSIVES ACT, IV OF 1884.

1. Under rule 106 of the rules made under Section 7 of the Indian Explosives Act IV of 1884, promulgated by the Government of India notification No. M-1217, dated the 30 November, 1940, all Police Officers of the rank not below that of Sub-Inspector are authorized within their respective areas to enter, inspect and examine the licensee's premises, check the stores with the Stock and Sale Register and report the result of such inspection to the District Magistrate through the superintendent of Police.
2. They are also authorized to search any place in which an explosive has been or is being manufactured, possessed, used or sold illegally and to seize, detain and remove any such explosive found therein. All such searches and seizures shall forth with be reported to the District Magistrate through the Superintendent of Police by telegram, if necessary.
3. they may take samples of the explosive found there in on payment of the value thereof, if such payment is demanded at the time.
4. The shops, premises, and stocks of all licensed manufactures and dealers shall be inspected once a months by the Sub-Inspectors of Police and once in every quarter by the Inspectors and Gazetted Officers in supervisory charge of the 1 Iiaqa in which the premises are situated. At least one inspection in each ever shall be performed by the Superintendent of Police. Surprise visits to these places shall also be made by the Police officers especially on the eye of festivals when stocks of fire-works are likely to exceed the limit prescribed in the license.
5. Section 13 of the Act empowers any Police Officer to arrest, without a warrant, any person who is found committing any act punishable under the Act, or Rules under the act, which tends to cause explosion or fire in or about any place where explosive is manufactured or stored, etc.

IV-THE PETROLEUM ACT, XXX OF 1934

Under the Section13, read with Central Government notification No. M-826 (1) dated the 22nd March, 1937, as amended by notification No. M-826(4) dated the 15th September, 1937, all Police officers of or above the rank of Inspector of Police have been authorized by virtue of their officer to enter any place where petroleum is being imported, stored, produced, refined or blended, or is under transport and inspect all receptacles, plant and appliances used in connection with petroleum in order to ascertain if they are in accordance with the provisions of Chapter I of this act and the Rules made thereunder; within the respective areas over which their authority extends.

Under Section 14, read with Central Government notification No- M826 (2)

dated the 22nd March 1937, as amended by notification Nos, M-826, dated the 26 August, 1937, and M-826(5) dated the 15 September, 1937, all Police Officers mentioned in the above paragraph may enter any place where petroleum is being imported, transported, stored, produced, refined or blended and inspect and take samples for testing of any petroleum found therein, with the respective areas over which their authority extends.

Under Section 26, read with Central Government notification No. M-826 (3) dated the 22nd March 1937, as amended by notification No M-826 (7) dated the 15 September, 1937, all Police Officers of rank not below that of Sub-Inspector in the respective areas over which their authority extends have been authorized by virtue of their office to enter and search any place where he has reason to believe that any petroleum is being imported, transported, stored, produced, refined or blended otherwise than in accordance with the provisions of this Act and the rules made thereunder, and to seize, detain or remove any or all of the petroleum in respect of which in his opinion an offence under this Act has been committed. The searches under this Act shall be made according to the Code of Criminal Procedure, 1898, so far as they are applicable.

V-THE POISONS ACT, XII OF 1919

Under rule XII of the Rules framed under Section 2 of the Act a Police Officers of a above the rank of Sub-Inspector may at any time visit an inspect the premises of a license-holder where poison is kept for sale and may inspect all poisons found therein and the registers of sale of poisons and stock of poisons maintained under rules X and XI.

VI-THE SARAI ACT, XXII OF 1867

SINCE UNDER RULE 2 OF THE Rules framed under Section 13 of the Act,-vide Government notification No.177, dated the 15th February, 1911, the District Magistrate may refuse to accept as the keeper of a sarai any person who does not produce a certificate signed by the Officer-in-charge of the Police Station in whose jurisdiction the sarai is situated, to the effect that, to the best of his belief, the applicant's character is not such as to preclude his being permitted to keep a Sarai, it shall be the duty of the Officer-in-charge of the Police Station to verify and furnish a certificate accordingly.

On being authorized by the District Magistrate under section 7(2) of the Act, any Police Officer not less in rank than a sub-Inspector may visit and inspect at any time of the day or night any Sarai so registered or any part thereof.

FORM No.22.40

CHARGES FOR MAINTENANCE OF ANIMALS

POLICE STATION _____

DISTRICT _____

F.I.R. No. _____

Date _____

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Number of animals	*Kind of animal	Rate per day	Number of days	Total	REMARKS

Grant Total

Complainant

The above charges are dut to _____

1. Buffalo.
2. Bullock or Cow.
3. Horse.
4. Pony.
5. Camel.
6. Donkey.
7. Sheep or goat.

FORM No. 22.43(3)

No. _____

Date _____

VOUCHER ENGAGING ACCOMMODATION BY MOTOR-VEHICLE

Certified that _____ Seals(s) _____ has/have engaged for the journey from _____ to _____ on Motor omnibus c
by _____ on account of prisoners/constables.

Purpose of journey _____

No. and date of entry in Police Station Daily Diary _____

Amount of fare due for payment Rs. _____

Signature of Police Officer engaging accommodation

(Signature) _____

Rank _____

Date of payment and signature of gazetted officer signing the bill

(Signature) _____

FORM No.22.48(1)

REGISTER NO.11.- THE STATION DAILY DIARY.

STATION _____

_____ DISTRICT

The following officers were present at morning roll-call _____ Sub-Inspector _____

Assistant Sub-Inspector _____ head constables _____

constables _____ mounted head constables _____ mounted constables.

The remaining staff were _____ on duty _____ sick. The Station is _____
under/over sanctioned strength.

Remarks _____

Diary of the above station commencing at _____ o' clock on the _____ and ending
_____ o'clock on the _____

Serial No.	Name of reporter	Substance of report
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Signature of officer incharge of police station.

FORM No.22.54(a) Part 1.

POLICE DEPARTMENT

_____DISTRICT

PART 1-Absconders in cases registered in the home police station.

(Residents of the home police station to be written in red ink).

1	2	3	4	5	6	7	8	9
Serial No.	Name parentage Caste and Description of Absconders.	Residence i.e, vil- lage, police station and district	Offences, FIR No. & date. places and date of offence	Reward offered	Clues to probable whereabouts	Action taken to procure arrest details to be given as to:- (a) Police Station of the home district to which notices sent. (b) Police Station of other district to which notices sent. (c) Date on which notices sent for publication in "C.I. Gazette". (d) If a P.R.-Convict, date of intimation to F.P. Bureau. (e) Action Taken under Secs. 512/87/88, Code of Cr.P. with dates. (e) Details of any other action taken, with dates and name of court. (f) Has History Sheet been opened in home district and name entered in Register No. X ?	Signature of gazetted officer	Date of Arrest, Death, Cancellation Or removal To proclaimed Offenders' List

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NOTE.-This register is to be printed on foolscap folio size ruled paper.

FORM No.22.54(a). Part II.

POLICE DEPARTMENT _____

DISTRICT _____

PART II.--Absconders in cases registered in other police station but residents of or likely to visit this police station.

(Residents of the home police station to be written in red ink)

1	2	3	4	5	6	7	8	9	10
Serial No.	Police Station or district submitting notice, name of absconder	Parentage, caste and description	Residence, i.e., village, police stations and district	Offence, FIR No. & date, place and date of offence.	Reward Offered	Clues to Probable Whereabouts	Action taken to procure arrest, details to be given as to:- (a) Action taken under Secs. 512, 87/88, Code of Criminal Procedure, with date. (b) Details of any other action taken, with dates and name of Court	Signature of gazetted officer	Date of arrest death, cancellation or removal to proclaimed offender's list

NOTE.-- This Register is to be printed on foolscap folio size ruled paper.

FORM NO.22.54(b)

ABSCONDING MEMBERS OF REGISTERED CRIMINAL TRIBES

	3	4	5	6	7	8
Name, parentage full description	If proclaimed Under section 87, Code of Criminal Procedure, number and date of court	Tribe or caste	Residence or where last settled	Reference to police station register No.8	Associates	Places he is Likely to visit.

(To be drawn by hand)

FORM No.22.55

REGISTER No.V.--register of correspondence.

STATION _____

2	3	4	5	6	7
Date of order, etc.	By whom issued	Substance of Order or letter Received	No.	Date of report	Substance of report or letter despatched

NOTE.-- To be drawn by hand. The heading to be written on the first page only.

FORM No.22.56(1)

CHARACTER ROLLS OF GOVERNMENT SERVANTS OR APPLICANTS

FOR GOVERNMENT EMPLOY VERIFIED BY THE POLICE

	3	4	5	6	7	8	9
Date of receipt of roll	From whom received	Where employed or service for which applying, i.e., Railway, Police, Military, & C.	Name and parentage of applicant	Village of resident	How, when and by whom character tested, and re-suit of enquiries	Date of return of roll	REMARKS

FORM No.22.58(a)

DISTRICT _____

Register of adult criminal tribes residing in _____

Settlement

(Prepared in accordance with sections 4, 5, 7 and 8 of Act VI of 1924)

1	2	3	4	5	6	7	8	9	10	11
Serial No.	Name with aliases and father's name	Caste and sub-caste	Residence at time of registration with Police Station and District and date of registration	Date of birth height, distinctive physical features	Number and date of notification under Sec.11 or 12 of Act under which restricted, with No. of Govt. notification	Area to which move-ments are restricted or place in which settled	Signature of officer preparing register under Section or making an entry or erasure under Sec. 7 or 8 and date	Convictions giving sec-tions of law, places and dates and sentences (entries after registration to be shown in red ink)	Sub-sequent orders, date of transfer, cancella-tion of registra-tion, death, remarks, etc.	Left thumb-im-pression of person registered with District serial No. of Finger Print slip and signa-ture of recorder with date

FORM No.22.58(b)

POLICE DEPARTMENT

_____DISTRICT

Register of male children of members of Criminal Tribes

1	2	3	4	5	6	7	8
					AREA TO WHICH THE GANG OR TRIBES IS RESTRICTED		
Serial No.	Name	Father's Name	Tribe	Date of birth	Village	Police Station	Remarks

FORM No.22.58(c)

POLICE DEPARTMENT

_____DISTRICT

REGISTER OF BOYS CRIMINAL TRIBES TO BE MAINTAINED AT THE DISTRICT POLICE OFFICER

(Entries to be made strictly by date of birth, irrespective of caste and residence)

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1	2	3	4	5	6	7	8	9	10	11	12
Serial No.	Police Station	Village of birth or present residence	Name of boys	Name of his father and grand-father	Date of birth according to Christian Era	Tribe	Date on which registration will become due	Date of father's death, if orphan	Whether he is complying with Rule 42	Date of exemption under Rule 4(b) with reference to District Magistrate's order	Subsequent remarks regarding order of registration or change of residence, & C.

FORM No. 22.59(1) A

VILLAGE CRIME NOTE BOOK OF VILLAGE _____

POLICE DEPARTMENT _____

_____ DISTRICT

PART 1

Male--

Population by census of 19-----

Female---

No. of Houses _____

Names of outlying hamlets with number of houses in each Revenue Market days, fair and festivals

Principal castes and tribes

Headmen	Other leading men	Village watchmen

B-Part II

FORM No.22.59(1) B

PART II-Crime register

1	2	3	4	5	6	7
Serial No. in First Information report Register	Date of occurrence and name of complainant	Section of law, nature of offence and class of property attached	Name, parentage, caste and residence of accused or suspect	Place where property was recovered and where criminals were found	Name's and particulars of persons suspected of having helped to conceal property or the	Result of case

					criminals by furnishing ball or otherwise	

*NOTE.--*This register is to be printed in duplicate on foolscap folio size ruled paper and to be written by carbon copying

Process, duplicate copy being perforated.

FORM No.22.59(1)-C

PART III-Cases traced to the village during the year 19

1	2	3	4	5	6
Serial No.	Police Station village and district, Number of First information Report, with date	Section of law, nature of offence and class of property attached	Name parentage and Caste of accused	Name parentage, caste and address of all criminals implicated in the case, whether convicted, acquitted or suspected of committing the offence, and of harbourers, receivers or other helpers of all accused	Results of the cases against each man mentioned in column 5

NOTE.--This Register is to be printed in duplicate on foolscap folio size ruled paper and to be written by carbon copying

Process, duplicate copy being performed.

FORM No 22.59(1)(c)

PART III- A- Cists to the Village

1	2	3	4	5	6	7
Serial No.	Name, parentage Caste and relationships, if any person visited	Name, parentage Caste and address Of visitor	Brief reasons for Suspecting visitor	Object and dates Of visit	Number and date Of bad character Roll or information- On sheet received	REMARKS

NOTE --This form shall be maintained,---

- (1) for the visits to village of(a) history sheeters in bundles (a) and (b) persons established through information sheets (Strangers roll) to be doubtful character ; and
- (2) for persons arrested in village under section 55/109, Criminal Procedure Code, provided that they are places on security.

In the case of persons in class (2) the names of their sureties and the reason for standing surety should be entered in the "Remarks" column.

NOTE - This register is to be printed in duplicate on fullscap folio ruled and to be written by carbon copying process, duplicate copy being perforated.

FORM No 22.59(1) (D)

PART IV

Note on crime in the village with special reference to factions, land or water disputes, presence of criminal tribes or gangs, occurrence of obstruction on or damage to railway within the village, special outbreaks of crime in the village, etc., in accordance with Rule 23.15.

FORM No 22.59 (1) -E

REGISTER IX

POLICE STATION (NAME)

PART V. - Names of residence who have convicted of certain offence

1	2	3	4	5	6	7	8	9	10
Serial No	Name of Convicted Persons And age on Date stated In column 5	Parcentage, Caste and Occupation With Convicted And nature Of the offence	Section and Act under Which Convicted And nature Of the offence	Name of Court, District, Sentence And date of conviction	Date of release	Whether Entered in Book X (Surveillance- Register) with of History sheet , if any	Singnature Of police Officer Making the Entry and Date of making	Place of Crime, if Committed Outside the village	REMARKS (Name, parentage caste, and address of convicts and co-sus- pects, places where arre- sted and property recovred and resident of person who stood bail)

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NOTE -This register is to be printed on foolscap size paper with heading on the first page only.

FORM No 22.59(1)_E

PART V

POLICE STATION (NAME)

NAME OR TOWN VILLAGE

NAME OF RESIDENTS WHO HAVE BEEN CONVICTED OF CERTAIN OFFENCE

1	2	3	4	5	6	7	8	9	10	11
Serial No.	Name of convicted persons and age on date stated in column 6	Parentage age and caste with description and particular marks, and P.R. No., if any	Occupation	Section and Act under which convicted	Name of court convicting, with name of the presiding officer of such court, district in which the trial was held, the powers exercised by the court and whether the case was tried summarily or otherwise, sentence and date of conviction.	Date of release	Whether entered in Book X, surveillance register, with number of History Sheet, if any	Signature of Police officer making the entry and date of making it	Place of crime, if committed outside the village	Remarks

FORM No. 22-67 (a)

Police Station Register, No. XVI. Part I.

LIST OF VILLAGE WATHCMEN

1	2	3	4	5	6	7	8	9	10	11	12	13
Serial No. of village according to the Index to Register No. IX	Name of village	Distance and direction from police station	Number of watchmen sanctioned	Name, parentage and caste of watchmen	Residence	Date of appointed	Age when appointed	Rate of pay	Population of village	Number of houses	Day of week fixed for attendance at Police Station (vide Rule 22-67, Police Rules)	Remarks

FORM No. 22-67 (b)

Police Station Register No. XVI. Part II

LIST OF POLICE OFFICERS ATTACHED TO THE POLICE STATION

(Officers, head constables and constables to be shown on separate pages)

1	2	3	4			5	6	7	8			9	10	11	12
			RESIDENCE						DATES OF BEING SENT TO HEAD QUARTERS FOR TRAINING						
Serial No.	Constabulary No.	Name	Village	Police Station	District	Date of enlistment	Date of posting to the Police Station	Lite rate or illiterate	For the 1 st time	For the 2 nd time	For the 3 rd time	Date of transfer	Where transferred to	Reason of transfer	Remarks

FORM No. 22-68 (a) (1)

(FORM E)

REGISTER OF LICENSES TO MANUFACTURE, CONVERT, SELL OR KEEP FOR SALE

ARMS, AMMUNITION OR MILITARY STORES

1	2	3	4	5	6	7				8	
						INSPECTIONS BY					
						Assistant or deputy Superintendent of Inspector of Police					
Tehsil	Number	Name of lincense	Father's name and caste and residence	Place of business	Date	1 st .	2 nd	3 rd	4th	By Magistrate of District, or Superintendent of Police	Remarks

FORM No. 22-68 (a) (2)

(FORM F)

Is the same as Form E, except that in heading for "licensed to manufacture, " & C., read "licensee to keep and sell."

ORM No. 22-68 (a) (3)

(FORM G)

REGISTER OF LICENSES TO POSSESS ARMS, AMMUNITION OR MILITARY STORES GRANTED UNDER RULE 31.

DISTRICT _____

1	2	3	4	5	6	7	8	9	10
Tehsil	No.	Date	Name of license holder	Father's name, caste, etc.	Residence	Number and description of weapon	Place where arms are to be kept	Terms for which license is valid	REMARKS

FORM No. 22-68 (a) (4)

(FORM H)

REGISTER OF LICENSES TO POSSESS ARMS AND AMMUNITION AND TO GO ARMED FOR THE PURPOSES OF SPORT, PROTECTION OR DISPLAY. (A SEPARATE PART OF REGISTER TO BE RESERVED FOR EACH DESCRIPTION OF WEAPON, i.e. SHOT GUN, RIFLES, REVOLVERS, SWORDS, ETC.) THE REGISTER TO BE PERMANENT

1	2	3	4	5	6	7	8	9	10
Serial No.	Tehsil	Number and description of weapon	Name of license holder	Father's name, caste, etc.	Residence	Number and date of license	Period for which license is available	Date of renewal of license	Remarks:- Action taken when license expires, loss of weapon licensed, sale etc., etc.

FORM No. 22-68 (a) (5)

(FORM I)

REGISTER OF LICENSES 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 BEINGS CATTLE OR CROPS IN _____ DISTRICT

1	2	3	4	5	6	7	8	9	10					11
									INSPECTION BY MAGISTRATE OF WEAPON AND LICENSE					
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	1 st year	2 nd year	3 rd year	4 th year	5 th year	Remarks

FORM No. 22-68(A)(6)

(FORM J)

_____ DISTRICT

REGISTER OF LICENSES TO POSSESS ARMS AND AMMUNITION OR MILITARY STORES, IN A DISTRICT WHICH HAS NOT BEEN DISARMED

Column 1-7. -- The first seven column as in Form.

Column 8. -- Place where the arms are to kept.

Column 9. -- Term for which license is valid.

Column 10. -- Remarks.

FORM No. 22-68(b)

POLICE DEPARTMENT

_____ DISTRICT

Register of license granted under Excise and Opium Acts for vend in the police Station

1	2	3	4	5	6	7	8		9
							Period Within Which License Is Valid		
Serial No.	No. of License	Name and address of license holder	Locality of shop	Articles which the licensee is authorised to stock and sell	Whether licensed to sell whole sale or by retail	Amount of licensee fee for the year	From	To	REMARKS

FOM No. 22-68 (c)

POLICE DEPARTMENT

_____ DISTRICT

Register of licenses to manufacture, possess and sell explosives in the District / Police Station _____

1	2	3	4	5	6	7		8	9
						Period for which License is valid			
Serial No.	Name parentage and place of residence of licensee	Place of business, factory or shop	Maximum quantity of explosives to be possessed at any one time	Description and quantity of explosives to be manufactured during the year	Description and quantity of explosives to be possessed and sold during the year	From	To	Date of inspection made by police officers of and above the rank of Sub-Inspector	Remarks

FORM No. 22-68(d)

POLICE DEPARTMENT

_____ DISTRICT

Register of Licenses to possess Petroleum under the Petroleum Act

1	2	3	4	5	6	7	8
					PERIOD FOR WHICH	INSPECTION	

No. of license	Object of license	Name and address of licensee	Description and quantity of petroleum to be possessed	Place and full details of storage shed	LICENSE IS VALID		Date	By whom	REMARKS
					From	To			

FORM No. 22-68(e)

POLICE DEPARTMENT _____

_____ DISTRICT

Register of licenses under the Poisons Act No. 1 of 1904

1	2	3	4	5		6		7
No. of license	Name and address of licensee	Place of business	Description of poisons to be possessed	PERIOD FOR WHICH LICENSE IS VALID		INSPECTION		REMARKS
				From	To	From	To	

FORM No. 22-68(f)

POLICE DEPARTMENT _____

_____ DISTRICT

_____ POLICE STATION

Register of sarais registered under Act XII of 1867

1	2	3	4	5	6	7	8
Serial No.	Name and parentage of keeper of Sarai	Residence	Name of Sarai	Situation of Sarai	Date of Registration	Date of entry in the Register	REMARKS

FORM No. 22-69

POLICE STATION _____

_____ DISTRICT

Police Register No. XVII

Receipts for arms, ammunition or military stores deposited in the above Police station under the Indian arms act, xi of 1878

Serial No. _____ Date _____

Nature of arms, ammunition or military stores and condition in which received _____

Name, father's name and address of depositor _____

I Certify that I have received the above-mentioned articles and have deposited them in the station store room after labelling them.

The articles will be forwarded to headquarters if the owner has not obtained a license to process them within seven days from date.

FORM No. 22-70

POLICE STATION _____

_____ DISTRICT

Register No. XIX. Store - Room Register (Part-I)

Column 1, -- Serial No.

2 -- No. of first information report (if any), from whom taken (if taken from a person), and from what place.

3. -- Date of deposit and name of depositor.

4.-- Description of property.

5. -- Reference to report asking for order regarding disposal of property.

6. -- How disposed of and date.

7.-- Signature of recipient (including person by whom despatched).

8. -- Remarks.

(To be prepared on a quarter sheet of native paper).

FORM No. 22-79 (1) (a)

POLICE DEPARTMENT _____

DISTRICT _____

DESCRIPTIVE ROLLS OF UNIDENTIFIED PERSONS FOUND DEAD

1	2	3	4	5		6					7	8	9
				PLACE WHERE FOUND		DESCRIPTION						Circumstances under which found and particulars likely to afford a clue to be identity of the deceased	Remarks
Annual Serial No.	District	Name parentage and residence of informant	Date on which found	Village	Police Station	Sex	Apparentage	Height	Complexion	Particular marks	Detail of property found		

Dated _____

The _____ 19

Superintendent of Police

FORM No. 22-79(b)

POLICE DEPARTMENT _____

DISTRICT _____

LIST OF PERSONS LOST OR MISSING

1	2	3	4	5	6	7			8	9	10	11	12	13
Annual Serial No.	District	Name of informant and his relation to the person missing	Name of Police Station and viltage of person missing	Parentage	Cast	Village	Railway Station	District	Date of disappearance	Place from which missing	Description	Circumstances of disappearance	Detail of property which the missing person took with him or which was worn by him when last seen	Remarks

--	--	--	--	--	--	--	--	--	--	--

(Standard Form)

Dated _____

The _____ 19

Superintendent of Police

FORM No. 22-79(1)(c)

POLICE DEPARTMENT

_____ DISTRICT

LIST OF UNCLAIMED PROPERTY

CATTLE

1	2	3	4		5	6	7	8
			Place of Recovery					
Annual Serial No.	District	Name, parentage and residence of person from whom recovered or by whom deposited	Village	Police Station	Date of recovery	Circumstances under which recovered and particulars likely to afford clue to the owner	List of articles / cattle with full description and value	Remarks

FORM No. 22-79(1) (d)

POLICE DEPARTMENT

_____ DISTRICT

LIST OF PROPERTY LOST

CATTLE STRAYED

1	2	3	4	5	6	7	8	9
Annual Serial No.	District	Name of Police Station and No. and date of first information report, if any, with description of offence	Date of loss or theft	Name, parentage and residence of complainant / owner	Description and value of property lost / cattle strayed or stolen	Brief particulars of the case and circumstances likely in any way to afford a clue to the property / cattle or the thief	Reward offered	Remarks

(Standard Form)

Dated _____

The _____ 19

Superintendent of Police

CHAPTER XXIII.--PREVENTION OF OFFENCES

23.1. Patrolling at rural stations--(1) The officer in charge of police stations and

assistant sub-inspectors at those stations shall move about in their jurisdiction freely. They shall pay special attention to villages where crime has occurred, or where registered bad characters and suspects whose history sheets are on record live, but shall visit every village occasionally, for the purpose of adding to their local knowledge, becoming known to the people, collecting information, and checking the proper performance of their duties in relation to crime by zaildars, in a mkhors, lambardars and chaukidars.

(2) Information regarding the mode of live hood of bad characters shall be

obtained mainly by personal visits and inquiry, but head constables and constables shall, from time to time, be sent to village with definite orders to ascertain whether certain specified bad characters are present or not, and trace the whereabouts of proclaimed offenders of absconders.

Except to carry out definite orders constables shall not be deputed to visit villages, but they may be deputed to visit series, ferries, camping-grounds, motor vehicles stands and other places of public resort for the purpose of collecting information, maintaining order or other police purposes.

SYNOPSIS

1. History sheet.

COMMENTS

1. History sheet. the word "ordinarily" in Police Rules 23.5 (5) does not make it in cumbent on the Superintendent of police to open a History Sheet before the name of a habitual offender can be can be entered in to the Surveillance Register and there can be exceptional circumstances in which both these measures can Abe taken simultaneously. Sadhu ram vs. Superintendent of Police AIR 1971 Punjab 252.

23.2. Co-operations with railway police at stations.--(1) where possible a stable in plain cloths shall be deputed from the police station to each railway station within its jurisdiction to meet all trains which halt there and to keep a look-out for bad characters and suspicious persons.

Constables who have special knowledge of local bad characters shall be selected for this duty.

2 Particulars regarding any known or suspected bad characters observed taking

a ticket or travelling in a train shall be reported to the railway police, if any, are on the platform and also to the travelling constables.

3. Any information received form the railway police regarding bad characters or suspicious person alighting form a train shall be communicated to the officer in charge of the police station

23.3.Patrolling by villagers--the organisation of thikri pahra and naka-bandi, whether under the provisions of the Village Patrol Act (VIII of 1981) or on a voluntary basis, is one of the most important duties of officer of the officer in charge of a police station. Such an organisation should be carefully planned, with the object of providing the best protection against criminals and securing that duties are allotted fairly and with as little inconvenience to the individual as possible. Areas or locutions of patrols and pickets should be carefully selected and the available strength of police should be disposed to the best advantage of assisting and supervising parties of villagers. Zaildars and other village official should be encouraged to participate actively in this duty the responsibilities should be insisted upon, and energy and co-operation should be promptly rewarded.Gazetted Officers and Inspectors are required to take a close personal interest in this branch of preventive action.

Thikri Pahra and nakabandi shall on no account be regarded as a matter of routine. The former can be enforced under the Act if necessary, but both systems are better worked on a voluntary basis, through the goodwill of the communities concerned. These services should be demanded temporarily and for special purposes only during epidemics of crime.

23.4.Surveillance Register No. X.--(1) In every police station, other than those of the railway police, a Surveillance Register shall be maintained in form 23.4 (1).

2. In Part 1 of such register shall be entered the names of persons commonly resident within or commonly frequenting the local jurisdiction of the police station concerned, who belong to one or more of the following classes:---

(a) All persons who have been proclaimed under section 87, Code of Criminal Procedure.

(b) All released convicts in regard to whom an order under section 565, Criminal Procedure Code, has been made.

(c) All convicts the execution of whose sentence is suspended in the whole, or any part of whose punishment has been remitted conditionally under section 401, Criminal Procedure Code.

(d) All persons restricted under Rules of Government made under section 16 of the Restriction of Habitual Offenders (Punjab) Act, 1981.

(3) in Part II of such register may be entered at the discretion of the Superintendent-

(a) persons how have been convicted twice, more than twice, of offences mentioned in rule 27.29;

(b) persons who are reasonably believed to be habitual offenders or receivers of stolen property whether they have been convicted or not;

(c) persons under security under sections 109 or 110, Code of criminal Procedure;

(d) convicts released before the expiration of their sentences under the prisons Act and Remission Rules without the imposition of any conditions.

Note:- This rule must be strictly constructed, and entries must be confined to the names of person falling in the four classes named therein.

SYNOPSIS

1. Opening of History Sheet.

2. Surveillance Register No. 10.

COMMENTS

1. Opening of History Sheet. A history sheet may be opened by or under the

written orders of a police officer not below the rank of Inspector for any person not enter(Check Not Printed -page No.984. Police register No 10 who is reasonably believed to be habitually addict_(Check Not Printed page No.984._ or to be an aider or abettor of such persons; or abettor of such person; We are of the view that condition precedent for an order under police rule 23.9 (2) is not satisfied. We are not the view that the case mentioned in Annexure R-1 are not such on the basis of which an opinion could be formed that the petitioner is habitually addicted to crime . the cases mentioned are also not of the category which may endanger public peace or security . Ved Prakash Gulati Vs. Commissioner of Police 1984 (1) S.L.R. 298.

2. Surveillance Register No.10. The maintaining of Surveillance Register No. 10

under Police Rule 23.4 is, in no way , unconstitutional or illegal provided the police officer does not interfere with the personal liberty or movements of the individuals whose names are entered in the register. *Naurata ram vs. The State, AIR 1966 Punjab 268=1967 P.L.R. 528.*

The Surveillance Register is a confidential documents and an entry made in it does not affect the personal liberty of the individual in any way. Therefore, it is not necessary that any notice should be given to the person concerned before his name is entered in this register. *AIR 1959 Punjab 323=ILR (1959) Punjab1369*

23.5. Entries in and cancellations from surveillance register--(1) The surveillance

register shall be written up by the officer in charge of the police station personally or by an assistant sub-inspector in a clear and neat script. No entry shall be made in Part II except by the orders of the Superintendent, who is strictly prohibited from delegating this authority. No entry shall be made in Part I except by the order of a gazetted officer. Entries shall be made either under the personal direction of , or on receipt of a written order from, an officer authorized by this rule to make them,. In the later case, original orders shall be attached to the register until the entry has been attested and dated by a gazetted officer.

(2) Ordinary, before the name of any person is entered in Part II of the surveillance register, a history sheet shall be opened for such person.

If, from the entries in the history sheet, the Superintendent is of opinion that such person should be subjected to surveillance he shall enter his name in Part II of the surveillance register; provided that the names of persons who have never been convicted or placed on security for good behaviour shall not be entered until the Superintendent has record definite reasons for doing so.

The record of such reasons shall be treated as confidential and the person concerned shall not be entitled to a copy thereof.

23.6 Notice to headmen--(1) when the name of any person has been entered in the surveillance register a confidential notice in Form 23.6(1) shall be issued to the headman of the village in which the servile resides and the headman's receipt shall be taken on the foil.

When a name is removed form the register intimation shall be sent to the headman concerned and a similar receipt obtained.

2. It is most important that the notices referred to in this rule should be issued promptly in respect of every person who mame is entered in the surveillance register in either Part I of II, and that intimation of cancellation should similarly be sent. On the proof of issue of such notices the enforcement of the responsibility of headman, both for ascertaining the whereabouts and assisting in the capture of proclaimed offender and for reporting the movements of persons restricted or under surveillance mainly depends.

23.7 Mode of surveillance--(1) Police surveillance shall comprise such close watch men and village watchmen, as may be practicable without any illegal interference.

(2) Care shall be taken not to have under surveillance in any police station more person than the police staff can reasonably be expected to watch efficiently.

23.8 Preparation of history sheet.- The initial preparation of a history sheet requires great care, and should invariably be done by the officer in charge of the police station himself or by a thoroughly experienced assistant sub-inspector under specific orders.

(1) The description of the criminal should be such as will enable the person reading it to form for himself a picture of the individual described, special attention being given to peculiarities of appearance, gait, speech, etc., by mean of which the man may be distinguished.

(2) The space for "relations and connections" should be filled in with a view to affording clues to those persons with whom the criminal is likely to harbor when wanted by the police, including relations or friends living at distance from his home, and his associates in crime, abettors and receivers,. The particular nature of each person's connection should be noted against each, and when persons shown as connections themselves have history sheets, a cross reference with those sheets should be given.

(3) Under property, and mode of earning livelihood, such particulars should be entered as will facilitate a judgment as to whether the criminal is at any time living beyond his means; whether he is capable of furnishing a personal recognizance of any value; whether he is an owner of property tenant or a water-earner, and so on.

(4) The " ?description of crime to which addicted" should be in come detail showing not merely the class of crime, but the particular type of that crime, methods followed, localities chiefly frequented, weapons or instruments used, etc.

When these particulars have been carefully and concisely entered, the initial entry on the reverse side of the form should be made in the form of summary of the individual's criminal career up to the date of his history sheet being prepared, and should include the particular reasons and authority for its being prepared. Copies of history sheets prepared and published by the Criminal Investigation Department and published in the Criminal Intelligence Gazette shall be filed with the history sheet of the persons concerned in their home police station . the police station history sheets in all such cases will be endorsed with the letter C.I.D and the criminal's provincial numbers in red ink. The activities of all such criminals subsequent to the publication of their provincial history sheets must be communicated promptly to the Criminal Investigation Department through the District Central Investigating Agency. Duplicate of the sheets of criminal known or suspected to operate on the railway shall be supplied to the nearest railway police station and the originals of such sheets shall be endorsed with the letter 'R' in red ink. The District Police shall also supply the Railway Police Station with copies of all subsequent entries made in such History Sheets, so that the Railway Police copies may be kept strictly up to date.

23.9. History sheets when opened.--(1) A history sheet, if one does not already exist, shall be opened in Form 23.9 for every person whose name is entered in the surveillance register, except conditionally released convicts.

(2) A history sheet may be opened by, or under the written orders of a police officer not below the rank of inspector for any person not reentered in the surveillance register who is reasonably believed to be habitually addicted to crime or to be an aider or abettor of such persons.

(3) The Government Railway Police will maintain the history sheets of criminals known or suspected to operate on the railway in accordance with Police Rule 23.8. they will open history sheets themselves for criminals living in railway premises, who have been absent form their original homes so long that the railway premises

may be regarded as their permanent residence. They may also open history sheets for wandering strangers reasonably believed to be habitually addicted to crime on the railway whose original homes cannot be traced.

23.10. Custody of history sheet--(1) The history sheets at each police station shall be kept in three separate bundles as follows:--

- (a) Bundle containing the history sheets of persons whose names are entered in the surveillance register.
 - (b) Bundle containing the history sheets of persons whose names are not entered in the surveillance register and which have not been removed to personal files under rule 23.12. In this bundle should be recorded the history sheets of persons who (1) have been removed from surveillance on probation owing to there being no recent complaints against them, but who cannot be said definitely to be no longer addicted to crime, (2) have been the subject of action under rule 23.30 but have not been placed on security for good behaviour or under surveillance.
 - (c) Bundle containing the history sheets of bad characters undergoing sentences of imprisonment sufficiently long to justify the removal of their names from the surveillance register until their release. These history sheets shall be put up by the officer in charge of the police station before a gazetted officer for orders six months before the nominal date of the release of the bad character concerned.
- (2) In each bundle, the history sheets of each village shall be kept in a separate folder on the inside of which a list of the history sheets pertaining to the village with their index serial numbers shall be maintained. The prescribed covers for history sheets are obtainable from the Superintendent, Government printing Punjab.

SYNOPSIS

1. Inclusion of names in list "E"

COMMENTS

1. Inclusion of names in list "E" The representations were submitted in December 1989 or soon thereafter, no whatsoever has been issued to Sh. Perm Chand for the withdrawal of benefit already conferred on him. It is not understood as to on what basis the learned counsel states that the benefit given to Sh. Perm Chand is likely to be withdrawn. Not even a prima facie case for the withdrawal of benefit from Sh. Perm Chand has been made out. Sh. Jagdish Rai, who was admittedly junior to Sh. Perm Chand having been given certain benefits, it is not understood as to how the benefit of seniority etc. given to Sh. Perm Chand can be withdrawn by the department. Nothing has been pointed out to show as to how the Department was justified in sending Shri Jagdish Rai for the Intermediate School Course prior to the petitioners. Mr. Jaswant Singh made a faint attempt to suggest that the action was permissible under rule 19.22. Under this rule, the principle of the Police Training College, Madhuban may be competent to depute Drill Instructors etc. for the course. However such out of turn deputation for the course cannot confer any benefit of inclusion in the promotion list or actual promotion out of turn. Furthermore, it has not even been shown that Sh. Jagdish Rai was posted as a Drill Instructor at the Police Training College, Madhuban at the relevant time. In this situation, the order passed with the principle of equality of opportunity enshrined in Article 16 of the Constitution. No infirmity in the order has been brought to my notice at the time of hearing. Mohd. Yunus, Assistant Sub-Inspector of Police Vs State of Haryana and ors., 1992(2) S.L.R. 288.

23.11. Checking of history sheets.--gazetted officers on tour and Inspectors shall personally check the entries in history sheets by local inquiry, in the presence of the persons concerned and their Zaildars and lambardars, and so far as possible at their homes. Such officers shall also carefully scrutinize the conviction register (rule 22.59) in order to see that history sheets are opened or properly kept up as the case may be for all convicts, whose record justifies such action.

In checking history sheets of proclaimed offenders they shall make sure that current and recent inquiries have been made to ascertain the proclaimed offenders whereabouts and to effect his capture, where he be in the jurisdiction or else where and that all necessary information about the proclaimed offender and his associates has been obtained from or communicated to other districts and police station.

23.12. Treatment of history sheets and personal files.-- The history sheet of a person who is no longer addicted to crime shall be transferred to his personal file. Under no circumstances shall the history sheet of a person who is undergoing sentence be relegated to his personal file.

- (2) The history sheet and personal file of a person who takes up his residence permanently in another police station jurisdiction shall be transferred to such police station.
- (3) The history sheet and personal file of a person who dies shall be destroyed.
- (4) All disposal action referred to in this rule shall be taken in accordance with the orders of a gazetted officer.

23.13. Personal Maintenance disposal of (1) The starting of a personal file should always be the first stage in compiling the record of a suspect. As soon as suspicions have come into record regarding an individual to an extent which indicates that he is addicted to crime or is the associate of criminals, such record should be tabulated to form the foundation of a personal file. Subsequently, all information obtained about such persons, whether in his favour or against him, shall be added to his file. The personal file shall form the main material by which superior officers will be guided as to whether to open a history sheet or not. It follows that a personal file must be maintained for every person of whom a history sheet exists. On such file, bad character rolls, papers relating to information sheets, etc. shall be recorded. See rule 23.7(B) in this connection.

- (2) All personal files shall be paged and indexed.
- (3)(a) The personal files of persons for whom history sheets have been opened shall be given the same serial number as the history sheet and kept separately in a bundle.
- (b) The personal files of person for whom no history sheet exists shall be kept in a separate bundle. These files shall not be numbered, but a list of them shall be kept in the bundle and they shall be arranged according to villages.
- (4) To prevent the undue accumulation of useless personal files, the Superintendent may, at his discretion, order the destruction of the personal file of any person of whom a history sheet does not exist when such person has been of good behaviour continuously for seven years and the up-keep of his personal file appears unnecessary.

23.14. Index to history sheets and personal files.. (1) A register containing a general index to history sheets and personal files shall be maintained in two parts.

Part I shall consist of a list in Form 23.14(1)(A) of the history sheets and personal files in serial order as they are opened.

Part II shall be an alphabetical index in Form 23.14 (1)(B).

- (2) When a history sheet is opened it shall be given a permanent serial number and entered in the general index. Such number shall not be altered when the history sheet is transferred from one bundle to another, and shall not be re-allotted until the history sheet is destroyed or transferred to another police station.

23.15. Part IV-- Village Crime Register No. IX.. To ensure that the confidential notes on village crime are kept up methodically and that information contained in them can be readily referred to, all entries should be classified under headings as follows:--

- (1) Note regarding influential individuals resident in or connected with the village, who habitually abet or share in the proceeds of crime or shelter criminals.

- (2) Special types of lawlessness or crime which inhabitants of the village are addicted.
- (3) Notes in gangs, with references in the books of other village to which member of the same gangs, belong, and particulars of the associates and methods of such gangs.
- (4) Notes on personal, land, communal and other feuds, which are liable to cause breaches of the peace or to affect evidence in investigations.
- (5) Notes on fair and similar occasions requiring the special attention of the officer in charge of the police station.
- (6) Notes on individual criminal which supplement and facilitate reference to history sheets for instance :lists of habitual railway thieves, cattle thieves, etc., with the localities they chiefly operate in ; lists of criminals of other village or jurisdiction who commit crime in the village.
- (7) A list of convicts released under the Good Conduct Prisoners Probational Release Act (Punjab Act X of 1926), -vide rule 23.35.
- (8) A list of respectable inhabitants of the village who have migrated to proclaimed offenders and absconders.
- (9) Convictions under section 124-A and 153-A Indian Penal Code.

23.16. Bad character rolls. - (1) When a person who under surveillance leaves his home or residence, the village headman is, under section 18 and 19 of the rules made by information to the officer in charge of the police station regarding the departure and alleged destination of such person. Under the same rules village headmen are required to support immediately any information obtained by them regarding the whereabouts of proclaimed offenders, whose names are entered in part I(a) of register X, or regarding the absence from the limits to which they are restricted of persons entered in part I (b),(c) or (d) of the same register, and the surveillance of these persons, and the verification of their whereabouts, shall thereafter, be effected in the manner prescribed in the following sub-rules.

(2) Upon receipt of such information the officer in charge of the police station shall send a bad character roll prepared by carbon copying process in Form 23.16(2) (Police station register X-A), to be officer in charge of the police station to whose credible information is received of the presence of a proclaimed in another police station.

(3)The Officer receiving the bad character roll shall acknowledge its receipt and shall take to certain steps to ascertain the bad character has arrived within his jurisdiction, and if so, shall arrange to have his movements watched, or, in the case of a proclaimed offender arrest him and take suitable action regarding his harbourers.

A note of the movements and doings of the bad character shall be made in the roll and, if the moves on to another police station, the roll shall be forwarded to such police station and the same procedure followed. An entry register each such roll received shall be made in police station register X-B, Form 23.16(3).

(4)When the roll received back in the police station from which it was originally despatched, a note useful information recorded therein shall be made in the history sheet and the roll filed with the personal file, the acknowledgement referred to above being attached to the foil of the bad character roll. The date and time of the bad character's return to his home shall be verified and noted on the back of the roll of the roll before it is finally filed.

(5)If a notorious bad character or a convict, who has been classed P.R.T. under the rules in the Police Finger Print Bureau Manual, absents himself and is likely to visit tow o more districts, a copy of his bad character roll shall be sent to the office of the Superintendent and Form 23.16(5) completed and submitted to the Assistant Inspector-General, Crime and Criminal Tribes, for publication in the Criminal Intelligence Gazette.

When necessary, information regarding the movements of such person may be communicated by telegraph.

(5) The district police shall send information by quickest means to the Railway Police Station concerned about the absence of a bad character for whom the Railway Police maintain a history sheet. Message should be sent by telephone or telegram where possible and bad character rolls should be forwarded without delay. Information should also be given to the Superintendent of Police who will pass it on as quickly as possible to the Assistant Inspector-General, Government Railway Police.

23.17 - Information sheets - (1) Railway sheets in Form 23.17(1) shall be used by an officer for the double purpose of obtaining and communication information about residents of other police station jurisdiction who are known or believed to have visited his police station jurisdiction with criminal intent.

(2)Who are genuinely believed to have committed an officer in charge of a police station as a means of ascertaining the antecedents of persons,---

- (a) Who are genuinely believed to have committed an offence whether as a not they have been or are to be arrested;
- (b) Who have been arrested under section 55, Criminal Procedure Code;
- (c) Who are genuinely believed to be of suspicious character.

The officer in charge of police station shall send an information sheet in Form 23.17 (1) as soon as possible to the officer in charge of the police station of which such person to be a resident, giving:---

- (a) an account of the circumstance in which such came to notice
- (b) an account of the offence if any with which such person is believed to be connected.
- (c) The names and a statement of the character of the person with whom such person has been associating, and
- (d) Any statement made by such person about his own reputation and status and associates in his jurisdiction, and enter its dispatch in Police Station Register No. XII, Form 23.17(2).

(3) Continuation information sheets shall be issued whenever necessary as a means of communicating information obtained or genuine formed after the issue of the original information sheet.

(4) Final information sheets shall be issued as soon as possible after the conclusion of the police investigation, or of the judicial trial, or of the magisterial proceedings. Such final reports shall as far as possible be drafted by the officer in charge of the police station himself and shall be a summary of the whole matter, giving in detail the result of the investigation of trial or proceedings, the names of co-accused or associates, if any , the names of sureties and of discredited defense witnesses, if any, the place if any where property was recovered or absconders founds, and any other facts that may be of value for criminal intelligence records.

(5) Information sheets, original , continuation and final, shall be issued in triplicate. The

officer in charge of the police station shall send one copy to the Superintendent of Police of his own district to enable the Criminal Investigation Agency to extract any information of value, and shall send the other two copies to the officer in charge of the police station address.

(6) The officer in charge of a police station receiving an information sheet in duplicate shall cause an entry to be made to register XII-A (From No 23.17 (6)), the index information sheets receiving. He shall then record on the back of the copies all the information about the person, such as his antecedents, relations and associates as may help the inquiring officer in his investigation or in his search for absconders or for co-accused or for stolen property one copy shall then be returned to the inquiring officer and the other copy shall be filed in the police station receiving the information sheet.

(7) (a) in the police station issuing the sheet, information sheets of person finally

considered to be of criminal suspect character shall be filed in bundles according to the village visited by such person, and within such village bundle according to the type of crime to which they are suspected of addiction.

(b). In the police station receiving the sheet, information sheets of persons finally considered to be of criminal or suspect character shall be filed with their personal files, if any, if there is no personal file, and if none is started on receipt of the information sheet, it shall be filed according to the village of residence and within the bundle relating to such village according to the type of crime of which the person is suspected.

(c). In both issuing and receiving police stations information sheets of persons finally considered to be of good character shall be destroyed.

23.17. Hue and cry notices.--(1) Whenever it is required to have a search made for an absconding suspect, or to issue warnings for precaution to be taken against a particular type of offence or particular individuals, the officer in charge of the police station or the investigating officer shall, in addition to such action as may be taken in accordance with rule 26.5, issue a hue and cry notice in Form 23.18 (1). The officer who decides to issue such a notice shall personally complete the original form, recording all descriptive and other information, which may assist the recipient of the Form- to take effective action, paying particular attention to the specification of the routes and places to be watched. He shall cause the original form to be conveyed as speedily as possible to the police station, with precise instruction as to where copies are to be sent after the necessary entry has been made in Register No. IV, Hue and cry notices shall not be broadcast indiscriminately, but shall be sent with the utmost dispatch to those places, whether within or outside the jurisdiction of issue, where special action is required. In all cases, when an absconder is likely to travel by railway, copies of hue and cry notices shall be sent to the railway police stations and outposts concerned.

(2). A copy of every hue and cry notice of an absconder shall also be sent to the officer of the Superintendent of Police, in order that an entry may be made in the district register of absconders (rule 23.20) and that, if the Superintendent of Police or head of the prosecuting branch thinks it fit, copies may be sent to other districts or to the 'Criminal Investigation Department.

(3). In cases where the absconder is known to have associates, relatives, or resorts in two or more districts and when the offender is not immediately arrested, a notice in Form 23.18(1) in English shall be sent to the Assistant Inspector-General, Crime and Criminal Tribes, for publication in the Criminal Intelligence Gazette. In cases where a reward is offered the amount should be stated on the form.

(4). Officers in charge of police station receiving hue and cry notices shall take immediate action, as the circumstances of each case may indicate to be necessary.

(5). Care shall be taken that, whenever the necessity for action asked for in hue and cry notice ceases to operate, a notice of cancellation shall be issued to all to whom the original notice was sent.

23.18. Dissemination of intelligence of serious offences--(1) In cases of murder by

dacoits or robber, drugging with intent to rob, dacoity, serious robbery and serious offences involving interference with the working of the railway, when the culprits are not immediately apprehended, the officer in charge of the police station shall send written notices or telephone or telegraph messages, to neighbouring police stations and to such other police stations as are concerned, whether in the same district or not, giving all particulars likely to afford a clue to the offenders. He shall also arrange for the dissemination of such intelligence through his jurisdiction.

(2). In order that this rule, and rule 23.18, above, shall be promptly with officers in charge of police stations shall have ready a system by which intelligence can be quickly disseminated. They shall use for this purpose any telephone and telegraph system existing, the visits of chaukidars and other persons to police station the post office and any other existing local means.

23.19. District register of absconders--(1) In each district a register of absconders in Form 23.20 (1) shall be maintained by the head of the prosecuting agency. The register shall be divided into two parts:---

Part I- will contain the names of all absconders in cases of the home district, irrespective of the residence, about whom information in Form 22.54 (a) or otherwise.

Part II- will contain the names of absconders in cases of other districts who are resident of the home district or likely to visit it. All entries regarding residents of the home districts shall be made in red ink.

The names in both parts shall be entered as far as possible, according to the police stations of which the absconder is resident or from which he is absconding.

(2). As soon as an absconder has been proclaimed under section 87, Code of Criminal Procedure, his name shall be entered in the Proclaimed Offenders register prescribed in rule 23.22(1). A note being made in the column for remarks to his effect.

(3). Should action under section 87, Code of Criminal Procedure, not be taken against an absconder for any reason, such as lack of evidence etc. his name shall be struck out and remark added giving reasons in the column for remarks.

(4). When a person whose finger impression slip is on record absconds, information of the fact shall be sent to the Finger Print Bureau. All re-arrest of such absconders shall be communicated to the Finger Print Bureau.

(5). When a criminal tribesman restricted under the section 11 of the Criminal Tribes Act absconds, information of the fact together with as many particulars of the individual as possible, shall be communicated promptly to the Assistant to the Inspector General, Criminal Tribes. All re-arrest of such absconders shall be communicated to that officer in a monthly return to be submitted in the first week of each month.

Note: (1)-- The terms absconder shall be held to mean a person of a cognizable offence against the officer in charge of the police station concerned considers that there is sufficient evidence to justify his arrest, but whose whereabouts are unknown.

Note: (2)-- A separate register shall be maintained for absconding member of criminal tribes wanted in connection with offences under the Criminal Tribes Act.

23.20. Register showing progress of action against absconders and proclaimed of

fenders.-- In order that a proper check may be kept on the progress of action prescribed in rule 21.5. and 26.5, the head of the prosecuting agency, shall maintain a register Form 23.21. The register shall be examined at frequent intervals by the Superintendent of Police, gazetted officers and inspectors in supervisory charge of police stations and by prosecuting officers, and the latter shall be held responsible that no delay in proclamation and attachment of property or the court, is allowed to occur.

23.21. Register of proclaimed offender--(1) A register of proclaimed offenders in Form

23.22 (1) shall be maintained in each district by the head of the prosecuting agency. The register shall be in two parts:---

Part I-- shall contain the names of all residents of the home district irrespective of the district in which proclaimed. The names shall be entered according to the police station of which the proclaimed offenders are resident.

Part II-- shall contain the names of all offenders proclaimed in but not resident of the district. These will be entered as far as possible, according to the district of which they are said to be resident, residents of independent territory being shown separately.

(2). In January of each year a statement in English in form 23.22(2) shall be submitted to the Deputy Inspector-General Criminal Investigation Department showing the result of action taken against proclaimed offender during the past year. An abstract of such a statement shall be prepared in the office of the Deputy Inspector-General Criminal Investigation Department and published in the Police gazette. The figures relating to proclaimed offenders, who are registered members of the criminal tribes, shall be given separately.

23.23. Revision of lists of proclaimed offenders.--(1) Every Superintendent shall

carefully revise his list of proclaimed offenders periodically and omit therefrom, after consultation with the District Magistrate and the Superintendent of the district in which such person was proclaimed, the names of person accused of trivial offences or concerned in cases where from lapse of time, no sufficient evidence is on record or is procurable.

(2). Due intimation of such omission shall be sent to the officer-in-charge of the police station concerned; intimation shall also be sent to the Deputy Inspector General, Criminal Investigation Department, in those cases in which intimation of proclamation was given, or in which a notice issued in the Criminal Intelligence Gazette.

(3). A separate revised list shall be submitted for proclaimed offenders who are registered members of criminal tribes.

23.24. procedure when person is proclaimed an offender --(1). Immediately proceedings under section 87, Criminal Procedure Code have been taken, intimation shall be sent by the prosecuting agency to the police station initiating such proceedings and to the police station of which the proclaimed offender is believed to be a resident. Such intimation shall be sent through the Superintendent of Police concerned, if the person proclaimed is a resident of another district. The primary responsibility for securing the arrest of such offender rests with the police of the station in which he is a resident. Immediately on receipt of intimation of proclamation of a resident of the police station jurisdiction a history sheet shall be opened, particulars being ascertained from the police station, which has instituted proclamation proceedings, if necessary, and the offender's name shall be entered in part I of the surveillance register.

(2). Thereupon intimation in Form 23.24. (2) shall be sent to the headmen and watchmen of the village of which the proclaimed offender is resident, and intimation in the same form shall be sent separately and through the police stations concerned, to the headmen and watchmen of all villages where the proclaimed offender is known to have relatives or friends whom he is likely to visit. When the offender is resident of a police station other than that in which he is proclaimed, the officer-in-charge of the latter police station shall immediately furnish the police station of the offender's residence with all available information for the compilation of his history sheet and issue of notices.

(3). In the case of members of registered criminal tribes proclaimed solely for absconding from their area of restriction, intimation in form 23.24 (2) shall be issued to places where there is a likelihood of the offender being found, but names shall not be entered in the surveillance register or shall history sheets be prepared unless specially ordered by the Superintendent of Police.

(4). Whenever a proclaimed offender is arrested, intimation shall be sent direct to the district and police station of which he was a resident. On receipt of such intimation a note shall be made in the surveillance register of the date and place of arrest, and his name shall be struck off the register, and intimation issued. Respecting him shall be withdrawn and his history sheet submitted for orders of disposal.

23.25. List of proclaimed offender at police station--(1). A list shall be hung up in the office of each police station and a duplicate thereof in conspicuous place on the police station notice board, of all proclaimed offenders whose names have been entered under rule 23.5 above in the surveillance register. List shall be similarly posted of all proclaimed members of criminal tribes whose names have not been entered in the surveillance register.

(2). Every police officer shall be instructed, as soon as possible after joining a police station in the names, descriptions and likely resorts of all proclaimed offenders included in the lists prescribed above. Police officers shall be frequently tested by officers in charge of police station and inspecting officers in their knowledge of proclaimed offenders and shall be required at all times, when moving about the jurisdiction, themselves to obtain all possible information which may facilitate the arrest of such offenders and to inform the public of the proclamation of arrest and of any reward offered, and warn them of the penalties of harbouring.

23.26. Proposals regarding criminal tribes or classes--(1) When there are indications that two or more persons are associated in the systematic commission of non-bilateral offences a proposal shall be submitted for their notification under section 3 of the Criminal Tribes Act (VI of 1924) and for such further action as may be considered desirable under section 10, 11 and 12 of the Act. Such proposal shall not be made until preventive action under section 110, Criminal Procedure Code, and the Habitual Offenders Act failed, and shall in the first instance be prepared by the Superintendent of Police and Deputy Commissioner in consultation with the Assistant Inspector-General of Police, Crime and Criminal Tribes. The proposals shall be framed on the lines prescribed in Chapter IX, section 4 of the Punjab Reclamation Manual 1932 and shall be forwarded, through the Deputy Inspector General of Rang, to the Commissioner for scrutiny and submission to Government through the Inspector-General of Police.

(2). Before the submission of the case by the Superintendent of Police, gazetted police officer shall personally see every individual whom it is proposed to notify under section 3 and shall Enquire into his or her means of subsistence and mode of livelihood.

23.27. Criminal Tribes Act, VI of 1924.- The rules made by the local Government under the Act and the more important circulars dealing generally with the administration of criminal tribes are contained in the Punjab Reclamation Manual 1932, a copy of which has been supplied to all district police officers. Gazetted officers and all upper subordinates are required to make themselves thoroughly acquainted with the provisions of the Act and the rules made thereunder.

23-28. District criminal tribes register:- The form of the English registers to be maintained by Superintendents of Police is given as Form A in the Rules made under the Criminal Tribes Act and corresponds with Police Rule Form 22.58-A. As many registers shall be maintained as there are police stations in which criminal tribesmen reside or are restricted. Each register shall be further sub-divided into parts according to tribes. Entries in column 7 when made shall be in red ink. A vernacular copy of each register shall be supplied to the police station concerned with copies shall be situated at police station register No. VIII.

The Criminal Tribes register shall contain the names of all male children of members of registered criminal tribes over the age of 12 years in the case of wandering criminal tribes, and over the age of 18 years in the case of settled criminal tribes unless exempted by the District Magistrate under rule 4 of the rules made under the Act.

23.29. Criminal tribes-Supervision by gazetted officers. Gazetted officers on tour shall take with them those parts of the register which concern the police stations they intend visiting, shall interview individual members of criminal tribes as frequently as possible and shall satisfy themselves that the subordinate police are not abusing their powers of granting leave to members of criminal tribes and that the conditions of passes are being strictly complied with. They shall Enquire into the means of livelihood of the criminal tribes and satisfy themselves that rule 42 of the rules made under the Act is being enforced. They shall also Enquire into the past conduct of members of criminal tribes and make recommendation under rule 24 to the District Magistrate for the cancellation of the registration of men who have reformed and for the registration of other who may have reverted to crime.

23.30. Proceedings under section 110, Criminal Procedure Code or Act V of 1981.

(1) When the history sheet of a bad character furnishes sufficient material, a report shall

be prepared in Form 23.30 (1) with a view to his being called upon to furnish security under section 110, Code of Criminal Procedure, or restricted under the provision of the Habitual Offenders Act (V of 1981) the preparation of such reports shall not be undertaken without the orders of gazetted officer or inspector. When possible a number of such cases shall be prepared and collected for presentation to the magistrate of the Ilaqa on tour at some place near the home of the accused persons and witnesses.

(2) Proceedings under section 1110, Criminal Procedure Code, against Zaidars, Lambardars and Inamdars require the special order of the District Magistrate (Chapter 3, paragraph 19 of High Court Rules and Orders, Volume III).

23.31. Surveillance records confidential.-- All records connected with police surveillance are confidential; nothing contained in them may be communicated to any person nor may inspection be allowed or copies given, save as provided in Police Rules. The right of District and Ilaqa magistrates to examine such records are governed by rules 1.15 and 1.21, and the rules regarding their production in court are contained in Chapter XXVII.

23.32. Preventive action under sections 151 and 107, Code of Criminal Procedure.

Section 151, Code of Criminal Procedure, empowers a police officer knowing of a design to commit any cognizable offence to arrest the person so designing, if it appears to such officer that the commission of the offence cannot otherwise be prevented.

There are the only circumstances under which the law empowers police officers to interfere in disputes between individuals have interested parties, or the zail of village officials, complain of apprehension of a breach of the peace.

Police officers have no power to investigate formal/complaints under section 107, Code of Criminal Procedure, except as provided in section 23, Act V of 1861. They shall, however, be on the constant look out for genuine information of disputes likely to lead to a breach of the peace. Such information, whether collected direct or received by complaint at the police station, shall be recorded in the daily diary, and a copy of the complaint forwarded without delay to the magistrate of the ilaqa, unless an immediate breach of the peace is anticipated, when the officer in charge of the police station shall act under section 151, Code of Criminal Procedure, on his own responsibility. Government has held that it is important that magistrates receiving such reports from the police should give immediately to them their close and personal attention and take suitable action on the merits of each report.

Complaints of this nature made to superior police officers shall not be endorsed for enquiry by officers in charge of police stations unless it is anticipated that action under section 151, Code of Criminal Procedure, will be required and in no case shall endorsed complaints be despatched to officers in charge of police stations by hands of the complaints or informants or otherwise than through a strictly official agency. Complainants in cases in which no action under section 151, Code of Criminal Procedure, appears necessary shall be referred to the Magistrate of the ilaqa.

23-33. Convicts released before expiration of sentences under the Prisons Act and remission rules. The Government of India have decided that all remissions earned under the remission rules by prisoners of any class in jail are to be considered absolute and not to be made subject to the imposition of any conditions.

As it is desirable, however, for the police to be apprised of the release of such convicts, a descriptive-roll in Form 23-23 of all such convicts will be sent by the Superintendent of Police of the jail to the Superintendent of the district, of which the convict is a resident. The Superintendent of Police shall, in an examination of all the relevant circumstances, exercise his discretion as to whether any such convict shall be subjected to police surveillance or not or whether preventive action is to be taken by the preparation of a history sheet or a personal file.

23-34. Convicts conditionally released under section 401, Criminal Procedure Code. When a convict is to be conditionally released under section 401, Criminal Procedure Code, the Superintendent of Police will be supplied by the local Government through the District Magistrate with-

- (a) A certificate copy of the order of conditional release with the date of release endorsed on it, and
- (b) A descriptive roll of the convict.

(2) If release is subject to conditions of police surveillance, the rules contained in Appendix 23-39(1) shall be applied.

(3) If release is subject to other conditions and the police are required to take measures to secure the observance of those conditions, the Superintendent of Police shall issue suitable orders and instructions to subordinate officers concerned.

23-35. Conditional release under the Good Conduct Prisoners Probational Release Act (Punjab Act, X of 1926).- (1) Under the terms of the Good Conduct Prisoners Probational Release Act, convicts, other than those specially excepted by rules made under the Act, may be selected to serve the concluding period of their sentences outside jails limits in licensed and paid employment. Such employment may be either under individual employment managed by Government.

(2) The license under which convicts may be so employed is in a form prescribed under the Act; it provides for the fixing of the residence of the convict, the reporting of his movements, the restriction of such movements, and for his good behaviour, and may be revoked for breach of these conditions. A convict whose license is revoked is required to return to jail for the rest of the period of his sentence, and if he absconds he becomes liable to additional imprisonment up to two years.

(3) The selection of convicts for probational release and their control in accordance with the terms of the "Act and of the license is vested in a Reclamation Officer and Probation Officers appointed by Government. The police have no powers or duties in this respect. The Reclamation Officer is required, prior to the release of a prisoner, to inform the Superintendent of Police of the district where he is to be employed. A list of such convicts shall be maintained by the officers in charge of police stations concerned in their confidential note-books (rule 21-28) No surveillance shall be exercised by the police over such persons who should be given every opportunity to take their places as respectable members of society, but officers in charge of police stations shall report, through the Superintendent of Police, to the nearest Probation Officer, any reliable information received regarding the commission of crime, absence or other breach of the conditions of release by them.

(4) The Reclamation Officer or Probation Officers may call upon the Superintendent of Police to enquire into the conduct of convicts release on probation and to render assistance in tracing, arresting and escorting to jail, persons who have contravened the conditions of their license. Such requests shall be complied with.

(5) The release on probation and probable date of final release of P.R. convicts is required to be intimated by the Superintendent of the jail to the Superintendent of Police of the District in which such prisoner ordinarily resides.

(6) Offences under section 7 of the Act, viz., absconding from supervision or failing to return to jail on the revocation of a license are cognizable by the police.

23-36. Release notice of prisoners.- The following instructions regarding the disposal of release notice shall be observed:-

(1) The release notices of prisoners classed P.R.T. shall be forwarded by the Superintendent of the Jail direct to the Assistant to the Inspector General of Police, Crime and Criminal Tribes, Punjab, at least two months before the date of release.

(2) The release notices of prisoners classed P.R. shall be made over by the Superintendent of the Jail from which such prisoners are to be released to an officer

to be specially deputed for the purpose by the local Superintendent of Police. In the case of persons to be released from the jail of the district in which they were convicted, the release notices shall be made over to the police on the Saturday preceding the dates of release. In the case of persons to be released in a district other than that in which they are convicted, the release notices shall be made over to the police at least one month prior to the dates of release.

23-37. Procedure when release notices are received.- (1) P.R.T. Convicts.- (a) On receipt of the release notices of P.R.T. convicts, the Assistant to the Inspector General of Police, Crime and Criminal Tribes, Punjab, shall take such action as may be necessary in his office and shall then forward the notices in original, by registered post, to the Superintendent of Police of the district of which the criminal is a resident. The latter officer, on its receipt, shall cause it to be entered at once in the district Finger Print Register prescribed in rule 34(1) of the Police Finger Print Bureau Manual and shall cause translations in Form 23-37(1) to be despatched to the police station of conviction, if the convict was convicted in his district, and to the police station of residence as in accordance with rules all convicts classed P.T. are required to be released from the jails of their home districts.

(b) If the convict is a resident of another Province an Indian State, an extract of the release notice shall be forwarded by the Assistant to the Inspector-General of Police, Crime and Criminal Tribes, Punjab, to the Criminal Investigation Department of the Province or Head of the State Police concerned.

(c) If the criminal is a resident of the Punjab, but of a district other than that in which he was convicted, the Assistant to the Inspector-General of Police, Crime and Criminal Tribes, Punjab, shall also forward a copy of the release notice to the district of conviction.

(2) P.R. Convicts.- On receipt under rule 23-36(2) of release notices of prisoners classed as P.R., the following procedure shall be observed:--

(a) In the case of a person to be released in the district, of which he is a resident and in which he was convicted, necessary entries shall be made in the District Finger Print Register, information in Form 23-37(1) shall be sent to the Police Station of residence without delay, and the release notice shall be filed.

(b) In the case of a person to be released in the district, of which he is a resident on expiry of a sentence inflicted in another district, the police station of residence shall be informed in Form 23-37(1), a duplicate copy of the release notice shall be prepared and forwarded without delay to the district of conviction for completion of the district Finger Print Register and the original release notice shall be filed.

(c) In the case of a person to be released in the district in which he was convicted, but who is a resident of another district in the Province or of Delhi, the North-West Frontier Province or any of the Indian States referred to in Section 1(10), Police Finger Print Bureau Manual, Part I, a duplicate copy of the release notice shall be prepared, necessary entries shall be made in the Finger Print Register, and the original release notice sent to the district or State of residence to be filed. If the convict is a resident of a Province other than that of the Punjab, Delhi, or North-West Frontier Province, or of an Indian State other than those mentioned in Section 1(10), Police Finger Print Bureau Manual, or is of unknown residence, or has no fixed residence, the original release notice shall be retained and filed. All such notices shall be kept together in a separate file.

The release notice of a prisoner who has died shall be forwarded by the Superintendent of Police of the district of which the prisoner was a resident to the Finger Bureau for disposal and the name of such person shall be erased from the conviction register.

23-38. Surveillance over released prisoners.- (1) Within ten days a prisoner's release the officer in charge of the police station of residence shall report whether or not he has returned to his home.

(2) If the release notice refers to a convict classed 'P.R.T.' the Superintendent shall take suitable measures to have such convict shadowed and shall note the substance of any orders issued in this connection in Form 23-37(1) sent to the police station.

(3) Should a release notice refer to a person convicted of an offence on the Railway, an extract shall be sent by the Superintendent of the district of which such criminal is a resident to the Assistant Inspector-General, Government Railway Police.

23-39. Released convicts with regard to whom order under section 565, Code of Criminal Procedure, has been made.- (1) The mode of surveillance over released convicts in regard to whom an order under section 565, Code of Criminal Procedure has been made is described in Appendix 23-39(1).

(2) Changes of residence of such convicts shall be entered in their history sheets and reports thereof made in Form 23-39(2).

(3) On the expiration of the which the surveillance of a released convict is ordered the Superintendent shall exercise his discretion as to whether such prisoner's name shall be transferred to Part II of the Surveillance Register or not.

23-40. Control of professional criminals.- (1) Files of important cases of a special type shall be maintained in the Crime Branch of the Criminal Investigation Department, together with History Sheets of important provincial criminals, and a brief account of the offences for which convicted. The class of offences in which such records are to be maintained are:--

- (a) Administering stupefying drugs with intent to rob;
- (b) Offences relating to coin, counterfeiting coin and the forgery of Government Currency Notes;
- (c) Professional cheating;
- (d) Dacoities and offences committed by professionals, such as gang burglaries,
- (e) Theft of arms and ammunition;
- (f) Offences committed by Criminal tribes;
- (g) Offences indicating a special technique.

(2) Reports of such cases, containing all important particulars shall be forwarded by Superintendents of Police to the Assistant Inspector-General, Crime and Criminal Tribes as they occur.

23-41. Distribution of professional criminals.- On the conviction of a gang of professional criminals the Superintendent shall, if he considers such a course advisable, forward to the Superintendent of the Jail or submission to the Inspector-General of Prisons a recommendation giving the names of members of the gang who should be separated and confined in different jails.

A copy of such recommendation shall be forwarded to the Deputy Inspector-General, Criminal Investigation Department.

23-42. Pathan immigrants.- Certain sections of Pathan immigrants to the Punjab are addicted to crime; all such immigrants, whether nomadic or settled in towns and villages, should therefore, be observed, and either through the agency of their own headmen, or the headmen of villages, where they are settled, enquiry should be made with a view to ascertaining their antecedents. Should any such immigrants be suspected of criminal propensities, information should be sent, as early as possible, to the Assistant to the Inspector-General of Police, Crime and Criminal Tribes, who is in a position to supply the district police with the services of an experienced officer.

Extracts from a note on Pathan immigrants, prepared in 1962, are printed as Appendix 23-42 for the guidance of district police officers.

23-43. Control of traffic- in police station jurisdictions.- Police officers attached to police stations shall pay attention to the control of traffic on the roads their jurisdiction. It is part of the duty of officers present at police stations to take legal action in respect of traffic offences committed by traffic passing the station house and similarly themselves to take cognisance of or report all such offences, which may come to their notice while travelling in their jurisdiction.

By constant warnings and prosecutions under the appropriate sections of the Indian Penal Code, or special laws, in flagrant or recalcitrant cases, the amenities of traffic can and shall be ensured. The keeping of slow-moving traffic to the side of the road; the prevention of obstructions of the road by gross overloading of carts the prevention of cruelty to animals and overloading of tongas; the enforcement of the rules under which public motor vehicles are allowed to ply, especially in respect of authorized loads, display of the required particulars on vehicles, validity of permits and driving licenses, and legibility and correct position of registration plates are all parts of the duties of the staffs of police stations. Supervising officers shall insist on the proper performance of these duties.

23-44. Conditions of colony tenancies.- Superintendents and other gazetted officers serving in colony areas should acquaint themselves with the conditions regulating the tenure of land in such areas. Under these conditions Government usually demands active loyalty from all occupiers of land, and reserves powers of forfeiture of tenancies or restriction of rights as a punishment to individuals or communities, which fail to render assistance in the suppression of crime. Details instructions on this subject are contained in notifications published from time to time in the Punjab Government Gazette, or in orders issued by the Financial Commissioners which are available in the offices of Deputy Commissioners.

APPENDIX NO 23-39(1)

No. 7336 CH-Jails) dated Lahore, the 6th March, 1931

From - The Home Secretary to Government, Punjab.

To- All Commissioners of Divisions and Deputy Commissioners in Punjab.

Police surveillance over released convicts in regard to whom an order has been made under section 565 of the Code of Criminal Procedure.

I am directed to forward the accompanying rules framed by the Governor in Council under the provisions of sub-section 3 of section 565 of the Code of Criminal Procedure, 1898.

2. The following instructions are issued with a view to explain the procedure more fully:-

(1) In every case in which a criminal court makes an order under section 565 of the Code, directing that the person sentenced to imprisonment shall notify his residence and any change of residence after release, a copy of such order will be transmitted by the court passing the sentence and order, with the warrant of commitment issued under section 384 of the Code to the officer-in-charge of the jail or other place in which the prisoner is, or is to be, confined. The Honourable judges of the High Court have been asked to issue instructions regarding this.

(2) Not less than fourteen days before any prisoner, in regard to whom an order under section 565 of the Code has been made, is to be released, the officer-in-charge of the jail or other place in which such prisoner is then confined shall explain to the prisoner the nature of the order and the requirements of the rules, and shall call upon him to state the place at which he intends, after his release, to reside. The officer-in-charge of the jail or other place of confinement will thereupon inform the Superintendent of Police of the district in which such jail or other place of confinement is situated of the name and other particulars necessary for the identification of the prisoner and also of the place at which such prisoner intends, after his release, to reside.

(3) The District Superintendent of Police will cause intimation to be given,---

(a) if the place at which the prisoner intends to reside is situate within his district,- to the officer-in-charge of the police station within the local limits of which such place is situate; and

(b) if such place is situated in any other district,- to the Superintendent of Police of that district, who will take action as in clause (a).

(4) The rules provide that every released prisoner to whom they relate shall give not less than one day's notice of any intended change of residence to the officer-in-charge of the police station within the local limits of which the place, at which he is then residing, is situated. Within twenty-four hours of his arrival at his destination the prisoner is further required to notify the fact of his arrival to the officer-Incharge of the police station within the local limits of which the new place of residence is situated.

(5) The intimations required to be given by rules II, III and IV are ordinarily to be made personally by the released convict, at the proper police station. If any such convict is for any sufficient reason at any time unable to do this, or if the District Magistrate exempt a prisoner from personal attendance for this purpose, the intimation may be made in writing or in such other manner as the District Magistrate may prescribe in this behalf.

(6) Breaches of the rules are punishable under section 176 of the Indian Penal Code.

(7) The Inspector-General of Police will issue detailed instructions for given effect to the rules in the Police Department.

3. This cancels Punjab Government circular No.5-396, dated the 13th March, 1901.

Notification

The 6th March, 1931.

No. 7335.- In exercise of the powers conferred by sub-section (3) of section 565 of the Code of Criminal Procedure, 1899, the Governor in Council is pleased to make the following rules regulating the notification of residence or change of or absence from residence by released convicts in regards to whom an order has been made under sub-section (1) of section 565 of the said Code.

Punjab Government notification No.395 (H-Judicial), dated the 13th March, 1901, is hereby cancelled.

Rules

Released convicts to observe rules:- I. When, at the time of passing sentence of transportation or imprisonment on any person the Court or Magistrate also orders that his residence and any change of residence after release be notified for the term specified in such order, such persons shall comply with and be subject to the rules next following. In these rules a person released subject to an order of the nature hereinbefore described is called a "released convict.

Released Convicts to notify, at the time of release, intended place of residence to releasing officer:- II. Every convict in regard to whom an order has been made

under section 565 of the Code of Criminal Procedure, 1898, shall not less than fourteen days before the date on which he is entitled to be released, notify the officer-in-charge of the jail, or other place in which he may or the time being be confined, of the place at which he intends to reside after his release.

Released convict to notify intention to change first residence at local police station.- III. Whenever any released convict intends to change his place of residence from the place which be specified at the time of his release as the place at which he intended to reside to any other place, he shall notify the fact of such intention and the place at which he hereafter intends to reside, not less than twenty-four hours before he so changes his residence, to the officer-in-charge of the police station within the jurisdiction of which he resides at the time when he notifies his intention to change his residence.

Released convict to similarly notify all subsequent intentions to change residence.- IV. Whenever any released convict intends to change his place of residence from any place at which he may, at any time, be residing, under the provisions of rule III, he shall notify any intended change of residence in the manner in that rule provided.

Period to be appointed for taking up residence. In default the convict to notify his actual residence.- V. The officer recording a notification under rule II, rule III or rule IV, shall appoint such period as may be reasonably necessary to enable the convict to take up his residence in the place notified. If the convict does not take up his residence in such place within the period so appointed he shall, not later than the day following the expiry of such period, notify in person his actual place of residence to the officer-in-charge of the police station within the limits of which he is residing.

Released convict to notify the fact of his having actually taken up his residence at the place specified under preceding rules.- VI. Every released convict shall, within twenty-four hours of his arrival at the place of residence notified under rule II or rule III or rule IV, notify the fact of such arrival to the officer-in-charge of the station within the jurisdiction of which such place of residence is situated.

Particulars of place of residence to be supplied.- VII. In notifying places of residence under these rules released convicts shall-

(a) if the place of residence is in a rural tract-specify the name of the village, hamlet, or locality of such place, and the zail, thana, tahsil and district within the limits of which such place is situated;

(b) if the place of residence is in a town or city-specify the name of the town or city and the street, quarter and sub-division of the town or city within the limits of which such place is situated.

Manner of notifying changes of residence.- VIII. Every notification to be made by a released convict under rules III, IV and VI, respectively, shall be made by such convict personally at the proper police station:

Provided that,---

(a) The district Magistrate may, by order in writing exempt any released convict from the operation of his rule and may permit such convict to make such notifications in writing or in such other manner as the District Magistrate may, in such order, prescribe in that behalf.

(b) If from illness or other unavoidable cause, any released convict is prevented from making any notification required by these rules personally at the proper police station, he may do so by written communication addressed to the officer-in-charge of the proper Police Station. Such communication shall state the cause of his inability to attend in person at the police station, and shall before it is transmitted to the proper police officer, be attested by a village headman or other village officer.

Note:- These rules will also be applicable to special orders of police surveillance issued by the local Government in the cases of prisoners conditionally released before the expiry of the term of their sentence.

Subsidiary Rules issued in the Police Department.

1. In the case of wandering individuals with no fixed "abode", an absence of one night or more will be considered to constitute a change of residence, except when the absence is due to a summons issued by a Civil, Criminal or Revenue Court, or to an order issued by a competent Civil authority. All other cases must be decided on their merits and no hard and fast rule can be laid down. It will be necessary to show that the change of residence is of a permanent or quasi-permanent nature. Mere absence from home for day or two does not constitute a change of residence.

2. In case in which at the time of notifying "change of residence", the released convict reports his intention to return to the existing residence already notified under rule II, III or IV within a period of one month such change shall be called "temporary change of residence".

3. When the Superintendent of Police receives an intimation from the officer-in-charge of the jail of an intended place of residence notified to the latter under Rule II, he shall at once forward a copy thereof to the officer-in-charge of the police station within the jurisdiction of which such place is situated. This officer will, immediately upon the arrival of the released convict, report the date thereof to the Superintendent of Police.

4. When a released convict notifies a change of residence or a temporary change of residence to the officer-in-charge of the police station, the particulars required by Rule VII shall be entered in Form 23-39(2). The officer-in-charge of the police station will deliver a copy thereof to the released convict and will forward the original to the officer-in-charge of the police station within the jurisdiction of which the released convict has intimated his intention to reside. The latter officer, on arrival of the released convict, will fill up column 6, and, in the case of the residence being of a permanent character, will at once return the form to the police station from which he received it. In case the residence is to be of a temporary character, he will retain the form until the convict reports his departure, when column 7 will be filled up and the form returned to the police station of issue.

5. On arrival at the police station within the jurisdiction of which his new residence is situated, the released convict will produce his copy of the form and get the date of his arrival entered in column 6. In the case of a permanent change of residence his copy will be returned to him at once. In the case of temporary change of residence, it will be kept until the date of departure is verbally reported. Column 7 will then be filled up, and the copy will be returned to the released convict to make over to the officer from whom he originally received it.

6. The names of such released convicts will be entered in the surveillance register (Police Station Register No. X).

APPENDIX No. 23-42

NOTE ON THE CONTROL OF PATHAN IMMIGRANTS TO THE PUNJAB.

I. The temporary sojourn in the Punjab of large number of nomad or semi-nomad Pathans results annually in crime, the importance of which is disproportionate to its actual amount. Such crime, if it remains unpunished, is bound to have a demoralizing effect on the criminal administration of the districts concerned.

II. The extent of the Pathan Immigration. -- The first step towards controlling the criminal propensities of pathan immigrants is to appreciate the extent and main components of the annual influx. Exact figures are not available, but, from what is known of the numbers of Afghan subjects entering British India by various Passes, it is safe to take 100,000 as a conservative estimate of the extent of this immigration alone. The whole of this number does not come east of the Indus. The majority of families remain for the winter in the districts of the North-West Frontier Province and a proportion of the able bodied males also find employment in that province. On the other

hand a large number of Pathans, not included in the estimate given, enter or pass through the Punjab every year from the independent tribal territory and the settled districts of the North-West Frontier Province. The number in this latter category probably fully equals that proportion of Afghan nomads which remain west of the Indus; so 100,000 is a reasonable figure at which to place the total of those with whom the Punjab is concerned.

It has been suggested, from time to time, that all these immigrants should be register by some means or another on entering British India. Such a measure could be put into force at the cost of considerable special expenditure and special organisation on the part of Government, and of wholesale interference with the normal movements of the seasonal migration. A study of the subject shows that registration would not lead to the desired results and is not necessary.

III. The composition of the immigration. -- The main division of Pathans who habitually visit India may be briefly described as follows:---

A Afghan subjects and residents of independent Tribal Territory.

1. Northern Ghilzais, Ningraharis, & c., who enter India via Khyber Pass and Kurram Valley. These are mainly camel drivers or labourers, and the vast majority of them give no trouble. Occasionally a gang of bad characters from this class is formed, and, the crimes committed by such a gang are often of a particularly violent nature.

2. The Southern Ghilzais or "Powindahs", who enter India mainly by the Tochi and Gumal Valleys. These tribes usually leave their families in the Derajat, while the men disperse over the length and breadth of India, trading in cloth or other goods and, with their camels, acting as carriers on a large scale. From the point of view of general public security in the Punjab, this vry large class may be classified as non-criminal. They dabble in the arms and forged note traffic and are said occasionally to be addicted to misappropriation of goods entrusted to them as hired carriers. On rare occasions parties which have made their permanent winter encampments in the Mainwali district instead of in the Derajat, may be concerned in a dacoity. The control of such parties, however, is a purely local problems, which the lines stereotyped by long usage in the neighbouring trans-indus districts.

3. Tribal contingents from Khost and other parts of the Afghan Province of "Simat-i-Janubi". On the basis of information at present available this division of immigrations appear to be one of the main causes of concerned from the point of view of crime. It includes various tribes, but the jadrans (or Zadrans) come in the greatest numbers to the Punjab. These tribes have in the past given but nebulous allegiance to Kabul and have been a perpetual source of trouble both to their own Government against which they were in open rebellion in 1924 - and to the Frontier Province Administration. They are, for the most part exceedingly poor and, compared with most Pathans, degenerate, but hardy. Those who come to the Punjab in the winter scatter all over the Province, but chiefly in the North-Western Districts, in small parties, often with their families, and include a high proportion of criminals. The nature of their activities and proposals for their control will be discussed later.

4. Immigrants from among the Baluchistan Tribes. -- There is record of occasional crime by this class, and their habits and composition require study.

5. Immigrants from North-West Frontier Province Tribal Territory. -- This class is distinct from the various categories of Afghan subjects, in that their influx into India is in no sense tribal. Adult males from almost all the trans-border tribes come to or through the Punjab in numbers which vary according to the characteristics of the various tribes and to locally prevailing conditions, but they all come in their individual capacity in search of a temporary livelihood. In the Punjab this class usually finds its way to the scene of work on big contracts. The class includes many habitual criminals, whose control demands special measures.

B. British subjects from the Districts of the North-West Frontier Province.

This second main division should, for purposes of applying suitable control be subdivided into various categories, but it will suffice here to consider it as one, especially as the greater number of immigrants belonging to it come from the Northern districts of Hazara and peshawar.

The main feature of this class is that it includes a large number or habitual offenders of two kinds; (a) men who desire to escape the attention of the Police at their homes, (b) men who, to ensure immunity in a deliberately criminal career in the Punjab and other Provinces, are scrupulously careful of their reputation at their homes.

There is one more category of Pathans which must not be overlooked in considering this subject. In many of the large towns of the Punjab there is a considerable number of Pathans permanently settled. Their status varies from that of substantial contractors to tea-shopkeepers or tonga drivers. Their importance lies in their position as "contracts" between wandering Pathans and local people or local knowledge.

IV. The nature of crime attributed to Pathans. -- The classes of crime committed by Pathans may be summarized as follows:---

(1) Raids by gangs formed in independent territory and descending to commit a specific offence, retiring thereafter back to independent territory. On the grounds of the history of such cases it is an absolutely fair statement to say that, if there are no Punjabi outlaws in tribal territory, there will be no raids of this nature. Between 1915 and 1923, Mahsud gangs harried in the Isa Khel tahsil, led by Kulu, and Isa Khel outlaw. The attock district has suffered when its own outlays have been living with Kohat Pass Afridis and have led gangs from there attock and rawalpindi surrefed in the years before the War. When Sultan, a Rawalpindi outlaw, was in the black mountain and when Fazlo and his gang were with the Gaduns. The recent Hassanabdal raid is a partial exception, but the local "razdari" without which no raid is ever committed was provided in that case by the employment of a Pathan (in fact an Afghan Shinwari) a chowkidar - a form of imbecility which might will be prohibited. The prevention of raids in the Frontier Province is mainly a matter of sustained activity against outlaws. In the less complicated conditions in this respect in the Punjab, similar action should provide an absolute preventive.

(2) Dacoities by gangs of Pathans residing temporarily in the punjab. This is one of the two classes of crime by Pathans, which most requires special measures of prevention. The first stage in evolving such measures is to ascertain the circumstances in which and by whom this class of crime is committed and so to concentrate preventive action where it can be effective.

(3) House breaking, animal theft and cognate offences committed by Pathans, Crime of this type is usually due to large concentration of Pathan labour or to the formation of a particular gang of expert criminals.

(4) Specialized crime carried on by Pathans alone or by Pathans and Punjabis in combination. This now exists to a serious and dangerous extent, especially in respect of the smuggling of excisable commodities and the traffic in arms, and undoubtedly requires special measures of prevention.

V. Organisation. -- The foregoing summary shows that the types of crime committed by Pathans and the criminal element among the immigrants are readily defined. Control can be obtained through concentration within these limits rather than by sweeping restrictions.

The primary needs is to make generally available to the police in districts as much information as possible in regard to this class of crime and to co-ordinate their methods of dealing with it. The organisation to this end should be suited to the requirements of all India and all that is needed is the development of existing machinery. Bombay and Calcutta already have "Pathan Section" in the Crime Branch of their Criminal Investigation Departments. The Punjab has the embryo of a similar section. The North-Western Frontier Province have a section which devotes intensive attention to the arms trade.

It has been mentioned that there is a class of criminals, having their homes in the North-West Frontier Province Districts, who have clean records at their homes, but make a profession of crime in other Provinces. The record was published a few years ago of one such individual against whom nothing was known at his home, though, when finally arrested in the Central Provinces, some thirty serious crimes with violence were traced against him; special attention is needed to ensure that, by the proper use of History Sheets, Bad Character Rolls and Intimation Sheets, such cases are brought under strict surveillance at their homes, and are treated precisely as if they were locally troublesome. The not unnatural tendency, in the absence of special supervision if for the local police to turn the blind eye to such cases.

So far as residents of the administered districts of the Frontier Province are concerned effective control of wandering criminals is quite practicable, provided the normal police machinery for the interchange of information is efficiently worked and followed by action in the "home" Police Station under the security sections of the Criminal Procedure Code, and for restriction of movement under the Habitual Offenders Act (which is in force in the North-West Frontier Province) or under section 36 of the Frontier Crimes Regulation. The control of these British subjects covers quite half the danger field.

Where Afghan subjects and independent tribesmen are concerned direct control is not easy, and wholesale scrutiny is almost impracticable in view of the fact that the migration the autumn and spring is compressed into a few weeks, during which, literally, a torrent of humanity flows through the passes. Friendly contact can be made with the Malikis and leading men of the vast majority of well behaved immigrants, and, through them, much valuable information and assistance in controlling lawless elements can be obtained. The Pathan is peculiarly amenable to friendly cooperation of this nature, and nothing is likely to be so effective in isolating the criminals from the well behaved and bringing them under effective control, as the provision of a sufficiency of officers in the Punjab, who understand enough about Pathans to gain some measure of the confidence of the well conducted, and to inspire some wholesome dread in the ill-disposed.

It appears essential that the Punjab Criminal Investigation Department should have a Pathan section consisting of at least 1 inspector, 1 sub-inspector and 4 or 5 head constables, obtained on deputation from the Frontier Province with perhaps an element from Baluchistan. Although the Pathan immigration is a matter of the winter months only, it will be shown that the staff suggested could be most usefully and fully employed throughout the year. This section of the Punjab Criminal Investigation Department and similar sections in other provinces which suffer from Pathan criminality should work in the completest co-operation with the Peshawar Criminal Investigation Department, by exchanging information, by seeing that information is both made available to and used by districts, and in devising and operating methods to meet different varieties of crime. It is noticeable at present, both that ridiculously little information is generally available on the subject of Pathan crime, and that what little has been made available is not acted upon. The Criminal Intelligence Gazette should be much more freely used both for the publication of particulars of individual suspects, for general information regarding the habits and modus operandi of different gangs or classes of Pathans and for instruction in regard to methods of prevention and detection. The Pathan experts in the Criminal Investigation Department should also be used, especially during the winter, in touring where Pathans are settled either in villages or on big contracts, with the object of bringing the local police into touch with the settlers, marking down and initiating action in respect of bad characters among them, and assisting in the investigation of cases in which Pathans are suspected to have been concerned.

To supplement this small body of experts it is suggested that selected sub-inspectors of the Punjab Police might be sent in batches of 4 or 5 every year for a period of 3 months attachments to the north-West Frontier Province. In this period they should cover as many of the Frontier Districts as possible with the object of acquiring an elementary acquaintance with the many different types of Pathans, and with their country and language. Such selections would naturally be made chiefly from the North-Western Districts of the Province, as these are most closely concerned. It would be advantageous that these Punjab officers should be attached definitely to an experienced inspector in each Frontier District which they visit, so that one individual may be responsible for giving them the most comprehensive instruction and hints. In some instances in the past, district such as Sargodha have obtained the loan for one or more Pathan Non-commissioned Officers direct from one of the Frontier Province District; this is a useful supplement to other measure suggested. The object of the deputation to Frontier Districts is to meet to some extent the present practical difficulty in Pathan cases. There is often no single police official in a district who knows enough about Pathans to make even the simplest enquiries from them or to distinguish between a powindah and Peshawari. With the machinery improved on the lines suggested it would become possible systematically to tackle the various classes of crime and professional criminals which have been described.

VI. Preventive measure. -- Dacoities other than raids, are committed by two main classes of Pathans, the poverty-stricken laborers from Khost, who have been already described, and bad characters mainly from the Peshawar or Hazara District. All such cases should be regarded as requiring Criminal Investigation Department assistance in their investigation, in order that all the resources of "Intelligence" on the subject may be brought to bear and that gang ramifications may be thoroughly sifted with a view not only to convictions in isolated cases, but comprehensive preventive action. Investigations now proceeding the Western Range afford instances both of the benefit of coordinated and the defects of isolated action. From the pooling investigations in several districts it is now clear--and there are good ground for hope that the case can be proved -- that for years past dacoities of a particular type have been committed, to the number of a about a dozen annually, by the "badmash" element of one or two small sections of the Jadran tribe from Khost. The culprits probably amount to not more than 60 or 70 in all, from which total, gangs 5 to 20 in number have been habitually formed for committing specific dacoities at places previously spied out by individual members of the fraternity. More than 40 arrests have been made of persons suspected to belong to this criminal group, but, before cooperation could be fully set going, several of these suspects had been released by individual districts, because in their own particular cases, evidence for prosecution was lacking. The investigation is now being controlled by the Criminal Investigation Department, and special assistance has been obtained from Peshawar. It is premature to recommend any particular action, but apart from the possibilities of individual or gang, prosecutions, it seems probably that it will be possible to put forward a strong case for excluding the particular Afghan-tribes concerned from India for a term of years, or for registering it as a "Criminal Tribes" in the Punjab.

This investigation affords a clear indication of the process by which special staff of experts should be able, by investigations into the habits of all classes of Pathan immigrants, to eliminate the well behaved and concentrate on the genuine criminals. The action to be taken where dacoities are being committed by Pathans of British territory is, as has already been indicated, merely the thorough application of normal police procedure.

The use of the provisions of section 109, Criminal Procedure Code and of the Foreigners Act have repeatedly been advocated for controlling suspected Pathans. The former is not a very valuable weapon when almost every Pathan found in the Punjab is able and willing to earn his living by honest labour and can always produce evidence to that effect. The use of the Foreigners Act is confined to Afghan subjects and independent tribesmen and their deportation to the Frontier is of no avail if they return immediately to another part of the Punjab, where the chances of their suffering the penalty of violation of the expulsion order are negligible. There the Foreigners porting from the Punjab, merely on suspicion, a resident of one of the administered districts of the Frontier Province, but, whenever a conviction, even under section 109, Criminal Procedure Code, or in a trivial offence, has been obtained against such an individual, it is possible to get him back to his home by classifying him for transfer to his home jail for release (i.e. P.R.T.). The Regulations might will be amended, if necessary, to permit of this being done. Police co-operation would ensure that a habitual criminal so transferred would be restricted on release from jail.

The next category requiring attention is the gang labour under contractors. This branch of the subject requires detailed study by the expert staff. It appears that these labour gangs are on the whole well behaved--though if memory serves, Pathan labour gave considerable trouble when the Upper Jhelum Canal was being dug. Lately they have come chiefly to notice in connection with fairly petty thefts of cattle, contractor's donkeys and so on. There is no doubt, however, that dangerous criminals are likely to be found among such gatherings--both men who will commit skilled or violence crime and men who desire to disappear from a serious hue and cry elsewhere. Labour contractors--often themselves Pathans--or 'Jemadars' should be made to assist the police in shifting the antecedents of their men, reporting suspicious absences, etc. Police activity of this sort requires to be conducted with considerations for the requirements of the Public Works Department or other authority responsible for the work; it would be as well for general instructions, which would meet police requirements in the matter, to be worked out in consultation with the Public Works Department.

Specialised crime, in which Pathans are prominently concerned, consists mainly of traffic in arms and in Afghan opium and similar excisable commodities. Each such branch of crime obviously requires special attention, for bestowing which the suggested Pathan section of the Criminal Investigation Department is the most suitable agency. It is impossible to discuss the details of this class of crime within the scope of this note, but two special features of it may be noted. It exists because there is on the Frontier a source of supply to meet a Punjab demand, and there is a close association which does not exist in other classes of 'Pathan crime' between Punjabis and Pathans to the extent that Punjabi frequently visit the Frontier Province to make their illicit purchases. It is clear, therefore, that while the co-operation of the Frontier Province Administration in controlling such entrepots of illicit trade as the village of Jam in the Khyber Agency is called for, it is equally necessary in the Punjab to attack the local traders in and purchasers of the goods obtainable from these sources. A further point worth recording is that the extension of this class of smuggling is a natural consequence of the permanent location of Punjabi troops in a large number of outposts and Cantonments beyond the Administrative Frontier. Before 1915 all these areas were garrisoned solely by local irregular corps. Troops all in Cantonments in British territory where any illicit traffic between Punjabi soldiers and local residents was bound to come to the notice of the district police before it developed to any serious extent. Now-a-days there is absolutely no effective check on the doings of the thousands of Punjabis cantoned in Waziristan and the Khyber. They are in continuous contact with local residents, who have access to camps and cantonments on a hundred

legitimate excuses; it is little more difficult for the sepoy to buy a revolver or a seer of opium than it is for him to buy a seer of milk. The police are helpless; they cannot except on the strongest of grounds and with the permission of the military authorities, search sepoys going on leave through Bannu, Dera Ismail Khan, or Peshawar.

An important aid to the control of Pathan criminals generally is that the police (both the special staff and the district police) should acquire as full a knowledge as possible of Pathan who carry on permanent occupations in the Punjab and should cultivate such relations, as will ensure access to all information of importance, with such local residents as have special contract with Pathans. In Many Punjab towns there are a considerable number of Pathans settled both in respectable commercial positions and as tonga drivers, tea-shopkeepers and so on; there are also numerous traders, both Hindu and Muhammadans who have a regular Pathan clientele. It is to the houses or shops of more respectable of such persons that Pathan; seeking work or passing through a town habitually resort for help, for news of their friends and for lodging. Respectable people of this sort, and keepers of tea-shops or lodging houses are frequently used as accommodation addresses for correspondence between Pathans including those who are criminally associated.

While friendly relations with the better class resident Pathan, and other 'contracts' such as those mentioned, would open up many sources of valuable informations, the less respectable resident Pathan community requires more direct supervision, both as regard personal character and associates and visitor. Some of these resident Pathan doubtless commit crime themselves, but it is mainly in connection with the disposal of property stolen by 'immigrants' and harbouring the latter before and after the commission of offences, that they are important.

Though the foregoing review shows that the criminal activities of Pathans in the Punjab are not amenable to control by such a method, it is worthwhile to consider briefly the available experience of wholesale-registrations. Afghan Passport Regulations have been in existence for some years, including a special form of passport for nomads and drivers of wheeled or animal transport only. Therefore, every emigrant from Afghanistan who comes within these categories is bound to provide others particulars and a record of the dependents accompanying him. The fee is Rs.2 and the passport includes the usual request to the officials of friendly Governments to afford the bearer assistance and protection. A considerable proportion of Afghan subjects entering India now-a-days possess these passports. Such persons, when asked, never mention the sum of Rs.2 as the fee; it is always from Rs.3 to Rs.5. The passports are signed by petty 'Moharrirs' they are but little grantee of identity and none whatever of character. The revenue which they bring in may be of some value to the Afghan Government and to its servants. This aspect of the matter is the only incitive to force them upon as many travelers as possible, but whole classes, which do not pass the headquarters of a Hakim on their way to India, never receive a passport. On the other hand evidence is already appearing of a tendency on the part of subordinate police, village headmen and even Magistrates to regard these Afghan passports as guarantees at least of bona fides if not of good character. When the criminal elements among the immigrants wakes up to this state of affairs, they will take good care to provide themselves with insurance policies against molestation, even though the issuing moharrir may raise the premium immoderately. Instructions might well be issued that these Afghan passports are of no value whatever as a guide to the character of the holder and confer absolutely no immunity. In point of fact the issue of a passport in itself of no value without the visa of the country to be traversed. No British Indian visa is granted on the Afghan " Nomads passport and its is understood that the Government of India have definitely decided to exclude nomads entirely from any system of passport control which may be enforced on the Indian side of the Afghan border.

FORM No. 23-4(1) (d)

POLICE DEPARTMENT

_____ DISTRICT

SURVEILLANCE REGISTER NO. X

1	2	3	4	5	6	7	8	9
Serial No	Name	Percentage and caste	Name and serial No. of village	Number of History Sheet in a bundle	Date of entry	Brief reasons for entry and signature of office	Date	Name Struck of Brief reasons for Striking off, with signature of officer

(To be drawn by hand on both sides of a foolscap size register. Columns 1 to 6 being on the right hand page and columns 7 to 9 on the left hand. The heading to be in big type.

(Standard Form)

Dated _____

The _____ 19

Superintendent of Police

<p>CONFIDENTIAL</p> <p>POLICE STATION _____ DISTRICT</p> <p>Notice to Headmen and Watchmen of village _____ of their duties under Section 18 and 19 rules of Government made under Section 39-A of Act IV of 1872 with regard to _____ son, of _____, cast a resident of their village.</p> <p>Signature of _____</p>	<p>CONFIDENTIAL</p> <p>POLICE _____ DISTRICT</p> <p>To the Headmen and Watchmen of village _____ Be informed that the person named on the reverse of this notice who is a resident of your village, is a bad character and suspicious person within the meaning of Section s18 and 19 of the Rules of Government made under Section 39-A of Act IV of 1872, and has been entered, by order of _____</p>
---	---

Headmen and watchmen Signature of Officer in charge of Station Date _____ 19	the Superintendent o Police, in the keep a watch on such person and Police Station. Under the said section you are bound to keep a watch on such person and his associates, and to report to the police his movements or his associating with individuals of bad repute or ceasing to obtain a livelihood by honest means. You are further required to report forwith the absence of such bad character at night and you are liable under section 43 and 44 of the said rules of Government if headmen of imprisonment with or without hard labour for term not exceeding three months or fine not exceeding Rs. 300 or with both and if watchmen, to imprisonment with or without hard labour for a period not exceeding three months or with fine not exceeding three months pay or with both on conviction for willful neglect of these duties.
---	--

(To be printed in vernacular and bound in books of 100 pages)

POLICE STATION _____ DISTRICT _____

History Sheet

Name _____ alias _____ son of _____ cast _____

Resident of _____ age _____

Number of F.P Slip (if prepared _____)

1	2	3	4
Serial Index No. in Register	Date of entry	Description	Property and mode of earning livelihood
			Property (Houses, shops land etc) Mean of livehood (Trade shop-keeping, labour, cultivation etc.

Names and addresses of relation and connections dependent on him

Names and address of associates

In case the name has not been entered in Register No. X column I will remain blank

Description of the crime to which believed to be addicted.

CONVICTIONS

Serial No.	Name and residence of the complainant	Reference to F.I.R. and name of Police Station	Law or Section of Law	Details of the convictions, with the dates of convictions and the names of courts deciding the cases

PART-1

Written or oral suspicions.

Serial No.	Name and residence of the complainant	Law or Section of Law	Reference to F.I.R. and name of Police Station.	Brief details of reasons leading to the suspicion of house search e.g., track evidence, deception of panchayat, enmity with complainant, demand of illegal gratification or any other reason to be entered in full

PART-II

Particulars of movements.

Every Entry should be attested and date by the officer making it.

Serial No.	Suspicion whether written or oral	Information regarding the particulars of movements of general notes as given by the station House Officer	Remarks or orders by gazetted officers or other officers duly authorised

FORM No. 23.14 (1) A

Index to History Sheets and Personal Files, Part I

1	2	3	4	5	6	7
Serial No of History Sheet and Personal File	Name and father's Name	Village	Date on which History Sheet was opened	Whether History Sheet is in A or B Bundle or on Personal File	Date on which History Sheet and personal File were transferred to another police Station or destroyed	Initials of gazetted officer ordering transfer or destruction of History Sheet and remarks

FORM No. 23.14 (1) B

Index to History Sheets and Personal Files, Part II

1	2	3
Name and Father's Name	Village	Serial No. of History Sheet and Personal File

--	--	--	--

FORM No. 23.16 (2)

POLICE STATION BOOK No. X-A- ROLL OF ABSENT BAD CHARACTERS

Annual Serial No.

REPORT OF ABSENCE OF DEPARTURE OF A BAD CHARACTER UNDER SURVEILLANCE IN NO. X.

1	2	3	4	1	2	3	4
Serial No.	Points to be reported on	Serial No.	Point No.	Serial No.	Points reported	Serial No	Points reported on
1	Name, parentage, cast and descriptive marks of bad character.			1	Name, parentage, cast and descriptive marks of bad character.		
2	No. in Surveillance Register and number and description of previous convictions			2	No. in Surveillance Register and number and description of previous convictions		
3	Class of offices he commits			3	Class of offices he commits		
4	Place to which alleged to have going and for what purpose, with information as to his relations and associates in such places			4	Place to which alleged to have going and for what purpose, with information as to his relations and associates in such places		
5	Date and hour at which he left his village and source of information i.e. whether the absence was reported by a Lambardar, & C., or ascertained by a police officer			5	Date and hour at which he left his village and source of information i.e. whether the absence was reported by a Lambardar, & C., or ascertained by a police officer		
6	Date and hour of dispatch of his report and whether sent by hand or by post			6	Date and hour of dispatch of his report and whether sent by hand or by post		

Form no 23.16. (2) -Contd.

Signature _____ Signature with designation and date. _____
 Designation _____
 Date _____

Acknowledge of receipt.

(To be torn off and returned immediately on receipt of report)

Bad character No. X absence report No. _____

Of Police Station _____ District _____

Was received by me at _____ A.M./P.M., on the _____ 19

Inquiries are being made

Signature, designations and date.

REVERSE OF COUNTER FOIL

_____ DISTRICT

Report on conduct and movements of the bad character during his absence specifying dates and hours of arrival at and departure from places visited, names and character of person visited and object of visits.

REVERSE OF FOIL

Reference to subsequent reports received regarding this absence

FORM No. 23.16 (3)

POLICE STATION REGISTER No. X-A- BAD OF CHARACTERS ROLL RECEIVED

1	2	3	4	5	6	7
No.	Number of Bad character roll and date of receipt	Police station from which received	Name, parentage and residence of suspect	Details contained in roll received as to visit	Date of return of roll with precis of reply	Action taken, if any, such as entry in history sheets or personal files of confederates, & C.

FORM No. 23.16 (5)

POLICE DEPARTMENT _____ DISTRICT _____

BAD CHARACTER ROLL FOR PUBLICATION IN CRIMINAL INTELLIGENCE GAZETTE

The bad character/ Conditionally released convict whose description is given below has been absent from his home since _____,

He is under police surveillance and it is likely that he will commit crime during his absence:--

I. Description,---

Name _____, father's Name _____ cast, _____ village _____,
 Police station _____ Date of bith, _____ Height _____ feet _____ inches _____
 Building _____ Complexion _____

II. Conviction on record-

- (1)
- (2)
- (3)

IV. Probable associates, relatives and resorts-

(Name of police stations and districts to be given in large type and underlined).

- (1)
- (2)
- (3)

V. Form of crime to which addicted and modus operandi _____

Superintendent of Police,

_____ District

FORM No. 23.17 (1)

POLICE STATION _____

_____ DISTRICT

INFORMATION SHEET

No. _____

Dated _____

Information Sheet regarding _____ alias _____ son of _____ Cast _____ Resident of Village/Mohalla _____ Police station _____
 _____ district _____ Age _____, height _____ particulars marks _____ other details _____

Dated _____

Sub-Inspector,

In charge of Police Station

Note:- The reasons for believing that the person named is a habitual offender or a suspected person to be given, on the lower half of the page and additional sheets to be attached, if necessary.

(This form is to be printed bilingual in triplicate for copying by the carbon process)

FORM No. 23.17 (2)

POLICE STATION _____

_____ DISTRICT

POLICE STATION REGISTER NO. XII

Information Sheet Despatched

1	2	3	4	5	6	7	8
Date of issue	Date of issue of sheet	Name of Police Station in which issued	Name, parentage, cast and address of suspect	Full description of suspect	Details communicated in information sheet	Date of return of sheet	Action taken such as preparation of personal file or history sheet etc.

FORM No. 23.17 (6)

POLICE STATION _____

_____ DISTRICT

POLICE STATION REGISTER NO XII-A

INFORMATION SHEETS RECEIVED

--	--	--	--	--	--	--	--

1	2	3	4	5	6	7	8
Date of receipt	Date of sheet	Name of Police Station from which received	Name, parentage, cast and address of suspect	Full description of suspect	Details communicated in information sheet	Date of return of sheet	Action taken such as preparation of personal file or history sheet etc.

FORM NO.23.18(1)

POLICE DEPARTMENT _____ DISTRICT _____

The Station House Officer of _____ Police Station gives notice that _____ son of _____, alias _____, caste _____, resident of village _____, Police Station _____, District _____, whose description is given below (and whose photograph is at-of _____ I.P.C, F.I.R. No. _____ of 19 _____ of Police Station _____ District _____

Action under Sections 87/88 C.P.C., is being taken against this man and any person giving information leading to his arrest will be rewarded.

Reward offered _____

Description--

Name _____, age _____, years _____, build _____ height _____ complexion.

Characteristics, Mannerisms, & c. _____

District Serial No. of P.R. Slip if on record.

Probable associates and restores

He is reported likely to visit:-

1. _____
2. _____
3. _____
4. _____
5. _____

(Signature)

Station House Officer,

_____ Police Station.

FORM No.23.20(1)

POLICE DEPARTMENT _____ DISTRICT _____

PART 1-ABSCONDERS IN CASES REGISTERED IN THE HOME DISTRICT

(Residents of the home district to be written in red ink)

--	--	--	--	--	--	--	--

1	2	3	4	5	6	7	8	9
Serial No.	Name of absconder	Parentage, caste and descriptive roll	Residence, i.e., village, Police Station and district	Offence	F.I.Report No. and date, place and date of offence	Reward offered	Clues to probable whereabouts	Date of Arrest, death, cancellation or removal to proclaimed' list

PART II.--ABSCONDERS IN CASES REGISTERED IN OTHER DISTRICT BUT DISTRICT.

RESIDENTS OF OR LIKELY TO VISIT, THE HOME

(Residents of the home district to be written in red ink)

1	2	3	4	5	6	7	8	9	10
Serial No.	Police Station or district submitting notice	Name of absconder	Parentage, caste and descriptive roll	Residence, i.e., village, police station and district	Offence	F.I.R. No. & Date place and date of offence	Reward offered	Clues to probable whereabouts	Date Of arrest, death, cancellation or removal to proclaimed offenders' list

FORM No.23.21

POLICE DEPARTMENT _____

_____DISTRICT

REGISTER SHOWING PROGRESS OF ALL ACTION ABSCONDERS AND PROCLAIMED OFFENDERS.

1	2	3	4	5	6	7	8	9	10	11	12	13
Serial No	Name, Parentage and residence of the absconder	F.I.R No. of-ffence and police station	Date of absconding	A-Date of application for warrant of arrest	Date of application for order of proclamation	Date of publication of proclamation under Sec. 87,	Date of issue of attachment order	Detail of attach-ment of the abscond-er and date of attach-	Action of Police	Property attached with date of order of court	Date of removal to pro-claimed offenders' register	Remarks

				of war- rant of arrest unex- ecuted	87,CPC with name of court	CPC. and steps ordered for giving effect to procl- amation	and name and design- ation of officer to whom is sued	ent				

FORM No.23.22(1)

POLICE DEPARTMENT _____

_____DISTRICT

REGISTER OF PROCLAIMED OFFENDERS UNDER SECTION 87, CRIMINAL PROCEDURE CODE

1	3	3	3	4	5	6	7	8	9
Serial No.	Desc- ription	Des- cription	Des- cription	Resi- dence	Section of offence	F.I.R. No. And date	Police Station and District	Detail of Stolen property	In the case of conditionally released who has been declared proclaimed offender:- (1) Offence in which conditionally released (2) Village in which released (3) Jail from which Conditionally released (4) Date of release
10		11			12		13	14	
		Name of Relations whom the proclaimed offenders in expected to visit or enter in communication							
(1) Place which the accused has visited,		In his own district (1) Names (2) Relations		In outside district (1) Name		Reward offered for arrest		District Serial No of P.R.	REMARKS

(2) Or is expected to visit	(3) Residence	(2) Relations (3) Residence	slip

FORM No.23.22(2)

DISTRICT _____

POLICE DEPARTMENT _____

Statement showing the result of action taken against Proclaimed Offenders during the year 19__Month of__

Serial No.	Details
1	Class proclaimed offenders
2	Number or proclaimed offenders residents of the Year/month _____.
3	Number of persons proclaimed during the year/months _____.
4	No. of proclaimed offenders resident of the district arrested during the year/month _____
5	Percentage item 4 bears to items 2 and 3
6	No. of proclaimed offenders resident of the district struck off under the provisions of rule 23.23
7	No. of proclaimed offenders still at large at the end of the year/ months, i.e., items 2+3-4-6 who were proclaimed (a) Within three months of the close of the year/month (b) Between 3 to 6 months of the close of the year/month (c) Between 6 to 12 months of the close of the year/month (d) More than 12 months ago
8	Rewards paid for the arrest of proclaimed offenders during Preceding year/month.

NOTE:-Separate sheets will be prepared for proclaimed offenders who are members of registered criminal tribes and others.

FORM No.23.24(2)

Counter-foil No. _____	Foil No. _____
POLICE STATION _____	POLICE STATION _____
DISTRICT _____	DISTRICT _____
Notice to headmen and watchmen of village _____ of their duty under Section 59, C.P.C., and rule 28 of the rules farmed under Section 39-A of Act IV of 1872 with regard to	To the headmen and watchmen of village _____ is a proclaimed offender and it is your duty to arrest him

<p>_____ son of _____ caste _____, a resident of _____ _____ and a proclaimed offender. (Date and method despatch, i.e., by post, by hand, etc.)</p>	<p>wherever found. It is further your duty and that of every owner or occupier of land and of every persons employed in the collection of revenue to report immediately to the police any information which you or he may receive as to the presence of such person. you are required to publish this fact and to warn all concerned and take warning yourself that nay person assisting the proclaimed offender in any way to evade arrest or withholding information about him renders himself liable to severe penatly under the law.</p> <p style="text-align: right;">By order, Sub-Inspector Incharge of Police</p> <p>Station _____</p>
--	---

Signature of Headmen and Watchmen.

Description of proclaimed offender.

Dated _____

Names and particulars of relatives and others with
 Whom the proclaimed offender is likely to associate.

FORM NO.23.30(1)

**POLICE REPORT WITH A VIEW TO THE INITIATION OF PROCEEDINGS TO TAKE SECURITY TO
 BE GOOD BEHAVIOUR, SECTIONS 110 TO 118, CRIMINAL PROCEDURE CODE.**

PAGE 1--- Name, parentage, caste, age occupation and residence of the person reportedon---

TABLE 1. Former conviction,---

Column 1.-- Serial No.

- 2.- Complainant's name.
- 3.- No and date of First Information Report and name of police station.
- 4.- Law and Section of law.
- 5.- Particulars of sentence, date of sentence, particulars of the court in
 which the conviction was obtained

TABLE 2.- Reference to cases in which the person reported about has been suspected or in which house has been searched--

Column. 1- Serial No.

- 2- Name and residence of complaint.
- 3- Law and section of law.
- 4- Reference to the first information report, its date, the station to which belonging, or to other first report in the case.
- 5- Brief particulars of the reason for which suspicion was entertained or house was searched, & c.

TABLE 3. - Names of persons of bad character with whom the person reported associates.

PAGES 2 AND 3.- Name of witnesses who give evidence of the reputed bad character. An abstract of their statements.

PAGE 4.- Report of the officer incharge of the police station.

(The report to include any material information given in the History Sheet prescribed in Rule 23-9).

FORM No. 23-33

Descriptive roll of convict _____ released from the _____ jail on the _____

1	2	3	4	5	6	7	8	9	10	
							Personal Description			
Jail Register No.	Name, sex, age and previous occupation	Religion	Caste	Father's name and trade or occupation	Village, police Station, tehsil, district	Crime, section of law with term and date of sentence	(a) Features, complexion and distinguishing marks	Height _____ Ft. Inch	Conduct in jail	Remarks

FORM No.23.37(1)

REPORT OF ARRIVAL AT HIS HOME OF A.P.R R P.R.T CONVICTION RELEASE FROM JAIL

1	2	3	4	5	6	7	8	
			RESIDENCE					
District serial No. of P.R. Slip	Name with aliases	Father's name and caste	Village	Police Station	Offence	Date of release and name of jail	Report of officer in charge of police station of convict's arrival at his home or other-wise (to be submitted within 10 days of date or release)	Final order of Superintendent

--	--	--	--	--	--	--	--	--

Date the _____ 19

Signature of F.P. Recorder

FORM No. 23-39(2)

POLICE DEPARTMENT _____ POLICE STATION _____ DISTRICT _____

Report of change of convict subject to surveillance under Section 565, Code of Criminal Procedure

1	2	3	4	5	6	7	8
		Residence	Change or Temporary Change of Residence		To be entered by Officer In charge of Police Station		REMARKS
Name and Father's name	Caste	Village, Zail, Police Sta- tion, Tehsil, District, or Town, Street, Mohalla, Police Station, District	Village, Zail, Police Sta- tion, Tehsil, District, or Town, Street, Mohalla, Police Station, District	Date of departure	Date of Departure	Date of Arrival	Change of Residence Permanent or tempor- ary

CHAPTER XXIV.--INFORMATION TO THE POLICE

24.1. First Information how recorded.--(1) Section 154 and 155, Code of Criminal Procedure, provide that every information relating to an offence, whether cognizable or non-cognizable, shall be recorded in writing by the officer incharge of a police station.

The distinction between the form of reports required by the above-mentioned two section has been defined as follows by the Punjab Chief Court (now High Court),-

--

Every information covered by section 154, Criminal Procedure Code, must be reduced to writing as provided in that section and the substance thereof must be entered in the Police station daily diary, which is the book provided for the purpose. It is only information which raises a reasonable suspicion of the

commission of a cognizable offence within the jurisdiction of the police officer to whom it is given, which compels action under Section 157, Criminal Procedure Code.

(2) With the exception of cases mentioned in rule 24.10 below, in every case in which the officer in charge of a police station, from information or otherwise, has reason to suspect the commission of an offence, which he is empowered under section 156, Criminal Procedure Code, to investigate, he shall enter in full such information or other intelligence as soon as practicable in the First Information Report Register, shall have each copy signed, marked or sealed by the informant, if present, shall seal each with the station seal, and shall dispose of the copies in accordance with rule 24.5 and he abstains from investigation under either of the proviso to section 157 of the Code he shall submit the copy intended for the Magistrate through the Superintendent. At the same time a reference to such report shall be entered in the Station Diary, register No.II.

(3) All such entries shall, if possible, be made by the officer in charge himself, and, if not so possible, by the station clerk under his direction. Short lists of property stated to have been transferred by the offence may be entered in the report, as also details of any property recovered without search under section 103, Criminal Procedure Code, but detailed lists of property so transferred or recovered on search shall be entered in the first case diary submitted in the case.

(4) When it is necessary to question a person bringing information of the commission of an offence, special attention shall be paid to the following matters and the results of the inquiries shall be clearly recorded in the first information report,---

- (a) The force from which the information was obtained and the circumstances under which the informant ascertained the names of the offenders and witnesses (if any are mentioned).
- (b) Whether the informant was an eye-witness to the offence.

SYNOPSIS

1. Substance of the first information report.

1. Substance of the first information report. From the entry reproduced above that the substance of the first information report was not entered in the daily diary in as much as neither the names of the accused nor the names of the witnesses nor any other detail in regard to the occurrence is given in the entry. The entry does not comply with the requirements of Section 154 Cr. P.C. and Rule 21.1 of the Punjab Police Rules. The failure to enter the substance of the F.I.R in the diary is indicative of the fact that when the said entry was made full facts in regard to the occurrence were not known. *Balwant Singh vs. The State, 3 Cr. L.T. 637.*

24.2. Written reports by village headmen.--(1) With a view to encouraging written reports, village headmen shall be furnished with a supply of printed copies of Form 24.2(1) for written reports of cognizable offences. The substance of the form shall be explained to them, and they shall be instructed to give a form to every person who requires one for use, and if so requested by the complainant to send the form by post "service unpaid" or by the village watchman to the police station after it has been filled up and signed, sealed or attested by the thumb-impression of the complainant and by the signature or seal of the lambardar. Opportunity shall be taken to bring to the notice of the public, verbally and by means of notices affixed to the police station shall be explained that it is not compulsory on any complainant to make a written report, if he prefers to make a verbal one.

(2) Whenever a written report of a cognizable offence is received at a police station, it shall be attached to the copy of the First Information Report which is retained in the police station and copies shall be attached to the duplicates, provided that only the check receipt prescribed by the form need be sent to the complainant. The original written report shall be detached from the police station copy of the First Information Report and attached to the charge sheet or final report when the investigation is completed. When a case is sent up on an incomplete charge-sheet the original report shall be similarly attached.

(3) Action in Urdu shall be prominently displayed in every police station in the province, drawing the attention of the public to the fact that the payment of gratuities by the public to police officials for recording complaints is strongly disapproved by Government. The notice shall state as briefly as possible that police officials are the servants of the public and paid by it, and that acceptance of gratuities is strictly forbidden by the rules of the police department and renders defaulters liable to serious penalties. The notice shall conclude with an admonition that demands for such gratuities should be invariably resisted and reported to the Superintendent of Police.

24.3 Action on report of non-cognizable offence.-- Where the information relates to a non-cognizable offence, it shall be briefly but intelligibly recorded in the station diary, shall be signed, sealed or marked by the person making it on both foil and counterfoil, and all particulars required by section 44 of Act V of 1861 shall also be noted. A copy of the entry in the diary made by the carbon copying process and signed and sealed with the station seal by the recording officer, shall be made over to the informant who shall be referred to the Magistrate in accordance with section 155, Code of Criminal Procedure.

24.4. Action when reports are doubtful.--(1) If the information or other intelligence relating to the alleged commission of a cognizable offence is such that an officer in charge of a police station has reason to suspect that the alleged offence has not been committed, he shall enter the substance of the information or intelligence in the station diary and shall record his reasons for suspecting that the alleged offence has not been committed and shall also notify to the informant, if any, the fact that he will not investigate the case or cause it to be investigated.

(2) If the Inspector or other superior officer, on receipt of a copy of the station diary, is of opinion that the case should be investigated, he shall pass an order to that effect, and shall, in any case, send on the diary or an extract there from to the District magistrate for his perusal and orders.

(3) When a counterfeit currency note is found in circumstances which indicate that owing to absence of guilty knowledge no offence under section 489-B, Indian Penal Code, or cognate section has been committed, the information shall be recorded under section 154, Criminal Procedure Code, in the station diary, the special report required by rule 24.16 shall be submitted and enquiry shall be made to trace the point in the movement of the note at which a cognizable offence appears to have been committed. When reasonable suspicion of such commission arises a First Information Report shall be recorded in the police station concerned and investigation under section 157, Criminal Procedure Code, shall be made.

24.5, First Information Report Register.--(1) The First Information Report Register shall be a printed book in Form 24.5 consisting of 200 pages and shall be completely filled before a new one commences. Cases shall bear an annual serial number in each police station for each calendar year. Every four pages of the register shall be numbered with the same number and shall be written at the same time by means of the carbon copying process.

- (a) One to the Superintendent of Police or other gazetted officer nominated by him.
- (b) One to the Magistrate empowered to take cognizance of the offences as is required by section 157, Criminal Procedure Code, in murder cases the following procedure shall be followed.
 - (i) The F.I.R. shall be sent to the Magistrate concerned immediately in his court during court hours and at his residence thereafter.
 - (ii) In case the Magistrate concerned is out of station, the F.I.R. shall be submitted to the Duty Magistrate.
 - (iii) If the Magistrate is not available after court hours, the copy of the F.I.R shall be left at his house by the messenger noting the date and hour of delivery on the cover with the contents.

- (iv) If on account difficulties of communication or other causes the delivery is delayed, the reasons and delay shall be noted on the cover.
 - (v) As soon as the F.I.R. is received by a Magistrate he shall affix his initials therefor and note thereon the date and hour at which the report has been received by him. In the case of a delayed F.I.R. if he disagrees with the reasons given by the Police officer for such delay, he shall also give his own reason for the same, if any.
 - (vi) In cases where the Police Station is not situated in the same place where the magistrate resides or where the Police Station is situated in an out-of-the way place, the carbon copy of the F.I.R. after it has been to the recorded, shall be posted at once, at the nearest post office, addressed to the Magistrate by name before the first clearance of the dak. In such cases the Magistrate shall check that the F.I.R. has been despatched by the earliest post after its registration in the Police Station as shown by the time recorded on it.
 - (c) One to the complainant unless a written report in form 24.2(1) has been received in which case the check receipt prescribed will be sent.
- (2) In cases relating to cognizable offences triable by Panchayat one extra copy of the first information report shall be prepared on plain paper bearing the seal of the Police Station, and shall be sent to the Panchayat concerned for information, mention being made in the body of the F.I.R. that his action is being taken.

Note:- The cognizable offence triable by Panchayat are detailed in appendix 24.5.

(3) In the case of the railway police, the copy intended for the Magistrate empowered to take cognizance of the offence shall be submitted through the Superintendent of the district police, Provided that at railway police station, other than district headquarter stations, where there is a magistrate having jurisdiction, one copy shall be sent to such magistrate direct, one to the Deputy Superintendent of the railway Police and another to the Superintendent of district police. The extra copy required in such cases will be made by inserting an extra sheet of paper and carbon paper and afterwards filling in the printed headings, etc., by hand.

(4) All information required by the form shall be filled in, and thereafter the serial number of each case diary submitted shall be noted on the reverse of the original copy which is to remain at the police station.

(5) On the conclusion of the case the particulars contained in the charge sheet slip shall be filled in on the reverse of the original copy and the slip returned to the Superintendent's office.

SYNOPSIS

1. Object of.

COMMENTS

1. Object of. If the facts given in the first information report disclose the commission of an offence of murder, it is not open to the officer recording the first information report to circumvent the requirements of the R. 24.5 by registering a case under S. 304, I.P. Code, instead of Section 302, I.P. Code. (1963) 65 Punj L.R. 490.

24.6. Railway cases. Every offence shown in the returns of the railway police shall also be shown in the returns of the district police of the district in which it was either reported or tried.

24.7. Cancellation of cases.-- Unless the investigation of a case is transferred to another Police Station or district, or first information report can be cancelled without the orders of a Magistrate of the 1st class.

When information or other intelligence is recorded under section 154, Criminal Procedure Code, and, after investigation, is found to be maliciously false or false owing to mistake of law or fact or to be non-cognizable or matter for a civil suit, the Superintendent shall send the first information report and any other papers on record in the case with the final report to a Magistrate having jurisdiction and being a Magistrate of the first class, for orders of cancellation. On receipt of such an order the officer in charge of the police station shall cancel the first information report by drawing a red line across the page, noting the name of the Magistrate canceling the case with number and date of order. He shall then return the original order to the Superintendent's office to be filed with the record of the case.

24.8. Register of cognizable Offences.--(1) Each Superintendent shall maintain a register of cognizable offence in Form 24.8(1), styled for English Register of Cognizable Offences. It shall be sent on each working day to the District Magistrate when such officer is at the district headquarters.

(2) The serial number in column one shall commence and end with the calendar year. Case cancelled or transferred shall be erased by ruling a red line through them, and shall, at the end of the year, be deducted from the total.

24.9. Register of Petty Offences.--(1) A book, to be called the register of Petty Offences, consisting of one hundred blank pages with printed headings, in Form 24.9 shall be kept up as a permanent record at each police station where there is a resident magistrate having power to entertain complaints of the offences hereinafter mentioned, and whose headquarters is either:---

- (i) a town to which Act III of 1911 (the Punjab Municipal Act) has been extended
- (ii) a town to which section 34 of Act V of 1861 has been extended;
- (iii) a military cantonment;
- (iv) a place outside the limits of a military cantonment to which any of the rules and regulations for such cantonment have been lawfully extended.

(2) The register of Petty Offences as mentioned in sub-rule, shall also be kept at each Government Railway Police Station and Out Post.

24.10. Register of petty offences.- Class of offences to be entered.-- The offences which may be recorded in the register mentioned, and which are referred to in the last preceding rule, are:---

- (1) cognizable offences under municipal bye-laws;
- (2) offences under section 34 of Act V of 1861, committed in the view of a police officer;
- (3) cognizable offences under cantonment rules and regulations;
- (4) cognizable offences under section 112 of the Railway Act, 1890.

24.11. Register or Petty Offences-procedure.--(1) The register of Petty Offences shall be sent daily, whenever offences are reported and when the courts are open, to the magistrate, empowered to take cognizance of them, and afterwards, in the case of headquarters police stations, to the Superintendent of Police for scrutiny.

No first information report, case diary or charge sheet shall be submitted in such cases.

(2) A return shall be submitted from such police station as maintain the register at the end of each year showing the entries in the register.

Such return shall be recorded by the return-writer in the general crime register.

24.12. Special reports from Police stations.--(1) Every officer in charge of a police station shall, as soon as possible after he receives information of the commission within his jurisdiction of an offence mentioned in the subjoined table, submit a vernacular special report in Form 24.12(1) to the officer, or officer, mentioned in the third column of the table: provided that if a first information report containing the same information is required by law to be sent to any such officer, and is sent with equal despatch, no special report need be sent to the officer who receive first information reports.

(2) Vernacular special reports and first information reports sent in lieu of them shall be enclosed in red envelopes.

(See Table on Next Page)

24.13. Special reports for Superintendents.--(1) Every Superintendent shall, as held responsible for communicating special reports with the greatest possible despatch to the officers concerned and in serious cases shall make free use of the telegraph and telephone.

24.14. Special reports for Superintendents --(1) Every Superintendent shall, as soon as possible after he receives information of the occurrence within his jurisdiction of a case mentioned in the table subjoined to rule 24.15, submit special reports in Form 24.14 to:---

- (i) the District Magistrate;
- (ii) the Deputy Inspector-General of the Range;
- (iii) the officer mentioned in the third column of the table, and
- (iv) any neighbouring Superintendent, or police officer, whom he considers should be informed of the occurrence.

Provided that, in the case of the railway police, the copy intended for the District Magistrate shall be sent through the Superintendent of the district concerned.

(2) The officers to whom special reports are forwarded in accordance with this rule shall be detailed on each of the report.

(3) Gazetted officer shall be responsible that special reports are concisely and intelligently written and that developments of the case and important stages in its progress are promptly reported by continuation special report.

Serial No.	Offences	Officers to whom reports are to be made
1	Administering drugs or poison for hurt or robbery	Superintendent of Police
2	All offences committed by Europeans or any class.	
3	Unnatural or sudden death of an American or European.	
4	Counterfeiting coin.	
5	Loss or theft of firearm, whether Government or private property, component parts of such arms, or ammunition, and all recoveries of the same Dakaiti.	
	Escapes from, and deaths whilst in, police custody.	
	Assault on police officers.	
6	Grievous hurt when the person hurt is a European	
	Murder.	
7-A	Attempt to murder when the person hurt is a European	
8	Theft or robbery of Government treasure, or of property in the possession of the Post Office, when the property exceeds Rs. 00 in value.	
9	All serious charges against the police.	
10	All cases in which an Indian dies, or is reported to have died, of injuries inflicted by a European of any class or by the police; and the occurrence of all collisions between Europeans of all classes and Indians whether alleged to be accidental or intentional.	
11	Damaging the telegraph with intent to prevent transmission to lap, or to commit mischief within the meaning.	
12	Wilful act or omission endangering of section 25 of Act XIII of 1885, person on railway, under section 128 of Act IX of 1890.	
13		

14	Rioting Offences under Chapter XII and XVII of the Indian Penal Code by members of notified criminal tribes and arrests of nomad gangs irrespective of the Punjab or not.	Nearest Telegraph Master and Superintendent of Police
15	Arrest of women-whether with or without warrant, bailable or non-bailable,-vide Police Rule 26.18-A(1).	Nearest Station Master and Superintendent of Police
16	All cases in which a person in police custody or under Police interrogation becomes seriously ill or sustain injury.	Tahsildar
17		
18		Superintendent of Police
19		

24.15. Special reports-cases when reported and to whom.--District Magistrates and Deputy Inspectors-General shall at their discretion forward copies of special reports in case to Commissioners and to the Inspector-General, respectively, for information. The Inspector-General shall send copies to Government and head of departments in any cases which he considers are of sufficient importance to be brought to their notice. Commissioners should only send copies to Government when they have any particular comment to make on the case.

TABLE

Serial No.	Offences	Officer to whom reports are to be made
1	Culpable homicide, on attempt to commit culpable homicide, or grievous hurt, or attempt to commit grievous hurt, when the offence is committed by a religious fanatic, and also when the person assaulted is an American or European whether the offender is a gangatic or not. Deaths whilst in police custody. Escapes from police custody.	Deputy Inspector-General, Criminal Investigation Department
2	Assault on Police Officers	Ditto Ditto
3	All Serious charges against the police including strictures on the conduct of Police Officers by the Courts.	Ditto Ditto
3.A	Theft or robbery of Government treasure.	Ditto Ditto
4	Serious Cases of rioting Administering drug or poison for hurt or robbery.	Nil
5		Nil
6		Deputy Inspector-General, Criminal Investigation Department, and Assistant Inspector-General, Government Railway Police.
7	Dakaiti	Deputy Inspector-General, Criminal Investigation Department .
		Ditto Ditto
	Serious cases of robbery.	Ditto Ditto

8	Robbery of European traveler of any class	Ditto	Ditto
	Unnatural or suspicious death of an American or European.		
9	Counterfeiting coins or any offence committed in respect of counterfeit coins, forgery of Government currency notes of Rs. 10 or more in value and new forgeries of Government currency notes of any value, forgery of Government stamps, or fraudulent alteration or re-use of the same, when the circumstances are novel or important. Loss, theft or recovery of arms and important component parts, and ammunition (see Appendix 22.15) falling under the following category:- (a) Machine guns, Light automatic, Grenades and articles of Royal Air Force armaments.	Ditto	Ditto
10			
11			
12			
		(a) When losses are sufficiently serious to be brought to the notice of Government of India.	

TABLE

Serial No.	Offences	Officer to whom reports are to be made	
	(b) Rifles, revolvers and pistols, Government or private property.	(b) When the theft appears to be the work of Ut. Khela or other professional thieves,	
		and	
	(c) Barrels and bolts of .303 bore	(c) when the loss appears to indicate that standing rules for the custody of arms and ammunition, either in possession of regiments or individuals or during transit by rail or otherwise are defective and should be amended, telegraphic information should be sent.	
	(d) Ammunition for cannons, machine guns and high velocity rifles.	Deputy Inspector-General, Criminal Investigation Department.	
	(e) High explosives, whether in bulb or in made up charges including fuses and detonators.		
14	All serious cases of professional crime, especially when the offenders are believed to be professionals from other provinces and all serious cases in which offenders are believed to be residents of Independent Territory or of the North-West Frontier Province.	Ditto	Ditto
	All Offences of a particularly startling or atrocious nature, or which are likely to attract public interest or to be discussed in the public press.	Ditto	Ditto
15	All crimes of violence against money-lenders where there is reason to suppose that debtors are concerned either in the commission or abetment of the offence.		
	Cases in which an Indian dies, or is reported to have died of injuries inflicted by Europeans of all classes or by the police; and the occurrence of all collisions	Ditto	Ditto

15A	between Europeans of all classes and Indians, whether accidental or intentional, except when there is no confirmation or, when they are of a positively insignificant character.	
	All offences committed by residents of the Punjab outside the limits of the province of which Superintendents receive information and which, if committed in the Punjab, would be specially reported.	
16	Murder Damaging the telegraph with intent to prevent transmissions, to tap, or to commit mischief within the meaning of section 25 of Act XIII of 1885.	Ditto Ditto
	Robbery of the mail	Nil
17	Maliciously wrecking or attempting to wreck a train, and endangering safety of persons travelling by railway to wilful act or omission (vide sections 126, 127 and 128 of Act IX of 1890).	When no report has issued from the police station, a copy also to be nearest Telegraph Master. The Postmaster-General and in serious cases to the Deputy Inspector-General, Criminal Investigation Department.
18	Any Offence or occurrence resulting from religious or political excitement affecting the peace of a town or of the district.	When no report has issued from the police station, a copy also to the nearest Station Master.
19	All cases of disturbances between the military and the civil population.	Commissioner, Deputy Inspector-General, Criminal Investigation Department and Officer Commanding Station.
20	Robbery of the British mail in foreign territory.	Ditto Ditto
	Serious Railway accidents.	Commissioner and Deputy Inspector-General, Criminal Investigation Department.
21		Nearest Station Master (where report has not been made direct by the officer in charge of the station). Agent or Manager of the Railway, Deputy Inspector-General, Criminal Investigation Department.
22	Other serious accidents resulting in the loss of more than three lives.	Chief Engineer, Public Works Department, Buildings and Roads Branch and Secretary, Provincial Transport Authority in case of road accidents.
23		Inspector-General of Police, Punjab, Lahore (two copies, one of which will be forwarded when necessary to the Accountant-General, Punjab).
24	Cases of defalcations or fraudulent loss of Government money or stores in the Police Department (vide Article 29, Civil Account Code). See also rule 10.172	Financial Commissioners, Punjab, through the Collector of the District.
25		Deputy Inspector-General of Police, Criminal Investigation Department. Commissioner and Deputy Inspector-General, Criminal Investigation Department.

26	<p>All important cases of smuggling of opium, cocaine and drugs.</p> <p>All cases in which a person in Police custody or under Police interrogation becomes seriously ill or sustains injury.</p> <p>Calamities such as floods or earthquakes, which causes serious damages to life or property.</p> <p>Convictions of all Non-Asiatics for offences which render them liable to have their finger print slips prepared in accordance with paragraph 25 of the Finger Print Manual.</p>	Deputy Inspector-General of Police, Criminal Investigation Department Punjab.
27		
28		
29		
30		
31		

Note - - (i) Matters referred to in Serial Nos. 14, 22 and 23 shall ordinary be reported by letter and telegram to the officers mentioned. The other matters may be reported by letter or telegram at he discretion of the Superintendent.

(ii) A Note of all arms, etc., lost, stolen or recovered,.. vide serial No. 13 should be maintained by the Criminal Investigation Department, Punjab, and a return sent in annually to the Director, Intelligence Bureau.

24.16. Forgery of currency notes and coining cases.—(1) In special reports of forgeries of stamps, fraudulent alterations and re-use of stamps, full particulars of the case shall be given, and specimens of the fraudulent stamps shall, if possible, be sent with such reports.

(2) In cases of counterfeiting coin, the reports should contain full information on the following points:---

- (i) The represented value of the coins which are counterfeits, i.e., counterfeits of a rupee, and eight, four or two-anna pieces;
- (ii) The date on the counterfeit coin;
- (iii) Whether cast in a mould; or
- (iv) Struck between dies;
- (v) Good, bad, or indifferent - if bad or indifferent, why so considered, i.e., want of sharpness, ring different from that of a true coin, or other cause;
- (vi) Metal of which made and percentage of silver;
- (vii) Is Superintendent of opinion from the facts before him that any person arrested is an habitual dealer in false coin?

Explanation:- The information under sub-rule (2) (vi) above will be obtained from personal , a local inquiry from a silver-smith or otherwise, as may be practicable. In all cases where the coins appear to have been struck from a die and are good imitations, a specimen of the counterfeit coin or coins should, if possible, be sent to the

Officer-in-charge, His Majesty's New Mint at Baghbanpura, Lahore, for report, and when his report is received, a copy should be sent by continuation special report. All coins to be assayed should be sent direct to the Mint Master, Calcutta, and not through the Inspector General.

(3) On the appearance in any district of any forged currency note of Rs.10 or more in value, or of any new forgery of a currency note of any value, the Superintendent shall send a copy of the special report required by the rules above to the Currency Officer, Lahore. Such reports shall state whether the note is process made or hand drawn and given the denomination of the forged note, the circle, the date, the serial letters, the number, and the consecutive number. Continuation and final reports shall be submitted to the Criminal Investigation Department, in duplicate, giving particulars of the notes passed and the modus operandi of the forgers or utterers and of other persons concerned. On the completion of the police enquiry, the note shall be sent to the Currency Officer, Lahore, through the Criminal Investigation Department, together with a report explaining the facts. Special reports of forgeries of currency notes, or of the appearance of forged currency notes, of less than Rs.10 in value are not required in the case of old forgeries which have come to notice before and have appeared in the lists printed in the Criminal Intelligence Gazette, but a list of the presentation of all such forgeries of all such forgeries of notes of less than Rs.10 in value should be submitted on the first of each month, together with the notes in question, to the Currency Officer, Lahore, through the Criminal Investigation Department.

24.17. Continuation and final reports.—(1) Each successive special report in the same case shall bear the same number as the first report and shall be distinguished by the addition of a capital Roman letter in the order of the alphabet.

Illustration:- The first special report of the murder of X is No.20. The next special report shall be numbered 20-A, the next 20-B and so on.

- (2) Successive special reports shall be submitted whenever there is matter of importance to communicate.
- (3) A final report shall be submitted without delay in all cases when (a) the investigation is dropped or (b) the case is finally decided in court.

24.18. Record of special report.--(1) Three general files of special reports shall be maintained as follows:---

- (a) Murder.
- (b) Dacoities.
- (c) Other offences.

(2) A Special file may be opened if necessary for any particular case.

24.19. The duties of the Police as Excise Officers.—(1) Co-operation between the excise and police force is necessary for the detection and investigation of excise offence. The Inspector General of Police and the Financial Commissioner lay stress upon this co-operation as one of the principal secrets of successful working. Any case of jealous or obstructive working will be severely dealt with.

(2) When an officer in charge of a police station becomes aware of an excise offence, he shall at once register it as a police case and inform the District Excise Officer, who with respect to such cases shall be regarded as the magistrate in charge of the police station. The excise sub-Inspector concerned shall also be informed and his co-operation invited, but no delay shall be allowed to occur merely in order to obtain his presence.

(3) All excise inspectors and sub-Inspectors are required to maintain First Information Report Register for the registration of complaints and reports of excise offences. In all cognizable cases a copy of the First Information Report shall be sent to the police station in whose jurisdiction the offence is reported. In return the excise inspector or sub-inspector will be given a copy of the Police First Information Report as a report.

(4) An excise inspector or sub-inspector shall not ordinarily attempt a search or make an arrest by himself. He shall always obtain the assistance of the police sub-inspector. If however, delay is likely to defeat the ends of justice, the excise inspector or sub-inspector shall make the arrest or search himself, and at the same time send to the police sub-inspector for assistance.

(5) The prevention of illicit distillation of spirit is one of the most important of the duties of the police. This will not be effected by isolated seizures. It involves careful and sustained enquiry and a complete knowledge of his jurisdiction by the officer in charge of the police station. As a rule the manufacture of illicit spirit is confined to certain castes which are habitual consumers of spirit. The most probable localities of illicit traffic should thus be easily ascertainable by the officer in charge of the police station. It is impossible for an illicit still to be regularly worked in a village without the knowledge of the chaukidars and tambardars. The trade betrays itself by the resulting smell, the accumulation of refuse, and the occurrence of drunkenness, where no means of licit supply exist. If these things happen and the village officials make no report, it is obvious that they are conniving at the offence. In such cases the officer in charge of the police station must at once take steps, to have these rural officials punished. Where it is notorious that illicit stills are worked, the officer in charge of the police station neglects his duty if he does not arrange to put in operation the provision for search, seizure, and prosecution contained in the Excise Act.

(6) If it is found that illicit manufacture of country spirit has been extensively carried on in a police station jurisdiction and preventive action has not been taken by the police, neglect of duty on the part of the officer in charge of the police station will be presumed.

(7) Attention must also be paid to the unlicensed sale of spirit in large towns by sodawater sellers and others, and to the smuggling of country spirit in thanas adjoining Indian States.

(8) Any charas coming into the Punjab by any other routes than those sanctioned should at once be detained under section 61 of the Excise Act, and the orders of the Collector taken. Charas smugglers generally travel by rail and can easily be captured in cooperation with the railway checking staff, who while examining their tickets can also examine their luggage.

(9) The use of cocaine, except for medical and surgical purposes, is altogether prohibited in the Punjab. The principal places in the Punjab into which it is smuggled are Lahore, Amritsar, Rawalpindi, Ambala and Karnal.

(10) Offences against the opium law vary in their nature with various districts; the most important offences, viz, smuggling and illicit sale of smuggled opium (whether contrived by licensed vendors themselves or by private individuals) being common or uncommon according to the geographical position of district with reference to Rajputana, Afghanistan and the Hill States, or even railway communication with Nepal.

(11) No opium can be imported into a district without a pass; and any police officer can, therefore, detain bulk opium if there is no pass. He can also search a person whom he believes to be guilty of having excess quantities of opium in his possession. Any police officer above the rank of head constable may search premises in which he believes smuggled or illicit opium is stored.

The legal limit of possession of opium is two tolas and any person bringing it from any Indian State in excess of this amount is liable to arrest and prosecution under section 9 of the Act.

(12) The sale of all preparations of opium for smoking of illegal. There is need of continued activity in tracing out and prosecuting proprietors of chandu and madak dens in which sales occur, the object being to make indulgence in opium smoking so difficult and disreputable that the younger generation will be unlikely to acquire it.

Under the Opium Smoking Act, 1923, members of opium smoking assemblies as well as proprietors of houses used for opium smoking are liable to prosecution. Under section 14 of the Act every officer of the police department is required to give reasonable aid to an excise officer making any arrest or search under the Act. The Police have no powers of search, seizure or arrest under the Punjab Opium Smoking Act; but they have such powers under sections 14 and 15 of the Opium Act, 1978, against any individual in possession of more than the half tola of preparations of admixtures of opium used for smoking which is the limit of legal possession under section 9 of that Act.

(13) The Financial Commissioner has impressed upon all Deputy Commissioners the necessity of granting liberal rewards both to informers and to arresting officers in all excise cases. Rewards to sub-inspectors and officers of lower rank may be sanctioned by the Deputy Commissioners up to Rs. 200, but the sanction of the Financial Commissioner is required for larger rewards and for rewards to officers of higher rank.

APPENDIX No. 24-5(2)

The following cognizable offences are triable by Panchayat:---

Section	Offence
269	Negligently doing any act known to be likely to spread infection of any disease dangerous to life.
270	Malignantly doing any act known to be likely to spread infection of any disease dangerous to life.
277	Defiling the water of a public spring or reservoir.
288	Causing danger, obstruction or injury in any public way or line of navigation.
289	Omitting to take order with any animal in possession so as to guard against danger to human life, or of grievous hurt, from such animal.
291	Continuance of nuisance after injunction to discontinue.
294	Doing of obscene acts or singing obscene songs, etc., in a public place to the annoyance of others.
336	Doing any act which endanger human life or the personal safety of others.
341	Wrongfully restraining any person.
379	Their.
411	Dishonestly receiving stolen property knowing it to be stolen.

Provided, that (1) a Panchayat shall take cognizance of offences under Sections 379 and 411, Indian Penal Code, only where the value of the property stolen does not exceed Rs. 100 and the accused is named in the complaint.

(2) A Panchayat shall not take cognizance of any complaint under Section 379 or 411, Indian Penal Code, if the accused:---

- (i) has been previously convicted of an offence under Chapter XII or XVII of the Indian Penal Code punishable with imprisonment of either description for a term of three years or upward, or
- (ii) has previously been fined for theft or receiving or possessing stolen property by any Panchayat, or
- (iii) is a registered member of a criminal tribe under Section 4 of the Criminal Tribes Act, 1911, or
- (iv) has been bound over to be of good behaviour in proceedings instituted under Section 109 or 110 of the Code of Criminal Procedure, 1898, or
- (v) has had an order of restriction passed against him under the Restriction of habitual Offenders (Punjab) Act, 1981.

Section	Offence
447	Criminal Trespass.
448	House Trespass.
461	Dishonestly breaking open or unfastening any closed receptacle containing or supposed to contain property.

APPENDIX No. 24-15

Circular No. 17/A and A/48, dated 25th May, 1949 from Government of India, Intelligence Bureau, Ministry of Home Affairs, New Delhi.

1. In suppression of the existing orders on the subject, the following instructions regarding the reporting of losses and thefts of Government and private fire-arms and ammunition capable of being used for military purposes are issued with the approval of the Government of India.

2. Under Military Regulations, Officers Commanding detachments report the loss or recovery of arms, important components or ammunition to the Superintendent of Police, or, if the loss or recovery takes place in an Indian State or Union of States, to an appropriate officer of the Government of the State or Union designated in this behalf. The Superintendent of Police or the Officer of the State or Union so designated, as the case may be, is then responsible for all further action for tracing and recovery of the lost or stolen articles.

3. Reports should be made by the Superintendent of Police or the Officers of the States or Unions, as the case may be, to the provincial Criminal Investigation Department of the loss, theft or recovery of arms, important components and ammunition coming under the following category, of which they may receive information from any source whether military, civil or private.

- (i) Machine Guns, Light automatics, Grenades and articles of Royal Air Force armaments.
- (ii) Rifles, Revolvers and Pistols, Government or private.
- (iii) Barrels and bolts of .303 bore.

- (iv) Ammunition for cannon, machine guns and high velocity rifles.
- (v) High explosives, whether in bulk or in made-up charges including fuses and detonators.

4.(a) Reports concerning items of the above category should be made by telegram wherever there is prima facie evidence or reasonable suspicion of a recent theft. In other cases reports should be made by letter. In all cases every effort must be made to include either in the initial report or in a very early continuation report the fullest possible details both for the identification of the missing arms, components or ammunition and as regards the methods and identity of the thieves.

- (a) Provincial Criminal Investigation Departments on receipt of reports according to the above instructions will be responsible for the direction of suitable action for detection and recovery. If in any case there may appear grounds for suspecting the agency of professional arms thieves from the North-West Frontier, Telegraphic information giving the fullest available particulars should be sent to the Deputy Inspector-General of Police, Criminal Investigation Department, East Punjab (Telegraphic address "CIDEAST, SIMLA").

5. A return of all identification arms, etc, lost or stolen or recovered should be maintained by the Provincial Criminal Investigation Department and should be sent in annually to the Director, Intelligence Bureau.

6. All reports of losses, thefts and recoveries of arms, etc, should be published by Provincial Criminal Investigation Department in their Criminal Intelligence Gazettes of Confidential Supplements. Such reports must invariably include all details necessary to establish the identity of any particular weapon, or component part.

7. When losses are sufficiently serious to be brought to the notice of the Government of India, or to rank as matters of public interest as well as in the following cases:---

- (a) When the theft appears to be the work of Ut. Khels or other professional rifle thieves.
- (b) When the loss appears to indicate the standing rules for the custody of arms and ammunition either in possession of regiments, or individuals or during transit for rail or otherwise, are defective and should be amended, intimation of such losses should be telegraphed to the Director, Intelligence Bureau, New Delhi, by the Provincial Criminal investigation Department, and copies of all subsequent reports submitted by the Superintendent of Police also be sent to him.

8. In the particular case of revolvers, rifles, and pistols, all losses, thefts and recoveries of such weapons as bear the manufacture's number should be reported to the Director, Intelligence Bureau, by the Provincial Criminal Investigation Departments. The reports regarding recoveries should include information, if possible, as to where, when and from whom the weapon was obtained by the person from whom it is recovered. All reports should be submitted as soon as convenient after the loss, theft or recovery.

9. No report need be made under these rules in the case of the loss or theft of smooth bore weapons, ammunition for such weapons, swords, bayonets, or accoutrements. Covered Martini-Henries and Shires are classed as smooth bore weapons.

10. Deliberate attempts to smuggle arms and ammunition in to India, by land or sea or air, should promptly be reported to the Director, Intelligence Bureau. Similarly the discovery of fire arm which appear to have been deliberately smuggled in to India should also be reported to the same quarter.

In all instance, full particulars of the articles seized, such as the maker's name., place of manufacture, number bore and other distinguishing marks in the case of fire-arms and maker's name, bore and distinguishing marks in the case of cartilage, should be communicated at the time the report is made or as soon afterwards as possible. Information if available obtained from the smugglers or otherwise, as to where, when and from whom the weapons, etc. were obtained should also be given. Whenever a prosecution is initiated with respect to a reported case of smuggling or, or attempted to smuggle, arms and ammunition, the result should also be communicated to the Director, Intelligence Bureau.

These instruction do not affect the quarterly returns of arms and ammunition seized by the customs, which should continue to be submitted by the Criminal Investigation Departments of maritime provinces and the provinces a having air ports in their jurisdiction.

FORM NO. 24.2(1)

FIRST INFORMATION REPORT BY A COMPLAINANT

Name, parentage and residence of complainant of informant

Date and time of writing the slip and delivery to Chaukidar.

Date and time, of receipt of Police Station

Substance of complainant or information which shall be attested by the signature, seal or thumb-impression of complainant or informant, and signature, or seal of lambardar as witness.

(Check receipt to be sent to the complainant)

Received a written complaint form _____ of village _____ dated _____ First information Report No _____

Under section _____ I.P.C. has been registered this day.

Name of Police Station _____

Date _____

Signature of Officer-in-charge

If a First Information Report has not been registered then these words should be struck out and a brief note given below of the action taken.

FORM NO. 24.2(1)

FIRST INFORMATION REPORT BY A COMPLAINANT

FIRST INFORMATION OF A CONGNIZABLE CRIME REPORTED UNDER SECTION 154, CODE OF CRIMINAL PROCEDURE

Police Station _____ District _____

No. _____	Date and hour of occurrence _____
1	Date and hour when reported
2	Name and residence of information and complainant
3	Brief description of offences (with section) and Property carried off, if any
4	Place of occurrence and distance and direction from police station
5	Steps taken regarding investigation; explanation Of delay in recording information
6	Date and hour of despatch form police station

Signed _____

Designation _____

(First information to be recorded below)

NOTE:- The signature, seal or mark of the informat shall be affixed at the foot of the information and shall be attested by the signature of the officer recording the “ first information

(REVERSE OF POLICE STATIONI COPY OF FIRST INFORMATION REPORT)

(NOTE TO BE PRINTED ON REVERSE OF OTHER COPIES)

INDEX OF CASE DIARIES

(To be filled in immediately on receipt of case diaries)

Serial No	Date of case diary	Name of investigating officer	Serial No.	Date of case	Name of investigating officer	Serial No.	Date of case diary	Name of investigating officer

Information to be filled in when charge-sheet or final report is submitted.

Date of hour of submission of Charge-sheet or Final Report and section under which accused are sent for trial	Names of witness	Name and residence of accused A-Sent in custody for trial B-On bail or recognizance C-Net sent for trial	Property (including weapons) found

Information to be filled in as soon as received

Date of receipt of chalan in Court	Offence according to which convicted or acquitted	Result of the case (In case of conviction or acquital, the name of court, date and detail of the under

POLICE STATOIN _____ DISTRICT _____

ENGLISH REGISTER OF COGNIZABLE OFFENCES

1	2	3	4	5	6	7	8	9	10	11
DATE OF			CASES REPORTED ON DATE							
Annual	Entry in	Commission	Police	Place	Number of	Section	Cases not	PROPERTY		Persons

Serial No.	this register	of offence	station submitting report	where offence was committed	first information report	of law of-fended against	investigation u/s 157, (b), C.P.C	Stolen	Recovered	arrested
12	13	14	15	16	17	18	19	20	21	22
CASES DECIDED ON DATE										
PERSONS										
Serial No of former report in this register	Cases cancelled	Arrested	Released on bail or recognizance	Sent for trial	Discharged	Acquitted	Convicted or ordered to find security	Remarks by Superintendent of Police	Remarks by Deputy Commissioner	

FORM NO. 24.9

POLICE STATION _____ DISTRICT _____

Register of Petty offences

Under Section 154, Cr. P. Code, intimidation under Section 157, Cr. P. Code diary under Section 172 Cr. P. Code and final report under Section 173, Cr. P. Code of offences against cantonment and municipal bye-laws and under Section 34 of Act V of 1861.

1	2	3		4	5	6			7
		NAME, PARENTAGE AND RESIDENCE OF				ACCUSED HOW FORWARDED			
Offence, section and law offended against	Substance of information, date when and place where offence was committed	Complainant	Accused	Date and time at which information reached Police Station	Name of the persons who appear to be acquainted with the circumstances of the case and details of any property sent in the case	On bail	On recognizance	In custody and the reasons why	Finding and sentence

FORM NO. 24.12(1)

POLICE STATION _____ DISTRICT _____

VERNACULAR SPECIAL REPORT ON AN OFFENCE

No. _____ of _____ 19 _____ Dated _____ 19 _____

1	2	3	4	5	6
	NUMBER OF PERSONS		VALUE OF PROPERTY		
Offence and section of law offended against; distance and direction of place from Police Station, and name of Sub-Inspector in charge	Supposed to have been concerned	Arrested	Taken	Recovered	Statement of the case, conduct of the Police and steps taken by them
					Date and time of occurrence Date and time of report to Police

Signature of Officer-in-charge of Police Station.

FORM NO. 24.14

POLICE DEPARTMENT

_____ DISTRICT

SPECIAL REPORT OF AN OFFENCE

No.	of	19	Dated	19	
1	2	3	4	5	6
	NUMBER OF PERSONS		VALUE OF PROPERTY		
Description of offence and section of law offended against; also distance and direction of place from Police Station and name of Sub-Inspector in charge	Supposed to have been concerned	Arrested	Taken	Recovered	Statement of the case, conduct of the Police and steps taken by them
					Date and time of occurrence Date and time of report to Police

Superintendent of Police

- Copy sent to:
- (1) District Magistrate _____
 - (2) Deputy Inspector General _____ Range.
 - (3) _____
 - (4) _____

CHAPTER XXV- INVESTIGATION.

- 25.1 Power to investigate.—(1) An officer in charge of a police station is empowered by section j156, Criminal Procedure Code, to investigate any cognizable offence which occurs within the limits of his jurisdiction.
- (2) He is also empowered under section 157(1), Criminal Procedure Code, to depute a subordinate to proceed to the spot to investigate the facts and circumstances of the case and, if necessary, to take measures for the discovery and arrest of the offenders. Any police officer may be so deputed under this section, but where a police officer under the rank of assistant sub-inspector is deputed the investigation shall invariably be taken up and completed by the officer in charge of the police station or an assistance sub-inspector at the first opportunity.
 - (3) An officer in charge of a station shall also render assistance whenever required to all officers of the Criminal Investigation Department working within his jurisdiction.
 - (4) 25.2 Power of investigating officers.-- (1) The powers and privileges of a police officer making an investigation are details in sections 160 to 175, Criminal Procedure Code.
 - (5) An officer so making an investigation shall invariably issue an order in writing in Form 25.2(1) to any person summoned to attend such investigation and shall endorse on the copy of the order retained by the person so summoned the date and time of his arrival at, and the date and time of his departure from the place to which he is summoned. The duplicate of the order shall be attached to the case diary.
 - (6) No avoidable trouble shall be given to any person from whom enquiries are made and no person shall be unnecessarily detained.
 - (7) It is the duty of an investigating officer to find out the truth of the matter under investigation. His object shall be to discover the actual facts of the case and to arrest the real offender or offenders. He shall not commit himself prematurely to any view of the facts for or against any person.
- 25.2 Action when offence occurring in another police station is reported- When the occurrence of a cognizable offence in another police station jurisdiction is reported, the fact shall be recorded, in the daily diary and information shall be sent to the officer in charge of the police station in the jurisdiction of which the offence was committed. Meanwhile all possible lawful measures shall be taken to secure the arrest of offender and the detection of the offence.
- 25.3 Where offence appears to have occurred in other police station.-- (1) If a police officer after registering a case and commencing in investigation discovers that the offence was committed in the jurisdiction of another police station he shall at once send information to the officer in charge of such police station.
- (2) Upon receipt of information such officer shall proceed without delay to the place where the investigation is being held and undertake the investigation.
- 25.5. Disputes as to jurisdiction—Should the officer who is thus summoned to the spot dispute the jurisdiction both officers shall jointly carry on the investigation under the orders of the senior officer and neither shall leave until the question of jurisdiction has been settled and acknowledged. The case received shall be kept at the police station where the information was first received until the question of jurisdiction has been decided.
- 25.6. Relieving and relieved officers to sign case diaries—When a police officer is relieved in the course of an investigation he shall record a report of all that he has

done in case diary and sign, it giving the date and hour of his relief. Such case diary shall be made over to the relieving officer, who shall certify thereon that he acknowledges the case to have occurred within his station limits, or to be one which he is empowered to investigate as the case may be.

- 25.7. Cancellation of a case in one police station and registration in another—When a case is transferred from one police station to another, the offence registered in the original police station shall be cancelled by the Superintendent and a first information report shall be submitted from the police station in the jurisdiction of which the case occurred.
- 25.8. Case which may be lawfully investigated in more local areas than one—(;) If the case is one which the officer in charge of the police station may lawfully investigate, but which may also be lawfully and more successfully investigated in another police station, such officer while continuing his investigation, shall refer the matter to the Superintendent, who shall transfer the case or not as he sees fit.
- (2). If it is desired to transfer the case to police station in another district, the Superintendent shall refer the matter to District Magistrate and move him to act according to the orders contained in Chapter 26, Volumelll, of the Rules and Orders of the High Court.
- (3). When an investigation has been transferred from one district to another police files with original first information report shall be forwarded to the Superintendent of district to which the transfer is made.
- 25.9. Optional investigation—(1). Section 157(b), Criminal Procedure Code, gives wide powers to an officer in charge of police station to refrain from investigation in unimportant cases. It is the duty, however, of every officer receiving a report to consider not only the intrinsic importance of the offence alleged and the expressed wishes of the complainant but the bearing which the report has or may have on the detection of other cases or on the prevention of crime and the control of criminals. Very many cases which appear trivial in themselves may, if investigated furnish a clue to the operations of professional criminals or afford valuable material at a later date for preventive action. In practice is seldom advisable for an officer in charge of a police station to avail himself of the power to refuse investigations, which the law gives him.
- (2). When, at the time when a report of a cognizable offence is received, the investigating staff of the police station concerned is already occupied with more important cases, the investigation of which would suffer by being interrupted, such report shall be duly recorded and investigation may be dispensed with. Such action not be held to limit the discretion of the officer in charge of the police station to investigate the case at a later date, if he thinks it desirable to do so.
- (3). If the informant is present when the first information report is recorded, he shall be informed forthwith that no investigation will be made, and after nothing this fact in the first information report this signature or thumb-mark shall be taken on it. If the informant is not present, he shall be informed in writing by post card or by the delivery of a notice by hand, and the fact that this has been done shall be noticed in the first information report.
- (4). When investigation is dispensed with, a note shall be made in the first information report stating whether the complainant desires an investigation or not and full reasons shall be given for abstaining from investigation. All such cases shall be brought to the notice of the Superintendent of Police personally, who shall pass such orders on them as he may think fit in accordance with the principle embodied in this rule.
- 25.10. Immediate despatch of an officer to the spot.—When a report of a cognizable case is recorded and it is decided not to dispense with investigation under section 157(1). Criminal Procedure Code, a police officer shall proceed to the scene immediately. The officer who first proceeds to the spot shall, if he be not competent to complete the investigation, take all possible steps to preserve the scene of the crime from disturbance, to record particulars of and secure the presence of potential witnesses, obtain information relating to the case and arrest the culprit.
- 25.11. Investigation in non-cognizable cases—(1) No Police officer shall investigate a non-cognizable offence unless ordered to do so by a competent magistrate under section s 196-B or 202, Criminal Procedure Code.
- (2). When an investigation in a non-cognizable case is thus ordered and is taken up by the police under section 155(3), Criminal Procedure Code, it must be carried through in the same manner as if the offence were cognizable, except that no arrest shall be made without a warrant. In every such case a police officer making an investigation shall day by day enter his proceedings in a case diary and submit them daily as prescribed for cognizable cases in Police Rules (25.53). Case diaries shall be submitted through the gazetted officer concerned to the court which has ordered investigation No Copies shall be prepared or kept by the police.
- (3). The High Court has ordered that only serious cases, and cases in which there are special reasons to do so, shall be referred to the police under section 202, Criminal Procedure Code (Rule4, Chapter I-B of Rules and Orders of the High Court of Judicature at Lahore, Volume III-1931) Superintendents of Police shall decline is accept, itself and the instructions of the High Court referred to above have not been strictly complied with.
- 25.12. Orders in Writing—All orders in writing made in a case, i.e. order to arrest to search and to summon etc. shall be attached to the case diaries, or their absence shall be satisfactorily accounted for.
- 25.13. Plan Scene—(1) In all importantly cases two plans of the scene of the officer shall be prepared by a qualified police officer or other suitable agency one to be submitted with the charge sheet or final report and the other to be retained for departmental use.
- (2) The following rules shall govern the preparation of maps or plans by patwaris or other expert:---
- (i) Pursuant to paragraph 26 of the Patwari Rules, the Financial Commissioner, with the concurrence of the Inspector General of Police, issues the following instructions concerning the preparation by patwaris of maps needed to illustrate police inquiries.
- (ii) In ordinary cases no demands for such maps will be made upon patwaris.
- (iii) In the case of heinous crime, especially in cases of murder or riots connected with land disputes, the police officer investigating the case will if he considers an accurate map is required, summons to the scene of the crime the Patwari of the circle in which it occurred and cause him to prepare two maps, one for production in court as evidence and the other for the use of the police investigating agency. In the former reference relating to facts observed by the police officer should be interred while in the latter references based on the statement of witnesses which are not relevant in evidence may be recorded. He will be careful not to detain the patwaris longer than is necessary for the preparation of maps.
- (iv) It is necessary to define clearly the responsibility of the Patwari and police officer in respect of these maps.
- (v) The police officer will indicate to the Patwari the limits of the land of which he desires map, and the topographical items to be shown therein. The Patwari will then be responsible for drawing the maps correctly, by tracing, if necessary, the second copy, for making accurately on maps all these items and for entering on the maps true distances. He will not write on the map, intended for production as evidence in the court any explanations, The police officer may write any explanations on the traced copy of the map.
- (vi) It is for the police officer himself to add to the second copy of the map such remarks as may be necessary to explain the connection of the map with the case under inquiry. He is also responsible equally with the Patwaris for the correctness of all distances, but on the copy of the map drawn by the Patwari for presentation, in court he will make no remarks or explanations based on the statements of witnesses.

- (vii) It will be convenient if all the entries made by the Patwari are made in black ink, and those added by the police officer in red ink.
- (viii) Patwaris will not in any case be required by a police officer to make a map of an inhabited enclosure or of land inside a town or village site.
- 24.14 Technical assistance in investigation.—(1) Investigating officers are expected to take steps to secure expert technical assistance and advice, whenever such appears desirable in the course of an investigation for purposes of evidence or for demonstration in court.
- (2) The Criminal Investigation Department is able to obtain expert technical assistance on many subjects and should be freely consulted in that connection by investigating officers through their Superintendents of Police. When such assistance is required a full report shall be sent to the Assistant Inspector General, Crime and Criminal Tribes, so that he may be in a position to decide whether it is essential to send an expert to the scene of the crime or whether the material to be dealt with should be sent to the expert. In making such reports use should be made of telegraphic and telephonic facilities.
- (3) The Criminal Investigation Department, in conjunction with the Finger Print Bureau, undertakes photographic and some other varieties of technical work. In addition it is in contact with technical experts on many subjects, whose services can frequently be obtained for work in connection with criminal investigation. In respect of the examination of hand writing, investigating officers can obtain the services of the Examination of Questioned Documents with the Government of India, through the Criminal Investigation Department. That department is also the channel for obtaining the services of the Inspector of Explosives for Northern India who, as well as advising on explosives generally, can give expert opinion as to whether a weapon has been recently fired, whether certain matter is gunpowder or not, and all questions generally involving chemical analysis.
- 25.15 Hand-writing.—(1) The above rules do not apply to references to the Finger Print Bureau and the Chemical Examiner to the Punjab Government, to whom, under the rules applicable, Superintendents of police are required to make references direct. The Criminal Investigation Department is, however, in direct contact with both these technical officers and investigating officers should enlist its co-operation when any specially intricate work is required of them.
- (2) Nothing in the preceding sub-rule shall debar a Superintendent of Police or investigating officer from availing himself of any expert technical assistance, which may be directly available to him, for the purpose of investigation. If expert evidence is to be given in court, however, it should be provided by Government experts only, when such experts exist.
- (3) The connection with the examination of arms and ammunition, arsenal officials should only be required report, and if absolutely essential, give evidence (i) on technical factory points, e.g., whether a weapon is in serviceable condition: whether a particular part of a weapon is factory or mistri made, and the like; (ii) on the type of ammunition intended to be used (not can be used as experience shows that there is practically no limit in this respect) in a particular weapon; and (iii) whether a cartridge has been reloaded, nature of load, and the like. Arsenal expert shall not be used for elaborate and definite sworn testimony as to whether a particular missile was or was not fired from a particular weapon. Should districts desire opinions of this nature they may apply to the Criminal Investigation Department for assistance but such references should be confined to cases of major importance only.
- 25.16. Cases against Government servants. – When a Government servant is accused or is suspected of the commission of an offence in the course of his official duties his immediate departmental superior shall, as far as may be wise and practicable, be kept informed regarding the course of the police investigation.
- 25.17. Supervision by gazetted officers. – (1) In all important cases gazetted officers are required personally to supervise the investigation so far as is possible and when necessary to visit the scene of the offence.
- (2) A record of investigations by gazetted officers shall be kept in the prescribed column of the register of cognizable offences and an abstract thereof shall be shown in the quarterly Inspection Statement and in the Annual Provincial Statement.
- (3) Every gazetted officer shall maintain a running note-book of offences, in which he shall enter the salient points of the first information report and case diaries as he hears them. The following are some of the points that should be entered in his note-book:-

First Information Report:- (a) Police station, village, section, date and time of offence;

- (b) Distance of village from police station and date and time of investigation opening;
- (c) Name and rank of investigating officer, who should always be the senior officer available. Reasons for junior officer taking up cases should be most carefully checked; and
- (d) Salient features of the case.

Case Diaries:- (a) Dates of case diaries;

- (b) By whom written and where; and
- (c) Salient features.

All unnecessary delays in the course of investigation, in chalaning successful cases or in submitting final reports in untraced cases should be carefully observed and stopped. Deputy Inspectors-General shall call for these note-books at their inspections and insist on their being intelligently used for the purpose of efficient supervision of investigations.

- (4) Gazetted officers shall interest themselves in the chalan of cases in their charge as they come in and discuss them with the prosecuting inspector, and if possible, with the officers who investigated them; and shall keep in touch with the proceedings in courts.
- (5) Every gazetted officer in headquarters should see daily the English register (27.36) of cognizable offences, with special reference to column 14 to 17 in regard to cases in his charge, and he should bring to the notice of the District Magistrate through the proper channel, any unnecessary delays that occur in dealing with cases in courts, instances in which witnesses come up with chalan and are sent back unheard, and delays in framing charges, hearing arguments or pronouncing judgments.
- (6) Gazetted officers should follow closely the progress of cases in their charge through the courts and they should ascertain, as soon as possible, the grounds for all discharges and acquittals. If the grounds for the discharges or acquittals appear to be unreasonable, they should at once bring the cases prominently to the notice of the District Magistrate through the Superintendent of Police.

25.18. Statement recorded under section 161, Code of Criminal Procedure.—Statements recorded by an investigating officer under section 161, Code of Criminal Procedure shall not form part of the case diary prescribed by section 172, but shall be recorded separately and attached to the case diary, the necessary number of copies being made by the carbon copying process on case diary continuation sheets (from 25.54(1)).

The number of statements attached to a particular case diary. An investigating officer, after examining a person orally or recording a statement under section 161, Code of Criminal Procedure, shall make a brief note of the fact in his case diary.

25.18-A. Communications of official documents or information.—(1) It is a universally recognized and fundamental principle of police procedure that the identity of sources and agents from whom secret information is obtained shall be known only to the officer who employs them and that every precaution shall be taken to protect them from exposure. Except by direction of the Governor, a Police officer shall on no account disclose the identity of a source or agent to any officer or person outside the Force. Within the Force he shall disclose it only to or as ordered by the superior officers mentioned below. In the Criminal Investigation Department this superior officer is the Deputy Inspector General in the case of the whole department and the superintendent of Police, Political and Assistant to the Inspector-General for Crime and Criminal Tribes as regards the Special and Crime Branches, respectively. In a district it is the Superintendent of Police or the gazetted officer immediately under whom the police officer employing an agent or source is working. When information obtained from an agent has been transmitted to other, the greatest care shall be exercised to avoid the exposure of such agent. The original report, or an exact copy of the original report, shall not be transmitted by the substance or a paraphrase shall be sent.

- (2) All sources of police information are protected in judicial trials by sections 124 and 125 of the Indian Evidence Act which provide respectively that no public officer should be compelled to disclose communications made to him in official confidence and that no Magistrate or police officer shall be compelled to say whence he obtained any information as to the commission of any offence. Instructions regarding the production of police records as evidence are contained in Rule 27.24.
- (3) The Governor's Rules to secure the protection of sources of sources of information under section 58 of the Government of India Act, 1935 and the Inspector-General's directions framed under those Rules will be found in Appendix 25.18-A.

25.19. Medico-legal opinion.—(1) When a medical opinion is required in police cases, the persons to be examined shall be produced before the highest medical authority available on the medical staff of the district. Persons requiring examination at the head quarters of a district shall be taken to the Civil Hospital and not to a branch dispensary; similarly in rural areas, where a hospital is accessible, medico-legal cases shall be sent there and not to a rural dispensary.

- (2) Medical officers of the Irrigation Department are prohibited from undertaking medico-legal work and officers in charge of district board dispensaries may only be called upon to do such work, for which they must be qualified in other respects, in cases of emergency. Medical officers may not be called upon to proceed to the scene of an occurrence to examine injured persons except in cases of real urgency and when it is impossible to convey the injured person to the nearest dispensary or hospital.
- (3) Police officers cannot legally compel injured persons to submit to medical examination, and such persons have a right to be examined privately at their own expense by medical practitioners. "Injury Statements" (form 25.39(1)), are intended solely for the use of the Civil surgeon of the district or any medical officer subordinate to him, on whom the police may call for a report. Such forms must not be given to injured persons for the purposes of examination at their private choice, nor must they be sent with injured persons to Government medical officers of another district.

All medical officers in charge of hospital and dispensaries are required to report to the nearest police station within 24 hours all cases of serious injury of poisoning admitted by them for treatment, whether such cases have been brought in by the police or not.

- (4) Medical officers of Government, or those employed by local bodies, are entitled to charge fees for medico-legal work performed in their private capacities for parties to cases, but no fees whatsoever are payable by Government Medical officers for work in cases in which the crown is the complainant, including the post mortem examination, such work being part of their regular duties. The rules under which medical officers, other than those subordinate to the Civil Surgeon, may charge fees for medico-legal work on behalf of Government are given in the Punjab Medical Manual; in certain cases fees may also be charged by medical officers employed by district boards. In no case, however, are such fees debatable to the police department; any claim submitted to Superintendents should be passed on, with the necessary information, to the District Magistrate.
- (5) Police officers should refrain from sending persons whose injuries are obviously slight for medico-legal examination, and should exercise their discretion in obtaining a medical opinion as to whether injuries received by complainants constitute a cognizable offence.
- (6) Medico-legal cases not requiring urgent attention should be sent for examination during hospital hours only.
- (7) The unnecessary summoning as witnesses of medical subordinates, to the detriment of their proper activities, shall be avoided as far as possible, and, when the attendance of such an officer is necessary, as much notice as possible shall be given him. When the necessary evidence can be given by the investigating officer or by another medical witness stationed at the place where the case is being prosecuted a medical subordinate should not be summoned from a distance merely to give corroborative evidence.

25.20. Wounded complainants and witnesses.—(1) when a complaint or a witness of importance in an important case is seriously ill or is wounded, but does not appear to be dying, the police officer making the investigation shall prepare a charge sheet in accordance with rule 25.56 (1) if this has not already been done and shall either.

- (a) With such persons consent send him or her, for medical treatment to the station of the magistrate having jurisdiction and invite such magistrate to take such persons deposition in the presence of the accused person or,
- (b) If such complaint or witness cannot be moved, or refuses to be sent, such officer shall apply for an order of detention in respect of the accused person if he is in custody and such order is necessary, and invite the magistrate having jurisdiction to record the deposition of such complaint or witness in the presence of the accused person at the place where the former is lying.

25-21. Dying declaration... (1) A dying declaration shall, whenever possible, be recorded by a Magistrate.

- (2) The person making the declaration shall, if possible be examined by a medical officer with a view to ascertaining that he is sufficiently in possession of his reason to make a lucid statement.
- (3) If no magistrate can be obtained, the declaration shall, when a gazetted police officer is not present, be recorded in the presence of two or more reliable witnesses unconnected with the police department and with the parties concerned in the case.
- (4) If no such witnesses can be obtained, without risk of the injured person dying before his statement can be recorded, it shall be recorded in the presence of two or more police officers.
- (5) A dying declaration made to a police officer should, under section 162, Code Criminal Procedure, be signed by the person making it.

25-22. Medical examination of women... No examination by a medical officer living women's person shall be made without her consent and without a written order from a magistrate, addressed to the medical officer, directing him to make such examination.

In all cases in which the police consider such an examination to be necessary, the woman shall be taken before a magistrate for order. This rule shall also apply to similar examinations by dhais or any other person.

The word "person" applies only to those parts of the body, to expose which would violate a woman's modesty.

Female Assistant or Sub-Assistant Surgeons in Government service shall only be required to do medico-legal work on behalf of Government when the woman or girl concerned refuses to be examined by a male doctor. When a female doctor is summoned by a Court she must attend.

(Punjab Government endorsement No. 558-M-36/9932, dated the 25th March, 1936)

25-23. Searches by police officer.—(1) The rules regarding searches by police officers are contained in section 165 and 166, Code of Criminal Procedure. Notices of search under section 165, Criminal Procedure Code, summons to persons to witness search under section 103(1), Criminal Procedure Code, and search lists under section 103(2), Criminal Procedure Code, shall be prepared in forms 25.23(1)(a)(b) and (c), respectively.

(2) An officer in charge of a police station receiving a requisition to search, under Section 166 Code of Criminal Procedure or other law applicable, shall comply without unnecessary delay and shall take all necessary precautions to ensure a successful search.

A police officer making such requisition may attend personally and assist in such search or may send one or more of his subordinates for that purpose.

(3) Gazetted officers supervising investigations and inspecting officers shall take disciplinary action against investigating officers who carry out searches under section 165, Code of Criminal Procedure, without sufficient justification.

25-24. Records in custody of the post office.—The law regarding the production of documents or things in the custody of the Postal or Telegraph Department is contained in section 95, Code of Criminal Procedure.

The instructions issued by the Director General of Post Offices (paragraph 152 of volume V of the Posts and Telegraphs Manual) regarding production of records in the custody of the post office are as follows:---

Records of post office or mail office should be produced and information available in them should be given on the written order of any police officer who is making investigation under the Code of Criminal Procedure; but only those entries in the records should be disclosed which relate to the person or persons accused of the offence under investigations or which are relevant to that offence. In any other case the official in charge of the office should without delay refer for orders to the Postmaster General, who will decide whether or not under section 124 of the Indian Evidence Act, I of 1872, the information asked for should be withheld. When the information asked for by a police officer is not available in the records of the post office, the police officer should be informed accordingly, irrespective of the question whether the information, if available, might or might not be given under the foregoing rule.

25-25. Track Law.—Provisions of law regarding tracking are contained in sections 41 and 42 of Act IV of 1872 (Punjab Laws Act).

25-26. Importance of foot-prints and track evidence.—(1) Footprints are of the first importance in the investigation of crime. For this reason all officers in charge of police stations shall instruct their subordinates as well as all lambardars and chaukidars that, when any crime occurs all footprints and other marks existing on the scene of the crime should be carefully preserved and a watch set to see that as few persons as possible are permitted to visit the scene of the crime.

When it desired to produce evidence of the identity of tracks found at the scene of or in connection with a crime, the procedure for securing the record of such evidence shall be similar to that prescribed in rule 26.32 for the identification of suspects. The attendance of a Magistrate of the highest available status, shall be secured, but if no Magistrate is available and the case is of great urgency, independent and literate witnesses of reliable character like Sarpanches or Panches or Lambardars, shall be requested to conduct proceedings, but before they hold the parade, the rule regarding the holding of parades shall be explained to them. In the presence of the Magistrate or other person conducting the test and in conformity with any reasonable directions which they may give, ground shall be prepared for the tests. On this ground the suspect or suspects and not less than five other persons, for each suspect, shall be required to walk. The Magistrate or the person conducting the test shall record the names of all these person and the order in which they enter the test ground. The suspect shall, of course, be given option to take any place of his choice in the Parade and a note to this effect shall be recorded in the Memo of proceedings which will also indicate whether he has availed of this option. While these preparations are proceeding the tracker of other witness who is to be asked to identify the tracks shall be prevented from approaching the place or seeing any foot-prints of the persons joining the test parade. When all preparations are complete, the tracker or the identifying witness shall be called up and required to examine both the original tracks whether lifted on the moulds or otherwise and those on the test ground and hereafter to make his statement. The Magistrate or the person conducting the test, shall record the statement of the tracker or the identifying witness as to the grounds of his claim to identify the tracks, and shall put such other questions as he may deem proper to test his bona-fides. Neither any Police Officer nor any person connected with the case shall be allowed to take any part in the conduct of the test. The person other than the Magistrate conducting the test may, however, associate with them one or more independent witnesses of reliable character.

If the tracks of culprits found at the scene of crime are shodfooted, the Magistrate or the other person conducting the parade, shall be requested to take the shoes into possession, paste their signed paper slip on the shoes and seal them after the parade.

When admitting the accused or suspect whose track parade is to be held in Jail a request in writing shall be made to the Jail authorities to see that the accused or suspect does not change the shoes. At the time of arrest in such cases, the Police Officer making or ordering the arrest will take the shoes of the accused in possession, paste a chit signed by himself and witness on it and seal them. The parcel will be opened by the Magistrate or other person conducting the parade and resealed after the parade as above.

If however, the tracker, for any reason such as inefficiency, careless confusion or adverse influence of the suspect, fails to correctly identify the tracks, the mater should not be left there. It is still open to the Investigator, if another more efficient and reliable tracker is not available, to get the moulds for foot-prints found at the scene of crime and those prepared and duly initialled by the Magistrate or other person holding the parade at the time of the track identification parade, compared by the Director, CID, Scientific Laboratory, Phillaur, and obtain his expert opinion as to whether the foot impressions in both the mounds tally.

Tracks which it is desired to test by comparison as above, shall be protected immediately on discovery, and their nature, measurements and peculiarities shall be recorded at the time in the case diary of the investigating officer.

The details of the preparation of the test ground and the actions required of the suspect and those with whom his tracks are mixed must vary according to the circumstances of the case. The person conducting the test shall so arrange that the identifying witness may be given a fair chance, but under the strictest safeguards, of comparing the original tracks with other track, made on similar ground and in similar conditions.

Before inviting person other than the Magistrate to conduct the proceeding, the Police Officer concerned will ensure that he is not interested in or against the suspect or accused.

(3) The evidence of a tracker or other experts described in the foregoing rule can be substantiated by the preparation of moulds of other footprints of the criminal or criminals found at the scene of the crime. The method of making moulds of footprints by means of plaster of Paris or a composition of two parts of resin to one part of wax or paraffin is taught to all students at the Police Training School but requires practice before an officer can become proficient. The only advantage in the first method (plaster of Paris) is the quickness with which the material sets. Resin and wax are cheap and can be used more than once.

In making moulds for production as evidence the following precautions should be observed:---

(a) The footprints found on the scene of the crime must be pointed out to realise witnesses at the time and these same witnesses must be present during the preparation of the moulds.

(b) The later must also be signed or marked by the witnesses and the officer preparing them while still setting.

(c) After the procedure described in sub-rule (2) above has been completed a mould should be prepared in the presence of the magistrate or witnessed of one of the foot-prints of the suspect made in their presence. This mould should be signed by the magistrate or witnesses when still setting.

(d) Both moulds should be carefully preserved for production in court for identification by witnesses and comparison by the court.

Methods of recording footprints—(1) by tracing through glass footprints found on the ground or other surface, and (2) by taking impressions of feet direct on to paper, as in the case of finger impressions, are taught at the Police Training School. Such records at the scene of offence. They may also be used to check the reliability of local trackers.

25-27. Confessions... The orders of the High Court by which magistrate are bound in respect of the record of statements or confessions are contained in Appendix No. 25-27. All supervising and investigating police officers must familiarise themselves with these instructions and conform strictly to them in producing accused persons for the record of their statements.

25-28. Statements recorded by magistrate...(1) The circumstances under which police officers may require a statement to be recorded by a magistrate are as follows:---

(a) The statements, made in the course of an investigation by a witness or an accused person, and not amounting to a confession, may be recorded by a magistrate under section 164 Code of Criminal Procedure, in order that it may be available as evidence at a later stage. Such statements may be recorded in any of the manners prescribed for recording evidence.

(b) A confession may be recorded under section 164, Criminal Procedure Code, irrespective of the tender of a pardon, and of whether it involves more persons than the individual accused making it.

(c) In the classes of offences specified in section 337, Criminal Procedure Code, a police officer may, at any stage of the investigation, inquiry or trial, move a magistrate empowered under that section to tender a pardon to an accused person.

(d) In cases in which a pardon cannot be tendered under section 337 Criminal Procedure Code, but in which it is desirable to obtain the evidence of a suspect against his accomplices, a police officer may recommend to the District Magistrate that the local Government be moved to give a promise not to prosecute an offender, subject to his fulfilling whatever conditions might be imposed in giving such promise. Action of this nature can only be taken before the case has been sent for trial.

Note:- The original orders on which this paragraph is based are contained in Punjab Government Circular 2/117 of 27th April 1898 as qualified by circular No.426 of 30th September, 1906, and were reproduced as Appendix 25.41(3) of Punjab Police Rules, Edition 1915.

(2) If a professional offender is convicted and sentenced to imprisonment or transportation and it appears that he belongs to a gang of offenders and is willing to do everything in his power to bring the members of such gang to justice, or to give valuable information leading to the discovery of stolen property, the Superintendent may apply to the State Government for suspension or remission of the sentence of such prisoner under section 401, Criminal Procedure Code. Such application shall be made through the District Magistrate.

25.29. Confessing accused and approvers—(1) The Criminal Procedure Code supplemented by the High Court instructions quoted in Appendix 25.27 prescribe a number of precautions which are intended to give to a court conducting a trial the maximum assurance that a confessing accused has not been subjected to such pressure or inducements as to invalidate this evidence under section 24, Indian Evidence Act. All police officers, who exercise any authority in connection with investigations, are required to have a thorough understanding of these provisions. The departmental instructions here give merely supplement and in no sense replace them.

(2) The main requirements, in so far as the police are concerned, are:---

(a) No police officer may offer a pardon. An accused person desirous of making a statement with a view to obtaining a pardon, shall be told that no promise whatsoever can be made, but that, if a statement is made and verified and found to be of sufficient importance to merit such action, the facts will be reported to a magistrate, who has power to offer a pardon. No steps may be taken in this connection by subordinate police officers without the previous sanction in writing of a gazetted police officer.

(b) Statements, whether under section 164 or 337, Criminal Procedure Code, shall be recorded by the magistrate, other than the District Magistrate, having the highest powers, who can be reached within reasonable time. Save for special reasons, which must be explained by the investigation officer, such statements shall never be recorded by 2nd class magistrate unless they have been specially empowered to record such statements.

(c) The magistrate is required to make enquiries as to the circumstances leading up to the confession; and police officers shall invariably furnish, so far as is in their power, information required of them in this respect.

(d) Police officers connected with the investigation shall not be present while the confession is being recorded.

(e) Magistrates are required to give orders, when remanding to custody persons who have made a confession, that they shall be kept separate from other prisoners.

(f) Approvers shall remain under arrest until the conclusion of the trial.

(g) When more than one person confesses or turns approver in a case, their confessions shall, if possible, be recorded by different magistrates and they shall not be allowed to meet one another till their evidence has been recorded in court.

(h) Magistrates shall be moved to record statements of confessing persons in full detail; in political cases and those in which professional criminals whose activities extend over a large field are suspected, copies (in English) of approvers' statements and confessions shall be sent to the Deputy Inspector General, Criminal Investigation Department.

(3) It must be remembered that the prosecution of a gang case, even without an approver, in a section 3C magistrate's court, is a very lengthy and difficult task owing to the large number of witnesses and the numerous linked individual cases. If, however, the prosecution relies upon an approver, the length and difficulty of the task is at least doubled as, in accordance with section 337(2-A), Code of Criminal Procedure, the case has to be committed to the Sessions or High Court. Therefore, before the launching a gang case under section 400 or 401, Indian Penal Code, with an approver, the District Magistrate and Superintendent of Police should first satisfy themselves that it is not possible to secure satisfactory results by proceeding in individual cases without resort to section 400 and 401, Indian Penal Code. If, however, it should still appear expedient to conduct a gang case, they should ascertain whether the district resources are equal to the strain of both committal proceedings and trial in the Sessions or High Court without outside assistance. If the district resources appear to be inadequate, the case should then be referred through the Deputy Inspector General of the range to the Deputy Inspector General of Police, Criminal Investigation Department, for decision whether the case should or should not be undertaken.

25-30 Place of trial – With regard to the place of trial of cases falling under sections 179-183, Code of Criminal Procedure, police officers shall act solely with reference to the public convenience.

Ordinarily such cases shall be sent up for trial in the district in which the witnesses can attend with the least inconvenience to themselves.

25-31 Inquests – (1) An officer in charge of police station shall, upon in receipt of information of the sudden or unnatural death of any person, when the body of such person is within the local jurisdiction of his police station, immediately send information to the nearest magistrate authorized to hold inquests and shall proceed to the place where the body is and hold an investigation in the manner prescribed by section 174, Code of Criminal Procedure. When the Sub-Inspector in charge of the Police Station through illness or absence from the station house, is himself unable to carry out the investigation, he shall at the first convenient opportunity proceed to the place where the body of the deceased person was found, and shall personally verify the results of the investigation.

(2) In cases where the body is not found, or has been buried, there can be no investigation under section 174, Code of Criminal Procedure.

In such cases, if there are reasonable grounds for suspicion that a cognizable offence has been committed, the police shall register a case and commences investigation:---

Provided that the following cases shall be exceptions to this rule:---

- (a) When the death of any person is caused by injuries unlawfully inflicted by a soldier or camp follower, or occurs within the limits of a military cantonment, the inquest shall be conducted by the Cantonment Magistrate, under section 176, Code of Criminal Procedure, or by the nearest competent magistrate if the post of Cantonment Magistrate is held by an officer not specially empowered to hold inquests or if the scene of death is outside cantonment limits.

If the magistrate invited to hold the inquest fails to do so, the Superintendent or other gazetted officer shall make an investigation under the combined provisions of sections 174 and 551, Code of Criminal Procedure, and if no gazetted officer is available such investigation shall be made by the officer in charge of the police station concerned.

Such inquest or investigation under the Code of Criminal Procedure shall be held in addition to any military court of inquest which may be held.

- (b) In the case of the sudden or unnatural death of a European soldier, non-commissioned officer, or officer the inquest shall be held under section 176, Code of Criminal Procedure, by the nearest magistrate duly authorized to hold inquests.
- (c) In the case of a death by violence occurring within the walls of a military prison or civil jail the police shall not make an investigation into the cause of death when an inquest has been held by a competent magistrate.
- (d) Upon receipt of information of a sudden or unnatural death within the walls of a prison the officer in charge of the police station concerned shall send intimation to the senior magistrate present headquarters and shall proceed to the prison and place a guard over the body and shall allow neither the body nor anything which may have caused the death of the deceased to be moved until the arrival of a magistrate.

25-32 Investigations under section 174, Code of Criminal Procedure – The

respectable inhabitants who are required section 174, Code of Criminal Procedure, to take part in any investigation into a sudden or unnatural death shall be selected with reference to any special attainments they may possess which are likely to be of use in such investigation.

25-33. Investigating officer – action of at scene of death. – On arrival at the place where the body of a deceased person is lying, the police officer making the investigation shall act as follows:---

- (1) He shall prevent the destruction of evidence as to the cause of death.
- (2) He shall prevent crowding round the body and the obliteration of footsteps.
- (3) He shall prevent unnecessary access to the body until the investigation is concluded.
- (4) He shall cover up footprints with suitable vessels so long as may be necessary.
- (5) He shall draw a correct plan of the scene of death including all features necessary to a right understanding of the case.
- (6) If no surgeon or other officer arrives, he shall, together with the other persons conducting the investigation, carefully examine the body and note all abnormal appearance.
- (7) He shall remove, mark with a seal, and seal up all clothing not adhering to, or required as a covering for, the body, all ornaments anything which may have caused or been concerned in the death of the deceased and shall make an inventory thereof.

In the inventory shall be described the position in which each thing was found and any blood-stain, mark, rent, injury or other noticeable fact in connection with such thing. The number and dimension of such stains, marks, rents, injuries, etc., shall also be given in the inventory.

A counterpart of the mark and seal attached to such thing or to the parcel in which it has been enclosed shall be entered in, or attached to the inventory.

- (8) He shall take the finger prints of the deceased person if the body is unidentified.
- (9) The photographing of the body in situ and of the scene of the occurrence may prove of great evidential value.

25-34. Disinterment of bodies. – The following rules relate to the disinterment of bodies:---

- (1) An officer in charge of a police station and any superior police officer lawfully making an investigation into the unnatural or sudden death of any person shall, on learning that the body of the deceased person has been formally buried, record in writing the information which has reached him and the grounds on which he considers it necessary that the body should be disinterred.
- (2) He shall forward the information so recorded to the nearest magistrate empowered to hold inquests and ask for an order under section 176(2), Code of Criminal Procedure, and in the meantime shall guard he grave.
- (3) On receipt of such order, if the magistrate himself does not attend the disinterment, such police officer shall, in the presence of two or more respectable inhabitants of the neighbourhood, cause the body to be disinterred. Such police officer shall then comply with the provisions of section 174, Code of Criminal Procedure.
- (4) Police officers shall invariably examine witnesses to prove the identity of disinterred bodies before commencing their investigation.

- (5) When a body has lain in the grave for a period exceeding three weeks no disinterment shall be made by any police officer until the opinion of the Civil Surgeon has been obtained, and then only with the concurrence of the District Magistrate.

25-35. The Inquest Report. – (1) When the investigation has been completed the investigating officer shall draw up a report, in duplicate by the carbon copying process, in Form 25-35(1) A,B, or C, according as the deceased appears to have died:---

A from natural causes.

B by violence.

C by poisoning.

(2) Such report shall state the apparent cause of death, give a description of any mark or marks of violence which may be found on the body and describe the manner in which and the weapon or instrument with which such marks appear to have been inflicted.

(3) The report shall be signed by the police officer conducting the investigation and by so many of the persons assisting in the investigation as concur therein and shall be forwarded without delay through the Superintendent to the District Magistrate or, if the District Magistrate has so directed, to the Sub-Divisional Magistrate.

(4) The following documents shall form part of such report:---

(a) The plane of the scene of death.

(b) The inventory of clothing, etc.

(c) A list of the articles on and with the body, if the body is sent for medical examination.

(d) A list of articles sent for medical examination, if any.

(5) In cases of death by hanging, the report shall give particulars as to the height and sufficiency of the support and the nature of the thing used to bear the weight of the body.

In drowning cases the depth of the water shall be stated.

(6) The carbon copy of such report shall be filed in the police station register No. VI.

(7) A copy of all reports relating to deaths caused by railway accidents shall, when made by a police officer other than a railway police officer, be forwarded to the Assistant Inspector-General, Government Railway Police.

25-36. Post-mortem examination – when and by whom held. – (1) The legal requirements in respect of post-mortem examination by a qualified surgeon are contained in section 17(3), Code of Criminal Procedure. In every case where death appears to have been due to suicidal, homicidal, accidental or suspicious causes and where any doubt exists as to the exact cause of death, or if it appears to the officer conducting the investigation – whether under section 157 or section 174, Code of Criminal procedure – expedient to do so, the body shall be sent to the nearest medical officer authorized by the Local Government to conduct post-mortem examination. The sending of bodies of examination may only be dispensed with, where such action is otherwise required when conditions exist, such as advanced putrefaction, which would clearly make examination useless.

(2) An investigating officer is empowered by law with the discretion to dispense with a surgical examination of the body – (a) if he is fully satisfied that the cause of death is established beyond doubt, (b) in the circumstances described at the end of the preceding sub-rule. In regard to the former condition, it must be remembered that the existence of an apparently fatal wound does not necessarily establish the cause of death. In cases where investigation establishes the accidental nature of the event which led to the death and the history of the deceased and of the case suggests no reason to suspect that expert examination of the body will reveal any cause of death other than the apparent one, such examination may be dispensed with. In all cases where suspicion exists that the death was due either to suicide or to an act rendering the perpetrator thereof liable to a criminal charge the body must be examined by a qualified medical officer, if possible.

(3) The law requires that the body shall be sent to the nearest qualified medical officer, and the orders of the Local Government prohibit the summoning of such officer to conduct his examination at or near the scene of the death save in exceptional cases. These may occur, where, owing to advanced putrefaction or the circumstances in which the corpse was found, movement of the corpse may make it impossible for the medical officer to form a correct opinion as to the nature of the injuries or the exact cause of death. In such cases if the investigating officer considers expert postmortem expeditious means available to the Superintendent of Police or gazetted officer in charge of the case, with a request that a qualified officer shall be sent to the absence of District Magistrate from headquarters to give orders for the medical examination of the body at the scene of death.

(4) In cases where it is impossible either to send a body to a qualified medical officer or to have it examined by such officer on the spot, the investigating officer may, at his discretion, request the nearest Government medical officer, even though such officer be not authorized to conduct post mortem examination, to assist him with his anatomical and other expert knowledge in estimating the effects and causes of injuries, etc. Such medical officers are not empowered to perform any operation on the body. Medical officers of the Irrigation and Public Health Departments and of local bodies cannot be called upon in this connection unless they have been specially authorized by the Local Government to undertake the medico-legal work (vide rule 25.19).

25-37. Post-mortem examinations – action to be taken by police. – When corpses are sent for medical examination the following rules shall be observed:---

(1) The result of the investigating officer's examination of the body shall be carefully recorded in form 25-39(1). Clothing found on the body, foreign matter adhering to it and any instrument likely to have caused death remaining in a wound or on the body shall be secured in the position in which found, if possible, or, otherwise, shall be carefully packed separately, according to the instructions contained in rule 25-41.

(2) To counteract decomposition as far as possible the body shall be sprinkled with Formalin diluted to 10 per cent and shall also be so used with strong solution of chloride of lime in water. Bodies which have to be carried long distances should be sprinkled with the dry powder of chloride of lime or with carbolic powder sold commercially in tin boxes with a perforated lid specially constructed for sprinkling purposes. The use of powdered charcoal is prohibited, as the stains caused thereby may complicate the task of post-mortem examination.

(3) The body shall be placed on a charpoy or other light litter and protected from the sun, flies and exposure to the weather. The litter shall be transported to the place appointed for the holding of post-mortem examinations by such means as the investigating officer may consider most expedient in the circumstances of weather, distance to be covered and conditions of the body. If necessary and expedient conveyance, including a motor vehicle, may be hired to carry the corpse and those who are required to accompany it as escort or witnesses.

(4) All police officers along the route are required to give immediate assistance to expedite the transportation of dead bodies for medical examination.

(5) Two police officers who have seen the dead body in the position in which it was first found, and are competent to detect any attempt at substitution or

tampering with the body or its coverings, shall accompany the body to the mortuary, and remain in charge of it until examination is complete. If necessary an additional guard shall be supplied by the Lines Officer to place s sentry on the mortuary, but the officers who have accompanied the body from the sport shall hand it over personally to the medical officer conducting the post-mortem examination together with all reports and articles sent by the investigating officer to assist the examination and shall receive and convey to the investigating officer the post-mortem report.

(6) As soon as the Civil Surgeon has intimated that his examination is complete, the police shall, unless they have received orders from a competent authority to the contrary, make over the body to the deceased's relatives or friends or, if there are no relatives or friends, or they decline to receive it, the police shall cause the body to be buried or burnt according to the rules framed in this behalf by the District Magistrate.

25.38. Unidentified bodies. – If a body is unidentified, the officer making the investigation shall record a careful description of it, giving all marks, peculiarities, deformities and distinctive features, shall take the finger impressions and, in addition to taking all other reasonable steps to secure identification shall, if possible, have it photographed, and, in cases where such action appears desirable, a description published in the Criminal Intelligence Gazette.

Unidentified corpses should be handed over to any charitable society which is willing to accept them, and if no such society comes forward, they should then be buried or burnt.

25.39. Form to accompany body or Injured person.—(1) When an injured person or a body is sent to a medical officer, Form 25.39 shall, in addition to any other report prescribed, be prepared by the carbon copying process and given to the police officer, in duplicate, who accompanies the injured person or goes in charge of the body. The form shall be prepared in English, if possible.

25.40. Articles for medical examination – how sent.—(1) Articles sent for medical examination, together with a body or injured person, shall be sent under the charge of the escort which accompanies such body or person.

(2) When no body or injured person is sent, such articles shall be sent in the charge of an escort which shall take them to Civil Surgeon without relief.

25.41. Chemical Examination-Channel of communication with.—(1) Superintendents of Police are authorised to correspond with and submit articles for analysis to the Chemical Examiner direct in all cases other than human poisoning cases. Any references in relation to human poisoning cases shall be made through the Civil Surgeon.

(2) Articles for chemical examination. With regard to the packing of articles sent for chemical examination, the following rules shall be observed:---

(i) Liquids, vomit, excrement and the like, shall be placed in clean wide-mouthed bottles or glazed jars, the stoppers or corks of which shall be tied down with bladder, leather or cloth, the knots of the cord being sealed with the seal of the police officer making the investigation.

Such bottles or jars shall be tested, by reversing them for a few minutes to see whether they leak or not.

(ii) Supposed medicines or poisons, being dry substances, shall be similarly tied down in jars or made up into sealed parcels.

(iii) All exhibits suspected to contain stains should be thoroughly dry before being packed and despatched for examination. The safest way of drying exhibits is to expose them to the sun. In cases of exhibits that become brittle on drying, they should be carefully packed in cotton wool and then in a wooden box.

(iv) Blood-stained weapons, articles or cloth, shall be marked with a seal and made up into sealed parcels. The entire article shall be sent.

(v) Sharp-edged and pointed exhibits like swords, spears, etc should be packed in boxes and not bound up into cloth packages. In their transit through the post they are liable to cut through the packing material and the exhibit is exposed.

(vi) On each bottle, jar and parcel and also on each article or set of articles contained therein, the separate identification of which has to be proved, shall be affixed a label describing the contents, giving full particulars and stating where each article was found.

On such label shall be impressed a counterpart of the seal used to secure the fastening of the bottle, jar or parcel. A copy of each label, and a counterpart impression of the seal shall be given in the inquest report, and in the case of cattle poisoning, in the case diary.

(vii) As far as possible no letters should be glued on to exhibits as they interfere with analysis.

(viii) exhibits such as clods of earth should be packed carefully in wool and placed in a wooden box.

Notes.—(1) Cases in which death is clearly due to natural causes should not be referred to the Chemical Examiner. Medical Officers must accept the responsibility of deciding such cases.

(2) In no case should the Medical Officer attempt apply tests for himself. Any such procedure is liable to vitiate the subsequent investigation of the case in the laboratory of the Chemical Examiner.

(3) Exhibits in connection with cases of murder by hurt or violence may be sent direct to the Chemical Examiner. This saves time and relieves the office of the Civil Surgeon of the district of unnecessary correspondence.

(4) Endeavour to send all the exhibits in a case of murder by hurt or violence under one covering letter thereby reducing the cost of examination, etc.

(5) Nail clippings are poor exhibits to send for the detection of blood in murder cases. No court of law could be expected to attach much weight to the finding of human blood on the nails of the accused.

(6) Stomach tubes in hospitals are frequently kept in a solution of mercury. They should be carefully washed with water before use. Traces of mercury found along with another poison in stomach contents might produce such complications as would handicap the successful prosecution of a case.

(7) Carbon copies of reports are sometimes very difficult to read and should be prepared clearly.

(8) Articles of which return is required for production in court or otherwise should be distinctly specified in the forwarding letter sent with articles for chemical examination.

(3) Any document purporting to be a report from the Chemical Examiner or his assistants is admissible as evidence under section 510, Code of Criminal Procedure. No summons can be issued to the officers of this department in their official capacity without the permission of the Hon'ble Judges of the High Court. Any question or explanation on a certain report should be done by letter or by a personal interview.

(4) Attention is also directed to the further directions for, and precaution to be taken in forwarding articles to the Chemical Examiner for examination report and the rules for preserving and packing exhibits contained in Appendix 25.41(4) .

25.42. Explosives.—(1) Substances for or objects suspected of being explosive shall be sent for examination to the Inspector of Explosives, Northern India Circle, whose address is care of the Chemical Examiner, Punjab, Lahore (telephone number-Lahore 2248).

(2) Instruction for dealing with substances or objects suspected of being explosive are published in Appendix 25.42(2).

25.43. Procedure in poisoning cases.—(1) A police officer making an investigation in a case in which poison has been administered shall record in his report all information likely to be of value in assisting the Civil Surgeon or the Chemical Examiner to form an opinion as to the precise poisons employed.

(2) when treatment has been adopted before the death of the individual, the duration and nature of such treatment shall be communicated to the Civil Surgeon for the information of the Chemical Examiner.

(3) If the body of the deceased person has been burnt, the ashes of the funeral pyre shall be collected and sent in a closed vessel to the Civil Surgeon, accompanied by a statement of the circumstances which rendered this course of actions advisable.

(4) The ordinary symptoms caused by common poisons are described in Appendix 25.43(4).

25.44. Procedure in cases of poisoning of animals.—When in the investigation of a cognizable offence relating to the unlawful killing of an animal, it is necessary to obtain a professional opinion as to the cause of the death of such animal,---

(i) If the animal appears to have been poisoned in the ordinary way and there are no signs of puncture on the carcase the mouth shall be examined and anything abnormal found in it secured and placed in a clean glazed jar or bottle.

(ii) The carcase shall be opened and the stomach removed. The stomach shall be cut open, and its appearance observed, as to whether it is congested or not.

A piece of the stomach, the most congested part, about a pound in weight, the reticulum, and a portion of the liver, about two pounds in weight, shall be cut off and placed in a clean glazed jar or bottle.

Rectified spirit shall be poured into the bottle in sufficient quantity to cover the contents completely in whatever position the vessel may be held.

The quantity of spirits shall be at least one-third of the bulk of the object in the bottle

(iii) Water shall be gently poured over the remaining portion of the stomach, and any arsenic or any white or yellow particles found shall be carefully collected. The poison particles, or pebbles, so collected or otherwise found, shall be enclosed in a seal parcel.

(iv) If the animal appears to have been poisoned by means of needles, carcase shall be flayed and the flesh near the puncture examined.

If the flesh appears inflamed, a portion near the puncture shall be cut off and secured in the manner prescribed in sub-section(2).

And needle found shall likewise be secured.

(v) if the animal has been poisoned by fumes of arsenic, etc. portion of the lining membrane of the nostrils windpipe and in addition, the animal's lungs shall be secured.

(vi) Jar or bottles shall be carefully corked or stoppered and the corks or stoppers tied down with bladder, leather, or cloth.

The knots of the cord shall be sealed with the seal of the police officer making the investigation.

(vii) On each bottle, jar or parcel shall be affixed a label describing the contents and giving full particulars and on such label shall be impressed a counterpart of the seal used to secure the fastening of the bottle, jar or parcel.

A copy of each label and counterpart impression of the seal shall be given in the case diary accompanying the despatch.

(viii) The jar, bottles and parcels and any supposed poison found shall be despatched to the Superintendent of Police for transmission to the Chemical Examiner with the information required by form 25.44 (iii).

25.45. Matter how forwarded to chemical examiner—(1) If the Superintendent of Police consider that there are prima facie grounds for believing that the animal was poisoned, the bottles, jar or parcels shall be enclosed in a soldered tin case with an outer wooden cover and despatched, carriage paid, to the Chemical Examiner. If box is to be sent by post, or as prepaid freight by rail, the additional presentations described in Appendix 25.41(4). Shall be taken. A label bearing a reference to the number and date of the letter intimating despatch shall be placed inside the box. Such letter shall contain an inventory of the jars, bottles and parcels despatched with counterparts of their labels and seals. A thin layer of cotton wool shall be placed on each side of the seal impression to prevent its being braked the post.

(2). An English translation of the material parts of the case diary relating to the poisoning of the animal shall be forwarded with the letter intimating the despatch of the box.

(3). The owner of the care as of a poisoned animal shall be encouraged to destroy it by cutting up the hide in small pieces, breaking up the horns and bones and burying the whole at a considerable depth. Cattle are sometimes poisoned by hide dealers with a view to obtain their hides at a cheap rate. The destruction of the hide removes this motive.

(4). Bills for all costs incurred in the transmission of substance for medical examination whether connected with the death of human beings or of animal shall be paid from the budget head " Carriage of corpses and transmission of substances for medical examination connected with the death of human beings or of animals under 29" Police –Other Contingencies.

25.46. Imperial Serologist Calcutta –articles sent to.—The following rules

regulate the circumstances under which articles suspected to bear human blood-stains shall be sent to the Imperial Serologist, Calcutta through the Chemical Examiner:---

(a) In case in which the evidence of the blood-stained articles is, relatively to the whole body of the evidence, of small importance, the articles shall be sent direct to the Chemical Examiner, Lahore, for Examination .

(b) In case in which the establishment of the fact that blood-stains are human blood as distinct from the general classification of Mammalian" is material to the prosecution and has a really important bearing on the case the blood-stained articles shall be sent direct to the Chemical Examiner, who will determine which

of such articles he will forward to the Imperial Serologist with the necessary sketches, etc. in sending articles for serological test, the Superintendent of Police shall specifically ask for examination to determine the sources of the blood. The Imperial Serologist will, after examinations the articles sent him by the Chemical Examiner, return them with a copy of his report direct to the Superintendent of Police concerned.

- (c) When blood-stained clothing is concerned, the stained portion only shall be cut out by the Chemical Examiner and sent. In the case of weapons and other solid articles the entire article may have to be sent.
- (d) All articles shall be accompanied by a complete medico-legal history of case.
- (e) No article shall be sent direct to the Chemical Examiner except under the express order of the Superintendent.

25.47. Report of medical officer—(1). The medical officer having completed his examination of the person, body, or article shall record in full the result arrived at and in the case of a post mortem examination, his opinion as to the cause of death. He shall also record a list of any articles which he may intend to send to the Chemical Examiner. The report shall be written on the back of, or attached to form 25.39(1) and shall contain such reference to the person or object examined as will leave no possible doubt as to which case the remarks apply.

(2). The report shall be placed with the police file of the case and may be used by the medical officer to refresh his memory when giving evidence.

25.58. Maintenance and disposal of stolen cattle during investigation and trail.—(1) In case in which cattle or other animals alleged to be stolen are exhibits, the investigating officer shall, if the court of the magistrate having jurisdiction is so distant from the place where the cattle or other animals are kept that evidence of identification is likely to be prejudiced or the cattle are likely to suffer in condition by being driven to and fro, send information to the prosecuting branch that the case is ready for trail, and request that it may be heard at or near the place where the cattle have been seized or found. On receipt of such report the head of the prosecuting branch shall, subject to the orders of the Superintendent of Police, represent the facts to the District Magistrate and move him to arrange for the case to be tried on the spot.

(2). When a chalan is acutely laid before a magistrate the stolen cattle should properly be in the custody of the police, but as soon as the identification evidence has been completed, the police prosecuting agency should at once approach the magistrate under section 516-A of the Criminal Procedure Code with a request that the cattle may be made over to an independent surety or to the complainant on security pending the conclusion of the case.

(3). With the object of mitigating the injury and inconvenience caused to owners of stolen cattle during the investigation and trial of cattle-theft cases, the prosecuting branch shall move courts trying such cases to award punishment of imprisonment as well as imprisonment and direct such fine to be paid to the owner of the cattle concerned in the case in proportion of the loss or injury he may have suffered by reason of his association with the investigation and trial as provided by section 545(1) (b) and (c) of the Code of Criminal Procedure.

(4). Complainants in cattle-theft cases or sureties to whom cattle have been made over for safe custody and production as and when required during the investigation and trial are entitled to receive the cost of maintain such cattle. Expenses incurred under this rule during the investigation of a case shall be paid from the persons (Supplies and Services) and claims shall be made by officers in charge of police station form 25.48(4). Payment may be made direct to the person entitled to receive it from the permanent advance allotments of police stations, if the Superintendent of Police by general order so direct. Otherwise the sum claimed shall be drawn by contingent bill as expeditiously as possible and sent to the police station concerned for disbursement. Expenses of maintainances during the tendency of the case in court shall be paid from judicial funds, and the prosecuting branch shall be paid from judicial funds, and the prosecuting branch shall be responsible for recovering amounts due on this accounts together with and in the same manner as diet and journey money.

(5). The rates authorized for payment under sub-rule(4) above will be notified by the District Board in each district from time to time.

25.49. Property not required to be returned.—On the conclusion of an investigation the investigating officer shall make over to the proper persons all property which he may have taken in to his charge in the course of the investigation and which is not further required in connection with case. A receipt for property to made over shall be taken on the inquest report.

25.50. Seizure of property in extradition cases.— In any proceedings against any person under the Extradition Act XV of 1903) of any treaty for the extradition offenders, property in the possession of such person or of other persons, and required in connection with the case, may be seized and disposed of under the provision of the Code of Criminal Procedure relating to the Seizure and disposal of property required in case occurring in British India (Government of India Notification No. 362-1 of 22nd July, 1925).

25.51. Recognizance from witnesses—(1). If the fact disclosed by the investigation indicate the commission of a cognizable offence and the person who appears to be guilty of such offence is arrested, the investigating officer shall, when he has completed the investigation, take recognizances from the witnesses as provided by law.

(2) The charge-sheet and its preparation and submission are dealt with in Chapter XXVII. To facilitate compliance with rule 27.1 (4) investigating officers shall, when possible, intimate to the prosecuting inspector some days in advance the date when the chalan and witnesses will reach headquarters.

25.51. Dissemination of "intelligence and hue and cry notices—(1). Every officer proceeding on an investigation shall have with him a supply of blank hue and cry notices (form 23.18) and shall utilize them as directed in rule 23.18.

(2). Nothing in this rule, or in rule 23.18 shall affect the taking of prompt action under section 87 and 88, code of Criminal Procedure, as required by rule.

23.53. Case Diaries—(1). Section 172 (I), code of Criminal Procedure.

(2). Case diaries shall be as brief as possible; shall not be swollen with lengthy explanation and theories, and shall be written either in English or in simple Urdu. Only such incident of the investigation shall be included as have a bearing on the case.

(3). Detailed lists of stolen property, or property seized in the course of a search shall be entered in the first case diary submitted after the fact relating to such property were reported, to, or discovered by, the investigating officer.

(4). The fact that Copies of the record prepared under the provision of section 165 or 166, Code of Criminal Procedure, have been sent to the nearest magistrate empowered to take cognizance of the offence shall also be noted.

25.54. Record of case diaries—(1). Case diaries shall ordinarily be submitted in Form 25.54 (1). And each sheet shall be numbered and stamped with the station stamp. Two or more copies, as may be ordered shall be made by the carbon copying process by the officer conducting the investigation. The officer writing a case diary shall enter in such diary a list of the statement, records under section 161, Criminal Procedure Code, which are attached to such diary and the number of pages of which each such statement consist.

(2). They shall be sent from the scene of investigation to the police station without delay.

(3). On arrival at the police station the number and date of each case diary shall be recorded on the reverse of the police station copy of the first information report, and the date and hour of receipt shall be entered on each copy of diary.

(4). The original shall be despatched with as little delay as possible to the inspector or other superior officer as may be ordered, after the time of despatch has been entered in the space provided in the form on both the original and the copy or copies. Orders for the disposal and recovered of case diaries in the head quarters office are contained in rule 11.70. Also see rule 271.38.

(5). A copy of every case diary shall be retained at the police station, a separate file being maintained for each case. Such files shall be destroyed in accordance with the periods fixed in sub-rule 27.39.(5).

(6). Copies of all orders received at a police station in connection with case diaries and the replies there to shall be made on blank sheets of paper and shall be attached to the case diary to which they refer.

25.55. Files of case diaries—(1). When a case is sent for trial the police station files of case diaries shall be forwarded with the chalangans to the magistrate, and on completion of the trial shall be returned to the police station for record.

(2). Such files when received back at the police station also files of other cases in which the final report has been submitted, shall be filed at the police station in an annual bundle A in accordance with the serial number of their first information reports.

(3). Copies of case diaries in pending cases shall be kept in files at the police station in a separate bundle B in accordance with the number of their first information reports.

(4). A list shall be kept in each bundle A and B of all the files contained therein merely quoting the numbers of their first information reports. Should it be necessary to remove a file from the bundle the fact will be noted in the list.

25.56. Procedure when the investigation cannot be completed in 24 hours,---

(1) When an investigating officer requires authority to detain an accused person in police custody beyond the limits prescribed in section 61 of the Code of Criminal Procedure, 1998, he shall make an application therefor in accordance with the provisions of section 167, of the said code in Form 25.56 (1) to which he shall attach the case diaries or copies thereof.

The Magistrate will record his order on the above application which will not be returned to the police, but will form part of the Magisterial proceedings. The magistrate shall sign and date every page of the case diaries or copies thereof of an token of having seen them. Application for remand shall be prepared in duplicate by the carbon copying prices and a copy of the Magistrate's order will be made by the Police Officer on the carbon copy of the application, which will then be attached to case is finally sent for trial. Case diaries will be attached to the charge-sheet when case is finally sent for trial. Case diaries will not form part of the judicial file. The orders of High Court in connection with the granting or remands to the police custody are contained in Appendix No 25.56 (1).

(2). No application for remand to police custody shall be made on the ground that an accused person is likely to confess. Grounds for such an application should be of the following nature:---

(a) That it is necessary to take the accused to a distance that he may be shown to persons likely to identify him as having been seen at or near the scene of the offence.

(b) That it is necessary to have his footprints compared with those found on or near the scene of offence.

Investigation

(c) That the accused has offered to point out stolen property or weapons or other articles connected with the case.

(d) Any other good and sufficient special reason.

(3) Provided that in all serious cases, when the accused has been arrested and prima facie evidence has been produced, it shall be incumbent on the investigating officer to send the case for trial without delay, whether the investigation is complete or not. Witness should invariably accompany such chalangans, and the Court should be asked to take up the case at the earliest possible moment in accordance with High Court Rules and Orders, Chapter 3(10) Volume IV, in order to record the evidence and thereafter to grant such detention or remand under the provisions of section 167 or 344, Criminal Procedure Code, as may be found necessary. Evidence obtained subsequently shall be produced before the Court by a subsidiary chalan. Superintendents should call up investigating officers for an explanation in all cases where the provisions of this rule appear to have been disregarded.

25.57 Close of investigation and final report.—(1) If on any day, or days, a police officer in charge of the investigation of a case makes no investigation, he shall enter a statement to this effect in the case diary of the day on which the next does something towards the completion of the case.

(2) (I) When the police are unsuccessful, after taking all the measures in their power, and it is considered advisable to suspend the investigation a final report in Form 25.57(2) shall be submitted as required by section 173, Code of Criminal Procedure.

(ii) In case in which a final report is submitted under sub-rule (2) (I) above and in which a copy of the first information report has been sent to a Panchayat as required by Police Rule 24.4(2), a final report shall also be sent to the Panchayat containing information on the following points:-

(a) Whether or not an offence has been proved.

(b) Whether or not the proved is triable by the Panchayat and explaining that the case has not been set for trial.

(3) If the information is present when the final report is prepared, he shall be informed verbally of the result of the investigation and, after noting this fact in the final report, his signature or thumb mark shall be taken on it. If the informant is not present, he shall be informed in writing by postcard or by the delivery of a notice by hand and the fact that this has been done shall be noted in the final report.

In final (untraced or cancelled) reports the facts of the case which the investigating officer believes to be correct should be summarised, together with the grounds for his belief. Information so recorded should be utilised for the completion of preventive records.

25.58. Provision of Investigation bag to the investigating officers.-- The investigating officer shall be provided with an investigating bag of approved pattern containing,---

(1) One bottle of grey powder.

(2) One bottle of graphite powder.

- (3) One camel hair brush.
- (4) Follien paper:-) print
- (5) Finger print forms.) material
- (6) Finger print ink.)
- (7) Appliance for finger printing dead bodies.)
- (8) One magnifying glass.)
- (9) One finger print impression pad and roller.)
- (10) One electric torch.
- (11) One knife.
- (12) One pair of scissors.
- (13) One measuring tape 60' long.
- (14) One foot-rule 2 feet long.
- (15) Sealing wax and candles.
- (16) Formalin diluted to 10 per cent together with chloride of lime to counteract decomposition of corpses.
- (17) Cotton wool and 1.1/2 yards cloth for packing exhibits.
- (18) Case diary book with plate, pencil or pen, carbon paper and the usual forms required in investigation.

APPENDIX 25.18-A

RULES FOR THE PROTECTION OF SOURCES OF
INFORMATION

In exercise of the power conferred on him by section 58 of the Government of India Act, 1935, the Governor of the Punjab acting in his discretion is pleased to make the following rules:-

1. Except as hereinafter provided a police officer or other servant of the Crown shall not disclose nor be compelled to disclose the source from which or the channel through which any information with respect to the operations of persons committing, or conspiring, preparing or attempting to commit such crimes as are mentioned in sub-section (1) of section 57 of the Government of India Act, 1935, has been or may be obtained; and a police officer or other servant of the Crown shall not communicate nor be compelled to communicate any matter whether contained in records or otherwise which discloses, or in his opinion might in conjunction with other circumstances or matters result in the disclosure of or permit to be inferred, the source from which or the channel through which any such information as aforesaid has been or may be obtained.

Note - Section 58 and this rule protect also sources of information relating to past acts of commission of such crimes, and to past conspiracies, preparations, and attempts to commit such crimes.
2. The provisions of rule 1 shall not apply to a disclosure or communication by a police officer to another member of the same force who is authorized by the Inspector-General of Police either by a general or special direction in this behalf to require receive such disclosure or communication. In giving general or special direction the Inspector General of Police shall be under the general control of and comply with, such instructions as may from time to time be given to him by the Governor in his discretion.
3. The provisions of rule 1 shall not apply to a disclosure or communication by a police officer to any person (not being a member of the same force) who is authorised by the Governor in his discretion either by a general or special direction in this behalf to receive such disclosure or communication.
4. The provisions of rule 1 shall not apply to a disclosure or communication by a servant of the Crown (not being a police officer) to any person who is authorized by the Governor in his discretion either by a general or special direction in this behalf to receive such disclosure or communication.
5. The provisions of rule 1 shall not apply to a disclosure or communication by any servant of the Crown (not being a police officer) of facts ascertained by himself made to a Superintendent of Police or District Magistrate of a district or to an officer of the Criminal Investigation Department of or above the rank of Sub-Inspector or to any police officer conducting an investigation under the Code of Criminal Procedure, 1898.
6. The provisions of rule 1 shall not affect the procedure followed by a police officer making an investigation under Chapter XIV of the code of Criminal Procedure, 1898.
7. The Inspector-General of Police shall, with the previous approval of the Governor in his discretion give directions as to the custody of the records or any other documents containing such information as is referred to in rule (1), and the person or persons in whose custody such records or documents are kept shall not disclose them to any person except in accordance with these directions.
8. If in the interests of the administration it is considered necessary by any police officer in possession of any such record or information that such record or information should be disclosed or given to any person other than a police officer serving under the Punjab Government, he shall refer the matter to the Governor through the Inspector-General of Police, and the decision of the Governor in his discretion shall be final.
9. If any person in the service of the Crown in the province other than a police officer considers it necessary in the interests of the administration that such record or information should be disclosed or given to any person, he shall refer the matter to the Governor, and the decision of the Governor in his discretion shall be final.
10. A servant of the Crown who is in doubt whether in any particular case he is compelled by, or permitted under the provisions of these rules to make a disclosure or communication may before making the disclosure or communication require that the matter be referred for direction by the Inspector General of Police or the Governor in his discretion, as the case may be.

4. The above principles apply equally Council questions. The great majority of these can be disposed of without reference to local officers. Sometimes when a question consists of several parts, a reference to local officers is necessary only in regard to one or two of these parts. Where a reference is made, it should be stated in regard to which parts information is required. Further, where a question asks for information which will require considerable time and labour for its collection, local officers should not be asked to supply this information, unless the Secretary concerned is satisfied that the information may reasonably be given in spite of the time and labour involved. Where he does not think that this is the case, he should obtain the orders of the Member of Minister concerned before starting inquiries which may later prove unnecessary. When it is decided not to collect information required to answer a council question the proper answer is. "It is not in the public interest to collect this information".
5. In order to secure that the above orders are observed, the following procedure is prescribed:---
- (i) Except in purely routine matters, no reference to Commissioners or Deputy Commissioners should be made without the approval of a gazetted officer. Important reference should receive the approval of the Secretary or the Head of the Department concerned, unless they are of an immediate nature and the approval of the Secretary or Head of the Department cannot be obtained without delay.
 - (ii) Commissioners of Divisions should bring to the notice of the Chief Secretary by demi-official letter cases in which unnecessary references are made or inadequate time is given for the disposal of unnecessary references. The Chief Secretary will submit the reference of the Commissioner to the Member or Minister concerned, who will no doubt wish to satisfy himself that the orders of Government have been observed.
6. The above orders relate primarily to references to Commissioners and Deputy Commissioners. They will also apply mutatis mutandis to references by the Secretariat and Heads of Departments to other administrative and executive officers, e.g., in the Irrigation Branch of the Public Works Department they will apply to references by the Secretariat to Superintending and Executive Engineers; in the Agriculture Department they will apply to reference by the Director of Agriculture to Deputy Directors of Agriculture and to Extra Assistant Directors of Agriculture, and so on.

Yours sincerely,

F.H. PUCKLE

Chief Secretary to Government, Punjab.

To

- (i) All Heads of Departments in the Punjab.
- (ii) The Register, High Court of Judicature at Lahore.
- (iii) All Commissioners of Divisions, Deputy Commissioners and District and Sessions Judges in the Punjab.

50. Instructions as to statements and confessions of accused persons.—The following instructions (contained in Rules and Orders of the High Court, Volume III) or the subject of taking and recording statements and confessions of accused person should be observed:---

Confession an statements of accused persons

The provisions of sections 164, 342 and 364 of the Criminal Procedure Code with regard to the confessions and statements of accused persons should be carefully studied. Section 164, deals with the recording of statements and confessions at any stage before the commencement of an enquiry or trial. Section 342 deals with the examination of accused persons during the course of the enquiry or trial. Section 364 prescribes the manner in which the examination of accused persons is to be recorded.

2. The object of section 164, Criminal Procedure Code, is to provide a method of securing a reliable record of statements or confessions made during the course of the police investigation, which could be used, if necessary, during the enquiry or trial. Under section 25 of the Indian Evidence Act, a confession to a police officer is inadmissible in evidence, and hence when an accused person confesses during police investigation the police frequently get it recorded by a magistrate under section 164 Criminal Procedure Code, and it can then be used to the extent to which it may be admissible under the Indian Evidence Act.

3. Under section 80 of the Indian Evidence Act, a court is bound to presume that a statement of confession of an accused person taken in accordance with law and purporting to be signed by any judge or magistrate is genuine, and that the certificate or note as to the circumstances under which it was taken, purporting to be made by the person signing it, are true, and that such statement or confession was duly taken. The words "taken in accordance with law" occurring in this section are very important and it is essential that in recording a statement or confession under section 164, the provisions of that section should be strictly followed. Some important changes were made in the section in 1923 and the form of the certificate to be attached to the statements and confessions was also altered. The evidential value of a confession depends upon its voluntary character and the precision with which it is reproduced and hence the section provides safeguards to secure this end. These safeguards are of great importance as confessions are often retracted at a later stage and it becomes necessary for the Court to ascertain whether the alleged confession was actually and voluntarily made. The mere fact that a confession is retracted does not render it inadmissible in evidence, but the Court has to scrutinise any such confession with the utmost care and accept it with the greatest caution. Experience and common sense in fact show that in the absence of some material corroboration it is not safe to convict merely on a retracted confession, unless from the peculiar circumstances under which it was made judging from the reasons, alleged or apparent, of retraction there remains a high degree of certainty that the confession, notwithstanding its having been resiled from, is genuine (of, 30 P.R. 1914 (Cr.)).

4. Some important features of section 164 as it stands now are:---

- (a) statement or confessions made in the courses of an investigation can be recorded only by a magistrate of the second class who has been specially empowered by the Local Government.
- (b) Confessions must be recorded and signed in the manner provided in section 364.
- (c) Before recording any such confession the magistrate shall explain to the person making it that he is not bound to make a confession, and that if he does so it may be used in evidence against him.
- (d) No magistrate shall record any such confession unless upon questioning the person making it, he has reason to believe that it was made voluntarily, failure to question has been held to vitiate the confession (I.L.R. 2 Lah. 325).
- (e) The memorandum set forth in section 164(3) must be appended at the foot of the record of the confession.
- (f) It is not necessary that the magistrate receiving or recording a confession or statement should be a magistrate having jurisdiction in the case.

5. The annexed form for recording confessions taken under section 164 has been prescribed and should invariably be used.

- 6. Unless there are exceptional reasons to the contrary confessions should be recorded in open court and during court hours, Police officer investigating the case should not be present.
- 7. An accused persons who has been produced for the purpose of making a confession and has declined to do so, or has made a statement which is unsatisfactory from the point of view of the prosecution, should, in no circumstances, be remanded to police custody.
- 8. Section 342 of the Code empowers to the court to put questions to the accused at any stage of enquiry or trial to enable him to explain any circumstances appearing in evidence against him. The questions put under this section must be confined to the points brought out in the evidence and should not be in the nature of cross-examination of the accused person. Nor should the power given by the section be used to elicit information from the accused to fill up gaps in the prosecution evidence (of. I.L.R 4 Lah 55). For the conviction of an accused person can only be based on the evidence produced by the prosecution. No oath can be administered to the accused and the answers given by him can only be taken into consideration in explanation of the prosecution evidence.
- 8.A. The magistrate is allowed by section 342 of the Code of Criminal Procedure to examine the accused at an early stage of the case for the purpose of enabling him to explain any circumstances appearing in the evidence against him. This provision is intended for the benefit of the accused, and must not be used to elicit his defence before the prosecution evidence is complete. Magistrates sometimes question the accused generally on the case as soon as a prima facie case has been made out, but before the prosecution evidence is complete. This is incorrect. According to the second part of clause (1) of section 342, it is only after the completion of the prosecution evidence that the accused can be questioned generally on the case. The necessity for postponing such examination is not avoided by framing a charge at an early stage. Even when a charge has been framed, the magistrate should wait until the prosecution evidence is concluded before making a general examination of the accused.
- 9. Section 342 makes it obligatory for a Court to examine the accused generally on the case after the witnesses for the prosecution have been examined and before the accused is called for his defence. Even when an accused person has been examined at an earlier stage the Court must examine the accused generally after the close of the prosecution case (i.e. after the examination and cross-examination of prosecution witnesses and their further cross-examination, if any, after the charge is framed) and before the accused is called upon to produce his defence so as to give him an opportunity to explain any points which were not included in the questions put to him at earlier stages. Failure to examine the accused at the close of the prosecution evidence has been held to be an illegality which vitiates the trial (vide 71.L.R. Lah. 564).
- 10. Under Section 256 of the Code, if the accused person puts in a written statement, it should be filed with the record. But a written statement of this kind does not relieve the Court of the duty of examining the accused in Court after the close of the prosecution evidence as laid down in section 342.
- 11. Section 364 provides the mode in which the examination of an accused persons is recorded. The questions put to the accused and the answers given by him should be distinctly and accurately recorded. The examination of the accused should be recorded in the language in which he is examined, and if that is not practicable in the language of the Court or in English. In cases in which examination is not recorded by the Magistrate or Judge himself he must record a Memo. Thereof in the language of the Court or in English if he is sufficiently acquainted with the latter language. The examination must be read over to the accused and made conformable to what he declares to be the truth. The Magistrate or Judge must then certify under his own hand that the examination was taken down in his presence and hearing and that the record contains a full and true account of what was stated.
- 12. Under section 533 of the Code, if any court before which a confession or other statement of an accused person recorded or purporting to be recorded under section 164, or section 364, is intended, or has been received in evidence, finds that any of the provisions of either of such sections have not been complied with by the magistrate recording the statement it must take evidence that such person duly made the statement recorded and such a statement may then become admissible in evidence notwithstanding the provisions of section 91 of the Indian Evidence Act, provided the error has not prejudiced the accused as to his defence on merits.

RECORD OF A CONFESSION MADE BY AN ACCUSED PERSON.

(Section 264 of the Code of Criminal Procedure)

_____Division.

in the Court of _____

THE CROWN

versus

The confession of-----taken by me-----

a Magistrate of the -----District, this-----

day of -----19

Memorandum of Enquiry

(The magistrate shall first, as required by section 164(3), Code of Criminal Procedure explain to the accused person that he is not bound to make a confession, and that if he does so, it may be used as evidence against him, and shall then put and record answers to the following questions. If the answers are of such a character as to require him to do so, he should put such further questions as may be necessary to enable him to judge whether the accused person is acting voluntarily. In arriving at his conclusion on this point the magistrate should consider inter alia the period during which the accused person has been in police custody and make sure that the confession is not the result of any undue influence or ill treatment. Special care should be taken when women or children are produced by the police for their confessions being recorded),---

Q.- Do you understand that you are not bound to make a confession?

A.-

Q.- Do you understand that your statement is being recorded by a magistrate, and that if you make a confession, it may be used as evidence against you?

A.-

Q.- Understanding these two facts are you making a statement before me voluntarily?

A.-

Statement of accused.

(Mark or signature of accused)

Magistrate.

I have explained to -----that he is not bound to make a confession, and that if he does so, any confession he may make may be used as evidence against him and I believe that his confession was voluntarily made. It was taken in my presence and hearing, and was read over to the person making it, and admitted by him to be correct, and, it contains a full and true account of the statement made by him.

Magistrate.

Date-----

APPENDIX 25.41(4)

DIRECTION FOR AND PRECAUTION TO BE TAKEN IN
FORWARDING ARTICLES TO THE CHEMICAL
EXAMINER FOR EXAMINATION AND REPORT.

All articles should, as far as possible, be sent by registered parcel post. If this cannot be done and the articles are important, they should be sent by hand. Only very heavy and unimportant articles should be sent by rail.

Human poisoning cases

1. FATAL.

The following articles should be forwarded in all cases:---

- (1) Stomach with contents. The stomach should be securely tied at both ends.
- (2) A piece of the small intestine (about 3 feet) securely tied at both ends.
- (3) A portion of the liver (not less than 16 ounces), one kidney and a piece of spleen.
- (4) Urine or stomach washings if available.
- (5) A sample of the preservative fluid used.

Note:- (I) Rectified spirit should be used in all cases unless alcohol, phosphorus or carbolic acid poisoning is suspected. In such cases normal saline solution should be used.

(II) in suspected coal-gas (charcoal) poisoning, a sample of the blood should be sent in a small bottle properly corked. Add two drops only of formalin to prevent decomposition if available.

(III) Ashes and burnt bones should only be sent where a metallic poison is suspected. Vegetable poisons are destroyed during cremation.

Documents which should be forwarded:---

A--by Post—

- (1) Post-mortem Report.

Note:- Information on the following toxicologically important points should invariably be supplied:---

- (a) Date and hour of onset of symptoms : (b) date and hour of death; (c) in case where body has been exhumed, dates of burial and of exhumation should be entered in column headed "Death", (d) in cases of suspected irritant poisoning, the condition of the gastrointestinal tract, as regards emptiness or otherwise as well as any abnormal appearance of the mucous membranes should be specially noted.

The following information should also be given:---

- (a) note of symptoms observed by the Medical Officer if the case has been seen during life him. (b) note of nature and duration of treatment, if any, adopted by the Medical Officer, Police or friends of deceased.

(2) Statements of symptoms [Police form 25.35(c)] supplied by the Police to the forwarding Medical Officer. (This form should be carefully filled in by the Police, noting particularly the early or first symptoms observed).

(3) Certified copy of the Police Reports (vernacular or otherwise) sent with the case to the forwarding Medical Officer.

(4) Forwarding memo and invoice list of articles forwarded for examination to the Chemical Examiner.

(5) Impression or imprint of seal used to seal the packages.

Note :- (1) The seal should be a private one, and the same seal should be used throughout. The impression should be attached to the forwarding memo. (No.4) and should be protected by a thin layer of cotton wool to prevent its being broken in transit.

(2) An imprint of the seal piece of paper is better than an impression of the seal.

(B). Under cover of the box containing the articles for examination.

- (1) Duplicate copies of forwarding memo., invoice list of articles sent for analysis.
- (2) Duplicate impression or preferably imprint of seal used in case.

Note :- Make sure that the bottles are properly corked and packed otherwise leakages stain the documents inside.

II. NON-FATAL:---

Vomit, stomach washings, purged matter, urine and suspected articles of food should be sent whenever available.

Documents which would be forwarded:---

A.—By post—

- (1) State of symptoms [Police form 25.35(c)].
- (2) Note of symptoms observed by the Medical Officer.
- (3) Note of treatment, if any, adopted by the Medical Officer, Police, or patient's friends.
- (4) Forwarding memo, (original) and invoice list of articles forwarded for examination. The nature of the preservative fluid used, if any, should be stated.
- (5) Impression or imprint of seal used to seal the packages.

B.-- Under cover of box containing the articles for examination.

- (1) Duplicate copy of forwarding memo and invoice list of articles sent for analysis, and of police form No.25.35(c).
- (2) Duplicate impression or imprint of seal used in the case.

Abortion cases.

- I. Fatal.—As in fatal human poisoning cases, but, in addition, the uterus and upper part of the vagina should invariably be sent, along with any foreign bodies found in the genital tract.
- II. Non—Fatal.—As in non-fatal poisoning cases, but, in addition, any foreign bodies expelled or removal from the vagina or uterus should be sent.

Blood-stain cases.

The entire garments or other articles suspected to be stained with blood should be sent if possible, not portions removed or cut from them. A label with number and description of the articles should be stitched or tied (not gummed or pasted) to each separate article, care being taken that the labels correspond with the invoice list of articles. When the label is tied to the articles the string should be sealed.

Note.—(1) Take care that the stains are quite dry before being packed for examination. Wet stains readily decompose.

(2) Do not make a circle with ink or indelible pencil around the suspected stains. In wet weather or during examination such circles run into the stain and interfere with the tests.

(3) Wet blood stains on a culprit's body should be removed with a clean cotton swab and properly dried before being sent for analysis. Dry blood stains on a culprit's body may be gently scrapped into an envelope and then despatched for analysis.

Documents which should be forwarded:---

A.—By post—

- (1) Forwarding memo, and invoice list of articles for examination.
- (2) Impression or imprint of seal used in the case.

B. With the articles—

- (1) Duplicate copy of forwarding memo and invoice list.
- (2) Duplicate impression or imprint of seal used in the case.

Semen cases.

This entire garment, etc., should be set. The cloth should not be folded at the stained portion. The stain should be kept quite flat, and should be protected by a thin layer of cotton wool on each surface.

Note.—It is better to send swabs from the vaginal mucus than mounted slides. These swabs should be first dried and then forwarded in a small box or phial carefully labeled.

Rules for preserving and packing exhibits for transmission to the Chemical Examiner.

- I. The suspected organs or other exhibits should be placed in lean glass bottle or jar having a good fitting stopper or cork. Wide mouthed bottles or jars of sufficient size must be used, otherwise the contents readily decompose. It is also difficult to empty narrow-mouthed bottles or jars that are tightly packed.
- II. Materials that are liable to decompose should be preserved by one of the following methods:---
 - (1) In cases of suspected human poisoning other than alcohol, phosphorus, carbolic acid and some of the lesser known volatile poisons, the material sent should be immersed in rectified spirit. The spirit should be sufficient to cover the material immersed in whatever position the vessel containing it may be held. On no account use common bazaar spirit. A separate four ounce bottle of the rectified spirit added should be sent for independent analysis as a control.
 - (2) In those cases mentioned above where rectified spirit should not be added, the preservative used should be salt solution and the same precautions for immersion of material should be exercised. A salt solution is made by adding a full tablespoonful of salt to about a pint of fresh clean water. A separate four ounce bottle of this salt solution should be sent for independent analysis as a control.
 - (3) If two or more examinations have to be made on the same occasion, the medical officer should complete one and label and seal the articles connected with it before commencing a second examination, otherwise there is risk of the viscera, etc., of one case getting mixed with those of another. He should clean his instruments and vessels before commencing the second case.
 - (4) In cases of suspected cattle poisoning the viscera or other material should be preserved in rectified spirit with the same precautions as those exercised in

human poisoning cases (item2).

(5) It is advisable to keep a sample of the preservative added under lock and key in case the bottle containing the sample sent to the Chemical Examiner should arrive broken.

III. Great care should be taken that the stopper or cork of the bottle or jar fits tightly; especially in this necessary during the hot weather, when rectified spirit is added as a preservative. The stopper may first be candle-waxed and then carefully tied down with leather or water proof and sealed.

IV. To Secure identity, the bottles or jars should be properly labeled with a list of the contents.

V. The bottles or jars should then be placed in a strong wooden box with plenty of packing material to ensure against any breakage's during transit. Saw dust, cotton wool, and dried grass are suitable for this purpose. Old officer papers, etc., should not be used as the copies of the forwarding documents enclosed in the box are liable to be thrown away with this waste paper packing material. Keep these documents well away from the bottles as breakage's or leakage's are apt to stain them.

VI. The box itself should be covered with common garha cloth properly sewed and sealed. Seals should be at short intervals of three inches along each line of sewing. All the seals must be similar and preferably the wax should be of the same kind. The seal used should be the ordinary office seal and must be kept under lock and key. Current cons, or a series of straight, curved or crossed lines must not be used as seals. The box should be properly addressed and sufficient stamps added to cover postage; the box must also be franked.

VII. Under no circumstances should viscera from different cases be included in the same parcel.

VIII. The dispatching officer who is invariably the Civil Surgeon or another medical officer authorised to conduct post-mortem examination; is personally responsible that these instructions are carefully followed.

Note. In order to minimize the chances of parcels being lost in transit between the office of the Chemical Examiner and the Railway Station at Lahore, all articles for medico-legal examination should be sent by post as far as possible or better still by hand.

IX. In cases where the police send a closed parcel through the medical officer and the latter has no occasion to open it in transmission, the parcel should be packed in a second cloth cover and the forwarding memo should also be enclosed. This procedure is necessary and prevents cases getting mixed up on receipt of the Chemical Examiner's office.

X. The labeling and numbering of articles should not be in the vernacular but in English.

XI. A declaration of the contents to the Postal authorities is unnecessary.

APPENDIX 25.42(2)

INSTRUCTIONS FOR DEALING WITH SUBSTANCES ON OBJECTS SUSPECTED OF BEING EXPLOSIVE

Introduction.

Explosive substances or objects which may cause explosion may be met within the following forms:-

A. Liquids.—For example nitroglycerine. These will rarely have to be dealt with. The possession of a liquid explosive is generally illegal.

B. Solids:---

(1) Blasting explosives.—Dynamite, Gelatin Dynamite, Blasting Gelatin, Gelignite, etc. These are usually made up in cylinder form about two inches long in waterproof paper wrappers, stamped with the maker's name. They vary in consistency, from a taugth leathery material to a soft one like ordinary stiff jelly.

(2) Gunpowder. May be black, brown or gray and is made up in cylinder form, cubes, pebbles, grains and powder.

(3) Gun Cotton. — Is white and is supplied in slabs or cylinders or loose like ordinary cotton wool.

(4) Gun, rifle and shot gun powders.—These are generally in cords, tapes or grains, but are found as small cubes or flakes. In colour they may be white, pink, yellow, blue or black.

(5) Fulminates.—These are white or gray powders. They are extremely dangerous. Their possession is generally illegal.

(6) Picric acid and pirates. These are crystalline or may be in powder form. They have a brilliant yellow colour if pure. A license is required for their possession.

(7) (a) Ammonal. This is a mixture of tri-nitro toluene, ammonium nitrate aluminum powder and charcoal. It is a silvery brown paste.

(b) Amatol.— Is a mixture of tri-nitro toluene and ammonium nitrate. In appearance it is a brown paste.

(8) Chlorate of potash.—May be found in clear tabular crystals or as a white powder.

(9) Sulfide of arsenic.—Is generally found as a yellow or orange powder.

(10) Carbide or phosphate of calcium.—Under certain circumstances these may cause violent explosion.

(11) Detonators and caps.—These are explosives made up in metal tubes or small metal caps. Military detonators, friction tubes and time fuses are made in a great variety of forms. All detonation should be handled with the utmost care.

(12) Fuse.—This is slow burning gunpowder rolled up in cloth or paper in the form of long cards. Military fuses are made up in metal bodies in great variety of forms.

(13) Cartridges.—These are either commercial, military or sporting and generally contain their own means of ignition in the form of a cap or primer. Cartridges for big guns generally consist of explosives made up in silk cloth or shalloon bags or bundles.

(14) Bombs.—These are explosives contained in receptacles such as bottles, jars, coconut shells, cloth, jute or hemp, balls or bundles, books letters tins, metal shells, bamboo tubes, water cistern floats, chatties, etc., the whole being designed to explode by percussion, fuse, trigger, by being inverted.

(15) Fireworks.—Fireworks are provided with a fuse of touch papers or slow match. Throw downs, crackers, explosives, corks, or objects designed to explode

by percussion, provided they are not detonators, caps or cartridges are not fireworks, but bombs.

(16) Rockets.—Some rockets are not fireworks. Life saving, signal and military rockets are dangerous and should be handled with care

(17) Signals.—These may be ships-flares, signal lights, etc. They are not fire works.

C. Gases – Liquid or compressed gases (ammonia, oxygen, hydrogen, acetylene, carbon-dioxide) or cylinders, sparklets, etc., may under certain circumstances cause violent explosion.

Instructions

A local police officer should communicate at once with the Superintendent of Police, who will himself proceed, or depute some responsible officer to proceed, to the place to carry out the following instructions:---

1. If you have any reason, however slight, to suspect that the substance or object with which you, are dealing is dangerous then regard it as being Highly Explosive until such time as it is proved to be otherwise.

2. *****

3. During the removal, guarding or examination of any substances or object suspected or being explosive, all unnecessary persons whether police or otherwise should be sent away.

4. If the substance you are examining is Liquid, proceed as in paragraphs 6 or 7. Solid, proceed as in paragraphs 8, 9 or 10. Gas, proceed as in paragraph 11.

5. If the object you are examining is a,---

Detonator or cap.]

Fuse,]

Cartridge,]

Firework,]

Rocket,] proceed as in paragraph 12

Signal light]

Bomb, proceed as in paragraph 13.

6. (1) If the substance is a liquid in an open vessel - -

Carefully dip into the liquid a pencil or thin piece of stick and allow one drop to fall on a small piece of blotting paper or tin foil (silver paper). Remove this ten yards or more from the vessel or vessels containing the bulk of the liquid, place it upon a flat surface or iron or stone and strike it a sharp glancing blow with a flat headed hammer. Repeat the test three times with fresh drips and also by burning a fresh drop of the liquid on blotting paper in the flame of a spirit lamp or candle.

(A) The substance explodes or burns rapidly. Place about half an ounce of the liquid in a small clean bottle, carefully cork it up (do not use a glass or metal stopper), and after packing in cotton wool in a box or tin, send it by messenger to the Inspector of Explosives, Northern India, with your report. The bulk of the liquid should be locked up in an isolated place until instructions are received from the Inspector of Explosives, Northern India, as to its disposal.

(B) The substance does not explode or burn rapidly. Place about half an ounce of the liquid in a small clean bottle, cork up and after packing send by post to the Inspector of Explosives, Northern India, with your report, the bulk of the liquid should be locked up in any convenient place until the report of the Inspector of Explosives is received.

7. (2) When the substance is a liquid in a closed vessel—

(1) If the vessel is a bottle and is not suspected of being a bomb and the stopper will not come out when using only moderate power, do not attempt to open but send it by messenger to the nearest Inspector of Explosives together with your report, first having carefully packed the bottle upright in a box with straw, sawdust, or paper, etc.

(2) If the vessel is a bottle and is not suspected of being a bomb and the stopper will come out, then proceed as in paragraph 6.

(3) If the vessel is not suspected of being a bomb and is of metal or other hard material and the stopper will not come out when moderate force is use, do not attempt to open but remove the vessel very gently, and in such a manner as to expose it to a little shaking as possible, and without turning it over in any way, to such open place of safety in the vicinity as may be available, where its ignition or explosion would be attended with a minimum of mischief, e.g., a yard or a garden or other open space from which the public are or can be excluded. The two pieces of strong cord to the vessel passing one cord round a hook or tree and from round the corner of a building and after all persons have been removed from within range, pull the cords backward and forward so that the vessel is upset and given as severe a shaking as possible, then leave the vessel alone for twelve hours.

If explosion is not obtained and the vessel is not too large sent it by messenger to the Inspector of Explosives with your report.

If the vessel is a large one, try once more to open it using more force. If you cannot open it, remove the vessel to a convenient place where it can be locked up and send a copy of your report and all connected papers to the Inspector of Explosives.

8. When the substance is a solid in an open vessel:-

(1) Carefully take out with a piece of cardboard or flat stick a few grains of the solid and after removing it ten yards, or more away from the vessel or vessels containing the bulk of the substance, place it upon a flat surface or iron or stone and strike it a sharp glancing blow with a flat headed hammer. Repeat the test three times with fresh substance and also try burning a small portion on blotting paper in the flame of a spirit lamp or candle.

(A) The substance explodes or burns rapidly. – Take a very small amount of the substance, add to it a little water and notice what happens. If the substance undergoes no change and here is no sign of any gas being given off, or of heat being generated, place about half an ounce of the substance in a small clean bottle and fill up with clean water. Cork the bottle carefully, taking the precaution not to use a glass or metal stopper, and then pack it in cotton wool in a box or tin and send it by messenger to the Inspector of Explosives with your report.

(B) The substance does not explode or burn rapidly. – test a small amount of the substance with water in exactly the same way a detailed in (A). if the substance undergoes no change and there is no sign of any gas being given off, or of heat being generated, place about half an ounce of the substance in a small clean bottle and fill up with water. Cork the bottle carefully, and after packing, send it by post to the Inspector of Explosives with your report.

The bulk of the substance should then be covered with clean water and locked up in any convenient place until the report of the Inspector of Explosives is received.

(2) If you find that the substance under sub-paragraphs (A) and (B) does undergo a charge, etc., when water is added proceed exactly as before, except that the sample in all cases should be sent dry, and the bulk also kept dry. Make certain that your bottle is absolutely dry before you put the sample into it.

9. When the substance is a solid in a closed vessel,---

(1) If the vessel is a bottle and is not suspected of being a bomb and the stopper will not come out when only moderate power is used. Do not attempt to open it but send it by messenger to the Inspector of Explosives together with your report, first having carefully packed the bottle upright in a box with straw, sawdust, paper, etc.

(2) If the vessel is a bottle and is not suspected of being a bomb and the stopper will come out then proceed as in 8.

(3) If the vessel is not suspected of being a bomb and is of metal or other hard material proceed as in 7(2).

10. When the substance is calcium carbide or calcium phosphide. If it is desired to destroy calcium carbide or calcium phosphide, this can be done by dropping them into deep water, but not more than half a pound at a time, waiting until no more gas is given off before a fresh portion is destroyed.

11. When the substances is gas, -- Gases are generally found compressed in cylinders, sparklets, etc. They should be kept cool and away from the direct rays of the sun. If it is desired to know what gas is in any cylinder, the whole cylinder should be even up in the coir matting and sent by train to the Inspector of Explosives together with your report. Small cylinders or sparklets only a few inches long can be sent by post if well packed in cotton wool in a wooden box.

12. When the object is a detonator, cap, fuse, cartridge, firework, rocket, light these should never, under any circumstances, be sent through the post. A few should be carefully packed separately in cotton wool in a wooden box and be sent by hand to the inspector of Explosives together with your report. The bulk should be locked up in an isolated place.

13. When the object is a bomb:---

(1) These may be met with in the following forms:---

A. Military grenades.

B. Copies of military grenades.

C. Bombs made up in soda bottles, jam tins, water cistern floats, chatties, coconut shells, bundles of jute or hemp, bombo tubes, etc.

D. Book bombs.

E. Letter bombs.

(2) Any of these may be designed to explode,---

(a) when moved in any way,

(b) when turned over,

(c) when placed in water,

(d) when thrown down,

(e) by lighting a fuse,

(f) by clock work.

(g) By chemical reaction

(3) Before touching the bomb examine it where it lies and see if you can detect the arrangement for firing. See if there is any trigger and, if so, if it is set or not. Do not move the bomb, unless you are satisfied that it is safe to do so. If you are not satisfied, then place a guard over the bomb and report to your senior officer.

A. Military grenades. – The first thing to do, is to see that the safety pin is in position, that it is not broken or corroded and that the ends are well splayed out so that it cannot be jolted out. See that the jaws of the lever are in good condition and support the striker correctly. Being satisfied on these points, the base should be unscrewed and, if the igniter set is present, it should be carefully removed. Pack the igniter set and the bomb in cotton wool in separate wooden boxes and send by hand to the inspector of Explosives, together with your report.

If the safety pin and level are missing and the striker is inside the bomb, it will probably have to be destroyed in situ. Set a guard over it where it lies and report to your senior officer.

B. Copies of military grenades. – These are generally something like a military grenade but are of cruder finish. They must only be handled by persons who have handled bombs before. It is generally possible to render them harmless by removing an explosive cap or tuft of gun cotton. This should only be done when you are satisfied that the trigger is safe. Do not put this type of bomb in water but, provided the trigger has been made safe, it should be packed in cotton wool in a wooden box and be sent by hand to the Inspector of Explosives together with your report.

C. bombs made up in soda bottles, etc. – First arrange a string bag and strong cord over a large bucket of hot water. Carefully remove the bomb keeping it in the same position as found and place it in the bag and from round the corner of a building, first having sent everybody present under cover lower the bomb into the hot water and leave it there for 24 hours. The water will then be cold.

It may then be taken out and be carefully packed in wet straw or cotton wool in a wooden box and be sent by hand to the inspector of Explosives together with your report.

If the bomb is well made and there is a possibility that the water may not have penetrated inside, it should be given the rough treatment described in paragraph 7(3) before being sent away.

D. Book bombs. – These are bombs made up in book form and are generally designed to explode when the book is opened or turned over. Such a bomb should be very carefully taken to an isolated place, keeping it in the original position all the time and be locked up. Send a report on the subject to the Inspector of Explosives.

E. Letter bombs. – These are letters containing explosives which are designed to explode when opened. Place the whole letter in a bucket of water. When the letter is quite wet, pack it in a tin in wet cotton wool and send by hand to the Inspector of Explosives, together with your report.

F. Booby Traps --

1. “Booby Traps” are bomb generally designed to explode in the presence of an officer who is engaged in searching suspected premises.

2. They may be designed to explode when the bomb is moved in any way or electric contract is made by some action of the officer or by clock-work or chemical means.

3. The most prevalent procedure is to cause one bomb to explode in a house by time fuse, such as a burning candle, leaving a second bomb which will explode when the officer comes to investigate the first explosion, or the officer may be tempted to the house by a message, telephone call, etc.

4. Another method is to leave the second bomb with an obvious means of ignition such as a burning candle in the hope that the officer will extinguish the candle and then consider the bomb as safe whereas it is really designed to explode if moved in any way.

5. Never enter a house or room in which you suspect booby traps by the obvious way. First smash a window or knock a hole in the wall with a crowbar opposite the door to see if the door can be safely opened.

6. Enter the house or room very slowly touching nothing until each object has been carefully examined. Make a loop at the end of a long rope and drop the loop over each object which might be a bomb without touching it. These may be such things as tins, trunks, kettles, lamps, buckets, boxes, clocks, etc. From outside the room or house jerk the object about by means of the rope and do not enter the room or house again for some minutes in each case. Open the lids of boxes or trunks by means of the rope from round the corner.

7. If and unexploded bomb is discovered after this treatment proceed as in paragraph Cabove.

APPENDIX No. 25-43(4)

Poisons	Native name	Usual symptoms
Arsenie	Sammulfar Sankhia Hartal and Mansil	Vomitings; burning pain in the stomach; great thist; sometimes cold skin; cramps in the limbs, and sleepiness
Opium	Afiun	Sleepiness; pupils contracted; complete insensibility; skin sweating; vomiting seldom occurs.
	Afim	Numbness, and tingling in the mouth and throat, afterwards in the limbs; frothing at the mouth; sleepiness; occasionally convulsions or delirium, or paralysis.
Aconite	Bish	Pupils dilated; delirium; insensibility; vomiting rare.
Dhatura	Dhatura	Twitching in the limbs, followed by violent spasms and often lock-jaw. The spasms cease for a time and then again returns, often without evident cause; it usually affects the whole body. Shortest time before symptoms – 15 minutes.
Nux vomica	Kuchila	Shortest time before death – 1 house.

NOTE : Any one of the above symptoms may be absent, though the poison by which they are caused has been administered.

Poison	Ordinary interval between taking the poison and the appearance of symptoms	Ordinary time Before death
Arsenic	Half to one hour	6 to 24 hours
Opium	Half to one hour	6 to 24 “
Aconite	15 minutes	1 to 8 “
Dhatura	5 to 10 minutes	6 to 12 “
Nux vomica	Half to one hour	1 to 6 “

Investigation

APPENDIX No.25.56(1)

REMANDS TO POLICE CUSTODY.

1. Remands to Police custody when to be granted.—Before making an order of remand to police custody under Section 167 of the Code of Criminal Procedure, the magistrate should satisfy himself that,---

- (1) there are grounds for believing that the accusation against the person sent up by the police is well founded.
- (2) There are good and sufficient reasons for remanding the accused to police custody instead of detaining him in magisterial custody.

In order to form an opinion as to the necessity or otherwise of the remand applied for by the police, the Magistrate should ascertain what previous similar orders (if any) have been made in the case, and the longer and accused person has been in custody the stronger should be the grounds required for a further remand to police custody.

The accused person must always be produced before the Magistrate when a remand is asked for.

2. the following principles are laid down before for the guidance of Magistrates in the matter of granting remands, and District Magistrates are required to see that they are carefully applied:---

- (i) Under no circumstances should an accused person be remanded to police custody unless it is made clear that his presence is actually needed in order to serve some important and specific purpose connected with the completion of the enquiry. A general statement by the officer applying for the remand that the accused may be able to give further information should not be accepted.
- (ii) When an accused person is remanded to police custody the period of the remand should be as short as possible.
- (iii) In all ordinary cases in which time is required by the police to complete the enquiry, the accused person should be detained in magisterial custody.
- (iv) Where the object of the remand is merely the verification of the prisoner's statement, he should be remanded to magisterial custody.
- (v) A prisoner, who has been produced for the purpose of making a confession and who has declined to do so, or has made a statement which is unsatisfactory from the point of view of the prosecution should in no circumstances be remanded to police custody.

3. In any case when an accused person is remanded to police custody, the reasons must be recorded in the order of remand, and when the Magistrate ordering a remand is not himself a Sub-Divisional or District Magistrate, he must at once send a copy of his order, with his reasons for making it, to the Sub-Division or District Magistrate to whom he is immediately subordinate.

If the limit of 15 days has elapsed, and there is still need for further investigation by the police, the procedure to be adopted is that laid down in Section 344, Criminal Procedure Code. The case is brought on to the Magistrate's file, and the accused, if detention is necessary, will remain in magisterial custody. The case may be postponed or adjourned from time to time for periods of not more than 15 days each, and in each adjournment expires the accused must be produced before the Magistrate, and the order of adjournment must show good reasons for making the order.

FORM NO.25.2(1)

ORDER TO REQUIRE ATTENDANCE AT INVESTIGATIONS UNDER SECTIONS 160 AND 175, CRIMINAL PROCEDURE CODE

Name _____ son of _____ caste _____
 Resident of _____

Whereas the presence of the aforesaid person is necessary for the purpose of enquiry into the offence reported to have been committed under section _____ at the Police Station _____; therefore the said persons hereby directed to appear before the undersigned at (place hour date) there to give such information relation to the said alleged offence as he may possess.

Signature and Designation of issuing Police Officer

Date _____ Hour _____

Note-

-----mentioned in this order attended on _____ at _____
 at _____ and was permitted to leave on _____ at _____
 at _____

Dated _____

Signature and Designation of issuing Police Officer.

FORM NO.25.23(1)(a)

_____ Police Station _____ District

Notice of search in the case of Crown versus _____

F.I.R. NO. _____ dated _____ offence _____

Section 165/166, Cr.P.C.

Date and place of search	Name, percentage, residence and caste of the person to be searched	Articles to be searched for	Reasons for which the search is to be made

1	2	3	4

Signature of *Officer-in-charge*
Investigating Officer

Endorsement in case the officer causing search to be made is unable to conduct in person

I hereby authorise _____ to conduct the search as I am unable to conduct it in person for the following reasons:-

Signature of *Officer-in-charge*
Investigating Officer

Punjab Police Rules
FORM No.25.23(1)(b)

Order under Section 103(1), criminal Procedure Code, requiring
Attendance of a witness at a search

F.I.R. No. _____ dated _____

Section _____ Police Station _____

To

WHEREAS it is necessary to make a search in the above mentioned case of the house/shop/place of _____ situated in _____

Therefore I, _____ call upon you to attend at the aforesaid house/shop/place at _____ O'clock on / forthwith _____

To witness the search..

N.B – Failure to attend without reasonable cause is punishable under section 187,

I.P. Code.

Dated _____
designation of

the officer conducting the search

Signature and

FORM NO. 25.23(1)(e)

Form of search list prescribed by section 103(2), Cr.P.C.

F.I.R. NO. _____ dated _____ Police Section _____
 The house of _____ son of _____
 Caste _____, resident of village, _____
 was searched in the presence of the undermentioned witnesses and the following articles were recovered and taken into possession by the police on the statement and indication of _____, son of _____
 caste _____ village _____
 accused in the above-mentioned case.*

*Cross out if not applicable.

Articles _____ Place from which recovered. _____

Name and signature _____ *Signature and designation* _____
of the witnesses _____ *of the officer conducting the* _____
 _____ *search.* _____

Date _____

FORM No. 25-35(1)(A)

POLICE DEPARTMENT _____ DISTRICT _____

DEATH REPORT – SUDDEN DEATH FROM NATURAL CAUSES

DEATH REPORT No. _____ POLICE STATION _____

Dated _____

<ol style="list-style-type: none"> 1. Name of place where death occurred. 2. Distance and direction from the police station in whose jurisdiction it is. 3. Date and hour of discovery of the death. 4. Name, parentage and residence of two or more persons who identify the body as that of the deceased person named in this report. (Note-Relatives of deceased, or two respectable witnesses to identification should be obtained, if possible). 5. Name of deceased Parentage Cast Residence Condition in life 6. Age and Sex 7. Condition of clothes, ornaments, & c., as not indicating as unnatural death. 8. Position of limbs, eyes and mouth. 9. Expression of the countenance 10. Injuries or marks of violence the body may have received. 11. Blood, liquid or clotted, where cozed from and to what amount. 12. In what manner, or by what weapon or instrument, such marks of injuries or of violence appear to have been inflicted. 13. Is the body well nourished and vigorous or emaciated and weak? 	
--	--

DEATH REPORT:- UNNATURAL DEATH BY VIOLENCE

DEATH REPORT No. _____ POLIC STATION _____

Date _____

<ol style="list-style-type: none"> 1. Name of place where the death occurred or where body was found (state which). 2. Distance and direction from police station in whose jurisdiction it is. 3. Date and hour of discovery of the death. 4. Names parentage and residence of two or more persons who identify the body as that of the deceased person of two in the report. <p>Note.- Relations of the deceased or two respectable witness to identificatnoi should be obtained, (if possible)</p> <ol style="list-style-type: none"> 5. Name, parcentage, caste, residence and condition in life of the deceased. 6. Age and sex. 7. Condition of the clothes, ornaments, & c., and mark of either having been forcibly removed or of bing stained with blood or other matter. <p>(Note.- If the Civil Surgeon or other Medical Officer is expected to attend to examine the body this information should be filled in so far as can be sean and without touching or removing jany clothing, and in such case it should be completed after he has finished his examination of the body).</p> <ol style="list-style-type: none"> 8. Position of the limbs, eyes and mouth. 9. Expression of the countenance. 10. Injuries or marks of violence the body may have received. Wounds and bruises.— Show position, length and breadth. (Note.— Not depth. Be careful not to probe wounds. If the Civil Surgeon or other Medical Officer be expected to attend to examine the body, this information should be filled in after he has completed his examination) 11. Blod, liquid or clotted? Where oozed from and to what amount? 12. In what manner or by what weapon or instrument such jmarks of injruies or of violence appear to have been committed? 13. Was there any rope or other article round the neck, or any mark of ligature on the neck? 14. Had such rope or article apparently been used to produce strangulation, and, if the body had been suspended by it, could it probably have supported the body? 15. Were there any foreign matters, such as weeds, straw, & c., in the hair or clenched in the hands of the deceased, or attached to any part of the body? 16. Is the body well nourished and vigorous or emaciated and feeble? 17. Is it stout, ;thin, or decomposed? 18. Height by mesuring from head to feet. 19. Distinguishing marks—Position and appearance of moles, scars, etc. 20. Apparent cause of death. <u>To be made out on separate sheets of papers.</u> 21. Are there any circumstances or rumours tending to show that deceased killed himself 22. Description of each article found on body to be labeled and sealed). 23. Description of each article found near body (to be labelled and sealed). 24. Sketch plan of the place where body was found. 	
--	--

25. Signature of two or more respectable inhabitants present at investigation and of investigation officer with date and place of signing.	
--	--

DETAH REPORT - UNNATURAL DEATH BY POISONING

DEATH REPORT TO _____ POLICE STATION _____

<ol style="list-style-type: none"> 1. Was deceased in good health previous to the attack? 2. If not in good health, what was he suffering from? 3. What medicine was he taking? 4. What did the last Meal consist of? 5. What was the interval between the last meal? 6. What did the deceased last eat or drink before the commencement of the symptoms? 7. What was the interval between the very last time he ate or drunk, and the commencement of the symptoms? 8. What were the first symptoms? 9. Was the thirsty? 10. Did he complain of head ache or giddiness? 11. Did he appears to have lost the use of his limbs? 12. Did he sleep heavily? 13. Did he sleep heavily? 14. Was he at any time insensible? 15. Did convulsions occur? 16. Did he complain of any peculiar taste in his mouth? 17. Did he notice any peculiar taste in his mouth? 18. Was he sensible in the intervals between the convulsions? 19. Did he complain of burning or ingling in the mouth and throat, or of numbness and tingling in limbs? 20. Was there vomiting? 21. Was there pain in the stomach? 22. Mention any other symptoms? 23. Mention any other symptoms? 24. Had the deceased ever suffered previously from a similar attack? 25. How many other persons partook of the meal of food, or drink by which the deceased is supposed to have been poisoned? 26. How many were affected by it, and in what way? 27. Did the deceased move from the place where the first symptoms were notice; if so, how far? 	
---	--

Date _____ 19_____ (Signature of two or more respectable inhabitants of the place present at the investigation). A _____ B _____	(Signature of officer conducting the inquest) Name _____ Rank _____
---	---

POLICE DEPARTMENT _____ DISTRICT _____

FORM TO ACCOMPANY BODY OF INJURED PERSON SENT FOR MEDICAL EXAMINATION

1. Name of injured jor deceased person, parentage, caste,	
---	--

residence and condition of life.	
2. Sex and supposed age.	
Report of Police Officer:-	
(a) Description of any injuries or marks of violence received, wounds and bruises, position, length and breadth.	
(b) Brief report by despatching police officer stating the manner in which the injuries or death is supposed to have been caused. If by poison, the poison suspected to have been used.	
(c) Date and hour it was administered, and date and hour of commencement of symptoms, the date and hour of death, and the nature and duration of treatment adopted by the police or friends of the deceased/	
3. Brief report and opinion in simple language dictated by the medical officer and followed by his initials:-	
(a) as to the means by which the injuries were caused.	
(b) In the case of injuries, poisoning not causing death, the extent or the injuries or sickness, and, in the latter case, the nature of the poison ascertained or suspected.	
(c) In the case of death (1) Whether death by violence in ascertained and cause of death and (2) Whether death is suspected from poisoning, the poison ascertained or suspected.	

The following kinds of hurts only are designated as 'grievous' as stated in Section 320, Indian Penal Code:-

- First : Emasulation.
- Secondly : Permanent privation of the sight of either eye.
- Thirdly : Permanent privation of the hearing of either ear.
- Fourthly : Privation of any member of joint.
- Fifthly : Destruction or permanent impairing of the powers of any member of joint.
- Sixthly : Permanent disfiguration of the head or face.
- Seventhly : Fracture or dislocation of a bone or tooth.
- Eightly : Any hurt which endangers life or which causes the sufferer to be during the space of twenty days, in severe bodily pain, or unable to follow his ordinary pursuits.

Add the following on the back of Police Rule Form No. 25.39—Injury Report Form:---

INFORMATION REGARDING ANIMAL POISONING

POLICE DEPARTMENT _____ DISTRICT

F.I.R. No. _____ Dated _____ Section _____ Police Station _____

Points to be specially noted	1.
1. Class of animal (horse, buffalo or bullock etc.)	
2. Age and general condition previous to poisoning.	2.
3. The symptoms after the poison was given or before death.	3.

4. How long after feeding the symptoms were in coming on?	4.
5. What the prominent symptoms were?	5.
6. How long the animal lived after the symptoms made their appearance?	6.
7. What poison was supposed to have been used?	7.
8. Appearance presented by the carcass after death.	8.
9. Any other particulars likely to be of value.	9.

Date _____

_____19 Officer-in-charge of Police Station

**BILL FOR EXPENSES INCURRED IN MAINTAINING
CATLE DURING INVESTIGATION**

POLICE STATION _____ DISTRICT _____

Bill No. _____

Case First Information Report No. _____ dated: _____19

1	2	3	4	5
Date	Name and address of payee	Number and date of case diary	Full detail and the rate of the amount to be paid	Amount
				Rs. Up.

(To be drawn by hand)

Total (in words) Rs. _____

Station _____

Date _____

FORM No. 25.54(1)

CASE DIARY

POLICE STATION _____ DISTRICT _____

First Information Report No. _____ Of 19 _____ Case Diary No. _____

Date and place of occurrence _____ Time and date of receipt _____

In Police Station.

Time and date of despatch _____

From Police Station.

Offence:---

Date (with hour) on which action was taken	Serial No. Of report	Record of Investigation

CASE DIARY – CONTINUED

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FORM No. 25.56(1)

CHARGE SHEET

District _____ Charge Sheet No. _____ dated _____19_____. Police Station _____ Infirst information No. _____ dated: _____

1	2	3	4	5	6	7
		Name and Address of Accused persons sent for trial				
Name, address and occupation of complainant or informant	Name and addresses of accused persons not sent up for trial, whether arrested or not arrested, including absconders, (show absconders in red ink)	In Custody	On bail or recognizance	Property (including weapons) found, with particulars of where, when and by whom, found and whether forwarded to Magistrate	Names and addresses of witness	Charge of information:- Name and offence and circumstances connected with it, and under what section of the law charged.

Despatched at A.M./P.M. on _____19

Signature of investigating officer

FORM No. 25.57(02)

FINAL REPORT UNDER 173, CRIMINAL PROCEDURE CODE

District _____ Final report No. _____ dated _____19_____. Police Station _____ Infirist information No. _____ dated: _____.

<ol style="list-style-type: none"> 1. Name and address of complainant or informate. 2. Nature of charge or complaint. 3. Description of property stolen, if any. 4. Name and address of accused persons, if any. 5. If arrested, date and hour of arrest. 6. Date and hour of release and whether on bail or recognizance. 7. Property (including weapons) found with particulars of where, when and by whom, found and whether forwarded to Magistrate. 8. Brief description of information or complaint, action taken by police with result, and reasons for not proceeding further with investigation. 	
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Despatched at A.M. P.M. on _____19

Signature of investigating officer.

N.B. – The Magistrate should record his order on the back

CHAPTER XXVI.-ARREST ESCAPE AND CUSTODY.

- 26.1.** General powers of arrest-Section 54, Code of Criminal Procedure, authorizes any police officer to arrest without a warrant any person who has been concerned in any cognizable offence or against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion police to arrest without a warrant, is how ever permissive and not obligatory. Whenever escape from justice or inconvenient delay is likely trestle from the police failing to arrest they are bound to do so; but in no other cases. The law allows a police officer to apply to a Magistrate for a warrant or summons instead of making the arrest immediately, and this discretion shall be exercised whenever possible expedient.
- 26.2.** Power to defer arrest- If the fact that suspicion rests upon particular person has been kept secret, and there is no risk of his absconding, the police shall defer making the arrests until the investigation is sufficiently complete; but if any inter absconding, and the facts justify arrest, the police shall arrest him and shall not interfere with his liberty unless they arrest him.
- 26.3.** Search of persons under arrest—(1) All person arrest by the police and not admitted to bail shall , as soon after arrest as possible, be thoroughly searched; in the case of females such search shall be conducted by a woman and shall in all cases be conducted with due regard to decency.

An inventory of all articles taken in to custody by the Police from such persons under Section 51 of the Criminal Procedure Code shall be prepared in

duplicate by the carbon copying process and the carbon copy thereof shall be sent forthwith to a Magistrate as required by Section 523 of the said Code.

(2). Every prisoner in police custody shall be searched on first admission to an on every occasion when he is re-admitted to a lock-up after being taken any where beyond the precincts of the police station. Sweepers, bhishtis and every other person other than a police officer having access to a lock-up shall be searched before entering and on leaving. The searching of women shall be done by a woman.

(3). Solders in police custody shall not be deprived of their shoulder titles, badges or rank and medal ribbons but medal ribbons but medals shall be taken in to safe custody. Sikh prisoners shall be permitted to retain their karas and Hindus their seared threads.

26.4. Lock ups-(1) Outside every lock-up which is guarded by the police shall be displaced a notice showing, in English and Urdu the maximum number of prisoners which the lock-up is authorised to accommodate. He authorized number shall never be exceeded; any excess shall be accommodated in a convenient building under an adequate guard or transferred to the nearest available lock-up.

(2)The door of a lock-up shall not be opened except in the presence and by the direct order of the officer commanding the guard, who shall take all possible precautions to prevent a rush or escape. When the circumstances of the use of a particular lock-up are such that prisoners are constantly being admitted or removed, special standing orders for the safe conduct of the operation shall be framed by the Superintendent of Police and included in the standing orders for the guard over such lock-up .

(3)When it is necessary to keep prisoners in a lock-up which is in an insecure state all male prisoners, who would , under the provisions of rules 26.22 and 26.23, be liable to be handcuffed under escort, shall be handcuffed while confined in such lock-up.

(4)Every under-trail prisoner in the lock-up unable to provide himself with sufficient bedding shall be supplied with such beddings as may be necessary.

Ordinarily 1 blanket and 1 munj or bhabhar mat shall be issued to each prisoner in the summer. In the winder 3 blankets shall be issued for each prisoner . For this purpose a sufficient supply of blankets and munj or bhabhar mats shall be obtained from the District Magistrate and maintained for use in lock-ups. Blankets and mats shall not be stored in lock-ups and issued when required.

Private bedding may be supplied by relatives or friends of the prisoner. All such bedding shall be carefully examined by the Police Officer in charge who shall return the same when the prisoner is released or remanded to judicial custody. When private bedding is suppli9ed a report to this effect shall be entered in the station daily diary.

Jail rules permit the use of beds and provide for special sanitary and bathing facilities for A and B class convicts . Such facilities are not available in all Police Stations, but they should be provided for better class prisoners in Police custody so far as is possible. Endeavours should be made to confine better class prisoners in Police Stations which possess amenities of this kind and to segregate better class from ordinary prisoners”.

(5)An allowance for a sweeper and bhishiti for each lock-up will be made by the Jail Department.

26.5. Warrants to be taken out when wanted persons abscond.—Permissive authority is given to the police to arrest without warrant in certain cases in order that they may not be handicapped by having to obtain a Magistrate’s warrant under Section 204. Code of Criminal Procedure, when the arrest of a criminal or suspect who is present before them is urgent. The law provides, however, no penalty for merely evading arrest by a police officer, though it penalizes resistance to , or escape from , such arrest. On the other hand the law does provide severe penalty or recalcitrance to an order in the form of a warrant by a Court , entirely. Respective of the evidence of the guilt of the person against whom the warrant is issued. For merely evading obedience to a warrant of arrest, a man is liable to proclamation and the confiscation of his property and any one who harbors him, as defined in Section 52-A of the Indian Penal Code, can also be severely punished. Whenever , therefore, a person is wanted, whose whereabouts are not immediately known, the notice shall, before setting off in search of him, obtain a warrant of arrest from the Court having jurisdiction . Unsuccessful search without such a warrant is merely waste of time. On the other hand immediately it is found that, in spite of all reasonable effort, a warrant cannot be executed, a proclamation order under Section 87, Criminal Procedure Code, can be obtained and, on proclamation being dully carried out, attachment under Section 88, Criminal Procedure Code, can immediately follow, and connivance by any person at the continued absconding of the person proclaimed becomes punishable under section 216, Indian Penal Code.

Note.—Under Section 200, Clause (QQ) . Code of Criminal Procedure read with Section 204. Code of Criminal Procedure, a Police Officer can obtain a warrant on a written complaint.

26.6. Illness of persons under arrest. – When a person in police custody is suffering from any illness or injury at the time of arrest , or becomes ill or sustained injury while in such custody such a person shall be medically examined at the earliest opportunity so that the nature and cause of the illness or injury may be ascertained and proper treatment given.

26.7. Identification of accused. – (1) Whenever there is doubt as to the correctness of a statement made by an arrested person regarding his identity, residence or antecedents, an attestation certificate in Form 26.7(1), shall at once be despatched to the officer in charge of the police station in the jurisdiction of which such person claims to be resident; such officer shall immediately make, or cause to be made, all necessary inquiries, and shall ascertain if such persons name is entered in the Village Conviction Register. The certificate shall be returned completed with as little delay as possible and shall be attached to the chart-sheet . This form of attestation certificate shall be used whether the person arrested states he is a resident of the police station in which arrested, or of some other police station, and whether or not a search slip is despatched to the Finger Print Burea.

(2)Detailed orders regarding the preparation of search slips and the finger print system are published in the Police Finger Print Bureau Manual.

26.8. Report of arrest. – (1)Under Section 62, Code of Criminal Procedure, an officer in charge of a police station is required to report to the District Magistrate, Sub-Divisional Magistrate, or such other Magistrate as the District Magistrate may direct, all arrests without warrant made by himself or in his jurisdiction.

(2)Reports of such arrests shall be made in Form 26.8(2) whether the person arrested has been admitted to bail or not and may be sent by post.

26.9. Arrest on a telegram.—(1)In any case in which he has jurisdiction to arrest, a police officer shall take action on a telegram from a police officer or Magistrate requiring him to arrest a person for a cognizable offence, but when such telegram is received from a private person he shall not arrest unless the particulars given cover a cognizable offence and afford reasonable that the person to be arrested is the offender.

(2)If a telegram is received by a police officer requesting him to arrest a person for an offence which appears to such police officers to be non-cognizable he shall lay information before a Magistrate having jurisdiction with a view to the issue of a summons or warrant.

If such Magistrate declines to issue a summons or warrant the orders of the District Magistrate shall be sought.

(3)A police officer who dispatches a telegram to another police officer requesting him to arrest a person without warrant shall be responsible that the information in his possession is sufficient to justify, and that the police officer addressed has jurisdiction to make such arrest.

In all such telegrams suthcient particulars shall be given of the person to be arrested and the offence of which he is accused.

- 26.10. Co-operation with Police of Indian States.—(1) The procedure for securing the arrest and extradition of offenders in Indian States who are accused of having committed offences in British India is prescribed in Punjab Government Consolidated Circular No. 20. The India Extradition Act XV of 1903 governs arrests and extradition from British India to Indian States. Detailed instructions regarding the extradition of criminals and foreign jurisdiction and the application of the Indian Extradition Act are contained in Chapter 16 Volume III, Rules and Orders of the High Court of Judicature of Lahore.
- (2) The powers of pursuit of offenders conferred by Section 58, Criminal Procedure Code do not cover pursuit into the territory of an Indian State; established custom and usage in respect of the relations between the British Government and such States, however, permits such pursuit, and requires the authorities of the States concerned to render all opposable assistance in investigating cases, following up offenders and effecting their apprehension and detention pending the grant of extradition. Reciprocal arrangements have, however, been made with Jammu-Kashmir, Patiala, Jind, Nabha, Kapurthala, Faridkot, Malerkotla and Bikaner and these have been embodied in rules framed by the Governor-General in Council under the Indian Extradition Act and under the Indian Political Department Notification No.107-I, dated the 24th February, 1932, which appears as Appendix 26.10(2) of these rules. Officers of the Punjab Police entering Indian State territory in pursuit of offenders, or for purposes connected with an investigation, shall invariably inform the nearest police or other official of the State and summon him to their assistance at the earliest possible moment, and, pending the arrival of such assistance shall take only such action as is necessary to prevent the escape of offenders or the removal of stolen property. Though the right of pursuit is recognized by convention, no rights of search or arrest vest in police officers as such beyond the limits of British India. Searches for and arrests of persons and searches for property must, therefore, be carried out by the State police having jurisdiction, acting on the request of the police of British India.
- (3) Section 54 seventhly, Criminal Procedure Code, and Rule 28 of the rules made under Section 39-A, Punjab Laws Act (IV of 1872), confer power upon police officers, village headmen and village watchmen to arrest persons suspected of having committed extraditable offences in Indian States. These powers may be exercised upon information received from any source including the police of an Indian State. Persons so arrested shall be taken before a qualified Magistrate without delay with a view to steps being taken for extradition.
- (4) Searches for property may be conducted only in accordance with Sections 165, 166 or 96, Code of Criminal Procedure. When the police of an Indian State require such a search to be made in British India in connection with a case under their investigation, such search can only be conducted if the information is such as to warrant the police of the British District concerned opening an investigation of an offence punishable under Section 411, Indian Penal Code or any other extraditable cognizable offence or on the obtaining by the police of the district of a search warrant under Section 96, Criminal Procedure Code. Pending the receipt of such warrant the district police shall place a watch on the house to be searched and take all other necessary steps to prevent the removal of the property. State police shall not be permitted to take any such action independently of the police of the district concerned.
- (5) General Rules framed by the Punjab Government and the Durbar of certain Indian States to secure co-operation between the police in adjoining jurisdictions are contained in Appendix 26.10(5). In respect of matters not covered by those rules and the preceding sub-rules, the principle that the police of Punjab Districts have no jurisdiction in Indian States and the police of such States have no jurisdiction in British Districts must be strictly followed. All action required must be taken by the police having jurisdiction. The handing over of accused persons to the police not having such jurisdiction is strictly prohibited. When it is essential for the purposes of an investigation that an accused person should be sent to any place for the purposes of investigation, he shall be taken by the police who are legally entitled to his custody, and they shall be responsible for him in every respect. The attendance of witnesses from one jurisdiction to an investigation in another cannot be enforced.
- (6) All police officers shall at all times do all in their power to promote friendly relations and a spirit of co-operation with the police of Indian States. In the absence of such relations the limitation of jurisdiction must inevitably have harmful effects on the control of crime.
- (7) Whenever the police of one jurisdiction demand assistance from the police of another they shall cause an entry to be made in the daily diary of the police station concerned.
- 26.11. Cancelled.
- 26.12. Communication with authorities outside India.—Should an occasion arise on which a police officer desires to communicate with any authority outside India in respect of the detection or apprehension of an offender he should report the facts to the Deputy Inspector-General, Criminal Investigation Department.
- 26.13. Arrest of public servants.—Information of the intended arrest of a public servant shall, if possible, be given to such public servant's immediate superior officer before the arrest is made; otherwise information shall be given immediately after arrest.
- 26.14. Arrest of persons belonging to the Indian Army and instructions regarding Military Criminal jurisdiction.—(1) On the arrest by the police of a person subject to Military or Airforce law charged with the commission of an offence early intimation shall be sent to the Officer Commanding the unit to which such person belongs.
- (2) The general rules defining the procedure in the case of offences committed by persons subject to the Army Act or the Indian Army Act (VIII) of 1911, which can equally be tried by a court martial or a criminal court, are contained in Appendix IX of the Regulations for the Army in India. Extracts from this Appendix are given in Appendix 26.14(2) of these rules.
- (3) The procedure governing the delivery of an offender to the Civil Power as laid down in Regulations for the Army in India, is as follows:—
- “When a person subject to the Army Act commits an offence under conditions precluding trial by court martial or an offence of a grave nature, which could be equally tried by a court martial or a civil court, against the person or the property of an individual unconnected with the army, his unit commander shall at once inform the police and the nearest Magistrate and under the orders of the brigade commander the offender shall for an offence of the former class, and will ordinarily for an offence of the latter class, be handed over to the Civil Power for trial. After a person, subject to the Army Act, accused of an offence such as is referred to in proviso (a) to Section 41 of the Army Act, has been handed over to the Civil Power for trial, the competent authority (see Appendix IX, Part-II) may instruct the Advocate General to apply to the High Court for the committal or transfer of the case to the High Court under Section 526-A of the Code of Criminal Procedure, 1898. (Paragraph 227 Regulations for the Army in India).
- 26.15. Detention of sarwan or camel of a camel cadre. — Cases of detention by the police of a sarwan or of a camel belonging to a camel cadre shall be reported by the officer in charge of the police station to the Commandant or nearest Indian officer of the cadre within 12 hours, the reason for such detention being given.
- 26.16. Arrest of deserters.—(1) Any police officer may, without an order from a Magistrate, arrest any person reasonably suspected of being a deserter from His Majesty's Army, Navy or Air Force.
- (2) A European deserter shall, if possible, be arrested by a European police officer, otherwise by a sufficient number of Indian police officers to discourage opposition.
- (3) If a sufficient escort can be given and the deserter proceeds quietly he shall not be handcuffed.
- (4) Deserter shall not be taken unnecessarily through crowded streets, bazaars and thoroughfares.
- (5) Upon arrest a European deserter shall be brought before a Justice of the Peace—(Sections 154(1) and 190(35)(d) of Army Act and Section IX of Deserters

from the Navy Act 10 and 11 Vict., C.62). An Indian deserter should be brought before the nearest Magistrate or the nearest Military Commanding Officer when no Magistrate is readily accessible. All deserters shall, as soon as possible after arrest, be handed over to military custody.

- (6) A register of deserters in English in Form 28.16(6) shall be maintained by the head clerk in the office of each Superintendent of Police (See also Rule 22.54).
- (7) Descriptive rolls of deserters shall, if necessary, be published in the Criminal Intelligence Gazette in Form No.26.16(7).

26.17. Arrest on warrants under Gambling Act.—Warrants issued under Sections 5, Act III of 1867, shall be executed or if not executed, shall be returned to the Magistrate or Superintendent who issued it, within a period of not more than 15 days from the date of issue. The Magistrate or Superintendent will then cancel the warrant, but a fresh warrant can be immediately applied for or issued, if necessary.

26.18. Arrest of civil prisoners.—Under the provisions of Section 225-B, Indian Penal Code, the police are bound to arrest a civil prisoner who offers any resistance or illegal obstruction to his lawful apprehension, or who escapes or attempts to escape from lawful custody when such resistance, obstruction escape or attempt to escape is an offence.

26.18-A. Arrest of women.—(1) All arrests of women whether without warrant or with a warrant bailable or non-bailable shall be carried out by police officers not below the rank of assistant Sub Inspector of police or, when no such officer can be made available by a head constable in presence of responsible male relatives and village or town officials. Such arrests shall be specially reported in the manner prescribed in police Rule 24.12 and, when the arrest has been made by an officer or rank lower than assistant Sub Inspector, the reason shall be clearly explained Superintendents of Police shall forward special reports as required by police Rule 24.15, and a copy shall be sent to the Deputy Inspector General of Police. Criminal Investigation Department, Punjab in those cases only in which the woman is not sent to judicial custody or released on bail immediately. Where bail is admissible the woman should not be detained longer than is necessary for the production for the bond or sureties. No applications for remand to police custody shall be made without the special order of gazetted officer.

(2) No women in police custody shall be lodged even for a night in a police station except in unavoidable circumstances. They shall be placed at once before a Magistrate for remand to judicial custody, except where a remand to police custody is necessary and has been obtained in accordance with (1) above. Women remanded to judicial custody shall be immediately transferred to headquarters or properly equipped sub divisional female judicial lock-ups. All remands to judicial custody shall be reported immediately to the District Magistrate. The gazetted officer supporting an application for remand to police custody shall be responsible for the taking of necessary measures for the same and decent custody of the prisoner. Where women in police custody have to be escorted about for the purpose of investigation the officer in charge of the police party shall not be below the rank of assistant Sub Inspector, provided that, when no Assistant Sub Inspector is posted to the police station concerned, a head constable may be placed in charge of the escort.

(3) Women attending police investigations and enquiries as distinct from the those under arrest shall on no account be detained in police stations or with the police any longer than is necessary for the record of the information which they are willing to give. In no case shall they remain with the police between sunset and sunrise. If it is necessary to take a woman witness about the countryside for identification, etc. she shall be accompanied by a responsible male relative or her zaildar, sufedposh, lambardar, mohalladar or other respectable made neighbor. Gazetted officers hearing and passing orders, on such cases shall take such steps as are necessary to ensure that the above orders are scrupulously observed.

26-19. Arrest of drunken persons... A drunken person may only be arrested by a police officer in a road, street or thoroughfare, in a town or notified area to which Act V of 1861 applies and only when such person is drunk within the view of the police officer and behaves so as to cause obstruction, inconvenience, annoyance, risk, danger or damage to residents and passengers.

26-19A. Stoppage of trains at non-stop stations to arrest persons... On receipt of a requisition, in writing from a Magistrate or a police, not below gazetted rank a train shall be stopped by a station master at a station at which it is not booked to stop, with a view to effecting the arrest of a person or persons travelling by it. Such requests shall be made only in special and urgent cases [Authority: Railway Board Letter No.3334T, dated 29th July, 1932].

26-20. Transfer of arrested persons...(1) If a police officer lawfully arrests a person, without warrant, in a district in which the investigation, enquiry and trial cannot be held, and the offence is non-bailable or such person cannot give bail, he shall take or send such person before the District Magistrate or 1st Class Magistrate having jurisdiction over the area and obtain an order for the transfer of the prisoner to the district in which the offence was committed.

(2) No accused or convicted person shall be taken in custody from one district to another or from one province to another, except under the written order or warrant of the Magistrate or other lawful authority directing such transfer.

26-21. Bail and recognizance...(1) When a person accused of a bailable offence can give good and sufficient bail the police shall accept it unless the law required such person to be brought before the Magistrate having jurisdiction.

(2) An officer in charge of a police station is empowered under Section 497(1), Code of Criminal Procedure to release on bail a person accused of a non-bailable offence (not punishable with death or transportation for life) whom he has arrested or detained without warrant. These powers are permissive and not obligatory and should be exercised with caution. The police officer must satisfy himself that the release on bail is not likely unduly to prejudice the prosecution or to be followed by the absconding of a person prima facie guilty.

(3) An officer in charge of a police station shall, in accordance with Section 497(2), Code of Criminal Procedure at any stage of an investigation release on bail or recognizance a person accused of a non-bailable offence when it appears that there are not reasonable grounds for believing that a non-bailable offence has been committed by him, although sufficient grounds may exist for further investigation.

(4) Before any person is released on bail or recognizance due regard should be paid to the provisions of Section 498 and 499, Code of Criminal Procedure.

(5) In every case of release on bail or recognizance, whether under Section 169 or Section 497, Code of Criminal Procedure, full reasons shall be recorded in a case diary, and the police officer concerned shall preserve the bound [Form 26-21(5)] until it is discharged either by the appearance of the accused person or by the order of a competent court.

(6) No police officer has power to re-arrest an accused person who has been released on bail under Section 497, Code of Criminal Procedure. When re-arrest is deemed necessary, the police shall apply to a competent court for the cancellation of the bail bond and the issue of a warrant in accordance with the provisions of Section 497(5) Code of Criminal Procedure.

26-21A. Classification of under-trial prisoners... Under trial prisoners are divided into two classes based on previous standard of living. The classifying authority is the trying court subject to the approval of the District Magistrate; but during the period before a prisoner is brought before a competent court, discretion shall be exercised by the officer in charge of the Police Station concerned to classify him as either 'better class' or 'ordinary'. Only those prisoners should be classified provisionally as 'better class' who by social status, education or habit of life have been accustomed to a superior mode of living. The fact, that the prisoner is to be tried for the commission of any particular class of offence is not to be considered. The possession of a certain degree of literacy is in itself not sufficient for 'better class' classification and no under-trial prisoner shall be so classified whose mode of living does not appear to the Police Officer concerned to have been definitely superior to that of the ordinary run of the population, whether urban or rural. Under-trial prisoners classified as 'better class' shall be given the diet on the same scale as prescribed for A and B class convict prisoners in Rule 26-27(1).

26.22 Conditions in which handcuffs are to be used – (1) Every male person falling within the following category, who has to be escorted in police custody, and whether under police arrest, remand or trial, shall provided that he appears to be in health and not incapable of offering effective resistance by reason of age, be carefully handcuffed on arrest and before removal from any building from which he may be taken after arrest:---

- (a) Persons accused of a non-bailable offence punishable with any sentence exceeding in severity a term of three years' imprisonment.
 - (b) Persons accused of an offence punishable under Section 148 or 227, Indian Penal Code.
 - (c) Persons accused of, and previously convicted of, such an offence as to bring the case under Section 75, Indian Penal Code.
 - (d) Desperate characters.
 - (e) Persons who are violent, disorderly or obstructive or acting in a manner calculated to provoke popular demonstration.
 - (f) Persons who are likely to attempt to escape or to commit suicide or to be the object of an attempt at rescue. This rule shall apply whether the prisoners are escorted by road or in a vehicle.
- (3) Better class under-trial prisoners must only be handcuffed when this is regarded as necessary for safe-custody when a better class prisoner is handcuffed for reasons other than those contained in (a), (b) and (c) of sub-rule (1) the officer responsible shall enter in the station Daily Diary or other appropriate record his reasons for considering the use of handcuffs necessary.

Note – For the definition of better class prisoner see Rule 26.21-A.

26.23 Conditions in which use of handcuffs may be dispensed with – (1) Prisoners shall not be handcuffed while confined in a lock-up except as provided in Rule 26.4(3).

(2) The handcuffs of prisoners in court shall be removed only as provided in Rule 27.12(2).

(3) A prisoner who is charged only under section 124-A or 153-A of the Indian Penal Code shall not be handcuffed unless he is already undergoing sentence or the officer commanding the escort has definite reason for believing that such prisoner comes within the category described in Rule 26.22(e) or (f).

26.24 Security of handcuffs – When handcuffs are used, the senior officer present shall be responsible that the fit properly and that the prisoner cannot get at the key.

26.25 Arrest of sick or wounded persons – (1) If wounded, or seriously ill, and in need of medical attendance, a person accused of a non-bailable offence, or unable to furnish bail in a bailable offence, shall, if possible, be conveyed to the prison hospital at the district headquarters or to a neighbouring dispensary.

(2) The police shall take measures to ensure his safe custody in hospital and the Magistrate having jurisdiction shall be asked to grant a remand, and, if necessary, to examine such person.

(3) If such person cannot be moved without risk of his life, the Magistrate having jurisdiction shall be asked to record his statement at the place where he is lying.

26.26 Production of accused before Magistrate within 24 hours – (1) The case of an accused person sent in custody for trial shall be brought before the Court having jurisdictions soon as possible after the arrival of the accused person at the station at which the court sits.

(2) In no case shall an accused person arriving in custody on a close holiday, or after the courts have risen, be placed in the police lock-up for more than 24 hours.

If the second day after arrival is a close holiday application for remand shall be made immediately.

(3) If an accused person is in custody charged with an offence in which bail may be taken by the police it shall be the duty of the police to facilitate any attempt to find bail for such person.

26.27 Diet of accused persons – (1) Officers in charge of police stations shall arrange for the dieting of such accused persons arrested by the police as do not provide their own diet. The sum expended on the diet of each individual shall not exceed the scale prescribed from time to time by the local Government.

The police shall provide for dieting on, and from, the date of arrest to, and for, the date on which the accused is placed in the Magisterial lock-up.

Under-trial prisoners classified as 'better class' shall be given the diet on the same scale as prescribed for A and B Class convict prisoners. Under-trial prisoners classified as 'ordinary' shall be given diet on the same scale as prescribed for 'C' class convict prisoners. Under-trial prisoners in either class shall be allowed to supplement this diet by private purchase through the Police authorities. The dietary prescribed for A, B and C class convict in jails is given in Appendix No. 26.27(1). It is recognised that all Police Stations may not be able to adhere strictly to the dietary laid down, but efforts should be made to approximate to it as nearly as possible. The cost should not exceed Re. 0-8-6 per diem in the case of vegetarians and Re. 0-10-3 per diem in the case of meat-eaters.

When an under-trial prisoner in Police custody is being transferred from place to place, his dietary in transit should be approximately of the same type as that laid down in Appendix No. 26.27(1) and the cost should not exceed annas 8 pies 6 or annas 10 pies 3.

(2) Diet money expended under this rule shall be recovered from the judicial Department in accordance with rule 10.109 at the time of presenting the charge-sheet. If expenditure is considerable owing to the number of persons arrested in a case, or owing to remand in police custody being granted, intermediate applications for refund, supported by an explanation of the circumstances, may be made through the prosecuting branch to the Magistrate having jurisdiction in the case.

(3) All food brought for a prisoner by relatives or friends shall be made over to the police station clerk or head constable in command of the guard and shall be examined for prohibited or injurious articles. After such examination the food shall be given to the prisoner by a police officer. The person bringing the food shall have no access to the prisoner.

(4) In the report in the station daily diary regarding the first admission of a prisoner to a lock-up, it shall be stated whether he is to be dieted at Government expense or by friends. In the latter case the name of the persons who undertakes responsibility for the prisoner's feeding shall be entered.

26.28 Interviews with prisoners – (1) No person shall be allowed to communicate in any way with a prisoner in a police lock-up without the permission of the officer in charge of the police station (as defined in section 4(p), Criminal Procedure Code), or written authority from a judicial or superior police officer.

(2) Authorised interviews shall take place in the presence and hearing of the police sentry and the interviewer shall stand sufficiently far from the bars of the lock-up to prevent physical contact or the passage of prohibited articles between him and the prisoner. When a lawyer wished to consult and advise a prisoner confidentially as

to the conduct of his case, the prisoner may be removed from the lock-up and allowed to sit apart with his lawyer, but within the precincts of the police station and in the sight of the sentry. At the conclusion of such an interview the prisoner shall be searched as provided in sub-rule 26.3(2).

26.29 Orders to be hung up outside lock-ups – A printed copy, in English and Urdu, of Rules 26.3, 26.27 and 26.28 shall be hung up outside every police lock-up as a standing order for sentry and for the information of the public.

26.30 Diet and expenses of witnesses – The instructions regarding the advancing of diet money and travelling expenses to witnesses contained in Rule 27.28 shall be strictly followed in all police stations.

26.31 Details in police custody – (1) When any person dies while in the custody of the police, the officer in charge of the guard, escort or police station, as the case may be, shall make an immediate report of the fact to the nearest Magistrate empowered to hold inquests (Section 176, Code of Criminal Procedure).

(2) For the purpose of this rule, a prisoner in a magisterial lock-up is considered to be in the custody of the turn key and a prisoner in prison or prison camp in the custody of the jailor.

26.32 Identification of suspects – (1) The following rules shall be strictly observed in confronting arrested suspects with witnesses who claim to be able to identify them.

- (a) The suspects, who are to be subjected to an identification parade, shall be informed about it at the time of their arrest to enable them to take necessary precautions by way of keeping their faces covered and a request shall be made to the Magistrate to record a note in the remand papers regarding such precautions having been taken by them so as to eliminate any subsequent objection by the suspects that they had been shown to the witnesses before the identification parade was held. The proceedings shall be conducted by a Magistrate or, if no Magistrate is available and the case is of great urgency then, by Sarpanch who may summon one or two independent and literate, if possible, persons of reliable character, not interested in the case to assist him and to certify that the identification has been conducted under conditions precluding collusion. Such proceedings shall not be conducted by a Police Officer. The Police Officer concerned before inviting a Sarpanch to conduct the proceedings must ensure that the Sarpanch is not biased or interested in or against the accused or suspect and that he understands the rules of the proceedings. Every effort should be made to secure the presence of a Magistrate and services of Sarpanch only secured when absolutely necessary. In the absence of a Sarpanch, a Lambardar may be invited to do the needful.
- (b) Arrangements shall be made, whether the proceedings are being held inside a jail or elsewhere, to ensure that the identifying witnesses shall be kept separate from each other and at such a distance from the place of identification as shall render it impossible for them to see the suspects or any of the persons concerned in the proceedings, until they are called up to make their identification.
- (c) Identification shall be carried out as soon as possible after the arrest of the suspects.
- (d) The suspects shall be placed among other persons similarly dressed and of the same religion and social status, in the proportion of 8 or 9 such persons to one suspect. Each witness shall then be brought up separately to attempt his identification. Care shall be taken that the remaining witnesses are still kept out of sight and hearing and that no opportunity is permitted for communications to pass between witnesses who have been called up and those who have not. It is desired, through fear of revenge or for other adequate reasons, that witnesses shall not be seen by the suspects, arrangements shall be made for the former, when called up to stand behind a screen or be otherwise placed so that they can see clearly without being seen.

The results of the tests shall be recorded by the Magistrate or other persons conducting the test in Form 26.32(1)(c) as each witness views the suspect. On conclusion, the Magistrate or the Sarpanch or the Lambardar and the witnesses, if any, shall sign the form and certify that the test has been carried out correctly and that no collusion between the police and witnesses or among the witnesses themselves was possible. It is advisable that, whenever possible, an independent and reliable person, un-connected with the Police, should be present throughout the proceedings at the place where the witnesses are kept, and should be required to devote his attention to the prevention of collusion. It is important that once the arrangements for the proceedings have been undertaken, no police officer whatsoever shall have access whatever either to the suspects or to the witnesses.

(2) Proceedings of the nature described above are extra-judicial. It is not the duty of the officer conducting them or of the independent witnesses to record statements or cross-examine either suspects or identifying witnesses, but they should be requested to question the latter as to the circumstances in which they saw the suspects whom they claim to identify, and to record the answer in column 4 of the form. While every precaution shall be taken to prevent collusion, the identifying witnesses must be given a fair chance, and conditions must not be imposed, which would make it impossible for a person honestly capable of making an identification to do so. In this connection attention is invited to paragraph 814 of the Punjab Jail Mail, which strictly prohibits the alternation in any way to the personal appearance of unconvicted prisoners, so as to make it difficult to recognise.

APPENDIX No. 26-10(2)

RULES FOR THE PURSUIT AND ARREST IN BRITISH INDIA OF PERSONS ACCUSED OF OFFENCES COMMITTED IN INDIAN STATES.

Foreign and Political Department Notification No. 107 – 1, dated New Delhi,

the 24th February, 1932.

In exercise of the powers conferred by section 22 of the Indian Extradition Act, 1903 (XV of 1903), and in supersession of the notification of the Government of India in the Foreign and Political Department, No. 505-I, dated the 13th August, 1931, the Governor-General in Council is pleased to make the following rules to provide for the pursuit and arrest in British India of persons accused of offences committed elsewhere:---

1. When a person accused of having committed in a State specified in the first schedule hereto, an offence which, if committed in British India, would be punishable under a section of the Indian Penal Code specified in the second schedule hereto, enters British India with members of the police force of that State in pursuit, the pursuing party may, subject to the provisions hereinafter contained, continue to pursuit into, and arrest the fugitive in British India.
2. The authorization conferred by Rule (1) shall not be operative unless --
 - (a) the pursuing party includes at least one officer holding in the State police force a rank not lower than the rank corresponding with that of a head constable of police in British India, and
 - (b) the circumstances are such that an application for the continuance of the pursuit and the effecting of the arrest by the British Indian police would prejudice the prospects of effecting the arrest of the fugitive.
3. If, when the pursuing party has continued the pursuit into British India under the authority to clause (b) of rule 2, it becomes possible to communicate with the British Indian Police before the fugitive has been arrested and without prejudice to the prospects of effecting his arrest, the pursuing party shall forthwith communicate with the British Indian Police.

4. A person arrested by the State Police under the authority of these rules shall forthwith be conveyed to the nearest place in which an officer of the British Indian Police is known to be and shall be handed over to the British Indian Police in that place.

FIRST SCHEDULE.

Part A. – States permanently included in the Schedule.

- | | |
|---------------|--------------|
| 1. Hyderabad. | 4. Gwalior. |
| 2. Mysore. | 5. Sikkim. |
| 3. Kashmir. | 5-A. Baroda. |
- Central India.
- | | |
|----------------|--------------------------|
| 6. Indore. | 17. Bijawar. |
| 7. Bhopal. | 18. Baoni. |
| 8. Rewa. | 19. Chhatarpur. |
| 9. Nagod. | 20. Dewas Senior Branch. |
| 10. Maihar. | 21. Dewas Junior Branch |
| 11. Orchha. | 22. Jaora. |
| 12. Datia. | 23. Sitamau. |
| 13. Samthar. | 24. Sailana. |
| 14. Panna. | 25. Rultlam. |
| 15. Charkhari. | 25-A. Dhar. |
| 16. Ajaigarh. | 25-B. Barwani. |
- Rajputana.
- | | |
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| 26. Alwar. | 30. Kotah |
| 27. Bikaner. | 31. Jaipur. |
| 28. Bharatpur. | 32. Jodhpur. |
| 29. Dholpur. | 33. Tonk. |
- Punjab.
- | | |
|--------------|-----------------|
| 34. Patials. | 37. Kapurthala. |
| 35. Jind. | 38. Sirmoor. |
| 36. Nabha. | 39. Malerkotla. |
| | 40. Faridkot. |
- States of Western India.
- | | |
|------------------|--------------------------|
| 41. Cutch. | 61. Lathi. |
| 42. Junagadh. | 62. Muli. |
| 43. Nawanagar. | 63. Virpur. |
| 44. Bhavanagar. | 64. Malia. |
| 45. Porbandar. | 65. Kotda-Sangani. |
| 46. Dhrangadhra. | 66. D.S. Vala Mula Suraj |
| 47. Palanpur. | of Jetpur. |
| 48. Radhanpur. | 67. D.S. Vala Rawat Ram |
| 49. Morvi. | Of Bilkha. |
| 50. Gondal. | 68. Patdi. |
| 51. Jafrabad. | 69. Tharad. |
| 52. Dhrol. | 70. Wao. |

53. Limbdi. 71. M.S. Jorawarkhanji's
54. Wadhwan. State Varahi.
55. Lakhtar. 72. Thana areas and the
56. Vala. Civil Stations of
57. Jasdan. Wadhwan and Rajkot in the
58. Manvadar. Western India States
59. Thana Devli. Agency.
60. Vadia.
- Madras.
73. Travancore. 74. Cochin.
75. Pudukottah.
- Bombay.
76. Savantvadi. 95. Surgana.
77. Jath. 96. Bhor.
78. Savanur. 97. Rajpipla.
79. Cambay. 98. Chhota Udepur.
80. Janjira. 99. Lunawada.
81. Kolhapur. 100. Sant.
82. Mudhol. 101. Kadana.
83. Sangli 102. Bhadarwa.
84. Miraj (Senior). 103. Sanjeli.
85. Miraj (Junior). 104. Jambughoda.
86. Jamkhandi. 105. Aundh.
87. Kurundwad (Senior)106. Phaltan.
88. Kurundwad (Junior)107. Akalkot.
89. Ramdrug. 108. Khairpur.
90. Idar. 109. Bansda.
91. vijayanagar. 110. Dharampur.
92. Danta. 111. Jawhar.
93. Mansa. 112. Administered area comprised in the Thana
94. Malpur. Circles and Sadra Bazar.
113. Sankeda Mewas. 114. Pandu Mewas.
- Bengal.
115. Cooch Behar. 116. Tripura.
- United Provinces.
117. Benaras. 118. Tehri.
- Eastern States Agency.
119. Athgarh. 139. Kharsawan.
120. Athmallik. 140. Korea.
121. Bamra. 141. Mayurbhanj.
122. Baramba. 142. Nandgaon.
123. Bastar. 143. Narsinghpur.
124. Baudh. 144. Nayagarh.

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| 125. Bonai. | 145. Nilgiri. |
| 126. Changbhakar. | 146. Pal-Lahara. |
| 127. Chhuikhadan. | 147. Patna. |
| 128. Despalla. | 148. Raigarh. |
| 129. Dhenkanal. | 149. Rairakhol. |
| 130. Gangpur. | 150. Ranpur. |
| 131. Hindol. | 151. Sakti. |
| 132. Jashpur. | 152. Sarangarh. |
| 133. Kalahandi. | 153. Sarakela. |
| 134. Kanker. | 154. Sonapur. |
| 135. Kawardha. | 155. Surguja. |
| 136. Keonjhar. | 156. Talcher. |
| 137. Khiragarh. | 157. Tigiria. |
| 138. Khandpara. | 158. Udaipur. |

Assam.

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| 158-A. Cooch Behar. | 158-B. Tripura. |
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Part-B. – States included in the schedule for the period terminating on the date specified against each.

State	Date of termination.
Baria	-- 1 st January, 1940.
Ali-rajpur	-- 1 st October, 1940

SECOND SCHEDULE

List of sections of the Indian Penal Code.—

Section 300, 302, 303, 304, 307, 308, 311, 392, 394, 395, 396, 397, 399, 400,
401, and 402,

APPENDIX No. 26-10(5)

RULES FOR SYSTEMATIZING CO-OPERATION BETWEEN THE BRITISH POLICE AND THE POLICE OF THE JAMMU-KASHMIR, KAPURTHALA AND MALERKOTLA STATES.

1. The officer-in-charge of police station of the Jammu-Kashmir State and the above-noted States and to British police stations bordering on the State shall pay periodical visits to one another and exchanging information regarding crime and criminals, and afford every assistance to parties pursuing offenders over the border.
2. The Jammu-Kashmir State and the above-noted States shall depute the Superintendent of the State Police, or some other official engaged in the investigation of criminal matters to meet the Superintendents of Police of adjoining British Districts on the holder, twice a year, to discuss arrangement for the prevention and detection of crime, and to bring to notice any instances of neglect on the part of their subordinate police, to give prompt and efficient assistance to the party requiring it. Should any serious fault be found with any State officer in charge of the police station or other official, the Superintendent of Police shall address the State Wakil, if one exists, or the Political Secretary of the State.
3. With a view to keeping a check on their subordinates, the Superintendent of Police of the British district, and the Superintendent of the State Police, or other officer appointed by the State, shall send intimation to one another direct of all cases in which the subordinates of either party had occasion to call for assistance from the other.
4. Arrangement shall be made for watching the fords and ferries with a view to intercepting cattle thieves and other criminals.
5. Lists of persons residing in the Jammu-Kashmir and above-noted States who are suspected of committing offences in British territory shall be prepared by the British police, and similar lists of British subjects suspected of depredating in the Jammu-Kashmir and other above-noted territory shall be prepared by the State police.
6. In addition to the lists mentioned in 5 above lists of the names of persons of both sides of the border, who are in the habit of demanding bhunga for the restoration of stolen property shall be prepared.
7. The lists above referred to shall be revised at least once a year.
8. Every six months, lists of British subjects convicted in the Indian States shall be published in the Police Gazette, these lists will be furnished by the Jammu-Kashmir State, and other above-noted States and the Superintendent of Police of British districts concerned shall similarly furnish the Indian States direct with lists of the subjects of such States who have been convicted in British India.

9. Copies of the Punjab Police Gazette for every police station in the Jammu-Kashmir and other above-noted States will be supplied by the central Police Office, Punjab, direct to the headquarters of such States.

10. Notices of proclaimed offenders and of other matters affecting the prevention and detection of crime, which the State officials desire to circular, shall be sent direct to the office of the Inspector General of Police, Punjab, for publication in the Police Gazette.

11. The Deputy Inspector General of Police, Punjab, and the Inspector General of ranged between them to discuss any difficulties experienced by the States, shall meet once a year at such place as may be arranged between them to discuss any difficulties experienced by the State in giving effect to the system of co-operation above suggested, and to arrange any points of difference which may arise between the british police and the police of the State.

Note. – Failure to co-operate on the part of the officials of Indian States should be brought to the immediate notice of the District Magistrate, who will, when necessary, report the matter to the Political Officer deputed to the State or to the Punjab Government, as the case may be.

RULES FOR SYSTEMATIZING COOPERATION BETWEEN THE
BRITISH POLICE AND THE POLICE OF THE THREE
STATES OF PATIALA, NABHA AND FARIDKOT.

Co-operation of Police.

1. The Sub-Inspectors of the Patiala, Nabha and Faridkot States and of the British police stations bordering on those States shall pay periodical visits to one another, and exchange information regarding crime and criminals, and afford every assistance to parties pursuing offenders over the border.

2. The Superintendents of Police of the three States and of the adjoining British districts shall meet as may be arranged, at least twice a year, to discuss arrangements for the prevention and detection of crime, and to bring to notice any instances of neglect on the part of their subordinate police to give prompt and efficient assistance to the party requiring it.

3. With a view to keeping a check on their subordinates, the Superintendents of Police of the British districts and of the three States shall send intimation to one another direct of all cases in which the subordinates of one party had occasion to call for assistance from the other.

4. Arrangements shall be made in each territory for watching roads and railway stations with a view to intercepting cattle thieves and other criminals.

5. Lists of person residing in either British or State territory who (a) are suspected of depreddating in other territory or (b) are in the habit of demanding “bhunga” for the restoration of stolen property, together with lists witness against each offender, shall be prepared by the police of the three State and of the adjoining British districts. These lists should be supplemented by a brief summary of evidence against the persons entered therein.

6. The lists referred to in rule 5 shall be sent once yearly before 1st November 10th Superintendents of the British districts direct by the heads of the Police Department of the three State and to the Heads of the Police Department of the three States direct by the Superintends of Police the British districts.

7. Every six months lists of British subjects convicted in the three States shall be published in the Police Gazette. These lists will be furnished by the Heads of the Police Departments of the three States, and the Superintendents of Police of adjoining British districts shall similarly furnish the three States direct with lists of the State subjects who have been convicted in British India.

7. Every efforts shall be made by the police of each jurisdiction to secure the attendance in the other jurisdictions of witnesses whose evidence is required in investigations in progress therein.

8. Copies of the Gazette for the use of every police station in the three States will be supplied by the Central Police Office, Punjab, direct of the headquarters of the State.

10. Notices of offenders proclaimed for extraditable offences and other matter affecting the prevention and detection of crime, which the State officials desire to circulate, shall be sent direct to the Superintendents of Police of the British districts especially concerned, and shall also be sent to the office of the Inspector-General of Police, Punjab, for publication in the Police Gazette.

12. The Deputy Inspector-General of Police, Punjab, and the administrative officers controlling the Police Departments of the three states shall, if any of them desire it, meet once a year at such place, as may be arranged between them, to ascertain any difficulties experienced by the three States in giving effect to the system of co-operation above prescribed, and to endeavour to arrange any points of difference which may arise between the British and the State Police.

Co-operation of Magistrates.

13. A 1st Class Magistrate deputed by the Deputy Commissioner of the district concerned and 1st Class Magistrate deputed by the State concerned shall meet once a year during the touring season at a place to be settled between them by direct correspondence with a view to taking security from the persons named in the lists referred to in rule 5. The Magistrate deputed by the Deputy Commissioner of the British district shall previously issue orders to the sub-inspectors to bring before his court the persons accused in the State lists and residing in British territory, together with the witnesses, and the State Magistrate shall similarly procure the presence of person named in the British lists and residing in the State, and the meeting each Magistrate shall within his own jurisdiction try such person with a view to taking security from them.

14. At these meeting the Magistrates will discuss any pending question and will decide such as are within their powers.

RULES FOR SYSTEMATIZING CO-OPERATION BETWEEN THE BRITISH AND THE BAHAWALPUR STATE POLICE.

Co-operation of Police

1. The Sub-inspectors of the Bahawalpure State and of the British police stations bordering on that State shall pay periodical visits to one another, and exchange information regarding crime and criminals, and afford assistance to parties pursuing offenders over the borders.

2. The Superintendent of the State Police and the Superintendent of Police of the British district shall meet on the border at least once a year to discuss arrangement for the prevention and detection of crime and to bring to notice any instances of neglect on the part of the sub-ordinate police to give prompt and efficient assistance to the party requiring it.

3. With a view to keeping a check on their subordinates, the Superintants of Police of the British districts and of three States shall send intimation to one another direct of all cases in which the subordinates of one party had occasion to call for assistance from the others.

4. Arrangements shall be made in each territory for watching the fords and ferries with a view to intercepting cattle thieves and other criminal.
5. Every six months lists of British subjects convicted in the State shall be published in the Police Gazette. These lists shall be furnished by the Bahawalpur State, and the Superintendent of Police shall similarly furnish the State direct with the lists of the subjects of the State who have been convicted in British India.
6. Every effort should be made by the police of each jurisdiction to secure the attendance in the other jurisdiction of witnesses whose evidence is requisites in investigations in progress therein.
7. Copies of the Gazette for every police station in the Bahawalpur State will be supplied by the Central police office direct to the headquarters of the State.
8. Notices of proclaimed offenders, and other matters affecting the prevention and detection of crime which the State officials desire to circulate, shall be sent direct to the Superintendents of Police of the British districts especially concerned, and shall also be sent to the office of the Inspector-General of Police Punjab, for publication in the police Gazette.
9. The Deputy Inspector-General of Police, Punjab and the administrative officer controlling the Police Department of the State shall, if either of them desires it, meet once a year at such place as may be arranged between them to ascertain any difficulties experienced by the state in giving effect to the system of co-operation above prescribed and to endeavor to arrange any points of difference which may arise between the British police and the police of the State.
10. On or before December 1st in each year the Superintendents of Police of Dera Ghazi Khan and the Bahawalpur State shall send to the District Magistrate of Sukkur or the Upper Sindh Frontier, as the case may be, a list of persons residing in Sindh territory who are accused of habitually committing crimes over the border or of taking or demanding money for the restoration of property stolen over the border. With this list they shall send a brief summary of the evidence against each person. The Superintendent of Police, Sukkur and Upper Sind Frontier, shall send similar lists and summaries by the same date to the District Magistrate, Dera Ghazi Khan and the Foreign Minister, Bahawalpur State.
11. The District Magistrate of the Sukkur, Upper Sin Frontier and Dera Ghazi Khan and the Foreign Minister of Bahawalpur State shall every year, deputy a first class Magistrate to hold a court in February as near as possible to the border for the trial of the persons so accused. Magistrates on the opposite sides of the border shall arrange to hold their courts as near as possible to one another. Cases which cannot be otherwise disposed of should be discussed at meetings between the Magistrates involved, but other cases should be disposed of as promptly as possible by the Magistrate principally concerned.
12. The police on either side of the border shall be responsible for the production of any accused person or witness, residing within their jurisdiction after due issue of warrants or summonses by the trying Magistrates.
13. The provisions of rules 10 to 12 will also applying mutatis mutandis to the other British districts concerned and the Bahawalpur State.

RULES FOR SYSTEMATIZING CO-OPERATION BETWEEN THE BRITISH POLICE AND THE POLICE OF THE KAPURTHALA AND MALERKOTLA STATES.

1. The officers in charge of police stations of the Kapurthala and Melerkotla States and of the British police stations bordering in those States shall pay periodically visits to one another and exchange information regarding crimes and criminals, and afford every assistance to parties pursuing offenders over the border.
2. The Kapurthala and Melerkotla States shall depute the Superintendent of the State Police, or some other official engaged in the administration of criminal matters, to meet the superintendent of police of adjoining British districts on the border twice a year, to discuss arrangements for the prevention and detection of crime, and to bring to notice any instances of neglect on the part of their subordinate police to give prompt and efficient assistance to the party requiring it, and should any serious fault be found with any state officer in charge of the police station or other official the superintendent to police shall address the state Vail, through the Deputy Commissioner of the district.
3. With a view to keeping a check on their subordinates, the superintendents of police for the British district, and the Superintendent of the State Police, or other officer appointed by the State, shall send intimation to one another direct of all cases in which the subordinates of either party had occasion to call for assistance from the other.
4. Arrangements shall be made for watching the fords and ferries with a view to intercepting cattle thieves and other criminals.
5. Lists of persons residing in the Kapurthala and Melerkotla States who are suspected of committing offences in British territory shall be prepared by the British police, and similar lists of British subjects suspected of depredating in the above noted states territory shall be prepared by the State police.
6. In addition to the lists mentioned in 5 lists of the names of persons of both sides of the borders who are in the habit of demanding bhunga for the restoration of stolen property shall be prepared.
7. A special Magistrate and special police officer shall be deputed from the British district concerned, and from the state to make Enquirer regarding the persons mentioned in the lists alluded to in 5 and 6 above, with a view to their taking security from such persons.
8. The list above referred to shall be revised at least once a year and every cold weather the measures ordered in 7 shall be repeated.
9. Every Six months list British subjects convicted in the above-mentioned State shall be published in the Police Gazette; these lists will be furnished by States, and the Superintendent of police shall similarly furnish the Indian States direct with lists of the subjects of such States who have been convicted in British India.
10. Copies of the Police Gazette for every police Station in the above-noted State will be supplied by the Central police officer direct to the headquarters of such States.
11. Notices of proclaimed offenders and other matters affecting the prevention and detection of crime, which the State officials desire to circulate, shall be sent direct to the officer of the Inspect-General of Police, Punjab, for publication in the police Gazette.
12. The Deputy Inspector-General of Police Punjab, and the Foreign Minister of the State shall meet once a year at such place as may be arranged between them to ascertain any difficulties experienced by the State in giving effect to the system of cooperation above suggested, and to Endeavour to arrange any point of difference which may arise between the British Police and the Police of State.

Note:- Failure to co-operate on the part of the officials of Indian States should be brought to the immediate notice of the District Magistrate, who will, when necessary, report the matter to the political officer to whom the State is, subordinate, or to the Punjab Government, as the case may be.

APPENDIX NO. 26.14 (2)

Extract from Appendix IX to the Regulations for the Army in India.

PART I.

CIVIL OFFENCES COMMITTED BY PERSONS SUBJECT TO MILITARY LAW.

1. The following are triable exclusively by civil court (except on active service etc):---

Civil offences which a court-martial is debarred from trying under the provision of the Army Act or Indian Army Act (of Section 41, Army Act and 41, Indian Army Act)

2. The following should preferably be tried by civil court (except on active service, etc.

- (a) Civil offences (which may also be military offences e.g. thefts frauds) committed in conjunction with person not subject to military law;
- (b) Civil offences not suitable for trial by court- martial on account of the special nature of the case (e.g. complicated frauds) or on account of difficult legal technicalities being involved; and
- (c) Civil offences in which military interests are no directly involved (e.g, burglary in a civil establishment).

PART II

INITIATION OF CRIMINAL PROCEEDINGS IN CIVIL COURTS.

1. Criminal proceedings against persons subject to military law may be initiated by:---

- (a) the police on the complaint of a civilian or on arrest by them for a cognizable offence;
- (b) the military on reporting to the police or to Magistrate that a civil offences has been committed;
- (c) a Magistrate taking cognizance suo motu or on the complaint of a private individual.

In cases (a) and (c) the military may (i) decline to interfere with the course of the civil law or (ii) claim the accused for trial or if the offender is already in military custody, order trial, by court-martial, if the accused is legally liable thereto.

In case failing under (d) the military will not take any further action unless in their opinion,---

- (a) the complaint is wrongly dismissed or the accused is wrongly discharged by the civil court, or
- (b) the accused is acquitted by the civil court but is liable on the same alleged, facts to be tried for a purely military offence for which he could not have been tried by the civil court.

In any of these cases it will be open to the military to bring the accused before During the investigation stage, the military may in suitable cases intervene, with the concurrence of the police and Magistrate and claim the accused for trial by court martial.

See also Home Department Notification No F, 465-28, dated the

17 June, 1982, in Part III below.

If the case is one that must or should be tried by civil court (vide Part I above)it should be headed over to the civil power at the earliest possible stage.

2. Criminal proceedings against person not subject to military law must be initiated in accordance with the provision of the code of criminal procedure 1898, by report to the police or complaint to a Magistrate.

(The above instruction must not be interpreted as forbidding or discouraging that close and personal Co-operation between military and vigil officials which is essential in matters involving the discipline and welfare of the Army).

PART III

PROCEDURE IN CASES OF CIVIL OFFENCES COMMITTED BY PERSONS SUBJECT TO THE ARMY ACT.

Home Department Notification No. F.102/35, dated the 12th March 1935.

In the exercise of the powers, conferred by sub-section (1) of section 549 of the Code of Criminal Procedure 1898 (Act V of 1898), and insupersession of the Notification of the Government of India in the Home Department , No. F/465/28, dated the 27th June 1982, the Governor-General Council is pleased to make the following rules as to cases in which persons subject to military, naval or air force law shall be tried by a court to which the said Code applies, or by a court-martial , namely:---

1. Where a person subject to a military, naval or air force law is brought before a Magistrate and charge with an offence for which he is liable to be tried by a court material, such Magistrate shall not proceed to try such person, or to issue orders for his case to be referred to Bench, or to inquire with a view to his commitment for trial by the Court of Session or the High Court for any offence triable by such Court, unless,---
 - (a) he is of opinion, for reasons to be recorded, that he should so proceed with being moved there to by competent military, naval or air force authority or
 - (b) he is moved there to by such authority.
2. Before proceeding under clause (a) of rule 1 the Magistrate shall give notice to the commanding officer of the accused until the expiry of a period of five days from the date of service of such notice he shall not—
 - (a) acquit or convict the accused under Sections 243, 245,247 or 248 of the Code of Criminal procedure 1898, (Act V to 1898), or here him in his defence under Section 254 o the said code; or
 - (b) frame in writ in as charge against the accused under Section 240 of the said Code ; or
 - (c) make an order committing the accused for trial by the High Court or the Court of Sessions s under Section 213 pr sub-Section (1) or Section 446 of the said Code; or
 - (d) issue orders under sub-section (1) of Section 445 of the said Code for the case to be referred to a Bench.
3. Where within the period of five days mentioned in Rule 2, or at any time thereafter before the Magistrate has done any act or issued any order referred to in that rule, the Commanding Officer of the acused gives notice to the Magistrate that, in the opinion of competent military, naval or air force authority as the case may be,

the accused should be tried by a court-martial the Magistrate shall stay proceedings and, if the accused is in his power or under his control, shall deliver him with the statement prescribed by Section 549 of the said Code to the authority specified in the said section.

4. Where a Magistrate has been moved by competent military, naval or air force authority as the case may be, under clause (b) of Rule 1, and the Commanding Officer of the accused subsequently gives notice to such Magistrate that in the opinion of such authority, the accused should be tried by a court-martial, such Magistrate, if he has not before receiving such notice done any act or issued any order referred to in Rule 2 shall stay proceedings and, if the accused is in his power or under his control, shall in the like manner deliver him, with the statement prescribed in Section 549 of the said Code to the authority specified in the said section.
5. Where an accused person, having been delivered by the Magistrate under Rule 3 or 4, is not tried by a court-martial for the offence of which he is accused, or other effectual proceedings are not taken, or ordered to be taken, against him, the Magistrate shall report the circumstances to the Local Government.
6. In these rules "competent military authority" means the Brigade Commander, "competent naval authority" means the Flag Officer Commanding Royal Indian Navy, and "competent Air Force in India".

PART IV

PROCEDURE IN CASES OF CIVIL OFFENCES COMMITTED BY PERSONS SUBJECT TO INDIAN ARMY ACT.

1. An offence committed against the person or property of a civilian cannot as a rule be tried by court-martial.
2. Offences under the Indian Army Act, Sections 27(d), 35(a), (b), 39(b), (d), 41 and 42, as well as most offences under Section 31, can be tried by a court-martial or a civil court.
3. The procedure in a case where there is dual jurisdiction is laid down in the Indian Army Act-Sections 69 and 70; the prescribed military authority being the General Officer Commanding-in-Chief, district, brigade or station commander.

If the offender is in Military custody he Unit Commander Civil Mgristrate will take steps to request the prescribed military authority to decide before which court proceedings shall be instituted; but in those cases falling under the Indain Army Act, Sections 41 and 42, in which death has resulted, the decision shall rest with the district commander or General Officer Commanding-in-Chief.

APPENDIX No. 26.14(3)

PROCEDURE FOR DEALING WITH BRITISH SOLDIERS FOR CIVL OFFENCES

Circular Memorandum from the Adjutant-General in India to all Commands and Bumma District No. B 680/2 (A.G-8) dated Simla, the 1st August 1930.

(Copies to all formations and units having British soldiers on their strength).

I am directed to draw your attention to the position of British soldiers who, having been convicted by a Civil Court for a civil offence, undergo their sentences in Civil Jails.

This matter has been under consideration at Army Headquarters, in view of the adverse effect, which the revised Civil Jail Classification Rules may have on the welfare of such British personnel.

The factors, which effect the possibility of such such personnel undergoing in military prisons imprisonment awarded by Civil Courts, are as follows:--

Although it is within the competence of a local Government, under Section 541 of the Code of Criminal Procedure, to declare a Military Prison a place where any person liable to be imprisoned or committed to custody under the Code of Criminal Procedure shall be confined, it is not possible under the Army Act for soldiers convicted by Civil Courts to be legally received in a Military Prison constituted under Section 132 of the Act for the purpose of serving their sentences, as no power exists under Section 70 of the Army Act to make rules for carrying into effect sentences other than those awarded by Court-Martial No.Warrant of Committal similar to Form 'C' could, therefore, be prescribed.

In these circumstances amendment of the Army would be necessary before the receptions into a Military Prison of British personnel sentenced by a Civil Court could be made legal under the Act.

The question at issue has been represented to the Home authorities in the past, but alteration of the existing law has always been opposed by them. It is not therefore proposed to approach the Army Council at this juncture with a view to the necessary amendments to the Army Act being carried out.

However, it is essential to safeguard British soldiers charged with civil offences, whose discharge from the Army is not applied for, from the contaminating influence of civil criminal associated while in jail. His Excellency the Commander in Chief therefore directs that in all cases in which British soldiers are charged with civil offences the following procedure shall be adopted.

On receipts of information from the civil authorities that a British soldiers is charge with a civil offence the Officer Commanding the unit in which the man concerned is serving will decide at once whether, in view of the character of the accused and of the crime committed, he will, if the accused is convicted apply for his discharge from the army under King's Regulations, paragraph 370(x).

If the Officer Commanding decides that discharges shall not be applied for, he will claim the accused for trial by Court-Martial, unless such trial is barred by the provisions of Army Act, Sections 41(5)(a) or is inadvisable,-- vide Regulations for the Army in India, Appendix IX, part 1, paragraph 2(a) and (b).

When the Officer Commanding decide that, if convicted, the discharge of the accused shall be applied for, he will allow the civil law to take its course and not claim the accused for trial by Court Martial.

Application for discharge will be submitted as soon as possible after the sentence passed by the Civil Court has become absolute either by an appeal not being preferred within the period allowed by law or by the appeal being dismissed.

Should the circumstances of civil offence committed by a British soldiers disclose the fact that the crime was probably committed with the object of the accused obtaining his discharge from the Army trial by Court-Martial will invariably be resorted to unless the crime committed falls under the restrictions quoted above.

The adoption of the above procedure will ensure, as far as is legally possible, that soldiers, charged with civil offences whose discharge from the Army is not desired, will not be subjected to the evil influences associated with life in a civil prison.

The attention of all officers empowered to confirm Courts-Martial is drawn to the implication contained in paragraph 652(h) of King's Regulations.

Although detention is lower in the scale of punishment than imprisonment, the work and military training carried out by soldiers undergoing detention are of more

professional benefit to men returning to their Units than the harder but less technical programme laid down military prisoners sentenced to imprisonment. Therefore when a soldier charged with a civil offence has been claimed from the Civil Authorities for trial by Court-Martial, the desirability of committing a sentence of imprisonment to one of detention must be carefully considered.

Note: The above instructions have been supplemented by A.H.O Letter No. B/21379 (A.G-8) dated the 22nd June, 1933, directing that no British soldier shall be left for trial by a Civil Court, i.e. all shall be claimed for trial by court-martial, unless the offence with which the soldier is charged is one of those which a court-martial is not empowered to try, viz, treason murder, man-slaughter, treason-felony and rape.

Arrest, Escape and Custody

APPENDIX No. 26.27(1)

Scale of diet fixed for A and B better class under-trials accustomed to the western mode of living (Punjab Government letter No. 14424 (H-Jails), dated the 23rd April, 1930]

Name of article	Quantity	Remarks
Bread	8 chs	
Butter	½ ch.	
Mutton	4 chs.	
Potatoes	3 chs.	
Onions	2 chs.	
Mixed condiments	¼ ch.	
Sugar	2 chs.	
Cocoa	1/8 ch.	
		(B) class prisoners will receive during the summer on chattack of sugar in lieu of 1/8 ch. Of coca per diem.
Ghee	½ ch.	
Tea	1/8 ch.	
Milk	2 chs.	
Rice	2 chs.	
Porridge	2 chs.	
Firewood	2 chs.	
Fresh vegetable from The jail gardens.	4 chs.	

The above diet will be issued in 3 meals.

Scale of diet 'A' and 'B' and better class under-trials accustomed to the Eastern mode of living

Name of article	Quantity	Remarks
Flour	10 chs.	
Dal	1 ¼ chs	
Dhee	1 ½ chs.	
Potote	2 chs	
Salt	¼ chs.	
Condiments	¼ chs	
Sugar	1 ch.	
Tea	1/8 ch.	
Vegetables	4 chs.	
Milk	6 chs. Or Dahi 4 chs.	

Milk 2 chs for tea
 Firewood 2 seers

APPENDIX No. 26.27(1)—Contd.

For meat-eaters.—The above diet will be issued, except that on five days of the week 4 chatacks of meat or 4 chatacks of fish or 4 eggs costing about 2 annas will be issued in lieu of 6 chatacks of milk.

Note.-- This diet will be spread over three meals during each day.

Scale of diet for 'C' class and ordinary under-trials

Name of article	Quantity	Remarks
	Dal Urd	11/4 chs.
Twice of week	Dal Masur ordinary	11/4 chs.
	Dal Rawan	11/4 chs.
Once a week	Dal Gram	1-1/4 chs.
	Wheat	8 chs. (Labouring 10 chs.)
	Gram for parching	1 chs. (Labouring 2 chs.)
	Salt	¼ chs.
Daily	Condoments	1/8 ch.
	Vegetables	4 chs.
	Sarson or Toria oil	¼ chs.
	Wood	¼ chs.
	Wood	6 chs.
	Gur	(Labouring 1 chatack daily)

FORM NO. 26.7(1)

CERTIFICATE REGARDING IDENTITY OF AN ACCUSED

From Police State _____, district _____

To Sub-Inspector of Police Station _____, district _____

ACCUSED _____, son of _____, caste _____ age _____

Description _____, resident of Mohalla _____, district, has to-day been arrested in connection with the first information report No. _____ under section _____. He gives his name and residence as noted above, and states that he is known to _____ and _____ lambardars and respectable men of the village. Kindly answer the questions written on reverse of this certificate.

Dated _____

Signature of Station Officer

(REVERSE)

Questions	No.	Answers
1. Are his name address and residence as given by him, correct ?		
2. Can the lambardars and respectable men identify the man of his name, address and residence and do they give the same description as given by me on reverse ?		
3. If already classed "P.R." convict, the district serial No. of the "P.R." slip should be noted.		
4. If he is not a "P.R." convict, should be recommended to be declared a "P.R." or P/R/T." convict now ?		
5. Give his previous in detail, if any.		

Reply

From Police State _____, district _____

To Sub-Inspector of Police Station _____, district _____

The history of this man has been ascertained through _____ of _____ and your questions have been answered.

Dated _____

Signature of Station Officer

FROM No. 26.8(2)

POLICE STATION (NAME)

DISTRICT

REPORT OF ARREST

(Under Section 62 Criminal Procedure Code)

Has the honour to report that _____, son of _____, caste _____,

Resident of _____, has been apprehended (or detained, as the case may be) this day at _____

o' clock, as he is accused of _____ .

Dated _____

The _____

Sub-Inspector

To be lithographed on a post-card

FORM No. 26.16(6)

POLICE DEPARTMENT

_____DISTRICT

REGISTER OF DESERTERS

1	2	3	4	5	6	7	8	9
Serial No.	Date of entry in this register	Name, parentage, caste and description of deserter	Residence	Date of desertion and regiment or corps of deserter	Reference to letter intimating information regarding deserter	Date of arrest	Name and Rank of officer arresting deserter	Remarks showing action taken to secure arrest

To be drawn by hand in an open foolscap size register maintained in the office of Superintendent in English according to police stations. Vernacular counterpart to be maintained in each police station.

FORM No. 26.16(7)

DESCRIPTIVE ROLL OF A DESERTER

POLICE DEPARTMENT

_____DISTRICT

_____ District

Annual Serial No.

1. Name
2. Father's Name
3. Caste
4. Residence Village
 Police Station
 District
5. Description
6. Regiment to which belonging
7. Date of description
8. Place of desertion
9. Remarks

FORM NO. 26.32(1)(E)

BAIL BOND

(Vernacular form in terms of form XXV is schedule V, Criminal Procedure Code)

FORM No. 26.30(1)(e)

POLICE DEPARTMENT

_____DISTRICT

Note : - Whenever is necessary to submit any person suspected of having been concerned in any offence for identification particular care should be taken, pending the arrival of the identifying witness to keep the suspect in some place where they cannot have access to him. On their arrival the suspect should be placed with 8 or 9 men similarly dressed, and of the same religion and status, and the identification carried out whenever possible in the presence of a Magistrate or independent witnesses. Who should be asked to satisfy themselves that the identification has been conducted under conditions precluding the possibility of collusion. Care must be taken that the identification by each witness is done out of sight and hearing of the other identifying witness.

1	2	3	4	5
Date and place of identification	Name of witness	Name of suspects he identifies	Description of manner in which the rule regulating such identifications were complied with	Signature of Magistrate or other witnesses in whose presence the test is carried out

CHAPTER XXVII - - PROSECUTION AND COURT DUTIES

27-1- Charge-sheets - - Preparations and scrutiny of - (1) (i) When an accused person is sent for trial the charge-sheet [form 25.56(1)] shall form the final report required by Section 173, Code of Criminal Procedure. Loose forms of charge-sheets shall be kept at each police station to enable investigating officers to prepare and submit them even when away from their police stations.

(ii) In cases in which a charge-sheet is submitted under sub-rule 1(i) above and in which a copy of the first information report has been sent to a Panchayat as required by Police Rule 24.5(2), (a) a report shall also be sent to the Panchayat containing information on the following points:---

- (a) Whether or not an offence has been proved.
- (b) Whether or no the offence proved is triable by the Panchayat
- (c) The Court in which, and the date on which, the charge-sheet is to be presented.

(2) Except where it is necessary to present charge-sheets before a Magistrate on tour or elsewhere than at the headquarters of a district or sub-division, they shall be submitted through the Superintendent, Assistant Superintendent or Deputy Superintendent of Police in charge of the crime of the Police station concerned.

- (4) Charge-sheets shall be thoroughly scrutinized by an officer of the prosecuting branch not below the rank of prosecuting sub-inspector, who shall be responsible for seeing that carbon copies of incomplete charge-sheets together with the copies of orders passed by Magistrates thereon and other necessary papers are attached; that the identify and previous convictions of the accused persons have been established; that in cases when an accused person is on security and such security will be liable to confiscation in the event of conviction, the fact is duly denoted in the file so that the attention of the court may be drawn to it; that witnesses are according to the list entered in the charge sheet; that the police file is complete and that no papers belonging to it are attached with the charge-sheet, and that no omissions or defects in the investigation remain un-rectified or unexplained. After completing his scrutiny as above, the officer of the prosecuting branch shall lay the charge-sheet and files before the gazetted officer referred to in sub rule (2) above, or, in his absence, before such other available gazetted officer or senior non-gazetted officer as the Superintendent of Police may have nominated for the purpose, and shall explain the case to him, and take his orders as to whether it shall be put into court or withheld for further police action. Such gazetted officer or senior non-gazetted officer shall satisfy himself that the prosecution case presented in the best possible manner that all material evidence is produced, including evidence calculated to rebut probable lines of defence.

- (4) The practice of requiring prosecuting witness to appear at headquarter simultaneously with the chalan has received the approval of the local Government and of the High Court (See Chapter 3-A, paragraph, 5 (10), of volume IV of High Court Rules and Orders). Before sending a charge-sheet to headquarter the investigation officer should collect all witness, whom it has been decided to produced in court, and take personal recognisances from them to appear on the same date as that on which the charge-sheet will reach the court. The chalan should, however, reach headquarters not less than one before the date fixed for hearing of the case. It shall be the duty of the prosecuting branch to facilitate the working of this system and the prompt disposal of police cases by arranging with Magistrate that a special period be set apart daily for dealing with fresh chalans and by giving Magistrate as much warning as possible of the anticipated presentation of a chalan [vide rule 25.51]. This period should be so fixed as to allow time for witness to reach the police officer and for chalans to be thoroughly checked and at the time to permit to all new police cases being taken up by Magistrate at such hour that it may be possible for the bulk of the prosecution evidence to be recorded before the court rises for the day. When there are a large number of prosecution witness in a case, only the more important ones, whose evidence is necessary the farming of charges, shall be sent with the chalan.

- (5) In all serious case, when the accused has been arrested and prima facie evidence has been produced, the investigating officer send the accused for trail without delay, whether investigation is complete or not. Witnesses should accompany such chalans and same arrangements for the prompt recording of evidence as laid down in such-rule (4) above should be observed. When available evidence has been recorded remarks or adjournments under Section 167 or 344 of Criminal Procedure, shall arranged as many be necessary. Evidence obtained subsequently shall be produced before the Court by a subsidiary chalan.

27.7. Charge-sheet slip and road certificate - (1) With every charge-sheet shall be sent - (a) a charge sheet slip Form 27.2 (1) (a).

(b) a road certificate in form 10.17.

(c) In the case of charge-sheet against member of criminal tribe who on conviction are liable to be sent the Reformatory Settlement, a report in form 27.2 (2).

(2) On the completion of the court the charge-sheet slip be filled in under the orders of the criminal court trying the case and returned to the office of the Superintendent of Police. The result of the case shall then be entered to the office of the Crime Register and the English Register of Cognizable Offence, and communicated to the police station concerned.

(3) In the road certificate shall be entered a list of any weapons, articles or property sent to the Magistrate's court in connection with the case. If such articles are received correct the prosecuting inspector or sub-inspector shall sign a receipt for them on the road certificate and return it to the police station.

27.3. Duties of public Prosecutor – (1) Government Pleaders, who are ex-officio Public Prosecutors, are bound by the rules contained in Part I, Section II, Law Department Manual. They may not appear or advise against the Crown in criminal cases. They are allowed to undertake private civil practice, but are the direct orders and supervision of District Magistrate and may be appointed to work continuously any particular case. They are required to appear for the Crown in:---

- (a) All Sessions cases.
- (b) All Section 30 cases at headquarters and, when required by the District Magistrate, at out-station.
- (c) All commitment cases where his appearance at headquarters, and at put-station when required by the District Magistrate.
- (d) All criminal appeals when required by the District Magistrate or Sessions judge.
- (e) All original cases when required by the District Magistrate.

(2) It is part of the duty of Public Prosecutors to give advise to Government officers on legal questions. A scale of fees for consultation is authorized, but the payment of such fees should only be recommended when an opinion has been obtained on a manner of especial complexity (Law Department Manual, Section I, Chapter I, paragraph XV).

27.4. Police Offence as Public Prosecutors – (1) All Superintendent, Assistant and Deputy Superintendent of Police are, with reference to Section 270 and 492 of the Code of Criminal Procedure ex-officio public prosecutors in respect of all cases committed from their respective district for trial before the court of Sessions. Where no Government Pleader (Public Prosecutor) has been appointed, or when the service of the Government Pleader are not available, one of the police officers above-mentioned may conduct the prosecution in Session trails, but the District Magistrate has power in such circumstances to appoint any other person to be public prosecutor for the purpose of a particular case.

(2) Prosecuting inspector and prosecuting sub-inspector of police are appointed public prosecutors in the local areas specified in the below for all cases which may be enquired into or be tried by a Magistrate including a Magistrate having powers under Section 30 of the Code of Criminal Procedure.

Officer.	Local areas
Every prosecuting inspector Of police.	The district in which the Prosecuting inspector is Stationed.
Every prosecuting sub-inspector Of police stationed at the Headquarters of a district.	The district at the headquarters of which the prosecuting Sub-inspector is stationed.
Every prosecuting sub-inspector Of police stationed at the head- Quarters of a sub-division.	The sub-division at the headquarters of which the Prosecuting sub-inspector is Stationed.

(3) When the complainant in a criminal case instructs a legal practitioner to conduct the such practitioner shall act under the instruction of the Public Prosecutor as defined in the above sub-rules 27.3.

27.6 . Prosecution of railway cases – The district police prosecuting staff shall render every assistance which may be required of them in the performance of court duties in connection with the prosecution of railway cases, and shall take all necessary measure to promote the efficient prosecution and expeditious of such cases in the courts.

27.7 . Prosecution of cases under Section 110 Code Criminal Procedure – (1) Prosecution under Section 110, Code of Criminal Procedure, shall as far as possible, be arranged to take place before a Magistrate in camp in the neighborhood frequently by the persons so prosecuted.

(2) Proceedings under Section 110, Code of Criminal Procedure, against zaildars, lambardars and inamdars require the special order of the District Magistrate (Rule 19, Chapter 3 Volume III of Rules and Orders of the High Court of Judicature at Lahore).

27.8 . Action on breach of terms of security bond or conditions of restrictions. – (1) Whenever a person on security on any kind is prosecuted for an of an offence implying a breach of the terms of his bond, special application shall be made, at the time of presentation of the charge-sheet that the court may, in the event of conviction, order the confiscation of the security.

(2) When a person violates the conditions of an order passed against him under the Habitual Offenders Act, or violates any rule made under the Act, he shall be prosecuted under Section 17 of the Act.

(3) It is the duty of the prosecuting branch to watch the progress of realisation of forfeited security. When the head of the branch finds that, either generally in the district or in a particular case, under delay or laxity in realization is taking place, he shall bring the matter to the Magistrate of the Superintendent, in order that the attention of the District Magistrate may be invited to it.

27.9. Police Brief. – (1) In all important cases sent for trial, the investigating officer shall, whenever possible, attend and personally instruct the prosecuting inspector or public prosecutor. In such case he will prepare a “Police Brief “ in Form 27.9 (1) and shall mention therein all matters connected with the case including the probable line of the defence, which in his opinion, should be specially to the notice of the prosecutor.

(2) In unimportant simple cases no “ Police Brief “ need be prepared.

(3) In case of more than usual importance gazetted officers are required to prepare “ Police Briefs “ themselves.

27.10 Proof of previous convictions – (1) Previous convictions shall be proved

as laid down in Section 511, Code of Criminal Procedure.

(2) Requisitions for particulars of previous, required by the police shall be made in Form 27.10(2).

(3) It is the duty of the police, in conducting the investigation, to take proper steps to establish the identity of an accused person and to obtain and produce evidence of previous convictions against him (High Court Rules and Orders, Volume III Chapter 23.B, Paragraph 9).

The duties of the Magistrate and of the police in this matter are given in the decision of the Chief-Court in the case, *Empress versus Sham Singh*, reported as criminal judgment No 36 in the Punjab Record of 1884 and especially in the remarks of Mr. Justice Plowden at page 70 of the record. Requisitions for particulars of previous sufficient grounds, convictions should therefore be made early during the investigation, but if there be sufficient grounds, prosecuting officers may apply to the Magistrate for a remand under Section 344, Criminal Procedure Code, so as to produce evidence of previous convictions.

27.11 Appeal and access to Judicial records. – (1) Application for the representation of the Crown in criminal cases, for the institution of appeals against orders of acquittal or for the exercise of its powers of revision by the High Court, shall be made through the District Magistrate. Rules framed by Government in this respect are given in Law Department Manual, Part I, paragraph IX (6).

(2) As regards revision of orders of discharge, application shall be made to the District Magistrate under Section 437, Code of Criminal Procedure.

(3) Under the standing order of the High Court, Superintendent of Police are entitled to pursue the judicial record in all cases where a police officer is convicted or, though acquitted, is left under suspicion or censured. The object of this is to enable departmental action to be taken where necessary. Copies of judgments, and translations of the same where necessary, in such cases, will be supplied free of charge.

The Inspector-General of Police or any Deputy Inspector-General may, on giving reasons, call for the record of any decided case, in which the police are affected. Unless there are grave reasons to the contrary, in which case the Sessions Judge will decide the point, the request will be complied with. The Inspector-General of Police has a right to call for the records in all cases of professional crime.

Courts are required to send the Inspector-General of Police of record copies of such confessions as may be of value of the police.

All modifications of original decisions made in appeal, revision or reference are required to be communicated by the District Magistrate to the prosecuting branch of the office of Superintendent of Police. (Rule 3, Chapter 11-E, of Volume III, High Court Rules and Orders).

Copies of judgments and depositions required by police officers in the course of their duties are exempted from the charges authorized under the Court Fees Act, but not from copying fees. Gazetted officers and all prosecuting inspectors and prosecuting sub-inspectors, within the limits of their jurisdiction as public prosecutors (Rule 27.4) can obtain, free of all charges copies of any part of the record of a case which they may require in their capacity as public prosecutor, the cost being met by District Magistrates or the courts concerned.

With the exceptions noted above, police officers are not entitled either to have original judicial records handed over to them for perusal or to obtain copies free of charge. On the frequent occasions when it is necessary for a Superintendent of Police, in the discharge of his duties, to study the evidence and decisions recorded at a trial, the proper channel for obtaining access to such records is through the authority of the District Magistrate. The latter is head of the prosecuting agency, of which the Superintendent of Police in direct charge, and that agency requires constant access to judicial records, in order to fulfil its duty of assisting the District Magistrate through the Superintendent of Police, to keep in close touch with the work of Magistrates’ courts and the results of cases.

When a perusal of the original record will suffice, copies should be dispensed with, as fees for them have to be paid in every case, whether from police or judicial funds. It is the practice of the High Court to print the proceedings in all cases in which the death sentence is inflicted, and it is sometimes possible in such cases to obtain spare copies of the printed records on application, through the Deputy Inspector-General of Police, Criminal Investigation Department, to the Registrar of the High Court.

27.12 Maintenance of order and watch over prisoners in courts – (1) On every day when the courts are sitting, a sufficient number of police shall be provided in the precincts of the courts to guard prisoners, take into custody persons who surrender to their bail, whose bail bonds are cancelled, or who may otherwise be arrested by the order of a court, and to preserve order in and in the neighbourhood of courts. The guard in court shall be strengthened, when prisoners are of a desperate and dangerous character, or when a case is being heard which is likely to cause public excitement or demonstrations.

(2) All prisoners under arrest shall invariably be thoroughly searched before being taken into court, the police officer in command of the party furnishing guards for prisoners shall be personally responsible that this is done. If, in accordance with rule 26.23, prisoners have been brought to the court in handcuffs, the handcuffs shall not be removed in court unless this is specially ordered by the presiding officer.

27.13 Compounding of cases under Section 420, Indian Penal Code – Under orders contained in letter No. 1336 (H-Judl.) of 12th January, 1927, from the Home Secretary to Government, Punjab, the Provincial government has directed that sanction to compromise in case under Section 420, Indian Penal Code, should be resisted, where habitual cheats and professional swindles are concerned, and also in all cases which show feature of danger to a wider public than the complaint in the individual case before the court. A case coming into the latter category would be one in which the method by which the crime has been committed is or is likely to be widely employed.

27.14 Prosecuting Agency – Composition of – (1) The police prosecuting agency in each district shall consist of such number of gazetted officers, upper and lower subordinates as may, from time to time, be sanctioned by the local government and the Inspector-General of Police.

(2) A constable shall be attached as court orderly to the court of every Magistrate, whether stipendiary or honorary, having first class or superior powers. The senior officer of the prosecuting branch shall arrange for the duty of court orderly in courts or benches of honorary Magistrates, which sit only for short periods or at irregular intervals, to be performed by members of their staff, who may be available at the time required. Clerks or assistant clerks of police stations may be employed, when necessary, to perform the duties of court orderly at tehsil courts.

(3) In each district one of the head constables of the prosecuting staff shall be appointed as the direct assistant of the prosecuting inspector for the purpose of maintaining the registers of case property, prescribed in rule 27.16 and, under the immediate supervision of the prosecuting inspector or a prosecuting sub-inspector,

nominated by him, receiving, checking, cataloguing and issuing to court orderlies, exhibits and other property kept in the prosecuting agency's store-room in connection with cases and unclaimed property. The duties of this head constable are purely subordinate and his assistance in a routine capacity in no degree relieves the prosecuting inspector and the prosecuting sub-inspectors of their personal responsibility, as laid down in rule 27.18 for the correctness and security of the contents of the malkhana.

27.15 Duties of head of prosecuting agency – The duties of the head of the police prosecuting agency whether he be of the rank of Deputy Superintendent of Police or Inspector shall be as follows:---

- (i) Thoroughly to scrutinise challans and intermediate references and applications from police stations in connection with the prosecution of cases, the arrest of offenders, the confiscation of bail of security bonds, and other matters in which his advice or the orders of a court are required. The preparation for court and prosecution of all security cases, including security for keeping the peace (vide Rule 23.32), should be received as much attention from the district prosecuting staff as is practicable.
- (ii) To prosecute, watch or direct the prosecution of cases in the courts of the district. In this connection it must be realised that his duty embraces not only the presentation of the prosecution case but contesting the claims of the defence and ensuring the observance of conditions and restrictions imposed by the law on the discretion of courts to pass orders in certain circumstances, and the observance of all High Court orders issued with the object of expediting decisions and preventing abuses.
- (iii) To supervise and distribute the work of prosecuting officers subordinate to him and of the police personnel attached to his office or to the courts.
- (iv) To take charge of and deal with, articles and property received in connection with cases, as well as of unclaimed and suspicious property received from police stations for orders of Magistrates.
- (v) To supervise the transmission of warrants and summons to the executive police under the orders of the criminal courts, and to see that returns to such processes are made without delay.
- (vi) To keep the District Magistrate and the Superintendent of Police informed of all important matters in connection with criminal cases under trial, to bring to notice cases requiring to be specially reported to him, and to submit a daily diary in Form 27.15(vi) showing cases sent for trial, convicted, discharged and pending in court on that particular day. The instructions of the High court as to the duties of the prosecuting agency towards the District Magistrate are contained in Appendix 27.15(vi).
- (vii) To see that the instructions in connection with the diet money and travelling expenses of witnesses are duly observed.
- (viii) To see that payments for bills submitted through him for all judicial expenses incurred by officers in charge of police stations are made promptly, either by the Nazir or from his own permanent advance. For this purpose he will maintain a register in Form 27.15(VII). For all sums of money received from the Nazir a receipt must be given in form 10.14(1).

Note – One combined receipt for all sums received from the Nazir on any one day may be given.

- (ix) To see that the results of cases in court are promptly communicated to police stations concerned according to rule, and especially to bring to the notice of the Superintendent, together with an abstract or copy of the judgment if necessary, orders of acquittal or discharge or other orders of courts, which either reflect in any way on the conduct of the police or indicate that the theory on which the case was prosecuted has broken down.
- (x) To keep in view the orders regarding the formation of a criminal museum at the Police Training School, Phillaur, and to take the orders of the Superintendent for the acquisition of such weapons, instruments or other articles connected with cases sent up for trial as may be considered useful as exhibits of educational value, and to forward them with a brief account of their use or object to the Principal, Police Training School, Phillaur.
- (xi) To supervise the work of the Vernacular office of the Superintendent of Police and to exercise a close and constant check on the maintenance of the registers pertaining to the prosecution branch. In these respects the prosecuting Deputy Superintendent or inspector is directly responsible as assistant to the Superintendent of Police.
- (xii) In the execution of these functions, the head of the prosecuting agency may distribute work and delegate his duties among and to prosecuting inspectors and sub-inspectors subordinate to him, to such extent as may be approved by the Superintendent of Police and as is not inconsistent with any Police Rule or other order of a competent authority.

27.16 Registers to be maintained by prosecuting Deputy Superintendent or Inspector – The head of the police prosecuting agency shall, with the help of his assistants, maintain the following registers:---

- (1) Register of case property and unclaimed property in Form 27.16(1)

This register may be destroyed three years after being completed.

- (a) This register shall be in the same form as register No. 1, and shall contain copies of any entries in register No. 1 referring to property which has been in the custody of the police for over three years. Property in cases in which the accused are absconding, and the retention of which is necessary for purposes of evidence, may be transferred to this register as soon as proceedings under Section 512, Code of Criminal Procedure, are complete.

2.16 Register of issue from and return to the prosecuting agency's storeroom of case property daily produced in courts and pending cases,-- vide rule 27.18(1).

3. Register of warrants of commitment of jail, and of orders for the reception of lunatics into asylums, in Form 27.16(3).

- a. Register of receipt and dispatch of under-trial prisoners in Form 27.16(3)(A).

This register may be destroyed ten years after being completed.

4. Register of warrants and summonses received for execution and service by the police in Form 27.16(4).

This register may be destroyed two years after being completed.

5. Register of intermediate orders in Form 27.16(5).

This register may be destroyed two years after being completed.

6. Register of reasons of security under the provisions of the Code of Criminal Procedure, or local and special Laws, in Form 27.16(6).

This register shall be divided into separate parts for each police station in the district.

At the end of each year the names of those persons remaining on security shall be re-written in the order in which their securities are timed to expire.

7. Register of excise cases occurring during the year in which police officers have been directly concerned, in Form 27.16(7).
8. Permanent advance account of all judicial expenses in Form 10.52(b).

This register may be destroyed three years after being completed.

9. Register of absconders, in English in form 23.20(1).
10. Register showing progress of action against absconders in form 23.21.
11. Register of proclaimed offenders who are members of criminal tribes in form 22.54(b).

This register shall contain the names of all members of criminal tribe

Who have been proclaimed under section 87, Code of Criminal Procedure, for offences against the Criminal Tribes Act.

27.27 Duties in connection with property.—(1) At headquarters the head of the prosecuting agency, with the assistance of his staff, shall take charge of weapons, articles and property connected with cases sent for trial and shall be responsible for their safe custody until the case is decided. When final orders are passed in the case, such weapons, articles and property shall if not made over to the owner, be made over to the sheriff.

2. The head of the prosecuting agency shall similarly take charge of and be responsible for the safe custody of, suspicious property until the issue of the proclamation under section 523, Code of Criminal Procedure, when such property shall be made over to the sheriff.
3. Unclaimed property sent in the police shall be made over to the sheriff as soon after arrival as possible and a receipt thereof taken in register No. 1 (Rule 27.16(1)).
4. Property connected with a case in which the accused is at large and has been proclaimed shall, if likely to be of material advantage to the prosecution, be kept by the head of the prosecuting agency in a strong box in his store-room. If such property, excepting valuable, is too large to be kept in the strong box it may be kept on separate racks. If, after 50 years, the case still remains undecided the property shall be made over to the sheriff for disposal.

When there are claimants to the property who would suffer hardship through its retention the orders of the Magistrate shall be taken.

5. Within the first ten days of each quarter the prosecuting inspector shall verify all property of which he or a prosecuting sub-inspector at head-quarter is in charge and shall submit a certificate to the Superintendent of Police that he has duly carried out the verification. Where a prosecuting sub-inspector is in sole charge of property or is in joint charge with the prosecuting inspector, the prosecuting sub-inspector shall be present during the verification and shall also sign the certificate.

27.17 Safe custody of property.—(1) Weapons, articles and property sent in connection with cases shall on receipt be entered in register No. 1 and shall (excluding livestock) be properly stored in the store-room of the head of the prosecuting agency, or the police station. See rule 22.18. When required for production in court such articles shall, at headquarters, be taken out in the presence and under the personal order of an officer of rank not less than prosecuting sub-inspector and an entry made in the register of issue from and return to the prosecuting agency's store-room, which register shall be maintained in Form 27.18(1).

Animals sent in connection with cases shall be kept in the pound attached to the police station at the place to which they have been sent, and the cost of their keep shall be recovered from the District Magistrate in accordance with rule 25.48.

2. In all cases in which the property consists of bullion, cash, negotiable securities, currency notes or jewelry, exceeding in value Rs. 500 the Superintendent shall obtain the permission of the District Magistrate, Additional District Magistrate or Sub-Divisional Officer to make it over to the Treasury Officer for safe custody in the treasury.
3. All cash, jewelry and other valuable property of small bulk, which is not required under sub-rule (2) above to be sent to the treasury, shall be kept in a locked strong box in the store-room. Each court orderly shall be provided with a strong lockup box in which he shall keep all case property while it is in his custody in the court to which he is attached. Case property shall invariably be kept locked-up in such box except when it is actually produced as an exhibit in the course of proceedings. After being so produced it shall be immediately replaced in the lock-up box. Boxes shall be provided from funds at the disposal of the District Magistrate.
4. Property taken out of the main store-room for production in court shall be signed for by the court orderly concerned in register No. 2 and the prosecuting officer authorizing the removal shall initial this entry. Such officer shall similarly, after personal check, initial the entry of return of the property to the main store-room on the closing of the courts.
5. Every day, when the courts close, an officer of the prosecuting branch of rank not less than that of sub-inspector shall personally see that the articles produced in court are returned to the store-room, restored to their proper places in the shelves, cup-boards or strong box and registered as required by sub-rule (4) above. The opening of the store-room in the morning and its closing in the evening shall invariably be in the presence of the police officials named in this rule. Animals brought from the pound shall be repounded under the supervision of a head constable.

27.19 Property in cases committed to a higher court.-- (1) When an order of commitment to a superior court is made, any weapons, articles or property capable of such treatment shall be enclosed in parcel in the presence of the committing Magistrate.

The parcel shall be sealed with the seal of the court and made over to the head of the police prosecuting agency, who shall produce it with unbroken seals before the superior court, or, if so ordered by competent authority, shall make it over to some other officer authorized so to produce it.

2. Special precautions shall be taken under the orders of the Superintendent in regard to property which cannot be so treated.

27.20. Prosecuting agency to attend office when courts are closed.-- At district headquarters, on days on which the courts are closed, an officer of the prosecuting branch not less in rank than a sub-inspector shall attend the office of the Superintendent to receive accused persons, weapons, articles and property and to transact urgent business. At magisterial outposts and tehsils the prosecuting sub-inspector and court orderly respectively shall attend the police station for the same purpose.

27.21 Property of prisoners to be taken charge of.-- Money or other property found on the person of an under-trial prisoner, other than necessary wearing apparel, shall be taken charge of by the prosecuting officer and an entry of it made in register No. 1. A list of such articles shall be recorded on the back of the prisoner's warrant and the head of the prosecuting agency shall see that they are made over or forward to the prisoner, if he is discharged or acquitted or punished otherwise than with imprisonment. An acknowledgement of the receipt of such property shall be obtained in register No. 1.

If the prisoner is sentenced to imprisonment the articles shall be sent to the officer in charge of the jail, a reference to whose acknowledgement shall be given in register No. 1.

- 27.22.** Duties of prosecuting sub-inspector and court orderlies at tahsil.—(1) Prosecuting sub-inspectors at sub-divisions of districts shall perform the duties detailed in clauses (I) to (v) and (vii) to (x) of rule 27.15. As regards clause (vi) of rule 27.15 the prosecuting sub-inspector in a sub-divisions shall have the same duties in relation to the gazetted police officer in charge of the sub-division and the sub-divisional officer as the head of the prosecuting agency has in relation to the Superintendent of Police and the District Magistrate. He shall also submit to the gazetted officer in charge of the sub-divisions a daily diary in form 27.15(vi).
2. In sub-divisions of districts all registers prescribed in rule 27.16 shall be maintained by the prosecuting agency.
 3. Rules 27.17 to 27.21 shall apply mutatis mutandis to all prosecuting sub-insepctor at sub-divisions.
 4. Court orderlies at tahsils and other courts away from headquarters shall maintain register No. 1 referred to in rule 27.16. They shall take charge of all property connected with cases sent for trial by courts to which they are attached in accordance with rules 27.18 27.19 and 27.21 but shall in no circumstances retain such property longer than is required for each day's proceedings of the court. Every evening they shall deposit such property with the clerk of the police station who will be responsible that it is disposed of in accordance with rules 27.17.27.18 and 27.19.

In addition, court orderlies in all courts are responsible that order is kept in courts under the direction of Magistrate. They will obey all orders given them by the officers prosecuting cases and will take charge of exhibits are the police files of cases when ordered to do so. They will also make copies of statement made to the police under Section 162, Code of Criminal Procedure, and provide them on payment to the accused.—(See rule 27.23).

27.23. Supply of copies under Sections 16 and 173(4), Code of Criminal Procedure.-- (1) Copies of statements recorded by the police under Section 161, Code of Criminal Procedure, which are asked for by accused persons under section 162, Code of Criminal Procedure, and copies of final reports similarly asked for under Section 173(4) of the Code shall invariably be supplied on payment unless the presiding officer of the court decides otherwise. The local Government has decided that the subordinate official responsible for making these copies shall ordinarily be the police constable appointed as court orderly. This arrangement is only possible, however, when such police constable is sufficiently educated for the purpose and can undertake the work without detriment to his primary duties as prescribed in rule 27.22. Superintendents should, in consultation with the senior officer of the prosecuting branch, consider the circumstances of each court in the district as to the volume of such copying work and of the other duties of the court orderly, and, if they consider that the latter official should be relieved of the whole or a part of the copying work, should move the District Magistrate to nominate another official of the court for the purpose.

2. The half share of the copying fees which in accordance with Financial Commissioner's Standing Order No. 5, is payable to the actual copyist, shall be paid to the court orderly, when he is entitled to it, but neither that official nor any other police officer shall have any share in or responsibility for the collection of copying fees or the keeping of the prescribed accounts thereof.
3. The prosecuting officer attached to the court concerned shall be responsible that the orders contained in Home Secretary's letter No. 19893 (H.—Judl), dated 8th September 1925, are strictly complied with and no abuses are permitted in the method of payment therein laid down.

27.24. Production of police records as evidence. (1) A police officer is bound, under the provisions of section 162 of the Evidence Act (I of 1872), to produce any document in his possession or power if summoned to do so, but, if such document is an unpublished official record relating to any affair of State, he is prohibited by section 123 of the same Act from giving evidence derived from it and the court is prohibited from inspecting it.

2. The following police records are privileged under section 123, Evidence Act. If their production is demanded, a certificate in form 27.24(2) must be obtained from the Inspector-General may at his discretion allow evidence derived from such documents to be given and in order to enable him to exercise this discretion it is important any document, should submit either the original document, a copy, or a full translation it is in vernacular. That a Police Officer claiming privilege in respect of together with a report indicating why it is necessary to claim privilege and also that his claim is justified.

- (1) The Surveillance Register (Rule 23.4 (1)).
- (2) Village Crime Register, Part IV (Rule 23.59)
- (3) History Sheets (Rule 23.9).
- (4) Bad Character Rolls and Information Sheets (Rules 23.16 and 23.17).
- (5) Case diaries.

In files or in the Police Gazette.

- (6) All unpublished orders of Government or of the Inspector-General of Police contained.
- (7) All documents or records which are classed as "Secret" or "Confidential."
3. While the prohibition of the giving of evidence derived from other police records is not absolute, the provisions of Section 124, Evidence Act, permit a police officer to refuse to disclose orders or other communications made to him in the course of his official duties, when he considers that the public interest would suffer by such disclosure.
4. When the production of official correspondence is in question, the head of the office possessing such correspondence has authority to grant or withhold permission under Section 123 of the Evidence Act. In exercising this discretion he shall be guided by the general rule that correspondence may not be produced without the permission of the highest authority concerned in it. Detailed instructions on this point were communicated to all heads of Police offices with the Inspector-General's endorsement No. 1506-A/29-31-26A of 10th August 1928.

27.25 Co-operation of Jail officials in identification of prisoners. Information that a convicted person has not been identified should invariably be given to the Superintendent of the Jail concerned. Under the provisions of the Jail Manual such prisoners are required to be specially classified and the Superintendent of the Jail is required to furnish the police with the names and particulars of all persons who visit them and with clues as to their identify which may be obtained from examination of letters despatched by or addressed to them.

27.26. Assaults on police – Prosecution for. – When assaults are committed upon the members of the police force while in the execution of their duties, the prompt prosecution of the offenders should be arranged for if possible at, or near, the scene of the offence, adequate sentences being pressed for by the prosecuting agency.

27.27. Diet of accused persons. – The instructions regarding the dieting of accused persons arrested by the police and the recovery of diet money are contained in rule 26.27.

27.28. Diet money and travelling expenses advanced to witnesses. – (1) Diet money at the rates prescribed by Government from time to time, and travelling expenses, shall invariably be advanced at the police station, at the time of bonds of appearance being taken, to all witnesses required to appear in cases sent to court by the police. This procedure shall be followed both in cognizable cases and in preventive security and all other cases in which the police select and take bonds from witnesses. Diet money may also be advanced at the request of the accused or his legal adviser to witnesses required to appear for the defence.

- (2) Such diet money shall be paid from, and including, the day on which the witness entered into his recognizance up to , and including, the day on which the charge-sheet will be made over to the Magistrate having jurisdiction in the case.
- (3) Money so expended shall be entered in the road certificate and shall be recovered when the charge-sheet is made over to the Magistrate as a debit against the Judicial Department a receipt being given in form 10.14(1). The prosecuting inspector or his representative at courts away from headquarters, shall be responsible that sums advanced under this rule by police stations are recovered on the day of presentation of the demand from the court itself or the sheriff. Should there be any delay in the recovery of such money the head of the prosecuting agency shall remit the amount of the police station from his permanent advance, The head of the prosecuting agency shall bring to notice any instance in which inadequate diet money or travelling expenses have been paid to witnesses in police cases.
- (4) Gazetted officers and inspectors hearing charge-sheet , and representatives of the prosecuting agency in courts, shall satisfy themselves that diet money and travelling expenses said to have been paid to complainants and witnesses, at police stations have actually been so paid.
- 27.29. Record of conviction. – Conviction and orders to execute bonds in all cognizable police cases shall be entered in (a) the Vernacular General Crime Register and the English Register of Cognizable Offences which are maintained in the office of the Superintendent and (b) in the First Information Report Register which is maintained at the police station reporting the offence. Convictions and orders in the cases detailed below shall also be entered in (c) the Conviction Register which, for purpose of section 75, Indian Penal Code, and sections 3 of the Punjab Habitual Offenders (Control and Refor Act, 1952), is maintained in each police station as prescribed in Chapter XXII.

I—(INDIAN PENAL CODE)

Chapter	Sections
XI	193
	To Giving or fabricating false evidence.
	195
	211 False charge of committing an un-natural offence. --
XII	377
	231
	To Counterfeiting of coin.
	232
	233 Making , buying, selling or having in possession.
	To Instruments or material for counterfeiting
	235 Coin.
	236 Abetting the counterfeiting of coin out of India.
	237
	XII
238	
239	
240 Possession or delivery of counterfeit coin.	
242	
243	
244 Unlawful alteration of weight or composition of coin by persons employed in Mints.	
245 Unlawful removal of coining instruments from Mints.	
246 Unlawful alteration of weight, composition or	
To appearance of coin and possession and delivery	
253 of such coins.	
255 Counterfeiting of Government stamps.	
256 Making buying, selling or having in possession	
To instruments or material for counterfeiting	
257 Government stamps.	
XII	258
	To possession or sate of counterfeit Government
	259 stamps.
	260 Using of counterfeit stamps.

	261	
	To	Fraudulent effacement or erasure of Government
	263	stamps.
XVI	302	
	303	
	304	
	307	
	311	Murder.
	326	
	327	
	328	
	329	
	354	Indecent assault of a woman.
	363	
	To	Kidnapping.
	369	
	376	Rape.
	377	Unnatural offence.
XVII	379	
	To	Thefts of all kinds.
	382	
	384	
	To	
	394	Robbery of all kinds.
	397	
	and	
	398	
	395	
	396	
	399	Dakaiti of all kinds.
	402	
	400	Belonging to a gang of thieves or dacoits.
	And	
	401	
	404	Dishonest misappropriation of property belonging
	To	a deceased person.
	406	
	To	Criminal breach of trust by public servant.
	409	
	411	
	To	Receiving stolen property.
	414	
	418	Cheating of all kinds, except simple cheating,

	To	Section 417.
	420	
XVII	429	
	To	
	433	
	and	Serious mischief
	435	
	To	
	440	
	449	
	To	House-trespass in order to commit an offence.
	452	
	454	Lurking house-trespass or house-breaking other
	To	than simple, Section 453.
	And	Grievous hurt or death cause in horse-breaking.
	460	
	461	Dishonestly breaking open a closed receptacle.
	462	Fraudulently opening a closed receptacle held in trust.
	465	
	To	Forgery
	469	
XVII	489	A
	To	Forgery of currency notes and bank notes.
	489	D

All offences which would, if committed in British India have been punishable under Chapter XII or Chapter XVII of the Indian Penal Code with imprisonment of either description for a term of three years or upwards, in which the order of conviction was passed by a court or tribunal in the territories of any Indian Prince or State in India acting under the general or special authority of to Governor -General in council or of any local Government.

II.—(CODE OF CRIMINAL PROCEDURE).

Chapter VIII.—Sections 108, 109 and 110—Bad livelihood.

III.—(Miscellaneous Acts).

Sections 3 and 4. Act III of 1867—Gambling.

Section 9, Act I of 1878 – Opium smuggling.

Indian Arms Act, 1959, (No.54 of 1959, Section 7 of the Essential Commodities Act, 1955)

IV – (Other Offences)

All offences, in which the subsequent proof of the conviction so recorded would render the person convicted liable by law to enhanced punishment on subsequent conviction of the same or similar offence by reason of the proof of such former conviction, and all offences which upon such proof, the law establishes a presumption in favor of the prosecution.

Illustration.—(a) Offences under section 8 of Act XVI of 1861, as amended by Act XVI of 1876, shall be so entered because an enhanced punishment is provided for every subsequent conviction.

- (b) Offences against rules made by the local Government under Section 41 of Act VII of 1878 (The Indian Forest Act) by reason of the provisions of the last clause of paragraph 2 of section 42 of the same Act.
- (c) Offences under section 13 of Act XV of 1910 (The Cantonment Act).

Note.—Conviction for theft by courts-martial, although the persons convicted have not been sent up for trial or prosecuted by the police, shall also be entered in the conviction registers in all cases in which the convictions are intimated to the Civil authorities.

27-30. Entries in conviction register when made.—The entries shall be made.

- (a) if there is no appeal immediately:---

- (b) if an appeal is made and the conviction is upheld, when the result of the appeal is known.
- (c) if an appeal lies but is not made, when limitation has expired.

27-31. Entries of convictions how and when made.—(1) Entries of convictions shall ordinarily be made from charge sheet slips.

- (2) When the entry has been made in the General Crime Register the charge sheet slip shall be sent to the police station.
- (3) When charge sheet slips are kept pending for results of appeals to be known they shall be kept in pigeon holes by the official in charge of the General Crime Register and separate intimation of the results of the case in the lower court shall be sent to the police station.

27-32. Despatch register of charge sheet and conviction slips.—A Despatch Register of charge sheet and conviction slips referring to cases included under rule 27.29 shall be maintained in Form 27.32(1) by the official in charge of the General Crime Register.

Separate pages shall be allotted for each police station in the district and for conviction slips received from Magistrates of other districts.

- (2) After the necessary entries have been made in the First Information Report Register and Conviction Register, charge sheet slips and conviction slips shall be returned for record in the office of the Superintendent of the district from which they were despatched.

27-33. Despatch of conviction slips in other cases..(1) If the charge sheet slip refers to the conviction of a person for an offence included under rule 27.29 of a person who is a resident of a police station other than that from which the case was sent for trial, the official in charge of the General Crime Register shall send a conviction slip in Form 27.33(1) in addition to sending the charge sheet slip to that police station of which such person is a resident.

If such police station is in another district the conviction slip shall be sent through the Superintendent.

- (2) If there is any doubt as to the residence of a convict, or if a convict is unidentified or belongs to foreign territory, the conviction shall be recorded in the police station from which the case was sent for trial. In such a case a notice may be sent for publication in the Criminal Intelligence Gazette.

27-34. Intimation of convictions from courts.—Convictions in cases included under rule 27.29, which are dealt with by Magistrates, direct, shall be entered in the Conviction Register on receipt of intimation from Magistrates.

27-35. Publication of conviction of Europeans, etc., in Criminal Intelligence Gazette. (1) Conviction, obtained in the Punjab, of Europeans, Anglo-Indians, or subjects of any foreign state, shall in addition to the record prescribed in the above rules, be recorded in the like form, together with the descriptive roll of the person convicted in the English and vernacular editions of the Criminal Intelligence Gazette.

- (2) Superintendents may use their own discretion as to the publication of such conviction in the case of persons who are subjects of Indian States. Ordinarily the convictions of such persons shall only be published when they are habitual offenders.

37-36. General Crime Register... A General Register in Form 27-36 shall be maintained in vernacular in the office of each Superintendent.

- (1) The particulars of every cognizable offence reported to the police shall be entered in such register.
- (2) The register shall be divided into groups of offences corresponding with statement "A" of the Annual Report. At the top of the first page allotted to each group shall be written the heading of the group and the pages shall be cut to display the headings.
- (3) On the receipt of the counterfoil of the first information report the return writer shall enter in the register as many of the particulars required as may be possible, and shall endorse on such counterfoil the words "Entered contents in the General Crime Register" with the date and his signature.

As the investigation proceeds he shall enter from the case diaries any additional particulars necessary to complete the form, and shall similarly endorse such case diaries.

- (4) If a case sent up by the police is convicted under a section or law, other than that entered in the register, a red line shall be drawn through the original entries and fresh entries made under the group which includes the offence of which the offender is actually convicted.

If one person is convicted of the offence originally entered, and another person of a different offence, the original entry shall be corrected and a fresh entry made of the separate conviction.

- (5) Every erasure and alteration shall be made so that the original entry remains legible.
- (6) Case cancelled or transferred to other districts shall be erased by a red line drawn through them and an entry made giving an abstract of the order of cancellation or transfer, with the date and the name of the officer who made it.
- (7) At the close of each year the register for the year in question shall totalled.

Each group of offences after deducting cases cancelled and transferred shall be totalled separately, these totalled being required for the preparation of annual statistics of crime.

Each annual volume shall be strongly bound and kept for ten years.

27-37. General Crime Register...Rules for maintenance of... The following rules shall regulate the maintenance of the General Crime Register and the preparation of the annual statistics of crime:---

- (i) Each separate offence shall be reckoned as a separate case although several such offences may have been joined for the purpose of the trial.
- (ii) The question whether a set of facts constitutes one offence or more than one offence shall be determined with reference to section 235, Code of Criminal Procedure.
- (iii) In prosecution for bad livelihood and for nuisance under section 34 of the Police Act, a separate case shall ordinarily be entered for each person arrested.

When a case is sent for trial and a final order is passed, such case shall be entered under the section of the Act under which the accused person is convicted or acquitted. The final order is the order which stands after all appeals have been heard.

If such conviction or acquittal covers the facts reported by the police, the police returns shall, if they differ, be amended accordingly and the original report cancelled.

Illustrations.

(a) The police send up A for trial of murder. A is convicted of culpable homicide.

The returns shall be corrected by entry under culpable homicide and by cancelling the entry under murder.

(b) The police send up B for trial of murder. B is convicted under section 318, Indian Penal Code. Where, if a murder was committed, as the conviction does not cover the facts of the police reports through it covers the evidence the police were able to produce, the entry of murder shall stand, and a new entry be made under section 318, Indian Penal Code.

(c) C is found in possession of suspicious property and is sent up for trial on a charge of theft. He is convicted under section 411, Indian Penal Code. The property corresponded with that stolen in a case reported. The theft may be cancelled and an entry made under section 411, Indian Penal Code, if the evidence leaves the presumption evenly balanced between theft and receiving but if the evidence shows that C received the stolen property from the thief, the case of the theft shall stand and a new entry, be made under section 411, Indian Penal Code.

(v) Cases cancelled by order of the District Magistrate shall be excluded from the police returns but the arrest of any person in a case thus cancelled, Together with the particulars required by the form, shall be shown in the columns relating to persons.

(vi) A case shall be shown only in the returns of the district in which it was investigated, or, if transferred to another district for trial, in the returns of such district.

(vii) A "decided" case is a case which has been brought to trial.

(viii) A "discharged" person is one not brought to trial.

(ix) Bank notes, bills, and cheques payable to bearer shall, when their cash value has been effectually transferred from the person from whom they were stolen, or taken in an offence, be entered at their cash value.

Bounds, securities, cash books, ledgers, and the like shall be entered only at the value of their component materials.

Property stolen or recovered shall be entered in the returns of the year in which the report is made irrespective of the true date of such loss or recovery.

No such loss or recovery shall be recorded in the returns of more than one year.

(x) When a summons case is dismissed or a compoundable case compounded, any person arrested in such case shall be shown as acquitted.

(xi) If an accused person is discharged and subsequently re-arrested and convicted on the same facts, or if an accused person is acquitted and such acquittal is subsequently quashed and the person convicted on the same facts, only one arrest and one conviction shall be shown in the police returns.

(xii) When an accused person dies, commits suicide, or becomes of unsound mind after the commission of an offence a note of the fact shall be made in the column of remarks of the return in question.

(xiii) Persons shall be shown as acquitted or discharged, who die before the conclusion of the trial or who are discharged or acquitted in a cognizable offence, whether such offence has been cancelled or not and whether they are convicted of a non-cognizable offence or not.

27-38. Record of First Information Reports and Case Diaries. – (1) Case diaries shall be filed, in order of dates, with the first information report of the case in question.

(2) In the record room of each district police office there shall be an almirah containing three rows of pigeon-holes, each row containing as many pigeon-holes as there are police stations in the district.

A set of three pigeon-holes shall be allotted to each police station:---

(a) In the upper row shall be kept complete cases, in which the final report or charge-sheet has been received, and papers connected with cases which have previously been removed from the almirah.

(b) In the middle row shall be kept first information reports in pending cases and case diaries which have been duly sorted and placed in order of dates.

(c) In the lower row shall be kept unsorted papers connected with pending cases.

(3) The files of cases under investigation or pending shall be removed from the middle row and placed in the upper row so soon as the final report has been received and filed.

The papers in the lower row shall, as far as possible, be sorted daily and placed with their respective first information reports in the middle row.

27-39. Monthly sorting. – (1) At the end of each month, or sooner if convenient, the cases in the upper row which are no longer pending investigation shall be sorted and divided into separate packets as follows:---

(a) All traced cases and untraced bailable cases, including cancelled cases.

(b) Untraced non-bailable cases, in which action under section 512, Code of Criminal Procedure, has not been taken.

(c) Untraced bailable and non-bailable cases in which action under section 512, Code of Criminal Procedure, has been taken.

Each packet shall be placed in the record room in the current year's bundle of the police station concerned.

A list of all the first information reports contained therein shall be kept with each packet under (b) and (c).

In (a) packets the cases shall be arranged in order of the serial numbers of the first information reports.

(2) At the end of the current year the packets in the current year's bundle shall be removed and placed in other bundles in accordance with sub-rule (3).

(3) In the record room four separate bundles of case files shall be kept for each police station as follows:---

One bundle for the current year's case files, which shall contain all the packets under (a), (b) and (c), in accordance with sub-rule (1).

One bundle for the previous year's case files containing only packets under (a).

One bundle for the case files of the last year but one, containing only packets under (a).

One bundle for the files of all cases under (b) reported during the past five years.

The bundles of each police station shall be tied up in cloth of a distinctive colour and each bundle shall be marked with the name of the police station and the year to which its contents belong, as follows:---

Current Year .. (a) (b) and (c) files.

Previous year .. (a) files.

Last year but one .. (a) files.

Previous five years .. (b) files.

(4) The files of cases coming under (c) of all police station, shall, on removal from the current year's bundle, be tied up together in one bundle in cloth of a distinctive colour.

The bundle shall be labelled "50 years bundle" and names of all the police stations concerned shall be entered on the label.

Such annual bundles shall be kept together in a separate part of the record room.

(5) The packets of case files shall be disposed of as follow:---

- (i) Packets coming under (a) will be removed and destroyed after two years from the date of the decision of the case in the Trial Court provided that no appeal or revision in the case is pending in a Appellate Courts. Untraced bailable cases including cancelled cases will be removed and destroyed after two years from the date on which the Magistrate has passed orders about the case being kept as untraced or cancelled as the case may be.
- (ii) Packets coming under (b) will be removed and destroyed after five years from the date of order of the magistrate for keeping the case as untraced.
- (iii) Packets coming under (c) will be removed and destroyed after fifty years from the date of conclusion of proceedings under Section 512, Criminal Procedure Code.

APPENDIX No. 27-15 (VI)

Extract from Chapter 3-A, of Volume IV, High Court Rules and Orders regarding the duties of the prosecuting agency towards the District Magistrate.

(7) A convenient and valuable source of information for the adequate supervision of criminal business is the Police Department English register of cognizable offences mentioned in the Police Rule 24-8 (1). This register is placed before the District Magistrate on each working day when he is at district headquarters. It gives information not only of the action of the police (thus enabling the District Magistrate, to superintend their work) but also affords the means of watching the progress and the results of business in Court. The practice of merely initialing this register after a hasty glance at it too commonly prevails, but a few minutes each day spent on considering the entries for the day and for preceding days will enable the District Magistrate to maintain a close touch with all branches of the criminal administration. The entries for the day bring to light at once the orders of courts which are prima facie unsatisfactory and which require the scrutiny of the District Magistrate. The register, therefore, facilitates the making of references to the High Court, and puts the Deputy Commissioner in a position at the earliest possible moment to initiate proceedings by way of appeal. It can also be used to disclose cases which have been pending for an inordinate time.

(8) The Deputy Commissioner is the head of the prosecuting agency in the district and this affords him a further opportunity of keeping in touch with the work in all courts. It is easy for him to arrange to be informed by the prosecuting agency each day of any omission on the part of courts to record the evidence of witnesses produced and to investigate promptly any complaint which may be made of dilatoriness in any particular court.

(9) * * * * *

(10) The Judges are strongly of opinion that it is necessary to revert to the old system of sending up all material witnesses with the chalan. This system has been resumed in some districts with very marked success, but it can be carried out only if the work of Magistrates is so arranged that they shall without delay commence the trial of chalans presented to them by the police. No excuse for not proceeding at once with a chalan, should be accepted other than that the Magistrate is already engaged on another chalan, or on a complaint case in which a postponement would work genuine hardship. In such contingencies the fresh chalan should be proceeded with as soon as the Magistrate is free from the first from the first case, and it must be impressed upon Magistrate that witness should be examined at once, that the trial must proceed from day to day without interruption, that charges should be framed without delay and without adjournment for the purpose of considering whether a charge should be framed or not, and that deference should not be paid to the wishes of an unready bar. If the presentation of witnesses along with chalans renders it impossible on any particular day to record the statement of witness present in complaint cases, the evidence of the latter should be recorded the first thing next morning before the business of that day is undertaken, and similarly on any succeeding day the arrears of the previous day should be disposed of before the set work of that day. In this way it will be possible to avoid retaining any witnesses for more than two days at the utmost. Should congestion occur or be threatened, the Magistrate should apply promptly to the District Magistrate for sanction to fix one or more blank days in the week to be utilized for catching up with arrears, and the District Magistrate will find it convenient to receive each day from the prosecuting inspector a short note showing how the system is working in each of the subordinate courts.

(11) All arrests made by the police without warrant are reported to District Magistrate under Section 62 of the Criminal Procedure Code, and all remand orders under Section 167 passed by subordinate Magistrates are similarly reported. Both these reports should be forwarded to the ilaqa Magistrate, who has already received the First Information Report. The Magistrate of the ilaqa is, thus, in a position to know what crime is under investigation in his ilaqa, and what cases are likely to reach his Court within the next days. The Magistrate is responsible that the completion report under Section 173 of the Criminal Procedure Code is not unduly delayed, and his responsibility in this respect should be emphasized. He should insist on the prompt submission of the First Information Report and of the arrest report, and he should call for the completion report from the Superintendent of Police if that report is unduly delayed. The District Magistrate should cause the ilaqa Magistrate to realize that he is not a mere Judge whose duty it is simply to decide cases produced before him, but that he is at all times responsible for the maintenance of the peace in the area which is made over into his charge. Every effort should be made to get the ilaqa magistrate to take a personal interest in and gain a thorough knowledge of his own than-as.

(12) The Deputy Commissioner's absence in camp must necessarily interfere with his day-to-day supervision of the work of the subordinate courts, but the interference can be minimized if arrangements are made with the Superintendent of Police that the register of cognizable crime is submitted each day to the next senior Magistrate at Sadar. That Magistrate, if not exercising the powers of a District Magistrate is not authorized to issue orders to the police but the object is that he should bring immediately to the notice of the District magistrate cases in which his interference is called for, and in which Magistrate records should be obtained. Similarly the senior

Magistrate can be entrusted with the duties of securing the punctual attendance of subordinate Magistrates and of seeing that witnesses are not dismissed without their evidence being recorded or that chalan cases are not delayed.

(13) Not infrequently cases have occurred where undue delay has taken place in reporting for revision the unsatisfactory orders of subordinate Courts, or in moving Government to institute appeals. The delay is largely due to reliance on the monthly business statements which may not be submitted to the District Magistrate till a considerable time after the objectionable order has been passed. District Magistrates should make free use of the register of cognizable crime for these purposes, and should take prompt action in cases where such action appears necessary. Having done so, they should arrange to be informed at once of any appeal that may be made to the Sessions Court in a case which has been reported, and they must report promptly to the High Court first the fact of the appeal having been filed and later its results.

FORM No. 27.1(3).

Memorandum of Chalan

F.I.R. No. _____, dated _____ Crown vs. _____

Police Station _____ Section _____.

1. Whether all the papers and documents entered in the list given on the chalan are properly attached to the chalan?
2. Are all the columns of chalan form duly filled in? Note any mistake made in filling the form.
3. Does the list of property entered in column No.5 tally with the list given in Road Certificate? Note any discrepancies.
4. Is the copy of Police Station file complete? Does it contain a copy of the F.I.R.? Is the file properly prepared and signed by Station seal, etc.?
5. Is the plain of spot prepared according to instructions, i.e., whether the notes on it are entered by the investigating officer in red ink, and if these notes appear to be made correctly?
6. Are the sketches of the weapons of offence attached to the chalan? Do they bear the signatures of the preparing officer and the weight of the weapon?
7. Is the list of stolen property attached to the chalan? If so, does it bear the signatures of the complainant and the officer writing the list, with date?
8. In murder and hurt cases whether the post-mortem reports, inquest reports, statements of injuries, Chemical Examiner's and Imperial Serologist's reports attached to the chalan or not.
9. Whether the list of properties, etc. recovered, produced, or seized in the cases are correctly prepared, dated and signed by witnesses and officer preparing them? Also whether the signatures of the witnesses of recovery who are entered in the chalan appear on the lists?
10. Were the accused's search slips sent to Bureau and was any reply received if so, what?
11. Are the identification certificates of the accused attached to chalan?
12. Which of the accused are previous convicts? Give brief note of their conviction with dates.
13. Whether all the persons who were accused of committing the offence in the F.I.R. or First Case diary have been sent up for trial? Note if some of them are omitted or some new are added. Also note if the officer sending the chalan has noted any reasons for doing so in the brief.
14. Is the Police brief prepared according to instructions? Note defects. [Paragraph 179.]
15. Are all the eye or other necessary witnesses whose name were mentioned in F.I.R. entered in the chalan? If not, are any reasons given in brief for doing so?
16. Note the dates on which the several accused were arrested
17. Were remands regularly taken and was the chalan prepared in proper time?
18. Whether all necessary evidence has been entered in the chalan? Note if there are any commission.
19. Whether the personal bonds and bail bonds of accused persons and the recognizances of all witnesses are attached to the chalan or not? If they are attached, note if they are complete, and properly bind the accused and witnesses for attendance. If arrangements for producing witnesses along with the chalan have not been made, are any reasons given in the chalan for not doing so?
20. Note in cases sent up for proceedings under Section 512, Criminal Procedure Code, if the full description of the absconders and list of the property owned by them are attached to the chalan. Whether separate report for obtaining the warrant of arrest of absconder was received, whether proceedings under Section 87/88, Criminal Procedure Code, have been started.
21. In Cases of kidnapping an abduction note if the medical opinion and copies of birth register are attached with the chalan.
22. Whether the statements of prosecution witnesses were separately recorded under Section 161/162, Criminal Procedure Code?
23. By whom has the chalan been prepared?
24. Has any unnecessary delay been made in the course of investigation or in chalaning the case?
25. Other necessary facts, defects and omissions made in the investigation, etc., which require special notice or which necessitate some action. Particular care should be taken to see whether enquiry has been made regarding the connections of Prosecution witnesses with the complainant and with the accused.
26. A brief order issued or action taken on the chalan.
27. Final decision of the case with date.
28. Note any undue delay made by court in dealing with the case. Instances in which witnesses were produced with the chalan and were sent back unheard, delays in framing charges, hearing arguments or pronouncing judgments, etc.
29. If the case ends in discharge or acquittal, copy of the judgment should be attached with an opinion as to whether or not the case is a fit one for revision or an appeal.

FORM No. 27.2(1)(a)

POLICE STATION _____

_____DISTRICT

Serial No. of charge sheet slip despatch register

Charge-sheet slip to accompany charge sheet No.

(1) No. of First Information Report

(4) Date of sending up for trial

(2) Date of Report

(5) Date of arrival in Court

(3) Value of Property [Stolen

[Recovered

1	2	3	4	5	6	7
Name of accused arrested, parentage caste, residence, occupation, description and special marks of identification	Offence under which charge by the Police and place of occurrence	Date of arrest	Date of transfer or escape	Offence which has been proved against the accused or in which he has been acquitted	Sentence, date of sentence, name of court and presiding officer with his power, the district in which the trial was held and whether the case was tried summarily or otherwise	District serial No. of P.R. Slip (if any) as entered in P.R. Register

Signature of the Magistrate

FORM No. 27.2(2)

LIST OF HEADINGS.

Station House Officer—

- (1) Name.
- (2) Parentage.
- (3) Caste and tribe (settled or wandering).
- (4) Age.
- (5) Description
- (6) Residence. (In case he is not a British subject y birth both the original and the present residence should be given).
- (7) No. and date of Punjab Government Notification under Section 3 of the Criminal Tribes Act under which declared a member of a Criminal Tribe.
- (8) Date and place of registration.
- (9) F.P. Slip No.
- (10) No. and date of Punjab Government Notification imposing restrictions:-
 - (a) Under Section 10.
 - (b) Under Section 11.
- (11) Date and original area of restriction.
- (12) Changes in area of restriction mentioned under No. 11 above, if any with authorities.
- (13) Has he been in the Reformatory Settlement or in any other Criminal Tribes Settlement established under Section 16 Previously and, if so, supply the following information:-
 - (a) No. and date of restriction orders under Section 16 with name of Settlement to which restricted.
 - (b) When was he released on form 'L' under rule 28-A?
 - (c) No. and date of order under section 18 discharging him from Settlement.
- (14) Is there any objection to the Criminal Tribe member being allowed to remain in his area of restriction mentioned above? If so, furnish material on the

following points:---

- (a) Has he any land at his village, and if not, has he any other means of livelihood?
- (b) Modus Operandi.
- (c) Details of recorded and unrecorded suspicious with dates.
- (d) Particulars of friends and relations of bad character and of other persons of bad repute with whom the Criminal Tribe member associates.
- (e) General reputation in the village together with the opinion of the village officials.
- (f) Copy of Register A.
- (g) Station House Officer's report concerning eligibility of the Criminal Tribe member for admission to the Reformatory Settlement after his release from jail and any remarks.
- (h) Offence now committed.
- (i) Brief history of the case.

Prosecuting Branch—

- (15) Result of the case and action taken under rule 28(3) of the Rules framed under Section 20 of the Criminal Tribes Act.
- (16) Grounds on which the Criminal Tribe member is eligible for admission to Reformatory Settlement after his release from jail.

P.Dy. Supdt. Police

P.I.

Note:- The above form together with enclosures (in duplicate should be forwarded to the Deputy Commissioner for Criminal Tribes' Punjab, with his remarks.

FORM No.27-9(1)

Police Department, _____ District.

POLICE BRIEF IN CASE UNDER SECTION _____ FIRST INFORMA-

TION REPORT NO. _____, POLICE STATION _____

- (1) Place of occurrence and its distance from the Police Station.
- (2) Date and time of occurrence.
- (3) Date and time when F.I.R. was made at the Police Station, and explanation.
- (4) Value of property stolen. Recovered.
- (5) Name of complainant, with explanation. If not, the leading injured party.
- (6) Name and parentage of accused and date of arrest with explanation of any delay in effecting arrest; also note whether mentioned in F.I.R. and if not when and how first mentioned _____

[Fresh page]

- (7) Concise statement of the case for the prosecution.

[Fresh page]

- (8) List of witnesses, giving name, parentage and address.

[Fresh page]

- (9) List of point to be proved by the prosecution to establish the offence with serial number or witness to prove each point.

1	2	3	4	5
Points to be Proved to es-	Serial Number Of witness	Abstract of Statement of	Reference to Case diaries re-	REMARKS

Tablsh the Offence		each witness as Given in the Police file	Lating to the Witness's state- Ment	

Note 1.—For column 1—See under “Practice-Evidence” in the appropriate section in “The Law of Crimes”.

Note 2.—In column 5 – Note anything which counsel should know, e.g. explanation for delay in witness coming forward, credibility of witness (e.g., friendship with complainant, accused, or other witnesses), possible discrepancies and explanation thereof.

[Fresh page]

- (10) List of exhibits together with the explanation of any delay in the recovery of any article.

[Fresh page]

- (11) Probable Line of defence with reasons of investigating officer for rejecting it and suggested Line or rebuttal. (Note here reasons for omission of any accused or witnesses mentioned in F.I.R)

[Fresh page]

- (12) Proceeding in Court.

Date of hearing	What is to be done At this hearing	What has been Done at this	REMARKS

PROCEEDINGS IN THE COURT OF MAGISTRATE, CLASS		
Date of hearing	What is to be done on this Hearing	What has been Done on This hearing

FORM No. 27-15(VI)

NAME OF PROSECUTING OFFICER _____ DAILY DIARY
OF THE COURT OF _____ FOR _____

1	2	3	4	5	6	7	8	9	10	11
Daily Serial No.	Case fixed for this day (including fresh cases) with names of accused, offence FIR No. and name of Police Station	Date of fir hearing of case	Number of witnesses summoned	Number of witnesses attended	Were all witnesses served? If not, give reasons for non-service of summons	Number of witnesses examined	Explanation of the case was not taken up or if all the witnesses were not examined or if, in fresh cases, witnesses were not present with the chalan	What Proceed- ings were Taken on This day?	Next date Of hear- ing of Cases	Remarks

NOTE 1.---- Each case shall be dealt with separately, and when a fresh date for hearing is fixed, the Prosecuting Officer shall immediately enter up the case under the new date and give a reference to the place in the diary when the case last came up for hearing.

NOTE 2.—Entries in column 8 must be confined to facts, and care must be taken to avoid any criticism of a Magistrate.

FORM No. 27-16(1)

VERNACULAR REGISTER OF PROPERTY SENT IN CASES AND OF UNCLAIMED PROPERTY

1	2	3	4	5	6	7	8	9	10	11	12
Serial No.	Reference to First to formation Report or to case diary or report	Name of Police Station from where received	Name of complaint or supposed owner	Name of accused or suspected person	Offence	Date of receipt	Detail of property in cases	Detail of unclaimed property	How disposed of	Date of disposal	Remarks

FORM No. 26-16(3)

JAILOR'S RECEIPT FOR ALL PRISONERS DELIVERED INTO JAIL

1	2	3	4	5	6	7
Serial No.	Name, parentage and residence of prisoner	Authority under which sent to Jail	Name and signature of seal of officer-in-charge	Property, etc., sent with prisoner	Signature of Jailor, with date	REMARKS

Note : This register should be prepared by hand in vernacular in foolscap size and the headings written and pasted on lengthwise.

FORM No. 27-15(VI) – Concluded

DETAILS OF CASES PENDING IN EACH COURT

1	2	3		4		5		6	
Serial No.	Court	Pending From Last Week		Received During Week		Received by Transfer from Courts		Convicted	
		Cases	Persons	Cases	Persons	Cases	Persons	Cases	Persons
7	8	9	10		11		12		13
Cases Persons	Cases Persons	Cases Persons	Cases	Persons	Cases	Persons	Cases	Persons	REMARKS

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FORM No. 27-15 (VIII)

REGISTER OF JUDICIAL EXPENSES BILLS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Serial No.	Date of receipt of bill	Name of Police Station submitting bill and other particulars	Diet of witness	Fare of witness	Diet of accused	Fare of accused	Carriage expenses of property	Carriage dead body	Feeding charges of recovered cattle	Miscellaneous	Total	Authority sanctioning the bill	Date of handing over the bills of the Nazir for payment	Date of payment by the Nazir	Signature of the payee and date

FORM No. 27-16(3)(A)

POLICE DEPARTMENT

DISTRICT

REGISTER OF INGRESS AND EGRESS OF UNDER-TRIAL IN THE JUDICIAL LOCK-UP

INGRESSES OF PRISONERS						
Serial No.	Date	Name and parent age of the prisoner brought into the lock-up	Name of the officer bringing the prisoner	Place where from brought in	Initials of the officer in charge of the lock-up receiving the prisoner	REMARKS

EGRESS OF PRISONERS						
Serial No.	Date	Name and parent age of the prisoner taken out of the lock-out	Place where sent	Name of the officer in charge of the escorting party	Initials or thumb mark of the officer taking over charge of the prisoner	REMARKS

FORM No. 27-16(4)

VERNACULAR REGISTER OF WARRANTS OF ARREST NAD SEARCH AND OF
SUMMONSES RECEIVED FOR EXECUTION AND SERVICE BY THE POLICE

1	2	3	4	5	6	7	8	9	10	11	12
							STEPS TAKEN BY THE POLICE TO CARRY OUT				
No.	Name, caste, occupation and residence of person on whom the process is to be served	For what offence issued	Warrant or summons and for what purpose	By whom issued	Date of process	Date of hearing of case	Date of receipt of process by the Police Department	Date of endorsement and despatch and name of Police Officer to whom endorsed	Date of execution of process	Date of return to Court	Remarks

FORM No. 27-16(5)

VERNACULAR REGISTER OF INTERMEDIATE ORDERS IN CASES

1	2	3	4	5	6	7	8
No.	Complainant	Accused	Criminal Court	Offence with No. and date or First Information Report and name of Police Station	Intermediate order	Final order	REMARKS

--	--	--	--	--	--	--	--

FORM No. 27-16(6)

VERNACULAR REGISTER OF PERSONS ON SECURITY TO BE OF GOOD BEHAVIOUR, THEN NAMES OF SURETIES, ETC.

1	2	3	4	5	6	7
Serial No.	Name, father's name and caste of person required to find security	Residence	Amount of security and of personal recognizance	Names, father's names and caste of sureties	Residence of sureties	Name of Court which passed the order to find security, name of presiding officer, powers of the court, district in which order was passed and date of order
8		9		10		11
IMPRISONMENT IN DEFAULT OF SECURITY		DATE OF EXPIRY OF PERIOD OF SECURITY <i>Date and month of</i>				
(a) Date of going to prison	(b) Date of release	19 .		Reference to First information Report or papers in any case in which a person on security was convicted and bond became liable to forfeiture	Reference to papers appertaining to proceedings taken to obtain forfeiture of security and result of such proceedings	
		19 .				
		19 .				
		19 .				

FORM No. 27-24 (2)

ORDER

Summons from the Court of the _____ for the production at _____ of the office files relating to the _____

- (a) I direct _____ to appear with the files mentioned in the summons a brief description of which is given below and to claim privilege for them under Section 123 of the Evidence Act.
- (b) Having examined the documents mentioned in the summons, I withhold permission to give any evidence derived from the files for which privilege is claimed under this order.

It should be represented to the Court that these files contain unpublished official records relating to affairs of State for the purpose of Section 123 and that, in view of the provisions of Section 162 of the Evidence Act, the filed are not open to the inspection of the Court:---

Dated _____, the _____ Inspector-General of Police

* Here insert a brief description of the nature of the documents summoned together with the reasons for claiming privilege for example, this document is a report of a C.I.D. Officer making a secret inquiry into a case of fraud and it is undesirable in the interest of the inquiry that its contents should be disclosed.

FORM No. 27-32(1)

RECEIPT AND DESPATCH REGISTER OF CHARGE-SHEET SLIPS AND CONVICTIONS
SLIPS REFERRING TO CASES INCLUDED UNDER RULE 27-29

1	2	3	4	5	6
			Disposal of Charge-sheet Slips		

Annual serial No. of charge-sheet slips or conviction slips received from other districts or from Magistrates		Date of receipt with name of the district	Name of police station, offence with section and No. of First Information Report		Date of despatch to police section sending up the accused for trial	Date of return from the police station sending up the accused for trial	Name, parentage and caste of the convict
7	8	9	10	11	12	13	14
Residence			Disposal of Conviction Slip				
Village	Police Station	District	Date of despatch to the district or police station in which the convict resides	Date of return from the district or police station in which the convict resides	Number of entry in register No. IX of the police station in which the conviction in entered	Date of return of conviction slip to district from which received. (The column will only be filled in where conviction slips are received from other districts)	REMARKS

FORM No. 27-16(7)

VERNACULAR REGISTER OF EXCISE CASES OCCURRING DURING THE YEAR 19 IN WHICH POLICE OFFICERS HAVE BEEN DIRECTLY CONCERNED

1	2	3	4	5	6	7	8	9
Serial No.	Name of police station	Date of report	Description of offence committed with section of Excise or Opium Act and No. and date of First information Report, if any	Nature of action taken by the police (e.g., accused arrested, illicit spirits detained, report made to Excise Officer or as the case may be)	Name and rank of officer by whom action referred to in column 5 was taken	Final result of the case	Amount of reward, in any sanctioned for the police in the case	Remarks

FORM No. 27-18(1)

REGISTER OF ISSUE FROM AND RETURNED TO THE PROSECUTING INSPECTOR'S MALKHANA OF CASE PROPERTY DAILY PRODUCED IN COURTS AND PENDING CASES. – VIDE POLICE RULE 27-18.

1	2	3	4	5	6	7
Serial No. and date of issue	Serial no. of property register (form No. 27-16(1) on which the property issued, is entered)	Signature of the Court orderly to whom property issued	Initials of the prosecuting officer in whose presence the property was issued	Signature of the head constable, incharge, Malkhana, who receives back the property, with date of receipt	Initials of the prosecuting officer in whose presence the property was returned to the Malkhana	REMARKS

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FORM No. 27-33(1)

POLICE DEPARTMENT

_____DISTRICT

CONVICTION SLIP OF A PERSON CONVICTED IN ABOVE
DISTRICT WHO IS SUPPOSED TO RESIDE IN THE POLICE

STATION OF _____ DISTRICT _____

Serial No. of charge-sheet slip despatch register.

1. F.I.R. Report No. _____ of Police Station _____
2. Name _____, son of _____ alias _____
3. Caste _____
4. Occupation _____
5. Description _____ Age _____ Height _____ particulars

marks as shown in charge-sheet.

6. Resident of village _____ Police Station _____ District _____
7. Brief account of offence with section and of law under which

conviction was obtained and place of offence.

8. Sentence --
 - (i) Date of sentence
 - (ii) Court of
 - (iii) Name of presiding officer
 - (iv) District in which trial was held
 - (v) Was case tried summarily or otherwise ?

9. District Serial No. of P.R. Slip with

descriptive roll as shown therein

10. Remarks

You are requested to return this statement in the event of its being discovered that the convicted person does not commonly reside in your police station or district.

Dated _____

The _____19

Superintendent of Police

Date of entry in the conviction register of the police station, with the signature of Clerk, Head Constable and the Serial No. of the entry _____.

FORM No. 27-36

General Register No.1

POLICE DEPARTMENT

_____DISTRICT

COGNIZABLE CASES REPORTED AT A POLICE STATION FOR THE YEAR 19

1	2	3	4	5	6
Annual Serial No. of cases reported	Police Station No. and date of First Information Report	Date and case of occurrence	Section of India Penal Code or law offended against	Name and parentage	Residence

7	8	9	10	11
ACCUSED				
Name	Parentage	Caste and occupation	Residence	Age

FROM NO.27-36-Contd.

12	13	14	15	16	17	18
CASES						
			True Cases			
In which investigation was refused	Number of cases proved as false by the Magistrate or declared false	Number of cases in which a mistake of law or fact occurred or declared non-cognizable by a Magistrate	Ending in conviction	Ending in discharge or acquittal	No detected or apprehended (cases in column 12 will not be shown)	Total of true cases (columns 12+15+16+17)
19	20	21	22	23	24	25
PERSONS						
Person in custody on bail under section 170, Criminal Procedure Code, at beginning of the year	Arrested by the police during the year	Persons released under section 169, Criminal Procedure Code	Persons sent for trial	Number convicted	Number acquitted or discharged	Persons who had not been arrested at end of year (only persons for whom warrants have been issued during the year will be included

FROM NO. 27.36-Contd.

26	27	28	29	30	31	32	33
PROPERTY							
Amount of Property Stolen			Amount of Property recovered			Reference to the entries in Register of Cognizable Officers	REMARKS
Rupees	Annas	Pies	Rupees	Annas	Pies		

CHAPTER XXVIII-RAILWAY POLICE AND OTHER SPECIAL RULES

28.1. Organisation—The General Railway Police district administered by the Inspector General of Police, Punjab, Comprises the railway systems within the boundaries of the jurisdiction of the Punjab Government. It is under the direct supervision of the Assistant Inspector General, Government Railway Police, who is invested with the same departmental powers within his jurisdiction as a deputy Inspector-General of a Range.

The Government Railway Police force is organized to meet the special requirements of crime and the maintenance of law and order on the railways systems. The Assistant Inspector-General exercises administrative control over the whole force trol of the Assistant Inspector-General as Assistant Superintendent of Police is in executive charge of Interior economy, of the Reserve, and of the staff inspectors, sergeants and lower subordinates who are specially allocated to the protection of passengers and the maintenance of order at railway stations. For the prevention and detection of crime and general police duties the Government Railway police jurisdiction is divided in to such number of sub-divisions as may be from time to time, authorized in the executive charge of Deputy Superintendents of police. Sub-divisions are further divided in to railway police station areas for the purpose of the registration of crime, the upkeep of records and the distribution of the force. For the investigation of crime, however every sub-inspector of railway police has the power of an officer in charge of a police station(vide rule 1.12).

28.2. Jurisdiction—The jurisdiction of the railway police is confined to “Railway Limits, i.e.

all ground and buildings within the railway boundary fencing or boundary marks:---

Provided that all offences committed in or in close proximity to dwelling houses or barracks of railway servants shall be taken cognizance of and investigated by the district police. This proviso, however, does not extend to stations situated in Indian States where the railway police take cognizance of such offences.

28.3. Central Investigating Agency.—The duties of the Central Investigating Agency are:---

- (1) to investigate serious or complicated cases or special out breaks of crime;
- (2) to maintain records for the classification and prevention of crime and for the control of fluctuations;
- (3) to provide plain clothes detective staff;
- (4) to provide armed train guards in special circumstances;
- (5) to furnish seal checking posts at provincial boundaries and elsewhere as required for the purpose of localizing investigations.

28.4. Recruitment and Training—The Government Railway Police force recruits and trains its own men and shares with the district police the facilities afforded by the Provincial Training School.

Railway police constables may be attached to districts police station s with the permission of the Superintendent of district, for the purpose of acquiring knowledge of local bad characters and suspects. The shall, while so attached, be under the orders and control of the officer in charge of the police station for purposes of discipline and instruction.

28.5. Duties and powers.—Gazetted officers, inspectors and officers in charge of railway police station sand their subordinates shall be governed and guided by the orders defining the duties, responsibilities and powers of such officers contained in these rules, the Code of Criminal Procedure, Railways Act and Police Act and other laws.

28.6. Special rules regarding investigations of railways accidents—The following rules regarding the investigation of railway accidents have special reference to the railway police:---

- (j) The railway police may make an investigation in to the causes which led to any accident occurring in the course of working of a railway, and shall do so-
 - (a) Whenever any such accident is attended with loss of human life or with grievous hurt as defined in the India Penal Code, or with serious injury to property, or has prima facie been due to any criminal act or omission;
 - (b) Whenever the District Magistrate, or other Magistrate appointed in this behalf by the provincial Government, directs an investigation to be held;

Provided that no such investigation shall be made when a magisterial enquiry has been commenced or ordered.
 - (ii) Whenever an investigation is made under clause (a) or (b) of sub-rule preceding, it shall be supervised by an officer not below the rank of an inspector. A police officer attending a joint officer’s enquiry must be gazetted officer. The rules regarding notices of accidents, and inquires by government inspectors in to railway accidents issued by Government of India by notification in the Department of Commerce and Industry No. 801,

dated the 24th March 1905, and in pursuance of section 84, Indian railways Act, 1890 will be found in Appendix 28.6.

- (iii) Except, when there is reason to suspect that a railway accident has been caused by the commission of cognizable offence which the police officer in question has jurisdiction to investigate, a police officer investigating a railway accident has no power to compel the attendance of witnesses or to make arrests.
- (iv) Whenever an investigation in to a railway accident is started by the railway police, they shall give immediate information to, and if necessary enlist the co-operation of the local district police.

The railway police, and, in the absence of railway police, the district police, are required

to report immediately to the nearest station master, or responsible railway official, every accident which may come to their notice, occurring in the course of working a railway, in which serious injury to person or property has been caused or an offence appears to have been committed.

An English and vernacular copy of that part of the rules, dealing with the duties of the police in connection with railway accidents, shall be hung up in every railway police station and post and the orders therein shall be complied with.

28.6-A. Arrest of railway servants—When the arrest of a railway servant is to be effected, a request shall ordinarily be forwarded to the railway authorities concerned for the relief from duty of the person so arrested. If the immediate removal of the railway servant from duty would be likely to endanger the safety of the travelling public, or be a serious inconvenience to the railway, the arrest shall ordinarily be deferred until the relief is effected, but the railway servant may be arrested and allowed to continue his duty under guard if it is advisable to place him under immediate restraint.

28.7. Special duty of the railway police—(1)The following particulars duties, among others, devolve upon the railway police:---

- (a) To protect travelers from injury to person or property.
 - (b) To maintain law and order at railway stations and in trains.
 - (c) To attend be arrival and departure of passengers trains at station s and to render all possible assistance to passengers and railway officers.
 - (d) To bring to the notice of the proper authorities all offences under the Railways Act. And breaches of bye-laws, and all cases of fraud, or oppression, on the part of railway subordinates.
 - (e) To keep platforms clear of idlers and beggars and to keep a look-out for suspicious persons, smugglers and person travelling with arms without a licensee.
 - (f) To search all empty carriages for property left behind by passengers.
 - (g) To control the hackney carriages playing for hire at railway stations and to enforce the regulation of the railway authorities with regard to them.
- (2) It is not the business of the railway police to undertake the watch and ward of railway property or of property consigned to the railway for transportation. For these duties a special force of watchmen is employed and administered by the railway authorities. The railway police shall not be required to intervene in cases of shortage or of missing goods or to examine or check the seals of goods wagons, unless they have reason to suspect the commission of cognizable offences. The provision of guards on goods trains is not one of normal duties of the police and should only be undertaken if there is definite reason to anticipate the commission of offences.
- (3) When, however offences are specially prevalent in any particular locality, the railway police are authorized to take special measure, including the posting of police to goods yards, special seal-checking operation and the investigation of shortages, with the object of detecting such offences and apprehending the offenders. Such measures are aimed solely at the control of crime and in no way affect the duties and responsibilities of railways officials in respect of the protection of railway property and private property entrusted to the railway for transport.

28.8. Relation with the railway authorities—In regard to important matters connected with the railway police administration, and with the protective duties of the police and the preservation of order, the views of the Agent or other superior railway officers concerned shall be ascertained and considered.

28.9. Relation with the district police—The district and railways police are branches of the same force and are required to co-operate and assist each other upon every occasion and in every way possible. An opportunity of attending inter-district police Conferences shall invariably given to sub-divisional officers of railway police concerned, and the Assistant Inspector-General.Railway Police shall be similarly given the opportunity of attending Conferences regarding criminal administration handle by rang Deputy Inspectors-General.

28.10. Co-operation between railway and district police—The rules which follow have been framed to assist co-operation between railway and district police in particulars matters:---

- (i) The Assistant Inspector-General of Railway Police shall keep in close touch with the Superintendents of district police through whose jurisdiction railways run, and should meet them periodically in order to arrange for satisfactory co-operation and harmonious working between their respective subordinates. The Assistant Inspector-General of Railway Police should also keep in touch with District Magistrates and see that the railway police show proper deference to the district authorities.
- (ii) District Magistrates should, from time to time, examine the registers railway police station s within their districts and record remarks on such examinations in the Minute Book of the station. Officers in charge of police stations shall send copies of such remarks through their sub-divisional officers to the Assistant Inspector-General who will see that proper action taken.
- (iii) Superintendents of district police shall frequently visit railway police station situated in their districts and satisfy themselves that the orders in connection with the deputation of district policemen to railway stations and co-operation between railway and district police are being properly carried out. They should enter in the Station Minute Book remarks and suggestions in connection with these matters.
- (iv) All serious crime, including offences of which special reports have, under the police rules to be submitted by district police station, shall be specially reported at once by the railway police to the Superintendents of district police concerned and to the District Magistrate. The use of telegraph or telephone for these reports is advisable in cases in which delay would otherwise ensue.
- (v) Case diaries of the railway police shall be submitted by the railway police officer making the investigation to the sub-divisional officer or Assistant Inspector-General of Railway Police, for scrutiny and orders. A copy shall also be sent to the Superintendent of Police of the district within those boundaries the case is registered to enable him to prosecute when necessary; to be available should the Magistrate empowered to take cognizance of the offence call for it; and in order that railway cases may be properly placed before the criminal courts.

- (vi) There are many cases which, although initially and correctly registered in railway police stations, could equally lawfully and more successfully be dealt with by the district police. Cases of murder reported to have occurred within railway jurisdiction fall into this category, if they arise out of district feuds and quarrels or have been committed outside railway limits, the railway line being merely used by the murderers with a view to creating the impression that death has been accidental. Dacoities, robberies and train wrecking, and similar offences, can often be better dealt with by the district police. It is important therefore, that Superintendents of Police should scrutinize First Information Reports received from railway police stations, and transfer from the railway police jurisdiction, to the district police stations, cases in which such transfer is desirable.
- (vii) Superintendent of district police shall give the railway police all assistance which they may require in following cases beyond railway limits. The presentation in court and prosecution of railway police cases shall be undertaken by the prosecution staff of the district concerned with the same degree of energy and supervision as is enjoined upon them in respect of cases registered by the district police. Whenever possible the railway police will provide a special prosecuting officer for important cases and cases which involve railway technicalities, but such action shall relieve the district police of responsibilities for taking all steps in their power to assist the prosecution.
- (viii) Any defects or irregularities notices in charge-sheets, and other papers received from the railway police, shall be pointed out by the Superintendent of the district police to the subordinate railway police direct, but no strictures on the railway police shall be passed on such papers. When, in the opinion of the Superintendent of district police, the conduct of the railway police merits reproof the Superintendent shall address the Assistant Inspector-General of Railway Police on the subject.
- (ix) If cases which should be, or have been, registered by the railway police are traced by the district police acting independently, information shall immediately be given to the railway police station concerned.
- (x) When the Assistant, Inspector-General of Railway Police sends a case for orders through a Superintendent of the district police to a magistrate empowered to take cognizance of it, or to a District Magistrate, the Superintendent of Police shall transmit it; he may not return it to the railway police with his own order, unless and until he has obtained the orders of the Magistrate concerned.
- (xi) When cognizable offences are committed in the vicinity of the railway, but such offences are not required to be investigated by the railway police under these rules, they shall to the utmost of their ability and without neglecting their more immediate duties, use every endeavour to arrest the offender and to assist the district police.
- (xii) Whenever cognizable crime on the railway is specially prevalent in a particular locality, the Assistant Inspector-General of Railway Police may call on the Superintendent of Police concerned to co-operate with him in checking it. In such circumstances the Superintendent of Police concerned shall make such dispositions as, after a study of the situation, may be agreed upon by himself and the Assistant Inspector-General of Railway Police, to be most suitable. If the section of line affected extends beyond the limits of one district, concerted preventive measures shall be instituted after a conference of police officers representing all the areas concerned.
- (xiii) One or more literate railway police officers of or above the rank of constable shall accompany each passenger train. These officers shall wear uniform throughout their period of duty. They shall maintain a "Train Diary" in which will be recorded information connected with cognizable offences movements of bad characters and suspects and such other matters as may be prescribed. District police stations shall, as far as possible, depute one or more constables in plain clothes to railway stations within the area of their jurisdiction to watch for the arrival or departure by the railway of known criminals or suspicious characters. Such constables shall exchange information with the railway police officers travelling in passenger trains. Information received by this means shall be communicated at the earliest opportunity by the constables concerned to their officers in charge of police stations. If the travelling railway police officer is unable to find the district plain clothes constable during the halt of his train, he shall either make over a written message to the station master and request him to have it delivered or in cases of urgency, he may himself alight and take the message to the district police station.
- (xiv) Doubtful cases and disputes as to jurisdiction in the case of railway police stations are governed by rule 25.5. The police station receiving a report of a cognizable offence shall record it, according to those rules. Delay in registration and investigation pending the settlement of jurisdiction is expressly forbidden.

28.11. Special training of Railway Police.—The railway police shall be trained in accordance with the principles and methods laid down in Chapter XIX. The application of these principles shall have special reference to the requirements of railway police work. Upper subordinates and educated lower subordinates shall be passed in rotation courses of instruction in the Central Investigating Agency. In the Headquarters lines school special instruction shall be given in the elements of booking and checking goods and the principles of train working, and the methods of criminals who habitually operate on railways.

28.12. Special arrangement for heavy passenger traffic.—On the occasion of fairs and other assemblies creating unusually heavy traffic on a railway, the railway police shall under the instructions and with the approval of the railway authorities, arrange to admit to the railway station for each train only so many passengers as can be accommodated.

TOWN AND CANTONMENT POLICE SPECIAL RULES

28.13. Fixing beats system.—(1) In each town and cantonment for which a watch and ward staff is sanctioned, detailed statements shall be prepared of all day and night beats, patrols and traffic points to be furnished by the strength as calculated according to sub-rule (2) below. To illustrate each statement, a map shall be prepared to a suitable scale showing the boundaries of each beat, patrol area, & C., and the principal roads, lanes and important buildings included therein. Beats etc., shall be grouped according to the police station or post furnishing them, and within each group each beat, etc., shall be given a serial number. The strength of each beat and patrol shall be fixed according to the conditions of the locality.

(2) The length and size of each beat, etc., shall be regulated by the locality, the status and character of the residents, incidence of crime and other local conditions. In thickly populated areas of narrow lanes and intersecting roads, both beats and patrol areas shall be sufficiently small to permit of no part being left unobserved long enough for a burglar to effect an entry, collect his spoils and make good his escape. In residential and commercial areas, where buildings are comparatively widely separated and roads are long and broad the organization of police supervision should be such that, while all parts of a beat and patrol area cannot be under constant observation, the moment at which any particular spot within that area may be watched shall be uncertain. With this object in view both beat constables and supervising patrols in such areas shall be provided with bicycles, as far as funds permit. For such purposes their bicycles shall be used (a) to convey the beat staff rapidly and silently from one part of their area to another, being then deposited in some convenient place while the police patrol on foot in a particular neighborhood (b) for the pursuit of criminals or suspicious persons.

(3) Patrols are of two kinds, (a) patrols under head constables or superior officers for the supervision of beats, (b) patrols outside the area of fixed beats for the protection of special buildings or areas or for the interception of criminals and suspicious persons coming to or from the town or cantonment.

28.14. Division of town police.—When necessary, the town or cantonment shall be divided into divisions distinguished by a letter of the alphabet each division being in charge of a divisional officer of, or above, the rank of head constable, whose responsibilities and duties shall be explicitly stated in the standing orders. Each divisional officer shall, if possible, visit every beat in his division at least once during the day and night.

28.15. Section of divisions.—The point and beat staff of a division shall be subdivided into sections when necessary, each section being in charge of a section officer of the

rank of head constable whose duties and responsibilities shall likewise be explicitly stated.

28.16. Hours of duty of constables.—(1) The hours of night and day beat duty shall be exactly stated and adapted to the seasons of they year.

(2) Day duties and beats shall be reduced, as far as possible, after provision has been made for general protection, the regulation of traffic and the prevention of nuisances.

(3) Except in cases of emergency no policeman shall be employed continuously on point or beat duty for more than 5 hours or more than 8 on 24 hours, and shall be given at least one complete night off duty in each week.

28.17. The beat book.—A beat book shall be prepared for each town and cantonment in which shall be recorded the dimensions of each night and day beat with the names of the principles streets and lanes within its limits. Public buildings of importance series, lodging-houses of ill-fame, liquor and drug shops, and all places needing special attention situated within the beat, shall be shown in the beat book, and beat constables shall be specially instructed regarding their responsibility in connection with them.

(a) Traffic beats.—These beats shall normally consist of two constables, working within sight and signaling distance of each other, but sufficiently far apart for one constable to move out into the center of the road and stop a vehicles, which the other constable has signaled to him to intercept.

(b) Patrols.—Sergeants, head constables or constables, shall be employed to watch from the footpath or side of the road at particular points, or along particular stretches of road, with a view to checking contraventions of the rules framed by Government under the Motor Vehicles Act, and all other traffic rules, local or general. Police Officers so employed shall ordinarily content themselves in the case of motor vehicles, with nothing the number of an offending vehicle. They shall endeavour to stop and take particulars of offending vehicles other than motor vehicles and, if circumstances permit their stepping into the middle of the road sufficiently far ahead of a motor vehicle to give the driver thereof a clear signal to stop, they may do so, but, in no circumstances shall any attempt be made to direct traffic by means of signals given from the side of the road. Notes taken by patrols working under this rule shall be reported on return to the police station concerned, and subsequent action for the issue of formal warnings or for prosecution shall be taken under the orders of the Superintendent of Police. Traffic points, beats and patrols shall be closely supervised by head constables and, where available, sergeants mounted on cycles.

(2) on occasions such as fairs, public ceremonies, race-meetings and the like, when traffic is heavily congested on particular roads for a limited period, special police arrangements shall be made in accordance with the circumstances of each case, lines of constables being posted if necessary to direct different classes of traffic into different streams or along particular routes. On such occasions full use shall be made of special direction posts; notices in the Press and other methods of informing the public of the regulations to be observed.

(3) All police officers on beat or patrol duty shall act according to the principles prescribed for traffic patrols in sub-rule (1) above in connection with contraventions of traffic regulations occurring within their view.

(4) Vehicles shall not be stopped for interrogation at cross roads or in a manner liable to interfere with the free flow of other traffic. When it is necessary to examine licences, and make enquiries the driver concerned shall be directed to move his vehicles, to a position indicated by the police officer, where other traffic will not be impeded. Checking of permits and tokens, registration numbers correctness of lighting equipment, etc., can be done to a great extent when vehicles are standing in parks.

(5) In exercise of the powers conferred on them by section 31 of the Police Act, police officers on traffic duty shall require pedestrians to keep to the footpaths, or, where such do not exist, to the side of the road and shall prevent them from causing obstruction and danger to other classes of traffic.

(6) Police officers on traffic duty are required to have a thorough knowledge of the neighbourhood and to be able to direct enquirers by the appropriate route to any area in that neighbourhood, or to important points such as railway stations, post offices and other principal public buildings. Police Officers on such duty must on no account whatever allow themselves to be provoked into losing control of their tempers, or into the use of discourteous language. They must remain firm but polite at all times, and, while answering reasonable enquiries clearly and concisely, shall abstain from argument of all sorts and shall be on their guard against being distracted from attention to their duty by becoming involved in conversation.

28.19. Parking of vehicles.—(1) The rules framed under the Motor Vehicles Act and Section 31 of the Police Act, supplemented in many cases by local bye-laws provide power to prevent vehicles of all classes from loitering, standing, or being left unattended in any public place to the obstruction or inconvenience of the public. To ensure observance of these regulations, the Superintendent of Police is authorized, with the approval of the District Magistrate, to require the active assistance of local authorities in providing stands at suitable places, at which hackney carriages and public motor vehicles may wait for hirers, and parking spaces for private vehicles in congested business areas and in the neighbourhood of places of public resort. The regulation of public motor vehicle and hackney carriage stands is provided for by rules framed under the Motor Vehicles and Hackney Carriage Acts.

(2) Arrangements for parking private motor vehicles must be accommodated to the circumstances of the place or occasion and the dimension of, and nature of approaches to, the available parking space. The following general rules shall, now-ever, be observed,---

(a) Separate parks shall be arranged for motor and horse-drawn vehicles.

(b) In parks for motor vehicles, unattended vehicles shall be parked separately from those with attendants, and special arrangements shall be made for the former to be watched to prevent pilferage or wanton damage.

(c) Strict control shall be exercised over entry and departure of vehicles to and from parks, and sufficient police shall be provided to ensure this and to prevent blocks and disorder.

(d) Whenever possible, separate arrival and departure routes shall be prescribed for motor and horse-drawn vehicles, respectively or they shall be kept in separate streams.

(e) Whenever possible, the entrances and exits of a park shall be separate and, where congestion is liable to occur owing to arrivals and departures taking place simultaneously, departing vehicles shall not be allowed to cross those arriving.

(f) For parking at night, at balls, cinema theatres etc, it is advisable to enforce the duplicate ticket system described in sub-rule(4) below.

(3) For state occasions and important public functions special additional arrangements are necessary in order to secure the rapid and orderly evacuation of parks. In addition to the sub-divisions of parks prescribed in sub-rule(2) above, space must be set aside(a) for the carriages or motor cars of Their Excellencies the Viceroy, the Commander-in-Chief and the Governor if attending the function, and such other vehicles as are required to arrive and depart with them, (b) for the vehicle of Indian Ruling Chiefs and such staff as is required to arrive and depart with them. This park must be arranged in the order of departure of the Chiefs, which is invariably the exact reverse of the order of arrival. (c) for a special park for the vehicles of those high officials to whom, under general or special orders, "special park" labels have been issued in advance, conferring the privilege of arriving after and leaving before the general public. No vehicle shall be allowed to leave the general parks, till all vehicles in categories (a), (b) and (c) above have been cleaned.

(4) On all occasions of the nature referred to in sub-rule(3) above, parking arrangements shall be carefully worked out well in advance; on occasions of major

importance the arrangement made shall be fully rehearsed. On such occasions it is essential to arrange adequate arrival and departure platforms where a number of vehicle can set down and take up passengers simultaneously. The practice, which is permissible on informal occasions, of allowing the public to find their own vehicles in the parks, should not be followed, but numbered tickets in duplicate should be issued on arrival to the owners and drivers of vehicles. The vehicles shall be parked according to these numbers, and called up by the police officers at the departure platforms as the duplicate number tickets are handed to them, owners of unattended vehicles being allowed to fetch their vehicles from the park allotted to them to the departure platform to pick up their passengers.

28.20. Supervision of guards, beats and patrols.—(1) Standing orders for beat, point and patrol duties, and for all guards, shall be framed for each city and cantonment and shall be approved and countersigned by the Deputy Inspector-General. Such standing orders shall include directions for inter-communication between patrols beats, etc. and for checking the movement of men those on duties. Permanent changes in the system so approved shall not be made without the sanction of the Deputy Inspector-General, and minor changes made shall be submitted to that officer for approval at his inspections. English and vernacular copies or abstracts of the standing orders shall be supplied to the police stations, guards and posts concerned, and shall be kept up to date.

(2) Inspectors in charge of cities and cantonments shall go the rounds of guards, beats, points and patrols at least once by day and once by night in each week, they should vary the times and route of their rounds and should make their night rounds as often in the second as in the first half of the night. Assistant and Deputy Superintendents shall go the rounds on the same principle at such intervals as the Superintendent may direct, subject to the rule that the city and cantonment at the headquarters of the district shall each be patrolled by a gazetted officer not less than once by day and once by night in each month. Cities and cantonments away from the headquarters of the district shall be similarly visited by day and night by the gazetted officer or inspector in charge at such intervals as the Superintendent may direct. In districts where there are several Assistant or Deputy Superintendents posted at headquarters, all shall share the duties prescribed in this rule.

Note:-- The rounds prescribed above shall in Lahore include the Government House Guard.

(3) Superintendents shall satisfy themselves that the orders contained in the above rules are properly-complied with and Deputy Inspectors-General shall pay attention to the matter at their inspections.

28.21. Reports of sales of arms and ammunition.—(1) Licensed dealers in arms and ammunition are required to report sales to the Superintendent of Police. When sales to residents of other district are so reported, the information shall be communicated to the Superintendent of Police of the district concerned if that district is in the Punjab or in any province other than those specified below.

(2) Reports referred to in sub-rule(1) above shall be communicated, in the case of the towns of Madras, Bombay, Calcutta and Rangoon to the Commissioner of Police and in the case of districts in Bengal and Madras to the District Magistrates.

28.22. Duties of police in connection with outbreaks of fire.--- (1) It is the duty of every police officer, on discovering or receiving information of an outbreak of fire on or near his or patrol area, to give the alarm immediately (a) to the inmates of the premises on fire, (b) to the fire brigade, (c) to the nearest police station. Any police officer, even though not actually on duty as above shall, on becoming aware of an outbreak of fire, take the same action, if no beat or patrol officer is present and able to do so.

(2) In addition to giving the alarm, it is the duty of the police to save people if danger at the scene of the fire; to protect the premises and adjoining premises from looting; to arrange for property removed from buildings in the neighbourhood of fire be places under protection in place where it will not impede the operations of the fire brigade, and to assist in the removal of such property when asked to do so by the owner; to prevent access to the burning building and neighbouring buildings by unauthorized persons and to keep way clear for the arrival of the fire brigade and space for its operations. The police are also required, in places where there is a piped water supply, to inform municipal or other official in charge of such supply of the locality of the fire, so that pressure may be arranged accordingly, and to keep clear of crowds the way from all neighbouring fire hydrants to the site of the fire. Where there is no piped water supply, the police shall, pending the arrival of the fire brigade, take such steps as are possible to arrange for a supply of water.

Note. – Municipal committees are required to furnish to Superintendent of Police of the position of water mains and fire hydrants and of places where the keys of mains are kept both day and night.

(3) Pending the arrival of the fire brigade, the police shall do what is possible to extinguish the fire and prevent it from spreading. In serious cases the senior police officer present shall communicate information to the City Magistrate or other Magistrate having jurisdiction and shall arrange, for the attendance of a doctor or ambulance.

(4) On arrival of the fire brigade the police shall assist its operations by controlling crowds, preventing obstruction salvage property. After the departure of the fire brigade, police shall remain on the spot till all danger of recrudescence has passed, and until all crowds have dispersed.

28.23. Fire Brigade. -- (1) The duties of fire brigade are laid down in Ministry of Education notification No 15291, published in the Punjab Government Gazette of 26th June 1925. It is appoint a fire officer to exercise general control of the operations of the operations for extinguishing fires, and no other person is authorised to exercise such control when such officer is present. The fire officer will ordinarily be the Superintendent of Police or a senior Magistrate.

(2) Where a trained fire brigade exists, in independently of the police, the work of fire fighting and salvage shall be left entirely to such brigade once it has reached the scene of fire. In such cases the police are not concerned with the handling or upkeep of fire appliances.

(3) In places where a separate fire brigade does not exist, the care and manipulation of fire engines and appliances supplied by the municipal committee may be undertaken by the police, with the prior sanction in each case of the Inspector General of Police, who will also decide in conformity with the instructions of the local Government, what additional police establishment, if any, shall be entertained at the cost of the committee. In such cases the Superintendent of Police shall be responsible for the training and discipline of the police officers employed on fire brigade duties, and rules for their duties and shall be framed, with the approval of the District Magistrate and the municipal committee concerned, and conforming, as far as possible, to the rules referred to in sub-rule (1) above.

28.24 . Fairs. – (1) Relevant extracts the list of fairs appended to Punjab Consolidated Circulars 41, duly corrected up to date, shall be hung up in the offices of Superintendent of Police and of the police stations concerned. To supplement the general orders contained in this rule a special file shall be maintained in each district regarding the police arrangements of each of fair of importance.

(2) The authority charge with the management of each fair is required to give timely notice to the Superintendent of Police of the nature and extent of the duties for which police will be required on receipt of this information the Superintendent of Police shall arrange to provide the number of police which he considers necessary. District Boards and other authorities managing fairs are required to pay, from the fees levied from people attending the fair, the extra cost entailed by concentrating police entertaining extra-chowkidars, and making suitable arrangements for the accommodation of the police both on and off duty at the fair, but should not be charged with actual pay and allowances of the police so employed.

(3) In addition to their normal duties of maintaining law and order, preventing and detecting crime and controlling traffic, the police on duty at fairs are required to enforce the sanitary regulations prescribed and to assist and support the sanitary and medical staff. In making their arrangements Superintendent of Police should provide men for this duty. All deaths occurring in their outside the hospital (if any) shall be reported to the medical officer in charge at the Superintendent of Police.

(4) The officer in charge of the local police station or, if of or above the rank of sub-inspector, the officer in command of the police specially detailed for duty at the fair shall submit a daily report to the Superintendent, showing the approximate number of persons attending the fair, the crime reported, state of public at the fair and any

other matters of interest.

28.25. Town watchman. - - In certain municipal towns the police establishment is wholly, or in part, a body of town watchmen, controlled by the Superintendent subject to the general supervision of the District Magistrate. The rules regarding their appointment, promotion, dismissal, powers and duties are given in Appendix 28.25. The directions in rule 28.20 shall, so far as possible, apply to town watchmen.

APPENDIX No. 28-6

RAILWAY DEPARTMENT

(RAILWAY BOARD)

NOTIFICATION

New Delhi, the 19th March, 1930.

No. 1926-T. - In exercise of the powers conferred by the Notification of the Government of India in the Department of Commerce and Industry, No. 801, dated the 24th March, 1905, and in pursuance of Section 84 of the Indian Railways Act, 1890 (IX of 1890), the Railway Board are pleased, in supersession of the rules published with their notification No. 120-T. - 18, dated the 21st March, 1923 to make the following rules, namely:---

Notice

1. The notices mentioned in section 83 of the Indian Railways Act, 1890 (herein-after in these Rules refer-IX of 1890 read to as "the Act") shall contain the following particulars namely:---

- mileage, or station or both, at which the accident occurred;
- time and date of the accident;
- number and description of train or trains;
- nature of the accident;
- number of people killed or injured, as far as known;
- cause of the accident, as far as known;
- probable detention of traffic.

2. When any accident such as is described in section 83 of the Act occurs in the course of working a railway, the station - master, the nearest to the place at which the accident has occurred or, where there is no Station-master, the railway servant in charge of the section of the railway on which the accident has occurred, shall give notice of the accident by telegraph to the Government Inspector, the District Magistrate and the District Superintendent of Police of the district in which the accident has occurred or such other, Magistrate or Police Officer as may be appointed in this behalf by the Local Government, to the Superintendent of Railway Police and to the officer-in-charge of the police-station within the local limits of which it has occurred.

Explanation. - For the purposes of this rule accidents of a description usually attended with loss of human life are meant to include all accidents to passenger trains such, for example, as slight collisions derailments, train-wrecking or attempted train-wrecking, cases of running over obstructions placed on the line, of passengers falling out of trains or of fires in trains, in which no loss of life, or grievous hurt as defined in the Indian Penal Code, or serious injury to property has actually occurred, but which by the nature of the accident might reasonably have been expected to occur; also cases of landslides, or of breaches by rain or flood which causes the interruption of any important through line of communication for at 24 hours.

3. The notice of accidents required by section 83 of the Act to be sent without unnecessary delay by the Railway Administration to the Local Government shall be sent as follows:---

- (a) By telegram in the case of,---
 - (i) accidents deemed under the Explanation to Rule 6 to be serious by reason of loss of human life;
 - (ii) accidents by reason of which the permanent way is likely to be blocked for more than 12 hours; and
 - (iii) cases of supposed train-wrecking or attempted train wrecking; and
- (b) By letter in all other cases.

Duties of railway servants.

4. Every railway servant shall report , with as little delay as possible, every accident occurring in the course of working the railway on which he is employed which may come to his notice. Such report shall be made to the nearest Station-master, or, where there is no Station-master, to the railway servant in charge of the section of the railway on which the accident has occurred.

5. The Station-master, or the railway servant in charge of the section, shall report the accident in accordance with the detailed rules laid down by the railway concerned for the reporting of accidents.

Duties of District Traffic Officers.

6. Whenever a serious accident occurs, the District Traffic Superintendent concerned shall supply by telegraph to the press soon after the accident as possible brief particulars, as far as these are available as prescribed in rule 1 supplementary telegrams, if necessary, being despatched immediately further information is available. A copy shall be sent simultaneously by "Express" telegram to the Railway Board and the Government Inspector. In stating the cause of the accident the District Traffic Superintendent shall avoid making any statement the correctness of which may subsequently be questioned.

Explanation. - For the purposes of this rule every accident to a train (whether carrying passengers or not) which is attended with loss of human life or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property, which is roughly estimated to cost, say, Rs. 10,000 or over, also every accident, such as a landslide, beach by rain or flood, derailment, etc., which causes the interruption of any important through line of communication for at least 24 hours shall be deemed to be a serious accident. For the purposes of this rule cases of trespassers run over and injured or killed through their own carelessness or of passengers injured or killed through

their own carelessness shall not be deemed to be serious accidents.

Duties of the Government Inspector appointed under Section 4 sub-section (1) of the Indian Railways Act, 1890 (IX of 1890).

7. (1) Whenever the Government Inspector receives notice under section 83 of the Act of the occurrence of an accident which he considers of a sufficiently serious nature to justify such a course he shall, as soon as may be, notify the railway Board and the Agent or Manager of the railway concerned, of his intention to hold an enquiry and shall at the same time fix and communicate the date, time and place for the enquiry.

(2) For the purpose of this rule every accident to a train carrying passengers which is attended with loss of human life or with serious injury to persons, or to property of the value of approximately Rs. 10,000 or upwards, and any other accidents which, in the opinion of the Government Inspector, requires the holding of an enquiry, shall be deemed to be an accident of a sufficiently serious nature to require the holding of an enquiry.

(3) When an accident, requiring the holding of an enquiry occurs at a station where the charges of two or more Government Inspector meet, the duty of complying with this rule shall devolve on the Government Inspector within whose jurisdiction lies the railway working the station which is the scene of the accident.

(4) If, for any reason, the Government Inspector is unable to hold an enquiry, at an early date, after the occurrence of such an accident, the Agent or the Manager of the Railway concerned shall, on request by the Government Inspector, forward to him, with as little delay as possible, the proceedings of the joint enquiry which has been made under Rule 18. The Government Inspector shall advise the Railway Board of the reason why an enquiry has not been held by himself. If the Government Inspector, after examination of the joint enquiry proceedings, considers that an enquiry should be held by himself, he shall, as soon as possible, notify the Railway Board and the Agent or Manager of the Railway concerned, of his intention to hold an enquiry and shall at the same time fix and communicate the date, time and place for the enquiry.

8. Whenever the Government Inspector has made an enquiry under Rule 7, or when he disagrees with, or considers it necessary adversely to criticise the report of the joint or department enquiry or the working of the railway, he shall submit a report in writing to the Railway Board and, in the case of a railway under the control of a Local Government or Administration, to such Local Government or Administration also; and shall forward a copy of such report to the Agent or Manager of the railway concerned, and, if a magisterial enquiry is being made, to the Magistrate who is making such enquiry.

9. (1) In the case of all accidents of the nature described in sub-rule (2) of rule 7, preliminary brief narrative report shall be submitted by the Government Inspector to the Railway Board immediately after the completion of his enquiry. This report shall not contain any reference to persons implicated. The report, referred to in rule 8, shall be submitted in the form adopted by the Inspecting Officers of the Board of Trades and shall contain,---

- (a) a brief description of the accident;
- (b) a description of the locality of the accident;
- (c) a detailed statement of the evidence taken;
- (d) the conclusion arrived at;
- (e) an appendix stating the damage done,
- (f) (when necessary) a sketch illustrative of the accident.

(2) Reports, in connection with accidents which, although coming under section 83 of the Act, are not accidents of the nature described in sub-rule (2) of rule 7, will be submitted to Railway Board only if, in the opinion of the Government Inspector, they contain features of special importance or requiring special notice. When the Government Inspector recommends the publication of such a report, it shall be in the form adopted by the Inspecting Officers of the Board of Trade when not recommended for publication, it may be in the form of a letter explaining as briefly as possible, the special features which the Government Inspector desires to bring to notice.

10. If the Agent or Manager makes any remarks on the Government Inspector's report under 16 and 17 or expresses an intention to do so, the Government Inspector shall inform the Railway Board and the Local government or Administration controlling the Railway, of the steps which have been or are proposed to be taken by the Railway administration to prevent a recurrence of similar accident, and whether in his opinion, further action in the matter is desirable.

11. The Government Inspector shall, as far as possible, assist any Magistrate making an enquiry under rule 22 or a judicial enquiry, whenever he may be called upon to do so.

12. Nothing in these rules shall be deemed to limit or otherwise affect the exercise of any of the powers conferred on Government Inspectors by section 5 of the Act.

Duties of the Agent or Manager, and of the Head of the Department concerned.

13. Whenever any accident has occurred in the course of working a Railway, the Agent or Manager shall give all reasonable aid to the District Magistrate or the Magistrate appointed or deputed under rule 22, and to the Government Inspector, Medical Officers, the police, and others concerned to enable them promptly to reach the scene of the accident, and shall assist those authorities in making enquiries and in obtaining evidence as to the cause of the accident.

14. Whenever any accident occurring in the course of working a railway, has been attended with grievous hurt, as defined in the Indian Penal Code, it shall be the duty of the Agent or Manager to afford medical aid to the sufferers, and to see that they are properly and carefully attended to till removed to their home or handed over to the care of their relatives or friends. In any such case, or in any case in which any loss of human life or grievous hurt, as defined in the Indian Penal Code, has occurred, the nearest local medical officer should be communicated with, if he is nearer than any railway medical officer.

15. When any enquiry, under rule 7 or rule 22, or any judicial enquiry is being made, the Agent or Manager shall arrange for the attendance, as long as may be necessary, at the office or place of enquiry, of all railway servants whose evidence is likely to be required. If the enquiry is to be held by the Government Inspector under rule 7, the Agent or Manager shall cause notice of the date, hour and place at which the enquiry will begin to be the officers mentioned in clauses (a) and (c) of rule 19. He shall also arrange for the attendance of the District Officers at the enquiry.

16. Whenever the Agent or Manager receives a copy of the Government Inspector's report under rule 8 he shall at once acknowledge its receipt. If he differs from the views expressed in the report, he shall at the same time submit his remarks thereon, or, if he is not immediately able to do so, he shall, in his acknowledgement of the report, inform the Government Inspector of his intention to submit his remarks later. If the Agent or Manager desires to prosecute any person or persons, he shall immediately forward a copy of the report together with a statement of the persons he wishes to prosecute, to the District Magistrate of the district in which the accident occurred, or to such other officer, as the Local Government may appoint in this behalf.

17. Whenever the report of the Government Inspector point to the necessity for or suggests a change in any of the rules or in the system of working, the Agent or Manager shall, when acknowledging the report, intimate the action which has been taken, or which it is proposed to take, to prevent a recurrence of similar accidents, or shall inform the Government Inspector of his intention to report further on the Government Inspector's proposals.

18. (1) Whenever an accident, such as is described in section 83 of the Act, has occurred in the course of working a Railway, the Agent or Manager shall cause an enquiry to be promptly made by a committee of Railway Officers (to be called a "joint enquiry") for the through investigation of the causes which led to the accident:---

Provided that such enquiry may be dispensed with,---

- (a) if any enquiry is to be held by the Government Inspector under rule 7;
- (b) if the accident has not been attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property or;
- (c) if there is no reasonable doubt as to cause of the accident; or
- (d) if one department of the railway intimates that it accepts all responsibility in the matter.

(2) Where such enquiry is dispensed with, it shall be the duty of the head of the department of the railway responsible for the accident to make such enquiry (to be called a "departmental enquiry") as he may consider necessary, and if his staff or the system of working is at fault, to adopt or suggest such measures as he may consider expedient for preventing a recurrence of similar accidents.

19. (1) Whenever a joint enquiry is to be made, the Agent or Manager shall cause notice of the date and hour, at which the enquiry will commence, to be given to the following officers, namely:---

- (a) the District Magistrate of the district in which the accident occurred, or such other officers as the Local Government may appoint in this behalf, the Superintendent of Railway Police and the District Superintendent of Police;
 - (b) the Government Inspector for the section of the railway on which the accident occurred; and
 - (c) the officer-in-charge of the Railway police, or if there are no Railway police, the officer-in-charge of the police-station in the jurisdiction of which the accident occurred.
- (3) The date and hour at which the enquiry will commence shall be fixed, so as to

give the officers mentioned in sub-rule (1) sufficient time to reach the place where the enquiry is to be held.

20. (1) As soon as any joint or departmental enquiry has completed, the President of the Committee or the head of the department, as the case may be, shall send to the Agent or Manager a report which in the case of all accidents of the nature described in the explanation to rule 6 must be submitted in the form prescribed by sub-rule (1) of rule 90.

(2) The Agent or Manager shall forward, with his remarks as to the action it is intended to take in regard to the staff responsible for the accident or for the revision of the rules of the system of working a copy of such report,---

- (a) to the Government Inspector for the section of the railway on which the accident occurred;
 - (b) if no enquiry or investigation has been made under rule 22 or if a joint or departmental enquiry has been held first, to the Magistrate or officer appointed under clause (a) of sub-rule (1) of rule 19; and
 - (c) if any judicial enquiry is being made, to the Magistrate making such enquiry.
- (4) Such copy shall be accompanied in the case referred to in clause (b) of sub-rule (2), by a statement of the persons, if any, whom the Agent or Manager desire to prosecute, and in the case referred to in clause (c) of the same sub-rule, by a copy of the evidence taken at the enquiry.

21. A copy of report of inquiries held on accidents not of the nature specified in section 83 of the Act, such as averted collisions, technical accidents, or breaches of block rules, shall be forwarded to the Government Inspector for the section of the Railway on which the accident occurred.

Duties of Magistrates.

22. Whenever an accident, such as is described in section 83 of the Act, has occurred in the course of working a Railway the District Magistrate, or any other Magistrate, who may be appointed in this behalf by the Local Government, may, either,---

- (a) himself make an enquiry into the causes which led to the accident; or
- (b) depute a subordinate Magistrate, who, if possible, should be a Magistrate of the first class, to make such an enquiry; or
- (c) direct an investigation into the causes which led to the accident to be made by the police.

23. Whenever it is decided to make an enquiry under clause (a) or clause (b) of rule 22, the District Magistrate or other Magistrate appointed as aforesaid or the Magistrate deputed under clause (b) of rule 22, as the case may be, shall proceed to the scene of the accident and conduct the enquiry there, and shall at once advise the Agent or Manager of the railway and the Government Inspector by telegraph of the date and hour at which the enquiry will commence, so as to enable the railway administration to summon the requisite expert evidence.

24. A Magistrate, making an enquiry under rule 22, may summon any railway servant, and any other person whose presence he may think necessary, and, after taking the evidence and completing the enquiry, shall if he considers there are sufficient ground for a judicial enquiry, take the requisite steps for bringing to trial any person whom he may consider to be criminally liable for the accident. Whenever technical points are involved, the Magistrate should call for the opinion of the Government Inspector or other professional persons.

25. The result of every enquiry or investigation made under rule 22 shall be communicated by the Magistrate to the Agent or Manager of the Railway and to the Government Inspector.

26. If in the course of any judicial enquiry, into an accident occurring in the course of work a Railway, the Magistrate desires the Assistance of the Government Inspector or of the Agent Manager of the Railway, or the attendance of any officer of the railway, to explain any matter relating to railway supervision, management or working he issue a requisition to the Agent or Manager for the attendance at court of an officer competent to explain such matter, starting at the same time the nature of the assistance required. In summoning Railway servants, the Magistrate will take care not to summon so large a number of the employees, especially of one class or the same day, as to cause inconvenience to the working of the Railway. In the case of very serious accidents it will generally be advisable for the Magistrate to obtain a report, from both the Government Inspector and the Agent or Manager of the Railway, in regard to the accident, before finally concluding the judicial inquiry.

27. On the conclusion of any such judicial enquiry the Magistrate shall send a copy of his decision to the Agent or Manager of the Railway, and to the Government

Inspector, and shall, unless in any case he thinks it unnecessary to do so, report the result of the enquiry to the Local Government.

28. (1) The Railway police may make an investigation into the causes which lead to any accident occurring in the course of working a Railway and shall do so,---
- (a) whenever any such accident is attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property or has prima facie been due to any criminal act or omission; or
- (b) whenever the District Magistrate or the Magistrate appointed under rule 22 has given a direction under clause (c) of that rule.

Providing that no such investigation shall be made when an enquiry has been commenced or ordered under clause (a) or clause (b) of rule 22.

- (3) The Railway police shall report, with little delay as possible, to the nearest station-master or, where there is no Station-Master, to the Railway servant in charge of the section of the Railway on which the accident has occurred, every accident which the Section of the Railway on which the accident has occurred, every accident which may come to their notice occurring in the course of working a Railway attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property, or which has prima facie been due to any criminal act or omission.

29. (1) Whenever an investigation is to be made by the Railway police,---

- (a) in a case in which an accident is attended with loss of human life or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property; or
- (b) in pursuance of direction given under clause (c) of rule 22, the investigation shall be conducted by the officer-in-charge of the Railway police or, if that officer should be unable to conduct the investigation himself, then by an officer to be deputed by him.

(2) The officer deputed under sub-rule (1) shall ordinarily be the senior officer available, and shall whenever possible be a gazetted officer, and shall in no case be of rank lower than that of Inspector:

Provided that the investigation may be carried out by an officer-in-charge of a police station,---

- (i) In such a case as is referred to in clause (a) of sub-rule (1) unless loss of life or grievous hurt has been caused to more persons than one or injury to property has been caused to a value exceeding Rs. 10,000, or there is a reason to suspect that any servant of the Railway has been guilty of neglect of rules, or.
- (ii) in the case referred to clause (b) of sub-rule (1) if the District Magistrate so directs.

30. The officer who is to conduct an investigation in pursuance of rule 29 shall proceed without delay to the scene of the accident and conduct the investigation there and shall at once advise the Agent or Manager of the Railway and the Traffic Officer of the district by telegraph of the date and hour at which the investigation will commence so that, if possible, the presence of a Railway official may be arranged for to watch the proceedings and to aid the officer making the investigation. The absence of a Railway official must not, however, be allowed to delay the investigation, which should be made as soon as possible after the accident has taken place.

31. (1) In every case to which rule 29 applies, immediate information shall be given by the Railway police to the district police, who, if so required shall afford all necessary assistance and shall if occasion arises, carry the investigation beyond the limits of the Railway premises. But the Railway police are primarily entrusted with the duty of carrying on the investigation within such limits.

- (3) Subject to any provisions elsewhere contained in these rules, the further prosecution of the case on the conclusion of the police investigation shall rest with the Railway police.

32. The result of every police investigation shall be reported at once to the District Magistrate or other officer appointed in this behalf by the Local Government or the Agent or Manager of the Railway or other office appointed by him, and to the Government Inspector.

33. Where there are no Railway police, the duties imposed by rules 28, 29 and 30, sub-rule (2) of rule 31, and rule 32 on the Railway police, or on the officer-in-charge of the Railway police, shall be discharged by the District police or by the District Superintendent of Police, as the case may be.

J.F. BLACK WOOD
Secretary, Railway Board

APPENDIX NO. 28.25.

Notification No. 96, dated 27th July, 1888

Now Act III of 1911.+ (Not Printed)—Upper the provisions of section 154 (o) of the Punjab Municipal Act 1884, the Hon'able the Lieutenant-Governor is pleased to make the following rules for the appointment, promotion and dismissal of town watchman in the municipalities specified in the schedule here to annexed.

The following directions regarding the duties of such town watchmen have also been framed by the Lieutenant-Governor under the Provisions of section 76 (1) (c) of the same enactment.

The rules and directions will have effect from the date of the publication of this notification in the Gazette,---

The rules regarding the appointment, promotion and dismissal of town watchmen.

+Now Act III of 1911—When the police establishment maintained under Chapter V, Act XIII of 1884 is wholly or in part a body of watchmen, such watchmen shall be under the orders of the Superintendent of Police, subject to the general control of the District Magistrate.

2. (a) The appointment and promotion of town watchmen shall rest with the Superintendent of Police and the rule sanctioned by Government for appointment and promotion of enrolled policemen, as given in the Police Rules, shall be applied so far as the Magistrate of the district shall deem necessary for the efficiency of the said watchmen.
- (c) The Superintendent of Police may at any time dismiss, suspend, or reduce any town watchman whom he may the Municipal Committee by resolution may approve of and nominate, and appointments shall be made from such candidates if fit for the duty, if not fit, the Superintendent of Police may, after recording his reasons for rejecting such nominees, appoint men selected by himself.
3. (a). The Superintendent of Police may at any time dismiss, suspend or reduce any town watchman whom he may think remiss or negligent in the discharge of his duty

or unfit for the same, or fine any town watchman to any amount not exceeding one month's pay who shall discharge his duty in a careless or negligent manner, or who by any act of his own shall render himself unfit for the discharge thereof.

(b). The municipal committee or the President of Municipal Committee may by resolution bring to the notice of the Superintendent of Police through the District Magistrate any town watchmen who in their opinion has been negligent in his duty or report for the approval of the District Magistrate and for the information of the committee the result of his enquiry.

4. No town watchman or daffadar shall withdraw from the duties of his office unless,---

- (1). He has received permission to resign from the Superintendent of Police, or from, some other person authorized by the Superintendent of Police to accept his resignation; is
- (2). two months have elapsed since he gave notice of his intention to resign to the Superintendent of Police.

Direction regarding the duties to be performed by town watchmen.

5. (a). It is the duty of every town watchmen to keep watch and ward in the town.
- (b). A watchman shall be bound to render all assistance in his power in case of conflagration within the limits of the municipality.
- (d). A watchman shall take charge of any property found unclaimed within the limits of the municipality, and hand it over to the officer-in-charge of the police station.

6. Every town watchman is bound from time to time to communicate to the officer-in-charge of the police station within the limits of which his beat is situated any information he may obtain respecting any person found lurking in such beat who has no ostensible means of subsistence, or who cannot give a satisfactory account of himself; or respecting the residence in or resort to, any place within the limits of such beat of any person who is a reputed house-breaker or thief or who is of notoriously bad livelihood.

7. Every town watchman shall observe and from time to time report to the officer mentioned in rule 5, the movements of all bad characters in his beat, and shall report the arrival of suspicious characters in the neighborhood.

8. Every town watchman shall give timely intimation to the officer mentioned in rule 6 in the event of notorious bad character residing in his beat being absent at night without having given notice of his departure, or associating with individuals of night bad reputed, or ceasing to labour or to obtain a livelihood by honest means.

9. Every town watchman shall keep the officer mentioned in rule 6 informed of all disputes which are likely to lead to any riot or serious affray, and of all intelligence the receives affecting the public peace within or near his beat.

10. It shall be the duty of the town watchman to report to the officer-in-charge of the police station within the limits of which his beat is situated all deaths which occur in such beat and to furnish such other information in connection with vital statistics as may be required of him by the Deputy Commissioner from time to time.

11. Every town watchmen shall in like manner report the appearance of any epidemic in his beat, and shall supply, to the best of his ability, any local information which the Deputy Commissioner may require.

12. Every town watchman shall prevent, and may interpose for the purpose of preventing the commission of any cognizable offence as defined in the Code of Criminal procedure.

13. Every town watchmen receiving information of the commission of or of a design the officer-in-charge of the police station within the limits of which his beat is situated.

14. Every town watchman knowing of a design to commit any cognizable offence may arrest, without orders from a Magistrate and without warrant, the person so designing, if the commission of the offence cannot be otherwise prevented.

15. Every town watchman may of his own authority interpose for the prevention of any injury attempted to be committed in his view to any Government, Municipal, or Railway property, moveable or immovable, or to prevent the removal or injury of any public land mark.

16. Every town watchman may, without orders from a Magistrate and without a warrant, arrest—

Firstly, any person who has been concerned in any cognizable offence or against whom a reasonable complaint has been made or credible information has been received, or a reasonable suspicion exists, of his having been so concerned;

Secondly any person having in his possession, without lawful excuse the burden of proving which excuse shall lie on such person, any implement of house-breaking;

Thirdly, any person who has been proclaimed as an offender either under the Code of Criminal Procedure or by order of the Local Government;

Fourthly, any person in whose possession anything is found which may reasonably be suspected to be stolen property, and who may reasonably be suspected of having committed an offence with reference to such thing;

Sixthly, any person who in his sight commits any offence under section 34 of Act V of 1816 within the limits of the town, providing such section has been specially extended there to by the Local Government.

17. If a person forcibly resists an endeavour to arrest him every town watchman may use all means necessary to effect the arrest.

18. No person arrested by a town watchman shall be subjected to more restraint than is necessary to prevent his escape.

19. The town watchman shall take charge of all person arrested under these rules or by any private person under any law for the time being in force, and shall forthwith take or send any person or person, so taken charge of by him or any person or persons he himself may arrest, before the officer-in-charge of the police station within the limits of which his beat is situated; provided that during the hours of darkness the person or persons arrested may be detained in custody, but must be taken as early as possible on the following morning to the police station.

20. It shall be the duty of every town watchman promptly to obey and execute all orders and warrants lawfully issued to him by any competent authority; to collect and communicate intelligence affecting the public peace; to prevent the commission of offences and public nuisances; to detect and bring offenders of justice; and to apprehend all persons whom he is legally authorized to apprehend, and for whose apprehension sufficient ground exists, and it shall be lawful for every town watchman, for any of the purposes mentioned in this section without a warrant, to enter and the inspect, and drinking shop gaming house, or other place of resort of

loose and disorderly characters.

21. It shall be the duty of the town watchman to keep order on the public roads and in the public streets, thoroughfares, ghats, and landing places, and at all other places of public resort, and to prevent obstruction on the occasion of assemblies and procession on the public roads and in the public street, or in the neighbourhood or places of worship during the time of public worship and in any case when any road, street, thoroughfare, gate, or landing-place may be thronged or may not liable to be obstructed.

Now Act III of 1911—Note—Under the provisions of section 76 (1) (d) of Act XIII 1884, all town watchmen appointed under these rules possess the same powers, are entitled to the same assistance, enjoy the same protection re subject to the same responsibilities and are able to the same penalties as if they were police officers enrolled under Act V of 1861.

CHAPTER XVIII –Guards and Escort.

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 periods 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 at 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.

18-1. 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. Inspector – (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 a.m. by a gazetted officer unless special circumstances make this impracticable, 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 5p.m. in winter permission to leave the immediate neighbourhood of the guard for a maximum period of two hours maybe 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 hour of the morning inspection of the guard they shall remain with the men of the guard, men of 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 at 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 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 described 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 so relieve guards daily, three constable 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 as 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) An Urdu 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 guard – 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 grated windows and doors and there are no solid shutters ad doors fastened over them, that bags of coins 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 order 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 charges 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 posted – An Urdu copy of rules 18-6 to 18-9 shall be posted 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.

10-11. 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 regarding search and confinement of persons in police station lock-ups – (*vide* rules 26-3 and 26-4) – apply equally to these lock-ups, except that the District Magistrate's permission shall be obtained to hand cuff 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 prisoner in each ward of the lock-up is entered in a lock-up register; this entry shall be initialled, if correct, by the officer commanding the police guard.

18-15. Guards over prisoners in camp – when, on account of a serious epidemic, overcrowding 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, layout 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 fit for the security of which he can accept responsibility. The Superintendent of Police is also authorized to demand such responsible 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 confidential pamphlet of instructions 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 in 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. Police and private arrivals and departures of His Excellency the governor – On all occasions of the public arrival or departure of His Excellency Central Range, Assistant Inspector General, Government Railway Police and 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 stations shall be attended by the Senior Superintendent of Police, Lahore, or in his absence the senior gazetted police officer available, unless he receives 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 ordinarily consist of one head constable and three constables. Personal guards at Headquarters may ordinarily be provided only for the Inspector General of Police and Deputy commissioners of districts.

(2) When 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 on circuit at any place away from the headquarters of a district, a guard of one head constable and three 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 the withdrawal of the guard is consistent with his safety.

(3) (i) The Superintendent of Police shall provide a personal guard of 1 Head Constable and 4 Foot Constables for Hon'ble Members of the Governor General's Executive Council and hon'ble Ministers of the 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 Members of the Governor General's Executive Council or Hon'ble Minister of the Punjab reside in special carriages during their halts in the district, the personal guard required to be provided under sub-paragraph (1) above shall be placed over the special carriage.

(iii) The provision of a personal guard shall be dispensed with if any Hon'ble Member or Hon'ble Minister so desires, provided the withdrawal of the guard is consistent with his safety.

(4) When an officer, who is entitled to a personal guard, is on duty in the hills, or on leave of any kind including vacation, for more than ten 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.

(5) 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.

(6) If a Deputy Commissioner considers that an officer who is not ordinarily entitled to a police guard requires one temporarily either at headquarters or in camp for the protection of his person or of Government money or property in his immediate charge, he may make temporary arrangements for such a guard in consultation with the Superintendent of Police, who should immediately inform the Inspector General of Police, through the Deputy Inspector General of Police, of the action taken.

(7) When an officer is entitled to a police guard, quarters for the guard should be provided at Government expense.

NOTE

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 shall be entitled to guard, subject to the receipt of due notice by the Superintendent of Police.

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 or their attendance.

As far as may be possible, without unreasonable detention, the services of returning escorts of their 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 day's 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 Superintendent of the relieving districts to arrange for relief.

18-23. Arrangements for conveyance, etc. – (1) All arrangements regarding conveyance, light, collies, 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 arrangement have been satisfactory made. In such circumstances shall police escorts carry jail or prisoner's baggage.

Explanation. – The expression "prisoner" or "prisoners" as used in this rules and hereinafter in this chapter, means any person or persons under police escort in custody.

(2) Cooly 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 govern the escort of 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 shall 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 police guard shall be accommodated in 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 in which the police guard is accommodated shall never be locked.

(iii) An officer relieving such a guard shall see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature; that the locks are secure; and that the locked doors of the van cannot be opened.

(iv) The officer in charge of such a guard shall be provided with a lantern which will burn all night, and shall cause a constable of the guard to alight at every alternate stopping place, and ascertain that the locks have not been tampered with. During any long stoppage, a sentry must remain on duty by the door of the treasure wagon; if there be several such wagons, it will suffice to tell off two men, who may stand one at each end of the line of wagons.

(v) In case of a breakdown separating a convoy, the officer in charge should separate his party, attaching himself to the disabled portion.

(vi) 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 to the value of Rs. _____. If any box be short weight, or show 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 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 one key for each made over _____ receipts to be given by other relieving guards are all acknowledged.”

The number and contents of each wagon shall be detailed in case of a breakdown. The receipts should be in English if the police officer is acquainted with that language; otherwise in the officer's vernacular.

(vii) Unless the Superintendent has already done so, the officer commanding the escort shall telegraph to the receiving officer the number of the train, passenger or goods, conveying the remittance and its hour of departure, and shall also telegraph again *en route* if any change in the train has been made or anything occur to delay its arrival.

(viii) 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 shall immediately telegraph the facts to the remitting officer, to his own departmental superior, and to the Chief Commercial Manager of the railway.

NOTE (i) – A printed copy of these instructions, together with a sufficient number of blank receipts, shall be given by the treasury officer to the officer in charge of the escort.

NOTE (ii) – Padlocks for securing treasure vans are supplied by the treasury officer despatching the treasure.

NOTE (iii) – 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 at 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 enter 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 and un-current, 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 mounds or less on broad-gauge and those weighing 40 mounds or less on metre or narrow gauge. | } | In brake vans |
| (ii) Consignments weighing over 54 mounds on broad-gauge and those weighing over 40 mounds on metre or narrow gauge | } | In separate vehicle or in a reserved compartment or carriage. |

Remittances of silver coins and currency notes, and precious articles should always be sent under Police escort. Such remittances weighing between 54 and 81 mounds should be carried in reserved compartments while those weighing over 81 mounds 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 mounds.
- (b) Two men when the consignment is from 135 to under 270 mounds.
- (c) Four men when the consignment is 270 mounds 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 in charge of the escort as no free tickets are admissible 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 escorts 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. Escort 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			Number of sentries
		Sub-Inspectors	Head-Constables	Constables	
	Rs.				
Remittance by usual conveyance upto	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 car load of treasure, provided that:---

- the total escort shall never be less than one head constable and four constables;
- there shall be one head constable for every 4 carts or less;
- 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 Superintendent 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 motorbus 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 weighs $31\frac{1}{2}$ mounds net, and when packed for remittance possibly a little more than 35 mounds.

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 tumbrels 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 details 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 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) 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.

(g) The officer commanding the escort shall be responsible that no box or tumbrel is opened on the journey except in case of damage or accident.

(h) The office commanding the escort shall march with his escort, shall see the carts parked and the first sentries posted, and shall visit his sentries once 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 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 unconvinced 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 open, 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 18-32(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 fattening 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. 8-405, dated 17th February 1881*).

(2) On occasions 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 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 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. 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 handcuffed when in transit from a jail to the Reformatory Scholl 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 prisoner by rail – (1) So far as may be practicable, the railway persons in custody by rail.

(2) A responsible police officer shall be used for the transfer of persons escorted in police custody.

(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 of 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 ordinary strength of escorts in such cases shall be equal in number to the prisoners or even less according to circumstances. The escort shall sit on each side of the prisoners and guard the doors.

- (b) When the prisoners escorted are aged, feeble, sick, crippled, women, children, or are accused of minor offences and are not desperate characters, or are harmless lunatics or where the number of persons, including the escort, does not exceed five, they must be conveyed in ordinary third class carriages. The ordinary strength of escorts shall be the 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 only. 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.

- (d) All other prisoners shall be conveyed in third class carriages provided with iron gratings for the widows 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:---
- | | | |
|-----------------------|-----|-----------------------------------|
| For 1 prisoner | ... | 1 Constable |
| For 2 to 4 prisoner | ... | 2 Constable |
| For 5 to 9 prisoner | ... | 1 head Constable and 3 constables |
| For 10 to 12 prisoner | ... | 1 head Constable and 4 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 nay 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 trains 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, and 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.

(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 junctions, 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 received such prisoners and to give all necessary help to the escorts. The officer detailed under sub-rule (6) below to explain rules to escorts 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 sympathisers.

(5) Section 441 of the "Manual for the Superintendence and Management of Jail" say 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 all, 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 train stops fifteen or more minutes, the officer commanding the escort shall personally test the window fastenings, see that the prisoners are not suffering in health, and arrange for an necessary cleaning of the carriage and they refilling of water tanks and supply of drinking water to the prisoners.

18-40. Searching prisoner and handing over charge. – (1) At each relieving station all the prisoners shall be searched in the presence 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 accomadation – (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. 1424-31-R., dated 8th April, 1879).

(2) If the prisoners are accused persons being sent by the police for trail, 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 reserves, 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 despatched under on escort to various destinations and this escort has to be relieved *enroute*, 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 of an escort from some province entering the Punjab which has not been relieving at the relieving stations laid down in Appendix 18-49(4), 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. – (I) The police officer who despatches and 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. – (I) 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) prisoners 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 prisoner’s 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, 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 the case 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.

18-44. Strength of escorts by road. – The minimum police escort that may be sent in charge of prisoners by road is shown in the sub-joined table. In hilly districts the scale prescribed as a minimum for roads on which the police stations are more than 15 miles apart shall be the minimum adopted:---

Number of prisoners.	2		
	Strength of Guards		
	Sub-Inspector.	Head Constable.	Foot Constables.
1	1
2 to 4	2
5 to 9	...	1	3
10 to 12	...	1	5
13 to 15	...	1	6
16 to 20	...	1	9
21 to 25	...	2	10
26 to 30	...	2	12
30 to 50	1	2	16
1	1
2 to 3	2

Road on which the police stations are not more than 15 miles apart.

Road on which the police stations are not more than 15 miles apart.	4 to 6	1	3
	7 to 8	1	4
	9 to 12	1	7
	13 to 15	1	8
	16 to 20	2	10
	21 to 25	2	12
	26 to 30	2	16
	31 to 50	1	2	20

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 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 district in the United Provinces, the intimation, 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, 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.

(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 b 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.

GUARDS AND ESCORTS

APPENDIX No. 18-49(4).

Escorts over 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.*

Through Ambala	Shall be relieved at Saharanpur, unless the escort in proceeding through or to Delhi, in which case it shall be relieved at that station.
“ Delhi by E. I. Railway.	Shall be relieved at Aligarh.

“ Delhi by Great Indian Peninsula Railway.	Shall be relieved at Agra. All escorts proceeding to Bombay shall ordinarily travel by the Great Indian Peninsula Railway.
“ Delhi by Rajputana-Malwa Railway.	Shall be relieved at Ajmere (letter No. 1498, dated 10 th December 1887, from the Superintendent of police, Ajmere) by guards of the Marwara Battalion, the Magistrate of the district being communicated with when reliefs are required. In the case of European prisoners or women, escorts are supplied by the police and the Superintendent should be communicated with when such reliefs are required.
“ Multan towards Karachi.	Shall be relieved at Sukkur.
For Peshawar by North-Western Railway.	Shall be relieved at Peshawar Cantonment.
From the Punjab via Khundian and Rawalpindi to Kohat.	Shall be relieved at Kohat.
From or through delhi to karachi	Shall be relieved at Ferozepore.
(b) <i>Escorts proceeding out of the Punjab.</i>	
Through Delhi	... Shall be relieved at Delhi.
“ Ambala Cantonment.	Shall be relieved at Ambala Cantonment.
“ Multan	Shall be relieved at Multan.
From Abbottabad by North-Western Railway.	Shall be relieved at Rawalpindi.
“ Peshawar by North-Western Railway.	Shall be relieved at Rawalpindi.
“ Kohat by North-Western Railway.	Shall be relieved at Rawalpindi.
“ Dera. Ismial Khan by North-Western Railway.	Shall be relieved at Multan.
“ Dear Ismial Khan by Mari-Attock line.	Shall be relieved at Mianwali, the escort being again relieved at Rawalpindi.
“ Dera Ismail Khan by the Sindh-Sagar Line for Shapur, Jhelum, Gujrat and Gujranwala.	Shall be relieved at Kundian.
“ Dera Ismail Khan to Dera Ghazi Khan.	Shall be relieved at Ghazi Ghat
“ Dera Ismial Khan to Multan or Montgomery.	Shall be relieved at Multan.
Via Muzaffargarh by the Sindh-Sagar Branch of the North-Western Railway.	Shall be relieved at Multan.
From ajmere and Ahmadabad to Lahore.	Shall be relieved at Hissar.
From Karachi to Delhi	... Shall be relieved at Bhatinda.
From Bombay to Peshawar via Godhra-Rutlam Nagada.	
From Bombay to Peshawar via Ahmadabad and Marwar.	Shall be relieved at Delhi, Ferozepore and Rawalpindi.
From Bombay to Peshawar via Bhushal (G. I. P. Railway).	

GUARDS AND ESCORTS

FORM No. 18-20.

Police Department.

_____ District.

COMMAND CERTIFICATE OF 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 Sib-Inspectors	...					
Head Constables.	Mounted	...				
	Foot	...				
Constables	Mounted	...				
	Foot	...				
	...					

(Standard Form).

Report of arrival and of relief to be noted on reverse.

DISTRICT POLICE OFFICER:

The19 .

Superintendent of Police.

GUARDS AND ESCORTS

FORM No. 18-47.

POLICE 19 .

DEPT.

FROM

Superintendent of Police,

To

Superintendent of Police,

Dated-----

No.

Received -----

Inform him that an escort of the following strength-

	Number
Inspectors	
Sergeants	
Sub-Inspectors	
Assistant Sub- Inspectors	
Head Constables	Mounted
	Foot Mounted
Constables	Foot
	Total

Will have this district in charge of ----- to proceed to ----- and travel by -----.

Requests that a relief of equal strength may be held in readiness to relieve the police of this district on the -----.

Superintendent of Police

(Standard Form)

CHAPTER XIX-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 inefficiency 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.

Superintendent 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 habits of physical health, activity, discipline, self-reliance, observation, punctuality, sobriety, courtesy and straight-forwardness of details of the work required of them. Training shall be a continuous process and 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 1 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 the rule 12-21 or given further training. As regard the second examination he shall ordinarily discharge a recruit under rule 12-21, grant him a certificate of education of the 1st and 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 year's 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 year's service. He shall submit the name of each man and 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 year's 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 on 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 constable – (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. A one-month, his police station sending no constable in its 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 recruit's 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 officer's bungalows or quarters, or as orderlies to officers, is strictly prohibited, and Deputy Inspector-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 these recruits acting as assistant instructors may receive instructions 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 subject shall be taught in this 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 constables and recruits*,---

- (a) Elementary law and procedure;
- (b) General duties of the constable especially as regards his specific duties on bear, 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 vehicle and how to read the clock and distinguish colours;
- (c) Police Rules;
- (d) Practical police work on the lines of lectures to the Lower School of the Police Training School but of a more elementary nature;
- (e) Lesson 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) Untill the most elementary matters are mastered it is useless going onto more advanced subjects.

19-12. Employment of teachers of the education department – When circumstance 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 form the grants of Superintendents for "Rewards to private persons."

19-13. Training of selected constable – (1) With the object of selecting suitable constables for admission to list A (rule 13-6) constables 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 Urdu office, or to work under the orderly head constable or the reader, or the office of a headquarter police station or 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 time to be fixed to 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 persecuting 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 this 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 office conducting the examination shall add to the report, submitted on each constable in respect 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 productions 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 assistants to station clerks or on similar duty until they are due to be sent to the Police Training School.

19-15.


 Cancelled.

19-16.

19-17. Training of trackers – In order to maintain an adequate supply of skilled tracers in the force, 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 organization.

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 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 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 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 Superintendents likely to become efficient head constables for general course they shall be tested and certified have reached the following minimum standards of athletics:---

- (a) 100 yards in $13\frac{2}{5}$ 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 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.

19-22. Drill and physical training at the Police Training School – (1) The Principal, Police Training School, may retain for service at the school any head constable or constable deputed from districts for training under rules 19-20 and 19-21. Without the approval of the Inspector-General no drill or physical training instructor may be retained for service at the school 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 School, Phillaur, is empowered to enter Police Training School, Drill Inspectors directly into the lower school course after their three year's period of deputation, provided that they are sufficiently educated and their service at the Police Training School 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 Inspectors in districts without the sanction of Range Deputy Inspector-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 promotion. For this purpose the Principal, Police Training School, will furnish an annual report in form 19-22(3) on all drill and physical training instructors to the Superintendents of the districts 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 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 qualification, 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) Inspector, 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 in 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.

(3) Ordinarily course A shall last for 3 months, courses B or C for 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 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-Inspector 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 Prosecution 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-Inspector's 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:---

- (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 Prosecuting 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-Inspectors, after which they will work for 1- ½ 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 period 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 Training 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 form 19-25(5) by Superintendent 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 investigation 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 the this course will be made by the Inspector General of Police about three months before the course is due to begin, the enable selected officers to read their law and rules before proceeding to Phillaur.

19-28. Prosecuting Sub-Inspectors' Examination – (1) The Prosecuting Sub-Inspector's 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 percentage 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:---

Serial 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 ¼ hour's duration before the Examination 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 or General Paper No. 1 but including more intricate questions. (Books including, commentaries allowed).	3 hours	200

(4)	Medical Jurisprudence (8 questions.)	2- ½ 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, Volumes 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

Test 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. Deleted.

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 School Manual.

19-33. Musketry courses. – There shall be two musketry courses fired yearly in districts as follow:---

- (a) A course with the 303 H.V.Rifle (rule 19-37).
- (b) Trained policeman's course with musket (rule 19-34).

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 parts 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. – (I) 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 superintendent 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 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 offices, reserve inspectors and Lines officers shall make themselves thoroughly acquainted with these instructions.

19-35. Musketry Returns. – (I) Each Superintendent shall submit an annual target practice return on the 15th January, in form 19-35 (I), to the Deputy 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:---

$$\text{Number of points obtained} \times 100$$

Figure of merit -----

Highest possible score per man + number of men firing

Example. – Number of points obtained ... 3,150
 Highest possible score per man ... 36
 Number of men firing ... 150
 3,150x100

Figure of merit ----- = 58.33

36x150

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 them 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.

A course for recruits with the 22 miniature rifle with instruction 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.			
1 st prize	12
2 nd prize	8
3 rd prize	5

19-39. Marksmen’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 badges shall be a badge of crossed rifles and star. 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.

19-41. Training in firing on mobs. – (I) 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. 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. – (I) 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 offices 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 district 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 district where they will continue systematically their study of Urdu, Criminal Law, Department 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 Chapters XIX to XXVIII inclusive of the Police Rule. 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.
- (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, nothing 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 Urdu 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 commended on by him.

For the third 4 months of his training

He should be put in charge of four contiguous 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 Intelligence 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, 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 Superintendent – Probationary Deputy Superintendent 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 Gazetted*.

The Inspector-General of Police may, however, exempt from passing the departmental examination in Urdu, such Probationary Assistant Superintendent of Police who have, before joining service, duly qualified in Urdu or Persian at a recognized University.

Assistants 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 Pushtu. But this rule may be suspended by the Provincial Government in any special circumstances. Increments of pay in the above mentioned 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 other quartered in the Dera Ghazi Khan, Mianwali and Attock districts or likely to be so quartered, may appear at the examinations by the higher standard in Pashtu. Such officers will, on passing the examination, be entitled to reward of Rs.500. The examinations are held at Peshawar, Dera Ismail Khan and Lahore in 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.

October officer, including European and Anglo-Indian Deputy Superintendent 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 province, be entitled to draw language pay at the rate of Rs.100 per mensem, expect 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-Rst.-B o f23rd October 1918.

(3) Officers of the Imperial branch of the Indian Police are eligible to appear at and receive the honoraria authorised for passing any oif the following examinations in Oriental Languages:---

1	2	3
Standard	Language	Donations
		Rs.
1. Preliminary	Persian and Arabic	300
2. Higher Standard	Sanskrit	500
3. Interpretership	Punjabi	750
... ..	Urdu	750
2 nd Class	Persian and Arabic	900
4. Interpretership	Punjabi	1,500
... ..	Urdu	1,500
1 st Class	Persian and Arabic	1,800
5. Degree of Honours	Urdu	3,000
	Sanskrit	5,000
	Persian and Arabic	5,000

Officers who are natives of India are not eligible for rewards for passing in the vernacular of the district in which they were born or educated. The Provincial Government shall determine in each case what language come within this definition. No officer will be permitted to same reward for passing an examination by the higher standard or the proficiency standard after the completion of fifteen year's service. In the case of an examination for the degree of honour 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 of 19th December 1934 published in the *Punjab 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, and examination in Urdu of standard, which will ensure that they can converse with reasonable fluency and grammatical correctness, and can understand reports read to them in Urdu. 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 THE TRAINING OF CONSTABLES

Constable No. _____ Name _____

- On what duties employed during the period under report _____
- Has he acquired a working knowledge of those portions of the law and Police Rules required of Constables? _____
- Is he always alert on duty? (Has he shown any special interest) _____
- Mention any occasion on which he has had to be admonished by officers under whom he has been working _____
- Is he of good moral character? _____
- Give remarks regarding – _____

- (a) His initiative;
- (b) Attentiveness to duty;
- (c) Intelligence;
- (d) Behaviour with public;
- (e) Special aptitude;
- (f) Drive in carrying out the orders of his officers

- 7. Has he made serious efforts to assimilate instructions given to him?
- 8. Is he keen and smart in appearance?
- 9. Has he obtained any C.C or cash reward?
- 10. Is he considered fit for promotion or any special course?

Dated 19 . Signature and rank

FORM NO. 19-22

ANNUAL REPORT ON DRILL AND PHYSICAL TRAINING INSTRUCTORS

Annual Report on * No. (name) of the district forwarded under police rule 19-22(3) for information.

The above * has been seconded for service as a drill / physical training instructor in the Police Training School since .

He is 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 Principal / 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 qualification (Mention Territorial Force or Boy Scout qualifications, athletic distinctions, ability to ride and any other special attainments

- 9. Name and degree of relationship of, and appointments held by, relatives in Government for 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 _____ 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 _____ 19 . _____ Range

PART – I

1. Appointed as 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 _____ 19 . _____ *Principal*

(c) Second half-year :-

Final Report :-

Result of training _____

Order of passing _____

General remarks as to character, qualifications, etc. :-

Dated _____ 19 . _____ *Principal*

FORWARDED to the Deputy Inspector-General of Police, _____ Range, together with the Character Roll and Service Book.

Dated _____ 19 . _____ *Principal*

PART – III

1. _____ is transferred for further training to the _____ district with effect from _____.

2. _____ is discharged from the Police force with the effect from _____ on the ground of _____.

NOTE

Whichever of the above entries is inapplicable should be reused.

3. Special instructions, if any _____.

Deputy Inspector-General of Police

Dated _____ 19 . _____ Range

FORWARDED to the Superintendent of Police, _____ District, together with the Character Roll and Service Book of the Probationer.

Deputy Inspector-General of Police

Dated _____ 19 . _____ 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,
_____ Range

Deputy Inspector-General of Police,
_____ Range

Course "B"

Report by the Superintendent of Police.

Orders by the Deputy Inspector-General,
_____ Range

Superintendent of Police,
_____ Range

Deputy Inspector-General of Police,
_____ Range

Course "C"

Report by the Superintendent of Police.

Orders by the Deputy Inspector-General,
_____ Range

Superintendent of Police,
_____ Range

Deputy Inspector-General of Police,
_____ Range

Course "D"

Report by the Superintendent of Police.

Orders by the Deputy Inspector-General,
_____ Range

Superintendent of Police,
_____ Range

Deputy Inspector-General of Police,
_____ Range

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 . _____ Range

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 case of Inspectors).

Dated _____ 19 . Inspector-General of Police, Punjab.

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 filed 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 references to any reports 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.

CHAPTER XVII – HEADQUARTERS ESTABLISHMENT 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 kot Head Constable	-- Ditto
Assistant drill instructor	-- Ditto
Armourer	-- Ditto
Bugler	-- Ditto

Barbers and washerman 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 of 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 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 therefore 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 of the Superintendent.

He is responsible that the authorized 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 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 the registers and reports maintained therefore 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 not 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 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 each 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 – (1) The following 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 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 enrolled 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) Other 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 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 to 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.

The 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., off duty.

Part II – Arrivals from out-station 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 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 livestock, 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 officers.

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 Register shall be destroyed after the periods noted against each:---

	Years
(1) Rules 17.7(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 service 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 than a third of the men of reserve shall be experienced Constables of at least five years' experience; the remainder shall ordinarily be 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.

(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 of file.

(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 bayonet 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 dispatch, 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 neighboring district. The Superintendent of Police so addressed or, in his absence, the Senior 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 dispatch 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 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. – 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.—The 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 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 of 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.

(For Haryana)

17.17. Constabulary messes.—(1) The Superintendent of Police or the Commandant HAP Battalion shall make every effort to establish and maintain messes in Lines and in large police stations. These shall be on a co-operative basis but the expenses on account of water, electricity used for lighting and fans, refrigerators, etc., and not for cooking purposes and the salaries of the cooks and any other establishment kept to maintain the messes shall be paid by Government out of the State funds. The number of cooks and other establishment shall be determined with the approval of Government keeping in view the number of Police Establishment for whom the messes shall be established.

(2) As far as possible such messes shall be managed by the policemen themselves. Detailed rules, Schedules of meals and price lists shall be prepared and hung up in all messes. These 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 building and utensils.

(3) The building premises to run the messes and cooking utensils shall also be provided by Government but the replacement of the utensils shall be made at the expenses of the beneficiaries.”

(4) 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 _____ 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.

(For Punjab)

17.17. Constabulary messes. (1) Superintendents of Police shall make every effort to establish and maintain messes in Lines and in large police station, 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 prices lists shall be prepared and hung up in all messes. The rules shall provide for the appointment of managing staff 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 in 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 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 unserviceable 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 Line 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 fund under sub-head “Miscellaneous” (Punjab Government letter No. 46 (Home), dated 1st February, 1915).

An English and vernacular copy of this order shall be hung up in every police hospital.

FORM NO. 17.2 (2)

RESERVE INSPECTOR'S NOTE FOR WEEK ENDING ____19 ____DISTRICT

1	2	3	4	5	6	7	8	9
Serial No	Details	Inspector	Sergeants	Sub-Inspectors	Assistant Sub-Inspectors	Head Constables Mtd. And Ft.	Constables, Mounted and Foot	REMARKS
1	Vacancies ..							
2	Recruits..							
3	On long leave..							
4	On Privilage leave ..							
5	Sick in hospital ..							
	Total(Serial)Nos.1to 5)							
6	On duty in o there districts (give details in column 9 or on reverse)							
	Under training at P T School.							
	Other non-effective*							
7	(Give details in column 8 or on reverse)							
8	Total non-effective..							
9	Resignations pending							
10	Sanctioned strength..							
11								

To include absent without leave, on casual leave, under suspensions, in quarter guard, etc.

Dated the _____ S.P.'s initials. Reserve Inspector.
(Reverse)

WEEKLY MUSKETRY RETURN

	410		.22		303		REVOLVER	
	MUSKET		RIFLE		RIFLE		Gazetted Officers	Upper subordinates
	Head Constables	Constables	Head Constables	Constables	Head Constables	Constables		
Practiced during the week under repot..								
Practiced during the year up to beginning of week under repot..								

Total..										
---------	--	--	--	--	--	--	--	--	--	--

FORM NO. 17.7 (1)

LINES REGISTER No. 1

LIST OF POLICE OFFICERS ATTACHED TO THE HEADQUARTERS OF THE _____ DISTRICT

Serial #.	Badge #	Name	Grade	Date of enlistment	Date of posting of head quarters	Education	From where transferred	Date of transferred from Head quarters	To where transferred	Reasons of transfer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

(Bilingual)

FORM No. 17.7(2)

LINES REGISTER No. II.

DUTY REGISTER.

DUTIES PERFORMED BY OFFICERS ATTACHED TO THE HEAD QUARERS OF THE _____ DISTRICT

Serial No.	Constabulary No.	Name	Rank	DATE OF		REMARKS
				Posting	Return to Lines (Register No. III)	
1	2	3	4	5	6	7

(Bilingual).

FORM No. 17.7(3)

REGISTER No. III

DUTY ROSTER OF LOWER SUBORDINATES "OFF DUTY" AND ROLL CALL REGISTER

1	2	3	4	5	6	7	8	9
Constabulary No.	Name	Date of arrival	From what duty	Date of departure	To what duty	Register No.	Entry serial No.	REMARKS

FORM No. 17.17

Police Lines Mess Order Book No. 1. Date _____ Name of Shopkeeper _____ Please supply the following articles:- Name of article. Weight or quantity. Signature of Manager, Attestation by Duty Officer.	Police Lines Mess Order Book No. 1. Date _____ Name of Shopkeeper _____ Please supply the following articles:- Name of article. Weight or quantity. Signature of Manager, Attestation by Duty Officer.	Police Lines Mess Order Book No.1. Date _____
--	--	--

FROM No. 17.17(3) – C

District _____

FORM No. 17.17(3)-B

POLICE DEPARTMENT _____
 DAILY ATTENDANCE REGISTERS OF POLICE MESS AT _____
 DISTRICT _____

1	2	3
Serial No.	Constabulary No.	Name of member

4														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
DAILY ATTENDANCE FOR MONTH OF														
M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E
16/17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E	M/E

M = Morning

E = Evening

5	6	7	8	9	10		11	12
					AMOUNT RECOVERED			
Total number of meals	Cost per meal	Total cost chargeable	Balance due for last month (column No. 11 of last month)	Total	Receipt No.	Amount No.	Balance Due	Remarks

CASH BOOK OF MESS ACCOUNT

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
			QUANTITY RECEIVED						
Serial No.	Date	Order Book	Maundage	Rate	Cost price	Total quantity in stock (column (7+4))	Quantity issued	Balance	REMARKS
						Mds.	Mds.	Mds.	

_____ | Srs. Chs. | Srs. Chs. | 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 Nos. 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.*

Department No. _____

Disease _____

Rank _____

Date of admission _____

Name _____

Date of discharge _____

Age _____ Years _____

Result _____

Date	Daily particulars	Treatment	Diet

--	--	--	--

Date of observation.

Days of Disease

Time

Temperature

Cent.	43		42		41		40		39		38		37		36	35
Fahr.	108	107	106	105	104	103	102	101	100		99		98	97	96	95
A.M.																
P.M.																
A.M.																
P.M.																
A.M.																
P.M.																
A.M.																
P.M.																
A.M.																
P.M.																
Pulse																
Respi Rations																

FORM No.17.22

To *REQUISITION FOR SPECIAL DIET.*

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.

Dated _____

The _____ 19

Senior Medical Officer in charge.

Signature of Civil Surgeon

or

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.

GUARDS AND ESCORTS

APPENDIX No. 18-49(4).

Escorts over prisoners or treasure sent by railway out of, or into the Punjab, shall be relieved at the following stations:---

(b) *Escorts proceeding out of the Punjab.*

--

Through Ambala	Shall be relieved at Saharanpur, unless the escort in proceeding through or to Delhi, in which case it shall be relieved at that station.
“ Delhi by E. I. Railway.	Shall be relieved at Aligarh.
“ Delhi by Great Indian Peninsula Railway.	Shall be relieved at Agra. All escorts proceeding to Bombay shall ordinarily travel by the Great Indian Peninsula Railway.
“ Delhi by Rajputana-Malwa Railway.	Shall be relieved at Ajmere (letter No. 1498, dated 10 th December 1887, from the Superintendent of police, Ajmere) by guards of the Marwara Battalion, the Magistrate of the district being communicated with when reliefs are required. In the case of European prisoners or women, escorts are supplied by the police and the Superintendent should be communicated with when such reliefs are required.
“ Multan towards Karachi.	Shall be relieved at Sukkur.
For Peshawar by North-Western Railway.	Shall be relieved at Peshawar Cantonment.
From the Punjab via Khundian and Rawalpindi to Kohat.	Shall be relieved at Kohat.
From or through Delhi to Karachi	Shall be relieved at Ferozepore.
(b) <i>Escorts proceeding out of the Punjab.</i>	
Through Delhi	... Shall be relieved at Delhi.
“ Ambala Cantonment.	Shall be relieved at Ambala Cantonment.
“ Multan	Shall be relieved at Multan.
From Abbottabad by North-Western Railway.	Shall be relieved at Rawalpindi.
“ Peshawar by North-Western Railway.	Shall be relieved at Rawalpindi.
“ Kohat by North-Western Railway.	Shall be relieved at Rawalpindi.
“ Dera Ismail Khan by North-Western Railway.	Shall be relieved at Multan.
“ Dera Ismail Khan by Mari-Attock line.	Shall be relieved at Mianwali, the escort being again relieved at Rawalpindi.
“ Dera Ismail Khan by the Sindh-Sagar Line for Shapur, Jhelum, Gujrat and Gujranwala.	Shall be relieved at Kundian.
“ Dera Ismail Khan to Dera Ghazi Khan.	Shall be relieved at Ghazi Ghat
“ Dera Ismail Khan to Multan or Montgomery.	Shall be relieved at Multan.
Via Muzaffargarh by the Sindh-Sagar Branch of the North-Western Railway.	Shall be relieved at Multan.
From Ajmere and Ahmadabad to Lahore.	Shall be relieved at Hissar.
From Karachi to Delhi	... Shall be relieved at Bhatinda.
From Bombay to Peshawar via Godhra-Rutlam Nagada.	
From Bombay to Peshawar via Ahmadabad and Marwar.	Shall be relieved at Delhi, Ferozepore and Rawalpindi.
From Bombay to Peshawar via Bhushal (G. I. P. Railway).	

GUARDS AND ESCORTS

FORM No. 18-20.

Police Department.

_____ District.

COMMAND CERTIFICATE OF 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 Sib-Inspectors	...				
Head Constables.	Mounted	...			
	Foot	...			
Constables	Mounted	...			
	Foot	...			
	...				

(Standard Form).

Report of arrival and of relief to be noted on reverse.

DISTRICT POLICE OFFICER:
 The19 .

Superintendent of Police.

GUARDS AND ESCORTS

FORM No. 18-47.

POLICE 19 . DEPT.

FROM

Superintendent of Police.

To

Superintendent of Police.

Dated..... No.

Received

Inform him that an escort of the following strength,---

	Number
Inspectors	
Sergeants	
Sub-Inspectors	
Assistant Sub- Inspectors	
Head Constables	Mounted
	Foot Mounted

Constabls



Foot

Total

Will have this district in charge of ----- to proceed to -----
and travel by -----.

Requests that a relief of equal strength may be held in readiness to relieve the police of this district on the -----.

Superintendent of Police

(Standard Form)

CHAPTER XX – Inspection and Supervision.

20-1. Cold weather inspection by Deputy Inspectors-General – Deputy Inspectors-General shall annually furnish one complete inspection report, taking Form 20-1 as their guide, for each district in their jurisdiction during the period 15th October to 15th April.

20-2. Hot weather inspection by Deputy Inspectors-General – Deputy Inspectors-General are also required to make an informal inspection of each district in their jurisdiction between dates 15th April and 15th October.

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 at 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 supervision (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 officers 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 and discuss matters concerning current crime, cases and procedure with the officer in charge.

They shall assist such officer with advice, direction, encouragement or warning as may be required, and shall listen to and deal with any requests he or his subordinates may have to make.

(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 compiled 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 head quarters 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 on 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 checking of investigations made by the police by occasionally visiting the scenes of old cases, interviewing complainants 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 Cantonments 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 license-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 Inspections – Records to be maintained by – The 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 informations as well as a history of local conditions.

20-10. District Inspectors – (1) District inspectors are allotted to district 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 officer, 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 Superintendents 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 be general of special order require, and shall keep a running note book of offences as prescribed for gazetted officers in rule 21-8.

(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 *challans*, 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 licenses of licensee's premises as required by law and as ordered by the Superintendent. Premises licensed under the Excise, Opium and Dangerous Drugs Acts 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 Superintendents 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 office 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 office to enquire and report on any such matters. As a general principle it should be understood that correspondence on the subjects 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, forwarded 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, 1878, to 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 a 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 Deputy Inspector-General to 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 Inspector-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 conference 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 Conference – Deputy Inspectors-General may arrange from time to time to hold conferences of gazetted officers 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. Meeting 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 has been made by the Governor in Council under the Indian Arms Act, 1878 (Act XI of 1878) are hereby published for general information, in suppression of the rules published with Punjab Government notification No. 943, dated the 10th July 1907, No. 15486, dated 10th May 1922 and No. 28576, 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 officer 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 licenses 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 licenses 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 license, 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 licenses 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 license 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 licensed dealers only as possess a supplementary license from the local Government in Form M attached to these rules.

(ii) Such licenses may be granted by the District Magistrate of the district in which the applicant resides to the holder of a license in Form 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 office 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 an 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 26-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 OR LICENSES

XVII. Every District Magistrate shall keep up in Form E of the Appendix to these rules a register of all licenses to manufacture, convert sell or keep for sale any arms, ammunition or military stores granted by him or by the local Government under rule 28 of the Indian Arms Rules, 1924, and shall keep up in Form F a register of all licenses to sell or keep for sale granted by him or by the local Government under the same rule.

All Superintendent 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.

XVIII. All inspections of the shops, 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 licenses granted by the District magistrate or by any Sub-Divisional Magistrate specially empowered by the local Government in that behalf, under rules 81, 88 and 85 and 86 of the Indian Arms Rules, 1924, shall be kept up by him in Form 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 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 license-holders, under condition 11 of the conditions attaching to a license 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 license-holder changes his residence accordingly. The latter shall register the license 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 license.

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 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 licenses in Form XVI, granted in other provinces, and having effect in the Punjab, shall, upon entering any district in the Punjab, send their licenses 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 Magistrate through Commissioners to the Inspector – General of Police.

HOME DEPARTMENT

FORM A-1.

STOCK BOOK FOR AMMUNITION AND MILITARY STORES ONLY OF _____ SON OF _____ CASTE _____ RESIDENT OF _____ LICENCED TO MANUFACTURE, CANVERT, SELL, OR KEEP FOR SALE, ARMS AMMUNITION AND MILITARY STORES

Date	Name and designation of purchaser	FIRE ARMS													
		Prohibited bore weapons			Other Branch Loading weapons						Muzzle-Loading weapons				
		Revolvers	Pistols	Rifles	S. B. Guns	D. B. Guns	S. B. Rifles	D.B. Rifles	Revolvers	Pistols	S. B. Guns	D. B. Guns	S. B. Rifles	D. B. Rifles	Rev
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1-1-1932	In stock														
	Received														
	Manufactured														
	Disposed of														
2-1-1932	In stock														
	Received														
	Manufactured														
	Disposed of														

FORM A-2

STOCK BOOK FOR AMMUNITION AND MILITARY STORES ONLY OF _____ SON OF _____ CASTE _____ RESIDENT OF _____ LICENCED TO MANUFACTURE, CANVERT, SELL, OR KEEP FOR SALE, ARMS AMMUNITION AND MILITARY STORES

Date	Prohibited bore cartridges for		Shot gun cartridges of larger than No. 1 pellet	Loaded Cartridges for			Empty case for			Gun powder (R. s)	Shot (R. s)	Percussion caps	Bullets
	Revolvers and pistols	Rifles		Shot Gun	Rifles	Revolvers and pistols	Shot Gun	Rifles	Revolvers and pistols				
2	3	4	5	6	7	8	9	10	11	12	13	14	15
In stock													
Received													

Manufactured																			
Disposed of																			
In stock																			
Received																			
Manufactured																			
Disposed of																			

FORM B

STOCK BOOK FOR AMMUNITION AND MILITARY STORES ONLY OF _____ SON OF _____ CASTE _____ RESIDENT OF _____ LICENCED TO MANUFACTURE, CONVERT, SELL, OR KEEP FOR SALE, ARMS AMMUNITION AND MILITARY STORES

Date	_____	Gun Powder				Gun caps	Revolver and Pistol Cartridges		Shot Gun Cartridges		Rifle Cartridges					Rifle and Lethal bullets				
		<i>Nitro.</i>		<i>Black</i>			.410 to .455 bore	Others	Loaded	Empty	.303	M.H.	Others .450	Loaded	Empty					
		Lbs.	Ozs	Lbs.	Ozs															

FORM C

Is the same as Form A, except that in heading for the words "licensed to manufacture", etc., read " licensed to sell, or keep for sale", etc., and in column a omit the word 'manufacture'.

FORM D

Is the same as Form B, except that in heading for the words "licensed to manufacture", etc., read " licensed to sell of keep for sale", etc.

FORM E

REGISTER OF LICENSES TO MANUFACTURE, CONVERT, SELL OR KEEP FOR SALE ARMS, AMMUNITION OR MILITARY STORES IN DISTRICT

1	2	3	4	5	6	7	8	9
sil	No.	Name of licensee.	Father's name and caste and	Place of business	Date	INSPECTIONS BY	By Magistrate of district or Superintendent of Police	Remarks
						<i>Assistant of Deputy Superintendent or Inspector of Police</i>		

		residence			1 st	2 nd	3 rd	4 th		

FORM F

Is the same as Form E, except that in heading for “licenses to manufacture”, etc., read “ licenses to sell or keep for sale”, etc.

FORM G

REGISTER OF LICENSES 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	Term for which license is valid	Remarks

FORM H

REGISTER OF LICENSES GRANTED UNDER RULE 33 TO POSSESS ARMS OF AMMUNITION, AND TO GO ARMED FOR THE PURPOSES OF SPORT, PROTECTION OR DISPLAY IN _____ DISTRICT

1	2	3	4	5	6	7	8
Tahsil	No.	Date	Name of license holder	Father's Name, caste, etc.,	Residence	Number and description of weapons	Remarks

FORM I

REGISTER OF LICENSES 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 BEINGS, CATTLE OR CROPS IN _____ DISTRICT

1	2	3	4	5	6	7	8	9	10					11
Tahsil	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	Inspection by Magistrate of weapon and license					Remarks
									1 st year	2 nd year	3 rd year	4 th year	5 th year	

FORM K

RETURN OF LICENSES GRANTED UNDER ACT XI OF 1878 IN THE DISTRICT OF _____ FOR THE YEAR _____

1	2	3	4	5	6	7	8
		OPERATIONS OF THE YEAR					

	Detail of Licenses	Number of licenses in force last year	New licenses	Renwed licenses	Revoked or suspended	Number in force at end of present year	Remarks by Deputy Commissioner	Remarks by Commissioner
1.	In form VII to transport arms, ammunition or military stores							
2.	In form IX to manufacture, convert, sell or keep							
3.	In form X to keep and sell							
4.	In form XIV for the possession of arms							
5.	In form XV for the possession and use for target practice							
6.	In form XVI to possess arms or ammunition and to go armed for purposes of sport, protection of display							
7.	In form XVIII for the destruction of wild animals which do injury to human beings and cattle							
8.	In form XIX for the destruction of wild animals doing injury to crops and cattle							
9.	In form XX for going armed on a journey in or through any Province							

FORM L

ANNUAL STATEMENT OF THE OPERATION OF THE ARMS ACT, XI OF 1878, IN THE DISTRICT OF _____ FOR THE YEAR _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14
---	---	---	---	---	---	---	---	---	----	----	----	----	----

NUMBER OF PERSONS PUNISHED UNDER

Section 19, for offence under									Section 20 for secret breaches	Section 21 for breach of license	Section 22 for knowingly purchasing from an unlicensed person or delivering to person not authorised to possess	Section 28 for failure to give information as required in Section 28	Total punished (column: 1 to 13)
Clause a	Clause b	Clause c	Clause d	Clause e	Clause f	Clause g	Clause h	Clause i					

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 AMMENDED BY ACT XX OF 1919.

Name, description and residence of licensee	Description of arms of ammunition	Place (with description), where articles are to be kept	Period for which the license is valid
1	2	3	4

(Signature)

The _____ of _____ 19 .

District Magistrate of the District

CONDITIONS

- This license is granted to all the provision of the Indian Arms Act, 1878, and of the Indian Arms Rules, 1924.
- It covers arms of the description given in column 2 only so long as they are kept, in the place described in column e, but does not authorise the licensee –
 - to go armed.
 - To keep arms or ammunition which are the property of Government.
- The licensee shall maintain a register of all arms or ammunition in his possession under this license 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 particulars 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 or 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(a) 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.

FORM NO. 20-1

Opening sheet for Deputy Inspector-General's Inspection Report

Inspection report by _____ District _____ Date of inspection _____ 19 .

No. of Police Station _____

Sanctioned strength:-

Inspectors _____	Mounted _____
Head Constables _____			
Sergeants _____	Foot _____
Sub-Inspectors _____			
Assistant Sub-Inspectors _____	Mounted _____
Constables _____			
Assistant Sub-Inspectors _____	Foot _____
Constables _____			

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 Inspectors; control exercised by 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 or 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. 4(4)

LINES DAILY REPORT REGISTER

	Number present in lines	Number of parades				Sick and on leave
		1st	2nd	3rd	4th	
- Recruits						
					Number on escort duty	Number on special duty with nature of duties
- Constables on general duty						
I – Head Constables on general duty ...						
7 – Upper subordinates on general duty ...	Name of officer		Nature of duties on which employed			

- Patrolling performed with time and guards visited	Reserve Inspector		Lines officer	Other officers
	Number of recruits present	Number of men from thanas present	Number of men on general duty	Names of officer who lectured
I - Headquarters Lines School				
II. Escorts arriving from other districts				
III - Names of officers and men under suspension				
IV - Duties performed by mounted police				
- Any special matter such as shortage of men, transfers ordered but not carried				

Reserve Officer

Signature of -----

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	9	10	11	12	
Section of Code	Offence	CASES						PERSONS				St
		Reported	Admitted	Not investigated	Sent for trial	Convicted	Pending in court	Arrested	Convicted	Discharged	Pending	
	Total of corresponding quarter of previous year											

When and by whom last inspected

dated of present inspection and name of Inspecting Officer -----

Remark below on the following matters quoting the corresponding serial No.:-

- (I) State of crime generally and working of Police. (2) Preventive measures under security sections and Habitual Offenders Act. (3) General Heading :- Known or suspected criminals. Sub-Headings:- (a) Surveillance of Bad Characters and bad Character Rolls. (b) History Sheets. (c) 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

1		2	3	4	5	6	7	8	9	10	11
Police Stations in the district		NUMBER	Stations	Outposts	Road and other posts	Villages	Number of days spent in the interior	Number of cases personally investigated by officers in column 1. See note at foot of page	Explanation of Superintendent of any insufficient inspection, with names of any Police Station not inspected with in past 6 months	Remarks by Deputy Commission	Remarks by Deputy Inspector - General
Outposts											
Posts											
Rank of officer	Name	Date of joining district									
S. Police											
A.S. Police											
A.S. Police											
Dy. Supdt. of Police											
Total ...											

NOTE: - In columns 2 to 8 oppo-ite name of each officer and total just above the figures relating to the quarter, the totals from 1st January in each year shall be entered in red Ink.

NOTE: - Only those cases will be entered in column 8 in which the officer referred to in column 1 has visited the locality repurted the enquiries made by him in his weekly Diary No. 1 and given orders for the guidance of the officer in direct charge of the investigation.

Names of places inspected and visited by Police Officers during the quarter as shown in columns 2 to 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

Date _____
 The _____ 19

Superintendent of Police

FORM No. 20-6.

DISTRICT

RANGE

CHECK LIST OF INSPECTION DUTY FOR THE YEAR 195

(TO BE PREPARED BY HAND)

1	2	3	4		5		6		7		8
Classifications	Serial No.	Name of stations, outposts and posts	QUARTER ENDING 31 ST MARCH		QUARTER ENDING 30 TH JUNE		QUARTER ENDING 30 TH SEPTEMBER		QUARTER ENDING 31 ST DECEMBER		REMARKS
			*	Name of Inspecting Officer	*	Name of Inspecting Officer	*	Name of Inspecting Officer	*	Name of Inspecting Officer	

Police Station											
Outposts											
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

- [1] Deleted by Subs. Pb Notification No. 7258/-M-III dated 13-4-83
- [2] Deleted by Ins. By Notification No. 7258/-M-III dated 13-4-83
- [3] Subs by Pb. Notification No. 7258/-M-III dated 13-4-83
- [4] Deleted and subs by Notifi. No. 7258/M-III dated 13-04-1983
- [5] Subs & Notifis No. 7258/-M-III dated 13-4-1983
- 1 Subs. & re-constituted Notifi. No. 7258/M-III 13-4-83
- [7] Subs. & Re-constituted Notifi. No. 7258/M-III 13-4-83
- [8] Deleted by Notifi. No. 38/Legal dt 2-1-85
- [9] Added & Subs. By Notifi No. 7258/M-III 13-4-83
- [10] Deleted & Subs. By Notifi. No. 7258/M-III dt 13-4-83
- 1 Deleted & Subs. By Notifi No. 7258/M-III dt-13-4-83
- [12] Subs. By Notificatino No. 7258/M-III dated 13-4-83
- [13] Subs by Notifi. No. 7258/M-III dt. 13-4-83
- [14] Deleted & Notofi. No. 7258/M-III dt. 13-4-83
- [15] Added by Notifi. No. 7258/M-III dt. 13-4-83
- [16] Omitted by Notifi. No. 32-14/HP & (II)/72 dated 4-10-72
- [17] Subs. By Notifi No. 7258/M-III date 13-4-83
- [18] Subs by Notifi. No. 7258/M-III dated 13-4-83
- [19] Deleted by Notifi. No. 7258/M-III dated 13-4-83
- [20] Subs & Deleted by Notifi. No. 7258/M-III dated 13-4-83
- [21] Subs by Notifi. No. 7258/M-III dt 13-4-83
- [22] Subs. By Notifi. No. 7258/M-III dated 13-4-83
- [23] Subs by Notification No. 7258-M/III, dated 13-4-83
- [24] These Orders are not worn in miniature and the ribands of the Orders are not worn with Undress Uniform.
- [25] These Orders are not worn in miniature, but are worn round the neck on all occasions except with Service Dress and certain Orders of Undress Uniform.
- [26] The Indian Order of Merit (Military and Civil) is distinct form the Order of Merits Instituted in 1902.
- [27] Formerly the Medal of the Order of the British Empire, for Meritorious Service also includes the Medal of the Order awarded prior to 29th December 1922.
- [28] Medal awarded for services during the Great War (1914 – 1919) should be worn in the following order :- 1914 Star, 1914–1915
- [29] King George V's Durbar Medal, 1911, in Gold can be worn in the United Kingdom by Ruling Chiefs of India only.

[The Police Order, 2002](#)

[The Punjab Police \(E & D\) Rules, 1975](#)

[North-West Frontier Province Police Rules, 1975](#)

[Police Disciplinary Rules, 1975](#)

[Go to Index](#) | [LL.B.-I](#) | [LL.B.-II](#) | [LL.B.-III](#) | [LL.B. Directory](#) | [Home](#)